
TOWNSHIP OF WASHINGTON



SCOUT/SPORT PROJECT APPROVAL *INSTRUCTIONS*

Please complete the following steps before requesting approval from the Township Committee.

- 1) For projects in municipal parks:
 - a) Contact the Recreation Program Director for a list of projects or to arrange to have your project reviewed.
 - b) Have the DPW section of the project approval request form completed.
 - c) Schedule a presentation of your project at a Recreation Advisory Committee Meeting. These are held the first Monday of most months. The schedule is available by selecting the calendar on www.wtmorris.org
 - d) Submit your project approval request form to the Recreation Program Director. The form will be returned to you after approval by the Recreation Advisory Committee.
 - e) Submit the project approval request form to the Municipal Clerk, along with any paperwork you wish to include, to the Municipal Clerk with a request to be put on a Township Committee agenda. This request must be received by the Wednesday before the meeting. The schedule is available by selecting the calendar on www.wtmorris.org

- 2) For projects on municipal property or in municipal facilities excluding municipal parks:
 - a) Contact the Recreation Program Director for a list of projects or to arrange to have your project reviewed.
 - b) Contact the office of Superintendent of Public Works to have your concept reviewed.
 - c) Have the DPW section of the project approval request form completed.
 - d) Submit the project approval request form to the Municipal Clerk, along with any paperwork you wish to include, to the Municipal Clerk with a request to be put on a Township Committee agenda. This request must be received by the Wednesday before the meeting. The schedule is available by selecting the calendar on www.wtmorris.org

- 3) For projects where the beneficiary is the municipality but the project is not on municipal property, in municipal facilities or municipal parks:
 - a) Submit the project approval request form to the Municipal Clerk, along with any paperwork you wish to include, to the Municipal Clerk with a request to be put on a Township Committee agenda. This request must be received by the Wednesday before the meeting. The schedule is available by selecting the calendar on www.wtmorris.org