

TRAIL CONSTRUCTION GRANT PROGRAM

Letter of Intent

Please complete and submit the **Letter of Intent by Friday, May 1, 2026 by 12:00 P.M.** Provide all information requested in one comprehensive PDF document, including deeds. This should be submitted electronically via Monday.com Platform.

1) PROJECT NAME

2) FUNDING CATEGORY: (check one)

Design & Permitting (requires virtual pre-application meeting)

Construction – MINOR (requires pre-approval and virtual pre-application meeting)

Construction – MAJOR (requires virtual pre-application meeting)

3) PROJECT CATEGORY:

New Trail

Trail Enhancement

The Trail Enhancement category is for projects that propose to improve design and/or surface type of existing trails to accommodate increased capacity and/or make the trail ADA compliant. The Trail Enhancement category is not intended to be an in-kind replacement of current conditions. Deferred maintenance activities are not eligible under this category

4) APPLICANT INFORMATION:

Municipality:

5) PROJECT CONTACT INFORMATION:

The project contact must be a municipal employee who will serve as the primary point of contact for the project. Volunteers are not eligible. Consultants and volunteers are not eligible.

Name & Title:

Phone:

Email:

6) PROPERTY OWNERSHIP VERIFICATION:

In order to be considered each applicant shall verify ownership and/or authorization of use through legal agreement(s) such as deeds, easements, or license agreements of ALL properties included as part of the proposed project.

All property must be permanently preserved public parkland (via deed restrictions), easements permanently dedicated for public parkland use, or license agreements for projects that are officially adopted as part of the municipal Recreation and Open Space Inventory (ROSI) or are located on County owned property.

Provide copies of deeds and/or agreements such as easements verifying ownership of property. Provide a summary of all parcels in the chart provided including ownership information.

Please note if an easement is in the process of being acquired submit a letter from the property owner demonstrating their willingness to approve said easement to the applicant for the referenced project with this Letter of Intent submission.

**REMINDER - The Trail Construction Grant Applications are due on
Friday, June 19, 2026 at 12:00 PM**

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	Type of Ownership			Block	Lot	Permanently Preserved	Name of Owner
PARCEL NO. 1	Fee Simple	Easement	License			Yes No	
PARCEL NO. 2	Fee Simple	Easement	License			Yes No	
PARCEL NO. 3	Fee Simple	Easement	License			Yes No	
PARCEL NO. 4	Fee Simple	Easement	License			Yes No	
PARCEL NO. 5	Fee Simple	Easement	License			Yes No	
PARCEL NO. 6	Fee Simple	Easement	License			Yes No	

7) PROJECT MAP:

Provide a project map that shows the proposed trail location along with parcel information including block and lot for all of the parcels required to complete the project. Parcel information shall also be listed separately in the chart above.

8) ESTIMATED PROJECT COSTS:

CHOOSE ONE: Provide ESTIMATED project costs for either Design or Construction funding category below. Include matching funds and anticipated requested grant amount.

DESIGN & PERMITTING	AMOUNT
TOTAL DESIGN FEE	
MATCHING FUNDS (20% Min.)	
AMOUNT OF REQUESTED GRANT	
<i>Subtract matching funds from project total to calculate the requested grant amount</i>	

CONSTRUCTION	AMOUNT
TOTAL CONSTRUCTION COSTS	
MATCHING FUNDS (20% Min.)	
AMOUNT OF REQUESTED GRANT	
<i>Subtract matching funds from project total to calculate the requested grant amount</i>	

9) SIGNATURE:

Mayor's Signature (required)

Date

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