



## **BATH CHARTER TOWNSHIP CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSAL APPLICATION**

For citizen submitted proposals: It is the responsibility of the applicant to identify Township department head support or board, commission, or committee support by a majority vote for 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 Township department head or board, commission, or committee.

The applicant is encouraged to submit the application for the period of time that individual believes is required for the project's implementation to occur. For example, some smaller projects may need only a three-year time period for implementation to occur, while other larger projects may want to apply for the full five-year Capital Improvement Program (CIP) time period. It is important to note that projects will now, in most cases, receive two scores from the Planning Commission. The first score is an "Overall Score" of the Planning Commission's interpretation of the project and the value that will add to the community as a whole. A series of controlling metrics will be used to aid the Planning Commission in the determination of that score. The second score is a "Year One Score", this score will be associated with the Planning Commission's assessment of the research, planning, and other pre-development requirements/cost of the project. As requirements/cost can be numerous and vary from project to project, it is important for the Planning Commission to assess the pre-development efforts required of any submittal in addition to the "Overall Score".

It is also important to note, that a project submitted for a given time period will be re-assessed and re-scored on an annual basis. A CIP public hearing will be noticed to the public and the hearing will take place the night of the re-scoring. Applicants will not be required to re-submit applications on an annual basis. If the project was not implemented by the Board of Trustees at the conclusion of the previously submitted time period, the applicant can re-submit a new application.

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 or more years
- Must have support from at least one Township department head or board, commission, or committee by a majority vote.

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 30, 2023. The submission should include all project materials required for a completed application.

Applications may be submitted via the [Google Form](#) or in-person at the Township Offices, 14480 Webster Road, Bath MI 48808.

If applicants have questions, they can contact Township Planner Miles Roblyer by email at [mroblyer@bathtownship.us](mailto:mroblyer@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):

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Project Purpose (attach additional sheets if necessary):

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Does the project contribute to the health, safety, and welfare of the community?

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Is the project required in order to comply with local, state, or federal law?

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Does the project conform to adopted programs, policies, or plans?

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Does the project remediate an existing or projected deficiency or hazard?

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Will the project upgrade facilities?

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Does the project contribute to the long-term needs of the community?

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What are the distributional impacts of the project?

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What is the departmental priority of the project?

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Department(s) of Support: \_\_\_\_\_

Board, Commission, or Committee of Support: \_\_\_\_\_

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

Total Project Cost: \_\_\_\_\_

Yearly Project Cost Breakdown

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Cost</b>					

Source of Project Cost Estimate:

\_\_\_\_\_

Estimated Annual Maintenance Cost: \_\_\_\_\_

Source of Funding (attach additional sheets if necessary):

\_\_\_\_\_

Project Funding Match Requirement (if applicable): \_\_\_\_\_