



DISCOVERY and PROJECT UPDATE APPLICATION REVIEW for PROJECTS

COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:		PROJECT #:	
DATE SUBMITTED:		BILLING CODE:	
DEPARTMENT:			
TOTAL PROJECT COST:	SUBMIT CYCLE: CIP: <input type="checkbox"/> GRANT: <input type="checkbox"/> OTHER: <input type="checkbox"/>		
COMMISSION/COMMITTEE (IF APPLICABLE)	PUBLIC WORKS: <input type="checkbox"/> PLANNING: <input type="checkbox"/> PARKS: <input type="checkbox"/> LIBRARY: <input type="checkbox"/> LLCM: <input type="checkbox"/> CITY HALL: <input type="checkbox"/>		
	PRIORITY: LOW <input type="checkbox"/> LOW> <input type="checkbox"/> MED <input type="checkbox"/> MED> <input type="checkbox"/> HIGH <input type="checkbox"/>		
PRIMARY CONTACT:	PREPARED BY:		

RANKING CRITERIA:

COUNCIL GOALS	<input type="checkbox"/>	OUTSIDE FUNDING / PARTNERSHIP	<input type="checkbox"/>	UPGRADE SERVICEABILITY	<input type="checkbox"/>
MASTER PLAN	<input type="checkbox"/>	TIMING AND LOCATION	<input type="checkbox"/>	REPLACEMENT	<input type="checkbox"/>
QUALITY OF LIFE/SAFETY	<input type="checkbox"/>	MANAGED GROWTH	<input type="checkbox"/>	MAINTENANCE	<input type="checkbox"/>
INFRASTRUCTURE	<input type="checkbox"/>	OPERATIONAL IMPACT	<input type="checkbox"/>	NEW / EXPANSION	<input type="checkbox"/>
REGULATORY REQUIREMENT	<input type="checkbox"/>	PERFORMANCE REQUIREMENT	<input type="checkbox"/>	INNOVATION	<input type="checkbox"/>

PROJECT DESCRIPTION:

PROJECTED SCHEDULE:	APPROXIMATED START:	
	APPROXIMATED END:	
DURATION OF PROJECT:	ONE YEAR: <input type="checkbox"/>	ON-GOING: <input type="checkbox"/>
	MULTI-YEARS: <input type="checkbox"/>	#OF YEARS: _____ <input type="checkbox"/>
FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE:	<input type="checkbox"/>
	PRELIMINARY BID:	<input type="checkbox"/>
	APPROXIMATED COST:	<input type="checkbox"/>
	BASED ON SIMILAR PROJECTS:	<input type="checkbox"/>
	NOT SUPPORTED:	<input type="checkbox"/>

% of PROJECT BUDGET ASSIGNED to FUNDING SOURCE

FISCAL YEAR	FUNDING AMOUNT	FUNDING SOURCE and NOTES	FUNDING %

PROJECT COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL



PROJECT IMAGE / EXAMPLE

PROJECT:

INCLUDE DESCRIPTION AND IMAGE:



STAFF COMMENTS: **PROJECT:**

CITY MANAGER:

CIP COORDINATOR:

COMMENTS:

COMMENTS:

**CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS
APPLICATION REVIEW for PROJECTS**



<input checked="" type="checkbox"/> PROJECT TASKS & DUE DILIGENCE	NOTE
<input type="checkbox"/> PROJECT APPLICATION Submitted	
<input type="checkbox"/> Application Reviewed by City Manager	
<input type="checkbox"/> Presented to / Reviewed by City Council	
<input type="checkbox"/> Staff Review	
<input type="checkbox"/> Planner Review	
<input type="checkbox"/> Commission Review (As Required)	
<input type="checkbox"/> SITE LOCATION / LAND OWNERSHIP	
<input type="checkbox"/> Private Land	
<input type="checkbox"/> Municipally Owned Land	
<input type="checkbox"/> County Lands	
<input type="checkbox"/> State Lands / Parks	
<input type="checkbox"/> Federal Land	
<input type="checkbox"/> Shared Access / Use	
<input type="checkbox"/> Easement Agreement in Place	
<input type="checkbox"/> Intergovernmental Agreement	
<input type="checkbox"/> Memorandum of Understanding	
<input type="checkbox"/> Land Transfer	
<input type="checkbox"/> Annexation	
<input type="checkbox"/> LOT CONFIGURATION	
<input type="checkbox"/> Parcel < 1 Acre	
<input type="checkbox"/> Parcel > 1 Acre	
<input type="checkbox"/> Multiple Sites	
<input type="checkbox"/> Development Requirements	
<input type="checkbox"/> DEQ - Coordinate / Application	
<input type="checkbox"/> DSL - Application	
<input type="checkbox"/> Municipal Fill/Remove Permit	
<input type="checkbox"/> SITE CONDITIONS	
<input type="checkbox"/> Zoning Review / Use (CoY)	
<input type="checkbox"/> Survey Completed: Setbacks, Site Coverage	
<input type="checkbox"/> Entitlements Review (Lien/Easements)	
<input type="checkbox"/> Scaled Site Plan (LC)	
<input type="checkbox"/> Flood Plain Review (DLCD)	
<input type="checkbox"/> Significant Slope Conditions (<12%)	
<input type="checkbox"/> Hazard / Risk Assessment (FEMA)	
<input type="checkbox"/> Ocean - Shorelands Setback	
<input type="checkbox"/> Yachats River - Riparian Corridor	
<input type="checkbox"/> Wetlands (DSL)	
<input type="checkbox"/> SHPO (Historic Site)	
<input type="checkbox"/> Shore Armament	
<input type="checkbox"/> NEW CONSTRUCTION / SCOPE of REHABILITA-	
<input type="checkbox"/> Built Area <200 SF - No Permit Required	
<input type="checkbox"/> Residential or SFR	
<input type="checkbox"/> Cluster or Multi-Family	
<input type="checkbox"/> Commercial	
<input type="checkbox"/> Institutional / Educational	
<input type="checkbox"/> ACCESS	
<input type="checkbox"/> Private Easement	
<input type="checkbox"/> Access across Ditch/Culvert (CoY)	
<input type="checkbox"/> Road Access to Hwy 101 (ODOT)	
<input type="checkbox"/> ADMINISTRATION and COMPLIANCE	
<input type="checkbox"/> Project Accounts and Filing	
<input type="checkbox"/> ID Studies/ Reports/Applications	
<input type="checkbox"/> Establish Project Budget	
<input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Detailed Project Timeline	