

PROJECT REQUEST FORM

SECTION 1 – REQUESTOR

Requestor:			
Department:			
Email:		Mobile #:	
Approving Supervisor:			

SECTION 2 – PROJECT INFORMATION

New Project Title:			
Budget Location:			
Physical Location:			
Project Type:			
Problem to resolve:			
Why now?			
Alternatives:			
Possible solutions or recommendations to address the problem:			

SECTION 3 – PROJECT COST & PRIORITY

Estimated Cost(s):			
Additional funding sources: (e.g. grant, tenant)			
Known constraints/requirements: (e.g. schedule, contract, environmental, permitting)			
Consistency with PCCA-approved priorities (check all that apply):	<ul style="list-style-type: none"> <input type="checkbox"/> Project involves maintenance and enhancement of public services <input type="checkbox"/> Project addresses identified safety and/or risk management issues <input type="checkbox"/> Project necessary to comply with legal mandate(s) <input type="checkbox"/> Project required under CEQA, NEPA, or other environmental law or regulation <input type="checkbox"/> Project furthers county operational needs <input type="checkbox"/> Funding is available for the project 		

← [Click here to add attachments \(photos, maps/aerials, exhibits\)*](#)

All done? Hit **Submit Form** at the top.

FOR ENGINEERING ADMIN DISTRIBUTION ONLY SECTION 4 – PROJECT REVIEW & APPROVAL

Director:		Date:	
Determination of Project Review:			
<input type="checkbox"/>	Approval recommended	<input type="checkbox"/>	Approval not recommended
<input type="checkbox"/>		<input type="checkbox"/>	Additional information needed
COO:		Date:	
Determination of Project Review:			
<input type="checkbox"/>	Approval recommended	<input type="checkbox"/>	Approval not recommended
<input type="checkbox"/>		<input type="checkbox"/>	Additional information needed

* To review any attachments, Choose View > Show/Hide > Navigation Panes > Attachments