



**City of Stanwood**  
10220 270<sup>th</sup> Street NW  
Stanwood, Washington 98292  
Phone: (360) 629-2181  
Fax: (360) 629-3009

## **VOLUNTEER PROJECT APPLICATION**

Use this form when your volunteer project includes work other than “ordinary maintenance” on city property or rights-of-way. Ordinary maintenance includes litter removal, brush cutting, weeding, etc. You need to complete this application if you intend to construct, enlarge, alter, repair, move, demolish or change city facilities or impact electrical, gas, mechanical or plumbing system on city property. Your responses will be used by city staff to determine if your project requires a city permit in addition to this application.

## **City of Stanwood Contact List**

Public Works  
Lisa Sokolik  
(360) 629-9781  
[Lisa.sokolik@ci.stanwood.wa.us](mailto:Lisa.sokolik@ci.stanwood.wa.us)

### **The following items are required for all project applications:**

- Completed application - **submitted 60 days prior to the project for review and processing.**
- Certificate of Liability Insurance naming the city as an additional insured and endorsement pages
- A site map showing where the work will be done
- A detailed design drawing showing how the new facility will be built
- A detailed list of materials

## **APPLICANT INFORMATION**

Applicant's Name \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Contact Person (if different than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_



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## **PROJECT INFORMATION**

Project Description (attach more sheets if needed):

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Proposed Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Project Location (address or name) \_\_\_\_\_

On-site Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## **VOLUNTEERS**

Total Number of Participants? \_\_\_\_\_

Number of Participants between 18 years old? \_\_\_\_ **A parent or guardian must sign for children under 18 years of age.**

Number of Participants under 14 year old? \_\_\_\_ **Individual volunteers must be at least 14 years old. Organizations with volunteers under 14 years old must provide proof of liability insurance and adult supervision to perform the volunteer activity safely**

Participant Roster: All volunteers will need to sign the participant roster each day they volunteer. All participant roster(s) must be returned to Lisa Sokolik, Public Works Administrative Assistant at the end of the project.

## **PROJECT SITE PLAN**

Attach proposed site plan and design drawings with the following indicated for review, potential amending and approval:

- Detailed site plan with property dimensions, directional arrows, street names, building locations, parking lots, driveways, etc.
- Detailed design drawings including foundation, connections, construction methods, etc.



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**CITY SERVICES**

Will any other City services or supplies be requested? If so, please describe in detail below:

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Plan for first aid/medical assistance, street/park closures, and traffic route/intersection control:

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Plan for portable toilets, garbage, and clean-up (please include delivery and pick up dates):  
Applicant may need to provide portable toilets and garbage cans

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How will the project affect adjacent businesses and landowners?

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**Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).**



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**AGREEMENT**

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy including the endorsement pages. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

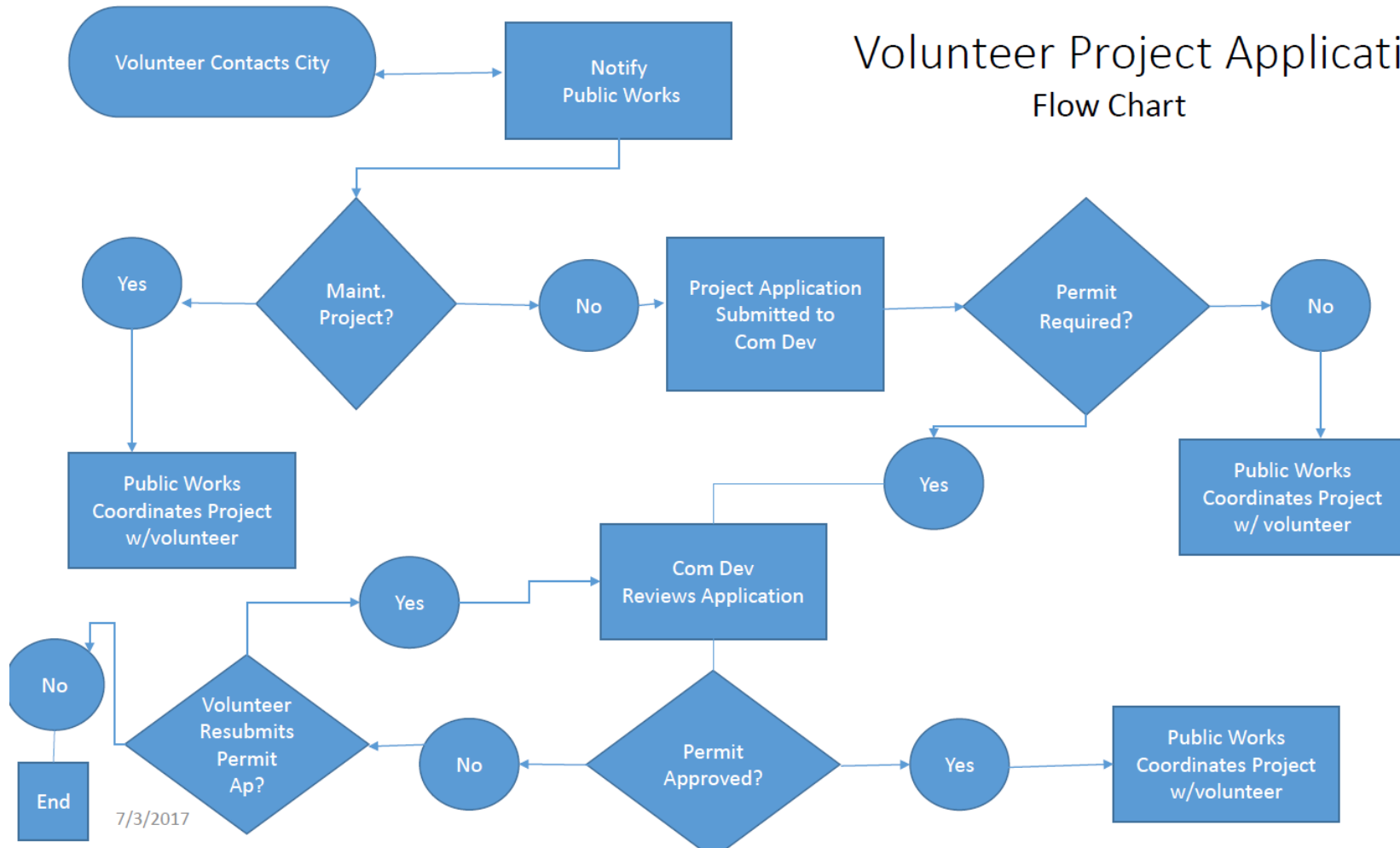
The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

\_\_\_\_\_  
Signature of Applicant

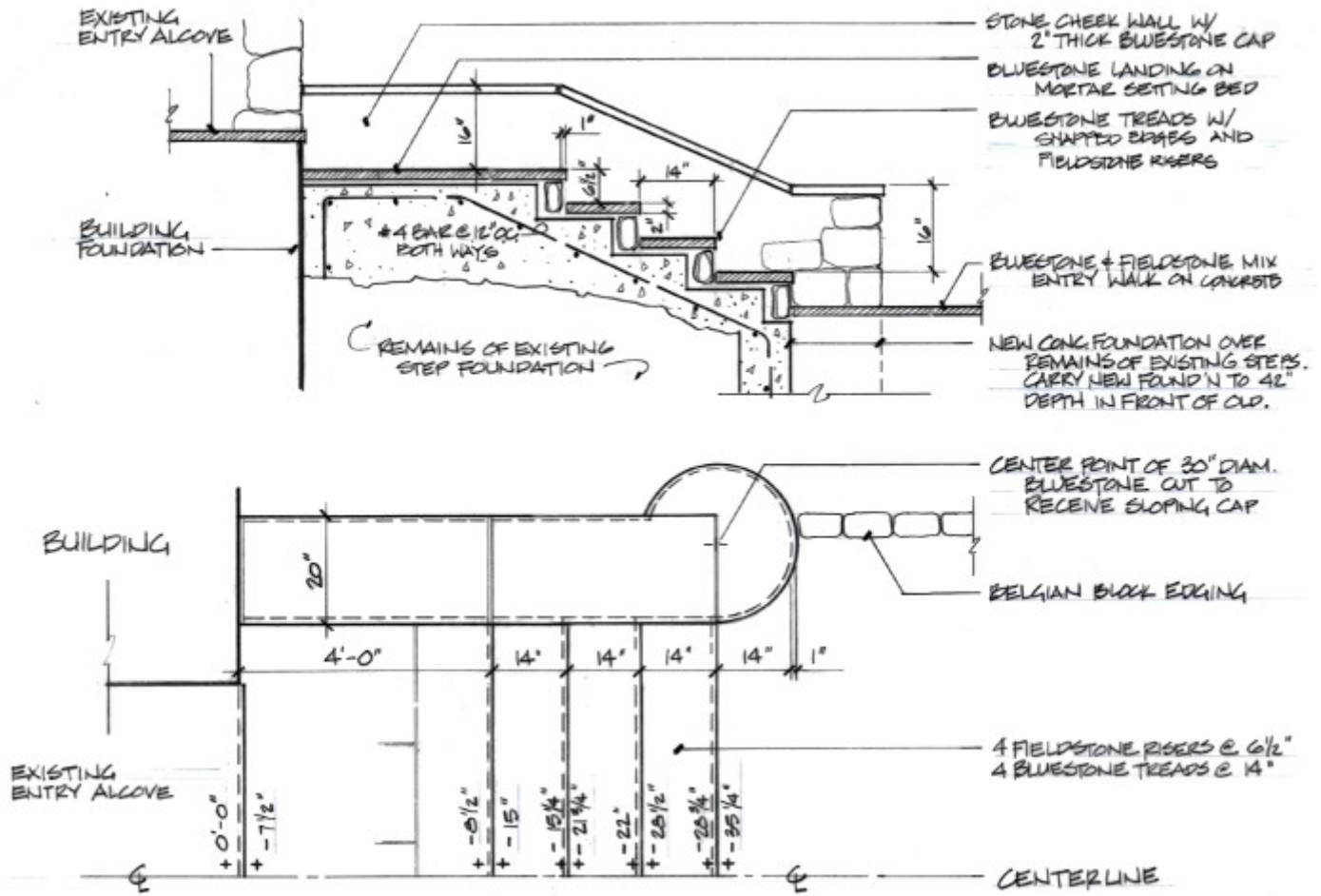
\_\_\_\_\_  
Organization/Title

\_\_\_\_\_  
Date

# Volunteer Project Application Flow Chart



# SAMPLE DETAIL DESIGN DRAWING



**SITE PLAN ILLUSTRATION**

