

**COUNTY OF DINWIDDIE  
CAPITAL IMPROVEMENT PROGRAM  
PROJECT REQUEST FORM FOR FY 2027-3036**

Department: \_\_\_\_\_

Date Prepared:- \_\_\_\_\_

Project Title: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Project Description:** Provide a complete description of the project being proposed. Provide basic information about the project, such as size, acreage, floor area, capacity, etc.

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**Justification:** Check appropriate boxes below and indicate the need for the project and what it is expected to accomplish.

New  Expansion  Preservation  Repair  Replacement  Non-Capital (Study)

Planned Community Development  Improved Quality of Life  A Safe, Secure Community

Good Stewards of the Public Trust  Excellent Customer Service

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**Location/Site Status:** Is the site owned? If so, provide the address. Has a site location been determined, if not, provide a general location.

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**Schedule:** Indicate the year funding is requested, or if the project will take several years to complete, outline the schedule. If applicable, be sure to include work done in prior years, including studies or other planning.

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**Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

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**Project Priority:** Indicate the project priority. The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action in the nearest year.

Priority within your departmental requests

Urgent  Necessary  Desirable  Deferrable

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**Cost Estimate:** It is extremely important that the cost data provided be as accurate and complete as possible. For projects that will take more than one year, list each year separately and then show total.

	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
1. Consultant/Study										
2. Site Acquisition										
3. Site Improvements										
4. Construction Costs										
5. Utility Connection										
6. Equipment/Furnishing										
7. Architectural/Engr/legal 16% of lines 3 thru 6										
8. Constr. Management 4% of lines 1 thru 7										
<b>TOTAL= \$</b>										

**Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

- Cost of comparable facility or equipment
- From cost estimate from engineer or architect or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate, guesstimate)

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**Recommended Source of Financing:** Indicate any suggestions for sources of financing, such as federal or state grants, contributions, donations, etc.

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**Impact on On-going Operating Costs/Personnel Requirements:** Explain the effect of this project on the operating costs, such as personnel, purchase of services, materials and supplies, equipment purchases, maintenance and utilities.

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**Impact if Project is not completed:** Provide a brief statement regarding the impact should the project not be funded/completed within requested time frame.

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**Attach photos, estimates, map or any other documentation for this project:** Include sample photos of the equipment, estimates from vendors, map of the site location, etc. for the project.