City of
SACRAMENTO
Youth, Parks, & Community Enrichment

Sacramento Youth, Parks, & Community Enrichment
PARK IMPROVEMENT OR NEW PROJECT REQUEST FORM

Please fill out the form below to identify any issues in City of Sacramento parks, request improvements, suggest new park sites or facilities to add, or describe a desired recreation opportunity. This information will be used by the Youth, Parks, & Community Enrichment Department (YPCE) to identify and evaluate potential new projects.

Additional information about the project evaluation and prioritization process is described in the Park Project Programming Guide (PPPG), which is posted on the Department's website.

Note: Please use one form per site. Only submit one form per project. Submitting multiple forms does not increase the likelihood of the project being completed.

PROJECT LOCATION

1. Is the project located in a City park, trail corridor, or open space area?

    ❏ Yes   ❏ No   ❏ Don't Know

2. Park Name (if known/applicable):_____

3. Site Address, intersection, or cross street (fill in): _____

PROJECT DESCRIPTION

4. What type of project is desired? (Select all that apply to this site or location.)

    ❏ A new park or greenspace

    ❏ A new recreation amenity, facility, or element to be added (or more)

    ❏ Repair or renovation of an existing feature

    ❏ Improved maintenance (e.g., restroom cleaning, litter pickup, mowing, tree or shrub pruning, graffiti removal)

    ❏ None of the above

5. Is the project related to a particular park feature (e.g., a playground, sports court, bench, building)?
    If yes, note it here: _____

6. Describe the project in detail. Include information such as the issue, amount, size, or type, etc.

PROJECT VALUE OR NEED

7. Why is this project needed? What benefits will it provide? (e.g., it increases recreation, addresses a safety issue, provides shade, protects natural resources, supports ADA accessibility, would serve an area that lacks parks, would serve an economically disadvantages area, is an important cultural site, etc.)

8. Will the project serve a particular demographic group, special needs group, or interest group beyond the general public?

    ❑No

    ❑Yes. If yes, please describe (e.g., older active adults, youth and children, birdwatchers, a specific neighborhood, a disadvantaged area, or another user group): _____

PROJECT SUPPORT

9. Is there a neighborhood group, community organization, or business that may support this project?

    ❑No

    ❑Yes. If yes, write the name the group: _____

10. Are you aware of any volunteers, partners, or others that would be willing to help maintain the project after it is completed?

    ❑No

    ❑Yes. If yes, please identify who: _____

11. Are you aware of any businesses, donors, community organizations, or others that would be willing to help pay for the project?

    ❑No

    ❑Yes. If yes, please identify who: _____

12. If this project is part of a larger initiative or linked to a particular organization, please describe or provide any relevant names or links. _____

PROJECT URGENCY, EASE OF IMPLEMENTATION, AND OTHER INFORMATION

13. How would you rate the urgency of completing this project? If possible, it should be addressed:

    ❑Immediately

    ❑This week or month

    ❑Within the next year

    ❑Within the next five years

14. Are there any barriers or challenges the City should be aware of that would affect the ability to complete the project?

15. Why should the City prioritize this project?

16. Is there anything else you would like us to know about the project?

New or Previous Submission

17. Have you submitted a form for this project before?

    ❏ No

    ❏ Yes. If yes, when? (month/year) _____

YOUR CONTACT INFORMATION (OPTIONAL; FOR USE IF WE HAVE QUESTIONS ABOUT THE PROJECT)

Name: _____

Email: _____

Affiliation or Group You Represent (if any): _____

Please submit forms via Email or Mail:

Email to: YPCE-PPDS@cityofsacramento.org
Mail to: Jason Wiesemann
              Youth, Parks &Community Enrichment - Parks Planning & Development
              915 "I" Street, 3rd Floor
              Sacramento, CA 95814
For questions, please contact:
              Jason Wiesemann
              Ph: 916-808-7634
              E-mail: JWiesemann@cityofsacramento.org

Thank you for your feedback!

For YPCE STAFF USE ONLY:
Date Received: _____
Project Name: _____
Project ID: _____
Project Category: Neighborhood/Community Park   Community Facility   Regional Park
Planning Area: _____   Council District: _____