**MARYLAND PARK SERVICE PROJECT INFORMATION FORM**

**Please enter information for the highlighted fields, as indicated below:**

**Project Name:** Filled out by Applicant

**Project Number:** (Filled out by MPS Planning Staff)

**Applicant Name:** Filled out by Applicant

**Applicant Address:** Applicant’s Address and Address Where the Project is Occurring

**Land Unit:** Name of Maryland State Park

**County:** Name of Maryland County

**Region:** (Filled out by MPS Planning Staff)

**Project Lead:** Who is Responsible for the Project in Your Organization – Provide Direct Contact Information Below

**Project Type:** (Filled out by MPS Planning Staff)

**Customer Type:** Name of Your Organization and Indicate if Public, Private, Academic, or Non-Profit

**Request Type:** (Filled out by MPS Planning Staff)

**Critical Area:** (Filled out by MPS Planning Staff)

**Master Plan:** Attach Any Relevant Plans or Other Documents

**Date Prepared:** Date of Application Preparation

**Prepared By:** Indicate the Name of Who Prepared the Application

**Contact Phone:** Provide Your Contact Information

**Contact E-Mail:** Provide Your Contact Information

**Review Due:** (Filled out by MPS Planning Staff)

**Project Description:** Provide a detailed description of your organization’s project (who, what, when, where, why). Include important details such as total limit of disturbance, existing conditions, project need and alternatives considered. Please include any plans or relevant information that will assist the project review process, including a location or vicinity map and a site detail map.

**General Site Conditions:** Please provide a detailed description of the site (flat, hilly, mountainous, developed, fallow land, etc.) and where your organization’s project is proposed. Highlight any relevant environmental information (forested, wetlands, floodplain, riparian areas etc.).

**Project Considerations:** Please provide any additional information (i.e. special conditions) that may be relevant for project review. List any other pending permits such as MDE Wetlands and Waterways and Erosion and Sediment Control. If a site has historic resources, make note of them and provide documentation that will be useful to Maryland Historical Trust. Other project considerations may include, but are not limited to, mandated projects by the State or federal government such as sewer upgrades or utility enhancements, interest in the project by local officials, tight timeframes due to funding, etc.

**\*Note: Provide the following additional information: 1) a Location / Vicinity Map; 2) Detailed Site Plan Map / Aerial; 3) Related Plans or Documents. For internal (MPS) projects, submit documents to the appropriate Land Unit Manager where the project will occur. Projects should be sent to:** **mpsprojectreview.dnr@maryland.gov****.**