

# General Instructions

## Development & Capital Renewal Application and Project Agreement

1. **Refer to the Program Open Space Grants Manual**, Development Project chapter, for detailed information concerning project eligibility and application requirements.
2. **Prepare and assemble the different elements described below as attachments** before completing the Development/Capital Renewal Application and Project Agreement.
3. **Complete the Application and Project Agreement** based on the information in the attachments.  
\*See Project Description instructions
4. **Contact your POS Program Administrator** for an inspection of the project site and review of the Development Application and Project Agreement with its required attachments.

Elements	# of Copies	Description	Comments
Application	1	Pages 1 through 3	Fill out all sections of the form completely, unless otherwise indicated.
Attachment #1	1	City/County Road Map	8 ½" X 11" map with location marked in red.
Attachment #2	1	Site Plan	The site plan of the entire area. Outline in red on each copy major items to be developed under this application. Label all facilities as either EXISTING at the time of application or PROPOSED for development in this project or future development.
Attachment #3	1	Local or Regional Planning Agency Approval and Infrastructure Review	Certifies consistency with existing plans and addresses relationship of project with water, sewer, storm water, roads, school, or other facilities or plans for facilities. See Manual for guidance.
Attachment #4	1	Compliance with Reforestation Law and Site specific plan	If the scope of the planned disturbance requires it. Refer to the Development chapter for guidance.
Attachment #5	1	Capital Renewal	If requesting "Capital Renewal" eligibility, explain briefly the necessity to ensure the physical integrity of; 1) A Facility, 2) Fixed Equipment, or 3) An Existing Physical Improvement.
Attachment #6	1	Project Photographs	Labeled photographs of existing equipment if applicable and area(s) proposed for development.
Attachment #7	1	Floor Plan	One (1) copy of a floor plan of each enclosed building being proposed under this project.
Attachment #8	1	Deed, Lease, SDAT or Joint Use Agreement	Fee simple title, lease with 20 years remaining, SDAT page, or Joint-Use Agreement. <a href="http://www.dnr.maryland.gov/land/pos/pdfs/pos_joint_use_agreement.pdf">http://www.dnr.maryland.gov/land/pos/pdfs/pos_joint_use_agreement.pdf</a>
Attachment #9	1	Retention of Rights Explanation	If applicable, when not owned in fee simple.
Attachment #10	1	Funding Authorization	Signed by County Liaison Officer (CLO).