

**BATH CHARTER TOWNSHIP
CAPITAL IMPROVEMENT PLAN
PROJECT PROPOSAL APPLICATION**

For citizen submitted proposals: It is the responsibility of the applicant to identify Township departments to support a project proposal. Failure to identify support will lead to an incomplete application. Projects will not be reviewed and/or scored without support from at least one (1) Township department head.

Applicants are strongly encouraged to provide as much detail as reasonably possible. Maps, drawings, letters of support from Township committees or community organizations, etc. are all encouraged. Proposals with a distinct lack of details or information about the proposal or its purpose are likely to be rejected.

Requirements for proposal consideration:

- All information on application is complete
- Cost estimate must be from a licensed contractor or other project professional
- Project must have a minimum cost of \$20,000
- Proposed project must have a useful life of five (5) or more years
- Must have support from at least one (1) Township department head

For the purposes of this Capital Improvement Plan, capital improvements are generally projects related to land acquisition or infrastructure construction/improvement.

Examples of CIP Projects:

- Road construction/repaving
- Land acquisition
- Trail construction
- Sewer improvements
- Right-of-way acquisition
- Sidewalk improvement/replacement/construction
- Replacement of Township vehicles

The following are NOT CIP projects:

- Routine maintenance
- New software or hardware

NOTICE: SUBMISSION OF A COMPLETED PROJECT PROPOSAL APPLICATION DOES NOT GUARANTEE THAT IT WILL BE REVIEWED AND/OR SCORED.

Please submit the completed application to the Township Planner on or before Friday, June 18, 2021. The submission should include all of your project materials required for a completed application.

If applicants have questions, they can contact Township Planner Nick Tafelsky by email at ntafelsky@bathtownship.us or by phone at (517) 641-5166.

Project Name: _____

Location:

Applicant Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Project Description (attach additional sheets if necessary):

Project Purpose (attach additional sheets if necessary):

Department(s) of Support: _____

Consistent with adopted Township plans? Which one(s)?

Total Project Cost: _____

Yearly Project Cost Breakdown

Years	2022	2023	2024	2025	2026
Cost					

Source of Project Cost Estimate:

Estimated Annual Maintenance Cost: _____

Source of Funding (attach additional sheets if necessary):

Project Funding Match Requirement (if applicable): _____