

MAJOR CONSTRUCTION/ACQUISITION PROJECT NARRATIVE

Project Title		Land Use/Zoning Requirements Satisfied				Estimated Completion Date:	
Project Address/Location	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel	Yes		No		Priority:	
		Comments:		Comments:		No. of Floors/Square Footage:	

Narrative

	Provision for Future Expansion	Structural Framing	Flooring
		Exterior Walls	Heating/Cooling
	Provisions for Use Change	Interior Finish	Special Equipment
		Windows	Usable Unenclosed Areas

_____ Agency Request

_____ Governor's Recommended

_____ Legislatively Adopted

Budget Page _____

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INSTRUCTIONS

Space 1	Project Title	
Space 2	Project Address	Give address or describe the location in relation to existing city streets. If the proposed site is not within city limits, give the distance from the nearest town, state highway, etc., to the extent necessary to locate the proposed site. If the site is on a campus or the grounds of an institution, give the name of the institution and location in relation to existing structures and buildings. Check whether the project is new construction, addition, or remodeling.
Space 3	Zoning	Indicate whether zoning or land use requirements have been complied with. The agency administrator must sign in this space. Explanatory comments may be given.
Space 4	Estimated Completion Date	Enter the date the structure is estimated to be ready for occupancy.
Space 5	Priority	Enter the agency-wide Capital Construction priority assigned to the project.
Space 6	Number of Floors and Square Footage	Enter the number of floors and total square footage of each part and for the total project.
Space 7	Narrative	Describe here the purpose of the project, provide an explanation of cost, and give the estimated net changes in the annual cost of building maintenance and operation which result from the new construction. Attach additional sheets if needed.
Space 8	Construction Detail	Enter information on construction detail as requested. If additional explanation of any item is required, use the narrative in space 7.