

**HIGHWAY CAPITAL IMPROVEMENT PROJECT REQUEST**

*[This is a 2-page form]*

**To:** Director of Highways Golden Gate Highway District No. 3

**From:** *[include all requestors]*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Date:** \_\_\_\_\_

Please provide the following information about the requested capital improvement:

NAME OF HIGHWAY [road]: \_\_\_\_\_

EXACT LOCATION: \_\_\_\_\_

DETAILED DESCRIPTION: *[Attach a drawing with description of type and location of all capital improvements requested; engineering drawing is preferred if available.]*

ESTIMATED COST: \_\_\_\_\_

REASON/S FOR JUSTIFICATION OF CAPITAL IMPROVEMENT:

\_\_\_\_\_  
\_\_\_\_\_

PROPOSED FUNDING: *[Check and complete the proposed method of payment.]*

- HIGHWAY DISTRICT FUNDS  
[The Board of Commissioners determines the request priority given budgetary considerations of the District and existing and adopted Capital Improvement Plan.]
- CREATION OF LOCAL IMPROVEMENT DISTRICT [L.I.D.]  
[Benefited properties are assessed for the payment of the improvements.]
- COMBINATION OF DISTRICT FUNDS AND L.I.D.FUNDING  
[Part of the project is paid by assessment of adjacent property owners and part by Highway District funds.]      \_\_\_\_% District      \_\_\_\_% L.I.D. Assessed

- PROPERTY OWNERS [NO L.I.D.]  
[Participating property owners pay an agreed sum to the Highway District as an incentive to prioritize the project. The money is held in the Custodial Holding Fund and is held in trust by the Highway District for use in the payment of construction costs of the capital improvement project. See Chapter 4 of Title 9 Golden Gate Highway District Policy Code].
  
- COMBINATION OF PROPERTY OWNER AND DISTRICT FUNDS [NO L.I.D.]  
[Part of the project is paid by participating property owners and part by the Highway District using the Custodial Holding Fund for property owner payments.]  
\_\_\_\_\_ % District                      \_\_\_\_\_ % Property owners

We the undersigned do hereby submit this Capital Improvement Project Request and certify that we have each read this request and affirm that it states correctly our intentions and desires regarding this matter upon which the Highway District can rely:

PROPERTY OWNERS:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY: Official Action of Highway District Staff**

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Request Form Received by Director of Highways:    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

Submitted for engineering review:     Yes     No    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

Engineering review completed [if applicable]:    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

Director of Highways prepares report and recommendations to the Board of Commissioners:  
Date: \_\_\_\_\_    Initials: \_\_\_\_\_

Action of Board of Commissioners:

- Approved
  
- Approved with the following modifications:
  
- Denied for the following reasons: