



**Policy 901.8-E Structure and Site Modifications Application**

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.

- a. Person/group submitting proposal
- b. Name of school/facility or organization
- c. Project title
- d. Description of alignment with district mission and strategic goals
- e. Benefit to students
- f. Need for the project
- g. Project location
- h. Total project budget with detail that includes materials and labor
- i. Building permit, if required (municipality of project location)Project funding source
- j. Description of district support (technical, O&M, school, etc.) required for successful completion
- k. Projected district costs
- l. Project labor (e.g., contractor, volunteers, students, etc.)
- m. Project timeline
- n. Long-term maintenance or administrative requirements including costs and responsible persons
- o. Unique project components if any
- p. Documentation of insurance coverage for project
- q. Attach all construction plans, drawings, and materials to application

Project/Manager Approval: _____	Date: _____
Construction Committee Review Date: _____	Cabinet Review: _____
Comments:	
Chief Financial/Operating Officer Approval: _____	Date: _____
Board Summary Report Date: _____	Board Acceptance of Donation: _____