



# APPLICATION - NEIGHBORHOOD PARK AGREEMENT

1. Property Location (Address and/or Park): \_\_\_\_\_

2. This application to the City of Madison is a request to enter into a Letter of Agreement for the following item(s) to be placed in a public park:

***Please include a drawing of the proposed structure(s) with dimensions or square footage for each, as well as a site plan or survey (at a discernable scale) that illustrates the proposed location of the structure(s) within the park.***

3. Applicant: \_\_\_\_\_  
(Neighborhood Association)

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**IN MAKING THIS APPLICATION THE UNDERSIGNED IS AWARE OF THE FOLLOWING CITY REQUIREMENTS:**

1. Applicant shall follow all laws and regulations when installing the item in the public park, including notifying digger's hotline before commencing any installation work.
2. Upon the acceptance of the installation by the City, the item shall become the property of the City, but applicant shall retain all maintenance responsibility over the item.
3. The applicant shall remove the encroaching item upon sixty days if written notice by the City of Madison is received.
4. The applicant may be required to comply with additional conditions imposed by City staff following the application review process.
5. After approval, the applicant shall obtain and submit a form from the Parks Department to perform volunteer work in the park.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NEIGHBORHOOD ASSOCIATION**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

Mail: City of Madison  
Economic Development Division  
Office of Real Estate Services  
Attn: Jenny Frese  
P. O. Box 2983  
Madison, WI 53701-2983

Deliver: City of Madison  
Economic Development Division  
Office of Real Estate Services  
Attn: Jenny Frese  
215 Martin Luther King Jr., Blvd.  
Madison, WI 53703

Email: [jfrese@cityofmadison.com](mailto:jfrese@cityofmadison.com)