



City of Burlington, Department of Public Works
 645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849
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Demonstration Project Permit Application (Phase 2 Application)

Note: This application form is intended only for those parties who have already submitted an Initial Proposal to DPW (Phase 1), and have revised their project materials in response to DPW feedback.

APPLICANT INFORMATION *(List main project contact person)*

Full Name:

Organization Name: (optional)

Title: (optional)

Address:

Email Address:

Phone #:

Has the contact person changed since the Initial Application in Phase 1?

Yes No

PHASE 2 PROJECT PROPOSAL

Proposed project location:

Proposed project type:

- Wayfinding Sign Curb Extension Parklet Bike Corral Median Refuge Island
 Pedestrian Plaza Protected or Conventional Bike Lane Other, specify _____

List City Ward and Councilor(s) representing area where the project is located:

Has the project location changed since the Initial Application in Phase 1?

Yes No

Please attach the following materials to further describe your proposal. Clearly explain any notable changes that you have made in response to DPW feedback from Phase 1.

- A description of your project idea, including information about the goal/intent of the project. (1 pg. max)
- A site plan - sketches, or drawings depicting your vision for the completed project
- A copy of the informational flyer or letter which will be distributed to the affected area.

PROJECT IMPLEMENTATION

Did DPW indicate that a Traffic Control Plan was required as part of your Phase 2 Proposal?

- No**
- Yes.** If yes, attach the Traffic Control Plan created for your project. The Plan must be completed by a licensed engineer, according to MUTCD guidelines. Provide the contact information for the Engineering Partner who assisted you with preparation of the Traffic Control Plan below.

Name:	
Organization or Company:	
Email Address:	Phone #:

Installation: How do you plan to install and break-down the project in accordance with the Traffic Control Plan? Please share the details of your work plan, in the form of a timeline that shows when project elements will be installed/staffed/taken down, and by who (staff, volunteers, etc.). Be sure to indicate:

- Who will lead implementation of the traffic control plan. (Note that DPW may be able to assist with complex plans in some cases.)
- Your desired time for project inspection by DPW staff (must occur at end of installation, before project officially "opens" to the public)
- Who will be the volunteer coordinator/point person? (This person must insure all volunteers sign Wavier)
- Estimated time frames for each phase of work and planned activity (at minimum, indicate timing for installation, duration, tear-down)
- Timeline for posting any required parking impact notifications (see page 21 of the Guide for more information).
- Number of volunteers/staff who will be involved in each phase of the project

Evaluation/Outreach: Describe the quantitative and qualitative metrics you will use to evaluate and gather public input on your project (approx. 1 page). Please include details of when evaluation activities will occur, and how many volunteers/people will be involved in each of your planned evaluation activities. When uploading your photos to social media, please use the Burlington Demonstration Project hashtag: #BTVdemoproject. Doing so will help us track photos as inspiration to other demonstration project organizers.

I understand that I am required to comply with the items stipulated in the Demonstration Project Policy on pages 31-34. I also understand that I am responsible for providing all volunteers with a copy of the Safety Guidelines and ensuring all volunteers sign the Release of Liability.

Signature: _____

Print Name: _____ Date: _____

Please send your application to: Elizabeth Gohringer, Associate Planner - egohringer@burlingtonvt.gov