



# Linn-Mar Community School District Structure and Site Modification Application

**Code 901.8-E**

Schools or employees, PTOs, the Linn-Mar Booster Club, other non-profit organizations, or individuals who are making a proposal for a building or site modification or a structure on Linn-Mar Community School District property shall submit this application to the office of the Chief Financial/Operating Officer for review at least 60 days prior to the start of the proposed project. Submission prior to the last school day in December is optimum for the review process.

The following components of the application must be complete with appropriate detail before the district review of the application. Please attach the appropriate documentation with the project application and affix this page to the project application.

1. Person/group submitting proposal
2. Name of school/facility or organization
3. Project title
4. Description of alignment with district mission and strategic goals
5. Benefit to students
6. Need for the project
7. Project location
8. Total project budget with detail that includes materials and labor
9. Building permit, if required (municipality of project location)
10. Project funding source
11. Description of district support (technical, O&M, school, etc.) required for successful completion
12. Projected district costs
13. Project labor (e.g., contractor, volunteers, students, etc.)
14. Project timeline
15. Long-term maintenance or administrative requirements including costs and responsible persons
16. Unique project components, if any
17. Documentation of insurance coverage for project
18. Attach all construction plans, drawings, and materials to application

Principal/Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Construction Committee Review Date: \_\_\_\_\_ Cabinet Review \_\_\_\_\_

Comments:

Chief Financial/Operating Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board Summary Report Date: \_\_\_\_\_

Board Acceptance of Donation: \_\_\_\_\_