**Streets and Paths Design, Stormwater Design**

**Project Page Creation Request Form for City Website**

\*Not every project is the same, and some projects will have more information than others, however at a minimum, all project pages should have these categories.

**Fill out this page, email to Hannah Mohelnitzky at** [**hmohelnitzky@cityofmadison.com**](mailto:hmohelnitzky@cityofmadison.com) **when you need your project page to go live.**

**Project Update (HEADING 3)**

This space is the latest on what’s going on with your project next/looking ahead. Please include one-two sentences. This is also emailed out each time.

This is the latest update on the project. (I.E. upcoming public meetings, construction about to start, etc.)

**Project Overview (HEADING 3)**

This should be an explanation of what’s happening for your project, details on what will be done. Once you write this, it shouldn’t need to be updated often, if ever. Only if there’s a change in plans.  
 **Project Limits (HEADING 3)**

Example: Monona Dr to Stoughton Rd

**Project Schedule (HEADING 3)**

Need info

**Public Involvement (HEADING 3)**

This section includes PIMs and info on when it’ll go to CC and BPW.’

There are a number of points of contact during this project where the public is encouraged to give feedback as part of public information meetings and public hearings. Dates, times and locations are indicated below:

**Public Information Meetings (HEADING 4)**

There is a virtual public information meeting scheduled for XXX.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call (PROJECT MANAGE) of the Engineering Division at \_\_\_\_\_\_\_\_\_\_\_.  
  
Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.  
  
Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntaub ntawv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.  
​​​​

**City Process, Meetings (HEADING 4)**  
[Common Council](https://madison.legistar.com/Calendar.aspx) (Date when project reaches this meeting goes here)

[Board of Public Works](https://madison.legistar.com/Calendar.aspx) (Date when project reaches this meeting goes here)

**Before each PIM, email Hannah your final presentation to post on this page and any supporting documents. Example of what that will look like below:**

**Other information you need to send to Hannah:**

Title of Page:

SUGGESTED URL SHORTEN LINK: (If your project link is long, this may be something you want to suggest. If it’s short, ignore this field. If you want it shortened, please indicate what you’d like it shortened to. If you’re not sure what this means, email Hannah)

Address Location: (this should be the middle point specific address for your project. A map generates from it to show where your project is located. Please include full address, with zip code.)

Area: Select one of the following: Central – East – North – South – West

Aldermanic District (s) your project impacts:

Impact: Select one of the following: N/A, Major, Minor

Contract Numbers:

Direct BPW contract link: Find your contract number link here: <https://www.cityofmadison.com/business/pw/contracts/searchContract.cfm>

Project Start Date: (Month-Day-Year)

Project End Date: (Month-Day-Year)

Project Status: Please select one of the following: N/A, Planning, In Design, Bidding, Construction, Completed, Withdrawn   
Contact Information: First Name, Last Name, Phone, Email

Project Type: Please select one or multiple of the following: Bike – City Facilities – Road Construction – Sewer/Storm- Flood Mitigation

\*\*If you need any update posted, anything updated on this page, please email [Hmohelnitzky@cityofmadison.com](mailto:Hmohelnitzky@cityofmadison.com)   
  
Once this is filled out, email to Hannah. Your page should be created within the same day as your request.