

**Maryland Department of Natural Resources
Community Parks and Playgrounds (CP&P) Program**

Supporting Documents

The following attachments must be provided for each project application:

Elements	Description	Comments
Attachment #1	City/County Road Map	8 ½" x 11" Map with project location marked in red.
Attachment #2	Site Plan	The site plan of the entire area. Outline in red on each copy major items to be developed under this application. Label all facilities as either EXISTING at the time of application or PROPOSED for development in this project or future development.
Attachment #3	Local Planning Agency Approval and Infrastructure Review.	Certifies consistency with existing plans and addresses relationship of project with water, sewer, storm water, roads, school, or other facilities or plans for facilities.
Attachment #4	Compliance with Reforestation Law and Site specific plan.	If the scope of the planned disturbance requires it.
Attachment #5	Floor Plan	A floor plan of each enclosed building being proposed under this project.
Attachment #6	Project Photographs	Labeled photographs of existing equipment if applicable and area(s) proposed for development.
Attachment #7	Deed, SDAT, Lease, or Joint Use Agreement* http://dnr.maryland.gov/land/Documents/POS/pos_cpp_joint_use_agreement.pdf	Fee simple title, 20 year lease, or Joint-Use Agreement (one copy with original application only).
Attachment #8	Retention of Rights Explanation	If applicable, when not owned in fee simple.
Attachment #9	Two (2) independent appraisals	For acquisition projects only.

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. Please refer to the POS Grants Manual http://dnr.maryland.gov/land/Documents/POS/localposmanual_2006.pdf for further details on the required attachments.

For each proposed project, a complete application packet includes a Community Parks and Playgrounds Application and Project Agreement form, a Project Details form with a proposed/estimated project schedule, and the requisite attachments listed in Supporting Documents above.

* If the applicant is not the deeded owner of the property where the project is proposed, the applicant must either have a long-term lease for the property (with 20 years remaining) or enter into a DNR Joint Use Agreement with the property owner to conduct the project.