



City of Ottawa
CAPITAL IMPROVEMENT PROJECTS CITIZEN’S PROPOSAL FORM

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

INSTRUCTIONS

The City of Ottawa is seeking input from Ottawa residents for capital improvement project suggestions. Completed forms may be emailed to cityclerk@ottawaks.gov or delivered to City Hall, Finance Department. Please complete as much information as possible on this form and City staff will contact you to discuss the recommended project in more detail.

While residents are encouraged to submit proposals at any time, the deadline for 2026 project consideration is April 4, 2025.

ITEM DESCRIPTIONS

1. **Project Address/Location:** Describe as best as possible the location of the proposed project. For example, give the address, name of street, name of intersection, name of park or any other details that would be helpful in describing the location of the project. If it is a citywide project, please enter “citywide.”
2. **Project Description:** Describe the proposed project in as much detail as possible. What is the source of the problem? How do you suggest fixing the problem? Attach any additional information (sketches, maps, etc.) that might be useful.
3. **Project Justification:** Describe the benefit of the proposed project. Will it address a safety issue? Will the project provide a cost savings to the city? Is it a functional improvement, such as a new off-street parking lot? Does it provide an aesthetic benefit to the city?
4. **Construction Cost Estimate:** Describe your best guess of what the approximate cost will be to construct/complete the project. This is only considered as a rough guideline; city engineering staff is responsible for projecting a refined construction cost and total project cost estimate for budgeting purposes.
5. **Potential Source of Funding:** The City uses a variety of sources to fund projects, including:

<input type="checkbox"/> Special Parks Fund	<input type="checkbox"/> Special Highway Fuel Tax Funds	<input type="checkbox"/> Property Tax
<input type="checkbox"/> State or Federal Funds	<input type="checkbox"/> General Sales Tax Funds	<input type="checkbox"/> Private Funds
<input type="checkbox"/> Utility Funds – only for utility project		

Do you have any ideas regarding the potential funding source(s) for this project?

1. PROJECT ADDRESS/LOCATION

2. PROJECT DESCRIPTION (Attach any additional information – sketches, etc.)

3. PROJECT JUSTIFICATION

4. CONSTRUCTION COST ESTIMATE

5. POTENTIAL FUNDING SOURCE(S)

