

Permanent Improvement Projects – Required Documentation

Phase I

- Form A-1
- Form A-49
- Questionnaire – Phase I A&E Design
- Budget Load Worksheet (Agencies only)
- Detailed Cost Estimate (Internal/In-House Estimate)

Phase II

- Form A-1
- Form A-49
- Questionnaire – Phase II Construction
- Budget Load Worksheet (Agencies only)
- Roofing Questionnaire (if applicable*)
- A&E Roof Letter (if applicable*)
- Detailed Cost Estimate (third-party)
- LEED Silver or Two Green Globes Cost Benefit Analysis & Points Checklist (if applicable***)

Preliminary Land Acquisition**

- Form A-1
- Form A-49
- Questionnaire – Preliminary Land Acquisition
- Map of Property
- Request to Acquire Real Property Form
- Property Acquisition Information Form
- Current Record Landowner
- Tax Map Number
- SCCB Conservation Coordination Form (land conservation acquisitions)
- Budget Load Worksheet (Agencies only)

Final Land Acquisition**

- Form A-1
- Form A-49
- Map of Property
- Request to Acquire Real Property Form
- Property Acquisition Information Form
- Current Record Landowner
- Tax Map Number
- SCCB Conservation Coordination Form (land conservation acquisitions)
- Budget Load Worksheet (Agencies only)
- Letters of support from County Council and School District (if property is on tax rolls)
- Appraisal (Purchases only)
- Building Condition Assessment (if applicable)
- Phase I Environmental Site Assessment

Phase 1 Budget Increase

- Form A-1
- Form A-49
- Questionnaire – Phase I A&E Design
- Budget Load Worksheet (Agencies only)
- Revised Detailed Cost Estimate (Internal/In-House Estimate)

Phase 2 Budget Increase

- Form A-1
- Form A-49
- Questionnaire – Budget Increases
- Budget Load Worksheet (Agencies only)
- Roofing Questionnaire (if applicable*)
- A&E Roof Letter (if applicable*)
- Revised Detailed Cost Estimate (third-party)
- LEED Silver or Two Green Globes Cost Benefit Analysis & Points Checklist (if applicable***)

Revise Scope

- Form A-1
- Form A-49
- Questionnaire
- Detailed Cost Estimate (Phase I - Internal/In-House Estimate) (Phase II – third-party)

Change Source of Funds

- Form A-1
- Budget Load Worksheet (Agencies only)

Projects Utilizing Legislatively Authorized Funding

- Refer to Phase I/Phase II or Preliminary Land Acquisition/Final Land Acquisition for requirements.
- Copy of legislation funding the project (Lottery, CRF, Proviso, etc.)
- Documentation of required match, if any

*Roofing Questionnaire: Required for all new construction projects and all roof replacements.

** For Acquisitions that are required to go to the State Fiscal Accountability Authority (SFAA), a completed Private Participant Disclosure document (PPD) is required.

***See Policies and Guidance For Establishment and Maintenance of Permanent Improvement Projects for requirement details.