**Allegheny County Parks Trail Project Proposal**

**Any groups or individuals, including groups with an existing Memorandum of Understanding (MOU) with Allegheny County Parks, are required to complete the following application for approval of new trail projects prior to starting the project.**

**Project Proposal and Approval Process**

**Proposal Submission**

***Prior to any work being completed the following process must be completed:***

1. Alert the Allegheny County Park Ranger Trail Management Representative (Regional Senior Ranger, see Appendix) to your intent to start a new project
   * See Appendix for projects requiring approval, regular maintenance definitions, and land use policy.
   * You may do preliminary corridor flagging and request a review at this time prior to submission of the application.
   * No corridor or tread work may be completed at this time.
2. Complete proposal form and, when applicable, submit it to your organization's board for approval
   * Include all features, structures, cost, assistance requests from Allegheny County and any request for machine work.
3. Once approved by organizational board, if applicable, submit proposal to an Allegheny County Park Ranger Trail Management Representative for final approval

**Project Implementation**

***Once project is approved trail layout and construction should proceed as follows:***

1. Corridor line will be laid out with flagging tape.

* Field reviewed by Park Ranger for approval

1. Corridor cleaning can be completed along approved corridor flagged line.
   * Review will be necessary should changes need to be made to the line after clearing corridor. If no changes to line proceed to next step.
2. Preliminary pin flag line laid out – structures and features should be marked at this time.

* Field reviewed by Park Ranger for approval.

1. Final flag line (pin flags at 10’ intervals) completed.
   * This step may be done as part of the review of step three if time permits.

* Field reviewed by Park Ranger for approval.

1. Project construction may begin.
   * Coordinate workdays with Park Rangers to avoid conflict with other park events.
2. Project work completed

* Final field review by Park Ranger.

**Allegheny County Trail Project Proposal**

**Contact Name:**

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| Click or tap here to enter text. |

**Organization:**

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| Click or tap here to enter text. |

**Contact Phone:**

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**Contact Email:**

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**Park Name:**

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| Click or tap here to enter text. |

**Trail Blaze Color:**

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| Click or tap here to enter text. |

**Location Description:**

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| Click or tap here to enter text. |

**GPS Coordinates:**

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| Click or tap here to enter text. |

**Proposed Work:**

*(Be as detailed as possible including all features, structures, cost, assistance requests from Allegheny County and any request for machine work.)*

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| Click or tap here to enter text. |

**Attachments:**  Please include maps, drawings, and photos with this proposal.

**Proposed Work (cont’d):**

*(Be as detailed as possible including all features, structures, cost, assistance requests from Allegheny County and any request for machine work.)*

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**Attachments:**  Please include maps, drawings, and photos with this proposal.

**Allegheny CountyTrail Project Proposal**

**Organizational Board Approval**

**Approved (Yes/No):**

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| Click or tap here to enter text. |

**Approved by:**

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**Date:**

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| Click or tap to enter a date. |

**Allegheny County Approval**

**Approved (Yes/No):**

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**Approved by:**

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| Click or tap here to enter text. |

**Date:**

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| Click or tap to enter a date. |

**Notes:**

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| Click or tap here to enter text. |

**Allegheny County Trail Project Proposal**

**Appendix**

**Trail Maintenance**

*Work described below does not require the submission of a proposal for members of an organization with a standing MOU with Allegheny County Parks.*

**Trail Corridor Maintenance** (*IMBA Trail Solutions p. 137 - 139, 195*)

* Clearing existing corridors of vegetation and obstacles.
  + Corridor should be cleared 6’ wide x 8’ high
  + Pruning cuts must be made flush to ground, trunk or main branch.

**Tread Maintenance**

* De-berming - removal of material from critical edge (*IMBA Trail Solutions p. 201*)
* Leveling Tread - maintaining 5% outslope (*IMBA Trail Solutions p. 69*)
* Installing and maintaining tread drainage: (*IMBA Trail Solutions p. 201-206*)
  + Rolling Grade Dip
  + Knicks

**Designated Special Use Areas**

*Special Use Areas are managed by organizations with existing MOUs with Allegheny County.  These areas do not require the submission of a Trail Project Proposal UNLESS major infrastructural change is being implemented that will either expand the area or impact the areas outside of the existing Special Use Area.*

**Designated Special Use Areas:**

* North Park Mountain Bike Skills Park
* North Park Mountain Bike Freeride Trail
* North Park Pump Track
* South Park BMX Track

**Allegheny County Trail Management Team**

**Lead and Organizational Liaison**

Braden Meiter

[Braden.Meiter@alleghenycounty.us](mailto:Braden.Meiter@alleghenycounty.us)

412-526-7185

**Northern Region Trail Project Manager**

North Park, Hartwood Acres, Deer Lakes, Harrison Hills

Sam Shephard

[Sam.Shephard@alleghenycounty.us](mailto:Sam.Shephard@alleghenycounty.us)

412-228-8381

**Southern Region Trail Project Manager**

Settlers Cabin, South Park, Round Hill, White Oak, Boyce

Max Bader

[Max.Bader@alleghenycounty.us](mailto:Max.Bader@alleghenycounty.us)

412-804-1742