



Special Request Proposal

Project Purpose

Check all that apply:

- Spot was never planted, add plants for beautification
 - Spot is planted but neglected, replace plants as needed
 - Existing garden/plants not flourishing, replace plants as needed
 - Add to existing garden to enhance beauty
 - Other
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Impact on Village:

- Beautification
- Environmental/Health
- Safety
- Other

Scope of Work:

Check all that apply:

- Removal of weeds
 - Removal of shrubs, trees or plants
 - Removal of mulch, stone or other materials
 - Addition of shrubs, trees or plants
 - Addition of mulch, stone or other materials
 - Addition of public art (additional special request required)
 - Addition or adjustment of water source
 - Assistance from Department of Public Works required
 - Other
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Maintenance Plan:

Check box for any special maintenance needs and provide details. Use back of sheet if necessary.

- Watering schedule for non-drought tolerant plants
 - Seasonal Maintenance
 - Fertilization Requirements
 - Other/Details
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Projected Cost/Budget: Initial _____ Annual _____ Amount requested from Village _____

Follow-up Documentation:

The Beautification Committee and other representatives from the Village will review the proposal and ask for one or more of the following depending on the scope of your request. If you are already prepared with any of these please include them with your proposal.

- Site inventory and analysis
- Proposed design/site plan
- Proposed plant list
- Detailed budget