

CAPITAL IMPROVEMENT PROJECT CHECKLIST

			Project Name	
	<u>TASK</u>	<u>INVOLVED DEPARTMENTS</u>	<u>TARGET DATE</u>	<u>COMPLETED?</u>
1.	Determination of need	ID		
2.	Scope of Work	ID/PW		
3.	Siting	ID/PW/RM		
	a. Criteria	ID/PW/RM/LM		
	b. Available sites, ownership, site analysis	LM/CP		
4.	Zoning			
5.	Cost estimate - building and land	PW/LM/AS		
6.	Budget estimate	ID/FS/PW		
	a. Project accounts for analysis and acquisition	ID/FS/PW		
7.	Comprehensive Plan and its elements			
8.	Planning Review	CP		
	a. Comp. Plan compliance	CP		
	b. Existing zoning compliance	CP		
	c. Subdivision requirements	CP		
	d. Overall recommendations	CP		
9.	Appropriating ordinance or resolution to proceed	ID/FS/LM/M/ASB		
10.	Title 2 Review			
11.	Site Testing	PW		
	a. Written entry authorization	LM		
12.	Site Selection	ID		
13.	Appraisal	LM/AS		
	a. Title search	LM/AS		
	b. Conditional acquisition of site and easements	LM		
	c. Create land record	LM		
14.	Architect interview/selection	PW/ID		
	a. Preliminary design	PW/ID		
15.	Site review by architect	PW/ID		
	a. Survey of site, control, topography	PW/ID		

16.	Planning changes processed			
a.	Comp. Plan change	LM/CP	_____	_____
b.	Zoning change	LM/CP	_____	_____
c.	Conditional use permit	LM/CP	_____	_____
d.	Subdivision/platting	LM/CP	_____	_____

Checklist (continued)

	<u>TASK</u>	<u>AFFECTED AGENCIES</u>	<u>TARGET DATE</u>	<u>COMPLETED?</u>
17.	Finalize acquisition	LM/LG	_____	_____
a.	Finalize land records	LM	_____	_____
18.	Other permits	LM/PW	_____	_____
a.	Water rights	LM/PW	_____	_____
19.	Final design review, site plans and bid documents	PW/ID	_____	_____
20.	Bid	PW	_____	_____
21.	Award	PW	_____	_____
a.	File contract w/Clerk	PW	_____	_____
22.	Construction monitoring	PW	_____	_____
23.	Final acceptance of project	PW/ID	_____	_____

LG=Law; AS=Assessing; PW=Public Works; FS=Finance; LM=Land Management; CP=Planning; HS=Health & Safety; ID=Initiating Department; M=Mayor; ASB=Assembly

List of Project Representatives

Initiating Department	_____
Public Works	_____
Land Management	_____
Community Planning	_____
Finance	_____
Law	_____
Risk Management	_____
Other	_____