

**PROJECT REQUEST FORM
VILLAGE OF MARYVILLE**

Requesting Committee:

1. General Information

: Original Request

: Revised Request

Person Preparing Request: _____ Date: _____

Preparer's Phone Number: _____ Committee Chairperson: _____

2. Program / Planning Information

Project Location: _____

Current Use: _____

Proposed Use: _____

Existing Area (SQ Ft.) _____ Proposed Area (SQ Ft.) _____

3 Sets of Pricing Bids Attached (30 Days or Newer): Yes Preparing _____ Date Submitting Plans

3. Project Description: Include (1) How this project is a benefit to the Village (2) Scope of work (3) The down falls to the Village if this project is not completed (4) Detailed material list (5) Equipment required (6) Timeframe requesting - Please attach additional pages if needed.

4. Funding Source

Estimated Cost: _____ Lowest Contractor Bid: _____ Project Budgeted: Yes No

Funding Source: _____

5. Submittal Approval Signatures

Preparer: _____ Date: _____ Phone: _____

Chairperson: _____ Date: _____ Phone: _____

Trustee Liaison: _____ Date: _____ Phone: _____

**** OFFICAL USE ONLY ****

6. Submit Completed Form To:
Mayor Craig Short

2520 N. Center Street, Maryville, IL. 62062
mayorshort@maryville-il.us

Date Request Form Submitted: _____ Were all requested form items submitted: Yes No

Sent Back to Committee on: _____ Accepted on: _____