

PROCEDURE:

- To initiate the process, a full and complete packet of materials must be submitted to the Parks and Recreation Department a minimum of 25 calendar days prior to a scheduled Parks and Recreation Commission meeting. Packet to include a:
 - Written description of the project
 - The total acreage of the development
 - The number of residential units that are planned for the development
 - Site location map
 - Site plan of the project
 - Proposed plan for a park if land was recommended as an option

- Parks and Recreation Commission will review the proposal and either request more information or make a recommendation to accept cash, land or combination of.

- Any and all Park Dedication matters will be referred to the Parks and Recreation Department.

OTHER:

- The role of Parks and Recreation Commission is to review all Park Dedication matters and recommend cash, land or a combination thereof in order to fulfill the Park Dedication Requirement.

- Park Dedication fees are collected by the Community Development Department as part of the Development Agreement.