

## **Town of Wynnedale Public Area Change Request**

Any person/s proposing to change, alter, and/or make additions to Town property shall provide the following information to the Town of Wynnedale Council before any/all changes may be made to Town of Wynnedale property. Changes subject to review include, but are not limited to:

1. Additions of permanent and/or temporary structures such as monument/s, sculpture/s, bench/es on Town Property.
2. Alterations to and/or additions to landscaping or other structures on town-owned properties, including trimming, clearing or pruning trees and/or vegetation on Town Property.

Understanding design of proposed items or alteration of existing items can vary greatly, the applicant shall provide the following information for Town of Wynnedale Council review of proposed changes to or on Town Property.

1. Name of resident/s requesting change and/or addition.
2. Address of the resident requesting change and/or addition.
3. Written Narrative:

A written narrative of the proposed change/s and/or proposed addition of an item on the property shall be provided. The narrative shall include, but not be limited to, explanation of the cost to the city for the proposed change and/or addition, reason for the proposed change and/or addition, a maintenance proposal for the addition (if required), material description for the proposed item, dimensions of the item when installed and in the future (5 years, 10 years, 25 years, if applicable), manufacturer and/or general contractor or installer to perform the work, information sheets/cut sheets of the proposed addition (if applicable), installation instructions as recommended by manufacturer (if applicable).

If addition is deemed necessary by the Council or the addition of an item is to be a permanent fixture on the property, the following items must be provided.

- A. Site Plan of the scope and adjacent neighbors' property, if addition of a structure and/or landscape is proposed. (required if additional item or landscape is proposed)
- B. Elevation drawing/s to have dimensions, specifications of proposed materials.
- C. Specification sheets, photos or other information that may help further explain the size and aesthetics of the proposed item and/or plant material to be added to the public property. (required if additional item or landscape is proposed)
- D. Indicate component details, materials, finishes, connection and joining methods, maintenance, and/or characteristics of the proposed addition. (required if additional item or landscape is proposed)

The information and/or drawings submitted by the applicant will be shared at the monthly Town of Wynnedale Town Council meeting, where the Council as well as the public will be offered an opportunity to voice their views and opinions on the proposal.

The applicant is responsible for complying with State and Local Codes, Laws and Ordinances regarding the proposed addition/s, alteration/s and/or removal/s to or from the property.