

| MPRB DIVISION/CITY DEPARTMENT/ORGANIZATION   | 24-HOUR CONTACT PERSON: Permit will be emailed   |
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| Project for (Private Owner / Utility Co. / Municipality)<br>_____<br><br>Division/Department _____<br><br>Address _____<br><br>City _____ State ____ Zip _____<br><br>Project Manager _____<br><br>Contact Phone _____ | <b>Name</b><br>_____<br><br>Division/Department/Company<br>_____<br><br>Work phone _____ Cell _____<br><br><b>Email Address</b><br>_____ |
| Project Name:  | <input type="checkbox"/> Under contract with the MPRB/City   |
| Project Location:  | Start Date: _____ Finish Date: _____   |
| Project Description (please add drawing or sketch, and equipment to be used):  |  |
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| Park facilities affected by this project (parkway, pathway, boulevard, trees, access to Recreation Center, etc). Please be as specific as possible about the location within the park.                                 |  |
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| Description of Street/Road Closure and Traffic Control:  |  |
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**NOTE:**

The above form is to be filled out for projects that impact MPRB parkland with a limited scope and duration (less than 5-days). The purpose of this form is to notify MPRB staff across all Divisions of this project. Projects that impact parkland for a longer period of time must meet with staff and follow the standard construction permit process. For projects impacting MPRB parkland beyond a 6-month period, the MPRB Board must approve the closure of parkland.

**RETURN THIS FORM TO: [cpermits@minneapolisparcs.org](mailto:cpermits@minneapolisparcs.org)**