



City of Spring Hill

CAPITAL IMPROVEMENT PROJECTS

CITIZEN'S PROPOSAL FORM

NAME: _____ DATE: _____

ADDRESS: _____ PHONE #: _____

INSTRUCTIONS

Please complete both pages of this form.

It is not necessary to complete all of the information on this form. General project descriptions, project justification and estimates of costs are the basic items required. Additionally, it is helpful to suggest a potential funding source. City staff will contact you to discuss the recommended project in more detail. The City of Spring Hill appreciates your participation in this process.

ITEM DESCRIPTIONS

- 1. Project Address/Location:** Describe as best as possible the location of the proposed project. For example, give the address, name of street, name of intersection, name or park or whatever else would be helpful in describing the location of the project. If it is a citywide project, please enter "citywide."
- 2. Project Description:** Describe the proposed project in as much detail as possible. What is the source of the problem? How do you suggest fixing the problem? Attach any additional information (sketches, maps, etc.) that might be useful.
- 3. Project Justification:** Describe the benefit of the proposed project. Will it address a safety issue (i.e., faulty playground equipment)? Will the project provide a cost savings to the city? Is it a functional improvement, such as a new off-street parking lot? Does it provide an aesthetic benefit to the city?
- 4. Construction Cost Estimate:** Describe your best guess of what the approximate cost will be to construct/complete the project. This is only considered as a rough guideline; city engineering staff is responsible for projecting a refined construction cost and total project cost estimate for budgeting purposes.
- 5. Potential Source of Funding:** The City uses a variety of sources to fund projects, including:

- Special Parks Fund
- Special Highway Gas Tax Funds
- Property Tax
- General Funds
- State or Federal Funds
- Private Funds

Do you have any ideas regarding the potential funding source(s) for this project?



City of Spring Hill
**CAPITAL IMPROVEMENT PROJECTS
CITIZEN'S PROPOSAL FORM**

1. PROJECT ADDRESS/LOCATION

2. PROJECT DESCRIPTION (Attach any additional information - sketches, etc.)

3. PROJECT JUSTIFICATION

4. CONSTRUCTION COST ESTIMATE

5. POTENTIAL FUNDING SOURCE(S)
