

PLANNING AND IMPROVEMENT COLLABORATIONS AT BOSTON PARK AND RECREATION SITES

Boston’s parks and open spaces have benefited greatly over the years from the support of community groups, grant funding agencies and institutions. By working in partnership with the Boston Parks and Recreation Department, organizations have provided additional funding, volunteer clean up and beautification, as well as planning and design assistance that has helped significantly to improve Boston’s green spaces. Successful efforts have ranged from stand alone projects inspired by individuals to organizations, to parallel efforts with Departmental maintenance, planning and development initiatives. These partnerships have expanded considerably the public park amenities available to the city’s neighborhoods.

The Department appreciates the importance of partnerships to the City of Boston. We are also aware that individuals and groups are sometimes unclear about the process to start a project in their neighborhoods. The following outline describes the new project process.

***Note: This checklist must be completed for any and all work proposed in a City of Boston Park. This checklist may not include all necessary steps and other approvals required. Boston Parks Department **does not** give verbal approvals for proposed work.

Thank you for your support of Boston’s public parks.

FOR ALL PROJECTS:

FEASIBILITY STAGE -

Send a request to the Parks **Commissioner** describing your idea for park improvements. A project narrative, proposed funding source, description of proposed work, and overall location map must be included as part of the request. The **Commissioner’s** office will work with you to assess the *feasibility* of your proposal within the context of current and/or future Department initiatives.

Item	✓
Project Narrative and Description of Proposed Work	
Overall Location Map	
General Project Plan and Details (with images and/or photos)	
Proposed Funding Source Identified	
Project Type:	
Construction Project	
Volunteer Clean-up	
Tree Pruning	
Planting (including Street Trees)	

Parks Department issues Feasibility Approval (See attached Checklist).

Once written approval is given the project may move to the next step(s) discussed below.

CONCEPT PLAN STAGE-

In addition to community volunteers, groups may hire licensed professionals, or may receive pro bono assistance from artists, landscape architects or planners. The Department can provide assistance in locating base maps and or master plans for many public parks.

Once the group develops a Concept Plan, they need to be submitted in duplicate with the attached formwork to the attention of the **Commissioner and the Chief Engineer** for Concept Plan review. This must be done before the proposal is presented to the general public and **before any funding applications are submitted**. The review period is generally fifteen (15) business days. Early review ensures that each proposal receives a preliminary conceptual review for appropriateness, and that it meets the standards for public safety, programming, maintenance feasibility, regulatory compliance and related issues.

Concept Plans for submission shall include a project narrative and description of the proposed work as well as the proposed funding source(s). An overall location map, general project plan and details including images and photos should also be included.

Item	✓
Project Narrative and Description of Proposed Work	
Overall Location Map	
Project Plans and Details (with images and/or photos)	
Proposed Funding Source Identified	
Community Meeting	

During the review and approval of the Concept Plan, the Department reserves the right to require that the proponent procure the services of professionally licensed designers and consultants for the preparation of construction documents for the proposed project. In addition, a determination will be made regarding long term maintenance of specific new elements.

Once a project has received the Department's preliminary Concept Plan review, it must be presented by the project's working group to the general public through an interactive community process, unless the project is part of an existing Departmental public process. This process is the same as a project initiated by the Department and includes a minimum of one (1) public meeting. This meeting must be attended by a Parks appointed representative. Broad public review may lead to adjustments and refinements in the working group's original Concept Plan design. A successfully completed public process is a pre-requisite for the Department's final Concept Plan approval (unless a written request for a variance is submitted and approved by the Department in writing). Once the Concept Plan approval has been granted, outside funding can also be applied for.

Once public support and Parks Department approval is determined, additional approvals and submittals may be required.

Parks Department issues Concept Plan Approval (See attached Checklist).

CONSTRUCTION DOCUMENT STAGE-

Special considerations and approvals will be necessary for projects within or including the following:

- Environmentally Regulated Areas
- Urban Wild or Community Garden
- Designated Historic Park, Historic Burying Ground and Cemetery
- Public Right of Way, including sidewalks and streets
- Transportation Right of Way, including work above subsurface rails and stations
- Public Art
- Special Funding Sources
- Work on or near State or Federally regulated areas (MassDOT, MBTA, etc.)
- Lighting
- Water and Sewer (BWSC)

Due to liability and public safety concerns, the Department requires that designers and consultants preparing construction documents for public open space and park sites be professionally licensed in their respective disciplines. If it was determined at the Conceptual Plan stage that the services of a professionally licensed designer are required, all submittals going forward must bear the individual or firm name of said professional. The Department can provide a Designer contract template that complies with Departmental requirements.

As with any project that occurs on Parks Department property, the project must follow department guidelines including specifications, approvals, permitting, and construction and maintenance practices. The Parks Department will need to review the construction drawings and specifications at the 60% and 90% phases before the final Plans and Specifications are approved to ensure compliance with Departmental standards. As with Concept Plans, the review period for each submittal is generally fifteen (15) business days. For large projects, the Department may need to be a signatory to the designer's service contract.

Item	✓
Construction Documents and Specifications - 60%	
Construction Documents and Specifications - 90%	
Final Construction Documents and Specifications (100%)	
Proposed Funding Source Identified	
Community Update Meeting	

Written approval of the final Plans and Specifications are required from the Department prior to the awarding of construction contracts by the proponent (See attached Checklist).

CONSTRUCTION STAGE-

In order to proceed with a construction project, the sponsoring organization must enter into a Construction Access License Agreement with BPRD. This will include an approved schedule and insurance where the City of Boston will be listed as additional insured. This may include performance and payment bonds or damage deposits. The additional information will be tied to the approved set of plans and all permits issued for the work. The terms of the license and all other permits should be included as a part of the contract agreement between the proponent and their contractor.

Construction or maintenance activities may only proceed following issuance of the above mentioned approval(s) and a formal "Notice to Proceed" is issued. Weekly construction meetings must be held to ensure the project is proceeding in accordance with time and budget constraints and that the conditions of the contract are being adhered to. Alterations or changes during the construction period will require Departmental review and written approval in advance. At the completion of construction, the Department must be furnished with "as-built" drawings and records and project manuals that conform to Departmental standards before acceptance. A final "walk-through" with BPRD, the proponent and their contractor will also be required. Private, State and Federal grant programs may also require review and submissions in addition to the Parks Department requirements.

LONG TERM MAINTENANCE

For construction projects that include new elements (public art, fountains, specialized surfacing, etc), a Long Term Maintenance Agreement and Access License with BPRD will be required. An endowment to facilitate this maintenance may also be required.

VOLUNTEER CLEAN UP AND BEAUTIFICATION PROJECTS-

Submit to **the Commissioner and the Maintenance Director** a detailed project plan and details which include the locations and description of all proposed clean-up areas. Include the means and methods of removal and disposal including hazardous materials and animal waste. If there are environmental regulations, describe how you will conform to them. Upon approval, a Parks Department Representative will contact the volunteer coordinator and develop a schedule.

Additional Requirements: The volunteer coordinator will be responsible for contacting and obtaining permission from the Parks Department Permitting Department.

OTHER SPECIAL CONSIDERATIONS

** Special Events in Parks or Street Closings require permits from the Parks Department.

** Erection of tents, stages or other equipment may require permits from other Boston City Agencies such as the Fire Department, Inspectional Services Department, Transportation Department, Police Department or others.

** Work near active recreational areas such as fields, courts, and plazas will require coordination with the Parks and Recreation Permitting Department.

** Please check with the Executive Secretary of the Parks Commission for any proposed additions to park lands or proposed changes of use.

**BOSTON PARKS AND RECREATION DEPARTMENT
APPROVAL CHECKLIST**

(This checklist must be submitted with each step - Feasibility Request; Concept Plan; 60%, 90%, 100% Documents)

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____
Street Address
City
State
Zip

Phone Number

E-mail Address

For Parks Department Use Only

	Submittal Date	Approval Date
Parks Department Feasibility Review	_____	_____
Parks Department Concept Plan Review	_____	_____
Community Meeting Process	_____	_____
Construction Document Plan Review	_____	_____
Parks Department Construction Final Approval	_____	_____
Clean-up and Beautification Approval	_____	_____

Recommendation:

Approved: _____

Approved as noted: _____

Revise and Resubmit: _____

Signature: _____
Reviewer
Printed Name

Commissioner signature (if needed): _____

See Attached Sheet

Approvals and/or permits may also be necessary from the following:

City of Boston

- Boston Arts Commission**
Projects that include installation of public art
- Boston Landmarks Commission**
Projects within a historic designated park
- City Historic District:**
- Public Improvement Commission**
- Boston Police Department**
Work within or impacting public roads or driveways
- Boston Fire Department**
- Boston Inspection Services Division**
Building permits, including statues
- Boston Transportation Department**
- Boston Public Works Department**
Installation of Street Lighting, curb cuts
- Boston Water and Sewer Commission**
- Boston Accessibility Commission**

State of Massachusetts

- Conservation Commission**
Within 100' of a waterway, wetland or floodplain
- Massachusetts Department of Environmental Protection**
Soil remediation or shoreline work
- Massachusetts Bay Transportation Authority (MBTA)**
Work over/near subway stations and/or rails

BOSTON PARKS AND RECREATION DEPARTMENT
SMALL PROJECT APPROVAL CHECKLIST

(Small Projects - Estimated Construction Value Under \$10,000)

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

Street Address

City

State

Zip

Phone Number

E-mail Address

Parks Department Small Project Final Approval

Recommendation:

Approved

Approved as noted:

Revise and Resubmit:

Information required prior to Notice to Proceed:

- Approved Plan of Proposed Work**
Graphic preferred, but written description can be accepted
- Contractor's Insurance Certificate**
Listing BPRD as an additional insured
- Contractor's name and contact information**
24-hour contacts office and cell phones required
- Schedule of Proposed Work**
Notify Permitting of Proposed Work
- License Agreement and/or Damage Deposit**

Signature: _____ Date: _____

Reviewer