



City of Colville
Parks and Recreation Department
356 E. Dominion Ave.
(509)684-6027

TRAIL PROPOSAL FORM

Colville Mountain Recreation Area

Before completing the Trail Proposal Form please read the Colville Mountain Plan and become familiar with the trail standard guidelines.

Contact Information

Name: _____

Phone: _____

Address: _____

Email: _____

Agreement

Have you read the Colville Mountain Plan and agree to follow the trail standard guidelines? YES NO

Trail Description (Use the attached map to draw proposed trail)

Length of Trail: _____

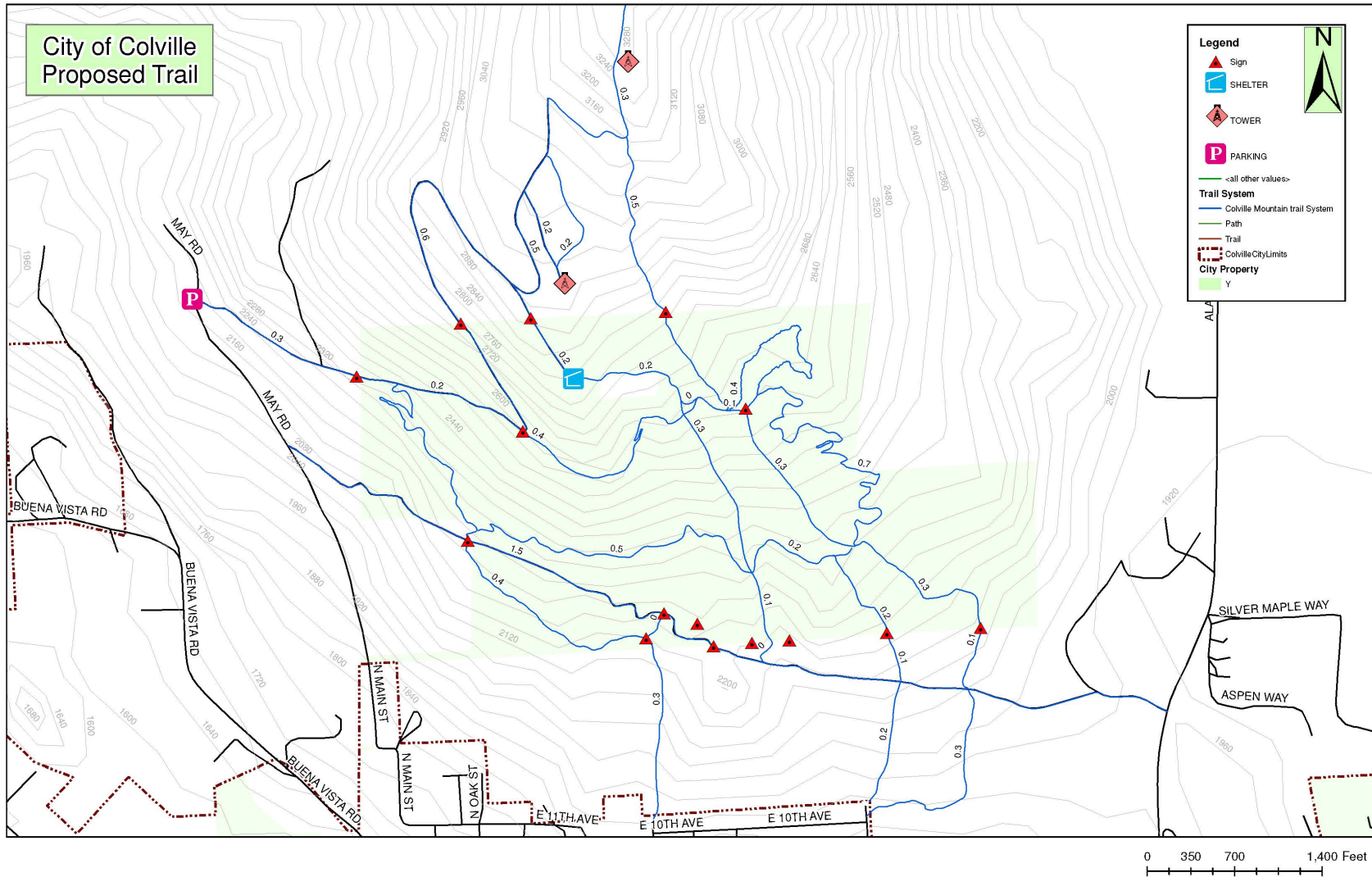
Maximum Grade: _____ Average Grade: _____ Minimum Curve Radius: _____

Starting Location of Trail (GPS Coordinates): _____

Mapping Tool Used: Strava Map My Ride/Run None Other: _____

Why are you proposing this trail and how does it meet the goals of the Colville Mountain Plan?

Please draw proposed trail in conjunction with existing trails. Attach more detailed drawing with form.



Trail Building

As a reminder, no person shall operate any motorized vehicle, or motorized equipment, on any trail or unimproved portion of city-owned property on Colville Mountain (**CMC 10.36** – Motorized Vehicles on Colville Mountain).

Narrative of proposed building: _____

Tools used for building purposes: _____

Trail Abandonment Plan (if applicable for trail reroute proposal): _____

Tree/Shrub Removal: _____

Water Runoff Mitigation: _____

Best Practice and Land Stewardship

Construction will be completed primarily using hand tools such as picks, Pulaski, rakes, shovels, brush hog, loppers and wheelbarrows.

Power tools (restrictions during fire danger) will be limited to chainsaws, weed eaters, and rototillers

There will not be the removal of any live or dead trees without the approval from the Parks & Recreation Director.

Other, please describe: _____

Proposed Timeline: _____
 START DATE FINISH DATE

Submitted By: _____
 Printed Name Signature

Construction Lead: _____
 Printed Name Signature

FOR COLVILLE MOUNTAIN ADVISORY GROUP USE ONLY			
Reviewed Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Colville Mountain Advisory Group Recommendations: _____			

Flag areas of concern with white flagging and written concern. Possible concerns include: Water Mitigation Area, Tree/Shrub Removal Area, Habitat Area, etc.			

FOR PARK AND RECREATION DEPARTMENT USE ONLY			
Date Received: _____		Received By: _____	
P-Line Reviewed By: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Final Line Reviewed By: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Final Line Approved and Flagged: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date: _____	
Date of Construction Completion: _____		_____	
		Parks and Recreation Director	

TRAIL PROPOSAL PROCESS

(1) Trail Proposal Form submitted

An applicant wishing to propose a trail will need to submit a Trail Proposal Form to the Parks and Recreation Department with the proposed route and any other information important to the proposal;

(2) CMAG review

The form will be presented to the Colville Mt. Advisory Group (CMAG) for its evaluation and possible recommendation. CMAG review and recommendations will occur within 60 days of Trail Proposal Form submittal;

(3) Preliminary flagging (P-line)

Based on feedback from the CMAG, the applicant must flag a preliminary trail location (p-line). P-line flagging may be any color except green or white. Applicant must notify Parks and Recreation Department when p-line flagging is complete;

(4) P-line review and approval

Approval will be the responsibility of the Park and Recreation Director, based on CMAG feedback. On-ground trail proposal reviews will take place between April and September each year, weather permitting. Approval or denial will occur within 30 days after notification of p-line flagging;

(5) Final flagging line approval

Flags will be changed to the designated green flags by Parks and Recreation Director indicating final approval of the proposed trail. No new construction can be started without the proposal and approval process being completed;

(6) Final construction

At the approval of the final line, construction can begin for trail building. The applicant must be willing to supervise work to align with trail design standards and follow-up with the construction of the trail to its completion. Trail construction can take place between April and October each year, weather permitting. The applicant must notify the Parks and Recreation Director five business days prior to construction beginning;

(7) Final inspections

At the completion of construction, the applicant will inform the Parks and Recreation Department, a final walk-through will take place to ensure trails are built to specs before the project is marked complete and the applicant is released of responsibility.