



Park Proposal Guidelines

Thank you for your interest in our parks! These guidelines were developed to help you take a great idea and see if, together, we can create a real project.

I have an Idea!

Step 1 – Get an application form

Application forms for Park Proposals are available online, at community centers, in the customer service center, or can be requested by phone.

Portland Parks & Recreation staff is available to provide assistance with completing the application. While we can help, you are responsible for filling out the forms. We will work with you to ensure that the forms are complete and accurate.

Step 2 – Complete Application Part I – Does it fit?

Application Part I requests information on what the project is, a rough idea of cost (if you know it), and identifies how the proposal answers the following questions.

Does the project:

1. Serve the general public?
2. Meet Portland Parks & Recreation standards of design and construction?
3. Reflect the character of the park?
4. Enhance the park without hindering the quality of the open space?
5. Have an identified source of funding?

Based on the answers to the above questions, projects are evaluated by staff for initial completeness and appropriateness. Projects that can respond positively to the above questions may be asked to complete a more in-depth project description.

If the project won't work with the existing park or if key information is lacking, staff may deny the application with an explanation, or recommend changes. If staff believes your idea merits further consideration, you will be invited to fill out Part II of the application.

Step 3 – Complete Application Part II – Is it realistic? A little more information please...

Application Part II asks you to address additional project criteria and considerations, such as maintenance cost and responsibility, and impacts to existing park use. Staff will again review information. If they have everything they need, the project will be forwarded to a broader committee for consideration.

Step 4 – Review by committee

Both Part I and II of your proposal will be reviewed by a committee comprised of representatives from Portland Parks & Recreation, other City of Portland staff, and members of the community. The composition of each committee is determined by the expertise necessary to evaluate a specific proposal.

The committee will review the proposal and determine:

1. Approval (preliminary, conditional, final) or denial
2. Priority (low, medium, high)
3. Timeline

Step 5 – Staff assignment and review

Projects that receive initial approval by the Review Committee are assigned to a staff coordinator (park

liaison, zone manager, district supervisor, or other staff). This staff generally works in the field and will look for opportunities for implementation, or may recognize challenges that people out of the field are not aware of.

The assigned staff will likely contact you for more detailed information. Cost considerations will include design development, material and installation costs, engineering needs, staff time, and long-term maintenance needs.

Step 6 – Project implementation – Whew! It takes a lot of effort, but it can be amazing!

Your project is approved by the Review Committee! You will receive a letter that includes staff contact information, conditions of acceptance, and any necessary forms or follow-up information. From this point on, we will work together closely to make sure the project meets everyone's needs and is a successful addition to our system of parks.

PP&R staff will provide you with the following information:

- General timing of the project
- Estimates of construction cost, and ongoing maintenance and operation costs
- List of any criteria and conditions to be met
- Insurance and permit requirements

Review of Denied Proposals

Applicants may request that the Director of Portland Parks & Recreation review denied proposals.

Further information

1. Approval of projects does not guarantee implementation. Projects needing permits, a project manager or a landscape architect – or that increase the requirement for maintenance funding may be added to the 5-Year Capital Improvement Plan. (The 5-year timeline is a general guideline. Some projects may be implemented more quickly; some projects may be on the list for longer than five years. The 5-Year Capital Improvement Plan currently has 10 years worth of projects on it.)
2. At any time during this process, new information, community feedback, cost or feasibility information could change the direction of our response. Should further exploration and review by staff show that the proposal is unfeasible, or if conditions of approval are unable to be met, the proposal may be denied. We will communicate all information regarding decisions to you and others involved in the project.
3. Portland Parks & Recreation staff time and input is limited to project review, minor refinement of designs, assisting with the selection of appropriate materials, and determining the true costs of the project. In most cases, the responsibility for identifying the funding sources and raising the funds is responsibility of the applicant. PP&R staff does not assist with fundraising.

For more information about the Park Proposal process, or to request an application, please contact Sarah Coates Huggins at 503-823-3385.