

Information Checklist



Account 12-665-7379

Project Management - Pre-project checklist

Project Name: FOLEY BEACH EXPRESS / CR 20 SAFETY PROJECT

Submitted by:	TAYLOR DAVIS	Project Owner:	CHAD CHRISTIAN
Expected Project Start Date	6/19/17		
Expected Project Completion Date	7/7/17		
Is this project listed on the capital project planning document?	YES		
What is the amount listed on the capital project plan?			\$150,000
What year is it listed?	FY 2017		

If not, get approval from Mike Thompson to proceed with planning the project.
Mike (Must have Mike initial and date)

Brief Project Description
Realign the north to west and south to east left turn lanes along the Foley Beach Express at the County Road 20 (Mifflin Road) intersection.

Location (Description and tax parcel identification number(s))
Intersection of Foley Beach Express and County Road 20 (Mifflin Road), located within the right of way

Project type (select one)

- ☐ Building construction or improvement
☐ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
☒ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)
☐ Other, Please explain

Will this project include grant funds?

NO

If yes, please list Grantor:

Will this project have a third party manager?

NO

If yes, please list third party manager

Discuss your project with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required:
Initials & Date Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
Initials & Date Miriam Boutwell	Zoning	
Initials & Date Chuck Lay	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
Initials & Date 4/19/17 Nelson Bauer	Fire	Determination of potential needs related to active/passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.
Initials & Date Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date Leslie Clahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date Jessica Middleton	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date 4/19 Joe Douzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
Initials & Date Miranda Bell 4/21/17	Finance	Budget review and account number assignment.

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Project Name: FOLEY BEACH EXPRESS / CR 20 SAFETY PROJECTSubmitted by: TAYLOR DAVISProject Owner: CHAD CHRISTIANExpected Project Start Date 6/19/2017Expected Project Completion Date 7/7/2017

Is this project listed on the capital project planning document?

YES

What is the amount listed on the capital project plan?

\$150,000

What year is it listed?

FY 2017

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<u>MB 4/19/17</u> Initials & Date Miriam Boutwell	Zoning	
<u>CL 4/19/17</u> Initials & Date Chuck Lay	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
<u> </u> Initials & Date Nelson Bauer	Fire	Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.
<u>MC 4/19/17</u> Initials & Date Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u>LG 4/22/17</u> Initials & Date Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
<u> </u> Initials & Date Jessica Middleton	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u> </u> Initials & Date Joe Bouzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
<u> </u> Initials & Date Miranda Bell	Finance	Budget review and account number assignment.