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Sara M. Baker, President  
Rebecca W. Arnold, Vice President  
Jim D. Hansen, Commissioner  
Kent Goldthorpe, Commissioner  
Paul Woods, Commissioner

Dear Citizen(s),

For several years, ACHD has taken applications from citizens, neighborhood associations, and other organizations requesting improvements to neighborhood streets. In recent years ACHD has expanded the application to accommodate projects such as traffic calming. The goal of Community Programs applications is to provide citizens and neighborhood groups with a clear and direct way to request enhancement projects in the public right-of-way.

The Community Programs application process is intended to address needs on local and collector streets. If a project requires right-of-way (land) for completion, please understand that ACHD will require that all of the land owners who stand to benefit from the project donate the required property. This ensures broad support for the project.

Since funds are limited, projects will be prioritized on an annual basis. Priority will be based on several factors such as distance to schools, traffic volume of the street, outside funding, etc. As in years past, additional funds provided for the project by the applicant, partnering cities, neighborhood associations, or other sponsoring organizations add points to an application. If you are interested in a project, please fill out the accompanying forms with the detail to allow ACHD ample information to evaluate the request.

ACHD appreciates your interest in improving your neighborhood. Depending on the complexity or cost, it may take several years to complete the necessary planning and construction of a successful project. We thank you for assisting ACHD in identifying pedestrian projects and traffic calming opportunities and look forward to working with you.

Sincerely,

Sarah Baker  
ACHD Commission President

# ACHD Community Programs Application

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**ACHD Community Program applications require 100% support from all impacted property owners as indicated on signed Signature Support Forms.** If right-of-way (land) is needed, each impacted property owner must be willing to donate the required right-of-way for the project. An impacted property owner is one whose property abuts any portion of the roadway where improvements are being requested (see the Signature Support Form following this Community Program Application)

1. **Submitted by:** *(please print clearly)*

Name	Date of Application
Address	
City	Zip code
Contact Phone	Email address

2. **Purpose of Request:**

- New Curb, Gutter and Sidewalk installation
- Addition, replacement, or repair of sidewalks adjacent to existing curb and gutter
- Installation, addition, replacement, or repair of curb ramps
- Installation of an asphalt pathway (within the public right-of-way)
- Other local street improvements (please describe on the following pages)
- Traffic mitigation treatments (medians, speed humps, traffic circles, bulb outs, etc.)\*

\*In order to apply for a traffic mitigation project, the applicant must first contact the ACHD Traffic Department. The Traffic Department will then conduct an evaluation to ensure that the street meets ACHD minimum requirements for traffic calming. To contact the ACHD Traffic Department, please call (208) 387-6140, or [tellus@achdidaho.org](mailto:tellus@achdidaho.org).

3. **Project Location:** List the street(s) and closest cross streets, addresses or distances.

Name of Street	From (W or S cross street)	To (E or N cross street)

# ACHD Community Programs Application

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4. **Describe requested improvements:** Are improvements needed on both sides of the street? What connectivity issue would the proposed project resolve?


5. **Identify connections:** Please identify any schools, parks, senior centers or other civic destinations connecting to the proposed project, including approximate distance.


6. **Other Information:** Please provide the following:
- An Assessor's interactive map identifying each parcel number impacted by the proposed improvements: <http://www.adaweb.net/departments/assessor/>
  - Other information that will help identify the project location including drawings, major cross streets, boundaries, requested improvements, and any significant geographical features. Pictures of the site may also be included as an attachment.

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## ACHD Community Programs Application

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7. **Leveraging other funding sources:** Community Programs projects are competitive. Proposed projects which have a significant proportion of the cost covered by outside sources will likely be completed sooner than those seeking 100% ACHD funding. Please list any outside funding including City Reinvestment Grants (year awarded and amount), Neighborhood Association funds (the Neighborhood Association is willing to share some of the cost of the project with ACHD), or an agreement between neighbors to share some of the project's cost.


8. **Additional Comments:**


9. **Signature Support Forms:** ACHD Community Program applications require 100% support from all impacted property owners as indicated on signed Support Forms. If right-of-way (land) is needed each impacted property owner must be willing to donate the required right-of-way for the project. An impacted property owner is one whose property abuts any portion of the roadway where improvements are being requested. See the Signature Support Form following this Community Program Application page to make additional copies.

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You will be notified whether or not your project has been accepted after ACHD internal review. Please realize that even if your project is approved, it will be placed in ACHD's prioritization system with other projects. Depending on the relative priority of the project, the process may take several years to complete.

For questions, please contact:

**Brooke J. Green, Senior Transportation Planner**

Ada County Highway District

3775 Adams Street

Garden City, ID 83714

(208) 387-6318

[bgreen@achdidaho.org](mailto:bgreen@achdidaho.org)

# ACHD Community Programs Application

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## Signature Support Form

**Project Location** *(to be filled in by the applicant)*

Name of Street	From ( <i>W or S cross street</i> )	To ( <i>E or N cross street</i> )

**Signature Support Form** *(separate form to be completed by each impacted property owner)*

By giving support for this project, the property owner agrees to the following items:

- To support the requested project which, if approved, would be constructed along a portion of their property or could have an impact to the roadway that abuts their property. **Example:** The loss of on-street parking if it currently exists.
- If needed, donate additional right-of-way (land) to complete the project. **Example:** a strip of land next to an existing road where a sidewalk would go.
- Unlicensed items within the existing public right-of-way would need to be removed or relocated. This would include, but is not limited to items such as landscaping, mailboxes, sprinklers, and fences. Some of these items could be moved as part of the project. ACHD is willing to work with the property owners to preserve items such as trees although this may require additional right-of-way or an easement to accommodate routing the sidewalk or pathway around the tree.

*Please print clearly*

Property Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Primary Owner of Record: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

*Signature of Primary Owner*

**Do you support this project request:**    Yes    No

Secondary Owner's Name, if applicable: \_\_\_\_\_

*Signature of Secondary Owner (if applicable)*

**Do you support this project request:**    Yes    No