

APPLICATION REQUIREMENTS

DUE APRIL 1 – PRELIMINARY APPLICATION Documents required for initial state review

1. APPLICATION
2. SPONSOR CONTACT FORM
3. STATE & PARISH MAP
4. VICINITY MAP & DRIVING DIRECTIONS
5. CONCEPTUAL PLAN
6. REGIONAL RECREATION MAP
7. FACILITY INVENTORY
8. NARRATIVE
9. COLOR SITE PHOTOS
10. SHPO APPROVAL LETTER

2nd Half SUBMITTAL Due within 3 months of approval notification

11. BOUNDARY MAP
12. LEGAL DESCRIPTION
13. DEVELOPMENT PLAN
14. SCHEMATIC FLOOR PLAN
15. PROJECT COST ESTIMATE
16. RESOLUTION
17. TITLE, DEED OR ACT OF DONATION
18. ENVIRONMENTAL ASSESSMENT
19. ENVIRONMENTAL SCREENING (PD/ESF)
20. CERTIFICATION BY PROJECT SPONSOR
21. CERTIFICATION OF DRUG FREE WORKPLACE
22. W-9 FORM
23. SF 424 FORM
24. SCHEDULE OF FACILITY HOURS –If Applicable
25. CO SPONSOR AGREEMENT – If Applicable
26. Any amended items from Preliminary Application

- UPON APPROVAL AT STATE LEVEL, COMPLETE APPLICATION PACKAGE WILL BE FORWARDED TO NPS FOR FEDERAL REVIEW - Documents lacking required information will be deemed incomplete and ineligible for consideration