

DIVISION OF PARKS AND RECREATION

June 14, 2005

STAFF DIRECTIVE 05-01

TO: Administrative Staff
 District Superintendents
 District Maintenance
 Park Superintendents

FROM: Lewis Ledford, Director

SUBJECT: Revised Approval Form to Staff Directive 97-20
 (Construction, Renovation, and Demolition Form)

The attached form is a revised Construction, Renovation, and Demolition Approval Form. Please replace the form presently being used and use the new form effective immediately.

This form must be submitted by the Park Superintendent to the District Superintendent for review and approval, then forwarded to the Chief of Maintenance and Chief of Construction for review, then forwarded for review and approval to the Superintendent of State Parks and Director.

JH/alm

Attachment

**North Carolina Division of Parks and Recreation
New Construction, Renovation, and Demolition,
Approval Form**

Park: _____ Date Submitted: _____ Submitted by: _____

Superintendent Approval: _____ District Superintendent Approval: _____
Initial & Date Initial & Date

Project Description with Justification: _____

(Attach as needed)

Estimated Total Cost: _____ Funding Source: _____
(Fund Account Numbers)

How will work be accomplished?

Force Account: _____% Informal Contract: _____% Other: _____%

RMR Form completed? _____ Yes _____ No

(Attach Resource Management Review Form)

Does this project require DOI and SCO review? _____ Yes _____ No

Will design assistance be required? _____ Yes _____ No

Project identified in a GMP? _____ Yes _____ No

Project listed on the PEP List? _____ Yes _____ No

Project Review with Park Advisory Committee? _____ Yes _____ No

Comments: _____

(Attach as needed)

Documents Attached: Site Map _____ Design Sketch _____ Specs _____

Review & Approvals

Review, Comment, Sign, and Forward (Attach as needed)

Chief of Maintenance: _____ Chief of Construction: _____
Initial & Date Initial & Date

- ☐ Approved
☐ Not Approved (See attached)

- ☐ Approved
☐ Not Approved (See attached)

Superintendent of State Parks: _____ Director: _____
Initial & Date Initial & Date

- ☐ Approved
☐ Not Approved (See attached)

- ☐ Approved
☐ Not Approved (See attached)

Comments: _____