



## ***Public/Private Development Application***

### ***Introduction:***

On behalf of the Commission the Department would like to take this opportunity to thank you and/or organization for considering entering into a partnership arrangement with us in creating new, expanded, or improved facilities and/or services to our park system users.

The Commission considers public/private partnerships as a valuable tool in achieving a quality park system for our park users. In many ways, partnerships with private individuals, organizations, or businesses can create new opportunities which can serve to enhance the Commission's stewardship mission of preserving the natural and built environments as well as the cultural and historic legacy of Montgomery County's Park System.

The Commission defines public/private partnerships as: *"A Public Private Partnership is an agreement between the Commission and a private sector entity through which the skills, assets, and resources of the Commission and the Partner are shared in delivering a service of facility for the use of the general public. "*

In an effort to both receive and address your generous offer in a timely fashion, the Montgomery County Department of Parks has created this public/private development application form. This form has been developed in order to receive and review both unsolicited partnership proposals as well as solicited Requests for Expressions Of Interest (REOI) offers.

### ***Types of Partnerships:***

There are four (4) basic types of partnerships:

- 1. Adopt a Field/Playground/Facility.*** Private Partner agrees to maintain or upgrade a specified Commission-owned field, playground, or facility either due to the location of the field, playground, or facility or in exchange for the benefit of use at particular times;
- 2. Operations and Maintenance:*** Private Partner operates and maintains a specified Commission-owned facility;

3. ***Design-Build-Donate:*** Commission provides access to the land to a Private Partner. The design and construction of the facility fully or partially funded by the Private Partner, who donates the facility to the Commission;
4. ***Lease-Design-Build-Operate:*** Commission leases the land to a Private Partner for the design, construction, and, ultimately operation of the facility;

***The Application Process:***

All unsolicited and REOI's must be processed in the following manner: the first step for all applicants is to review the Commission's Adopted Policy and Guidelines on Donations and Public/Private Guidelines and fill out the attached initial proposal application form.

There are three (3) basic phases in the public/private development application process. The requirements of each of the steps in each phase become more detailed, involved, and progressively require more information. The first phase requests a description of your proposal, the public objectives and advantages the Commission would achieve in partnering with your organization. The initial concept description and illustration of your partnership proposal will be the most critical because it will form the basis of the Department's Public/Private Partnership Committee's (PPPC) initial proposal's approval to proceed or rejection of the proposal.

Generally, a PPPC response to a phase one request is two – four weeks. If the concept phase is approved by the PPPC for further consideration, a second phase of information is requested; this information will be used to develop a staff report with a recommendation to the Montgomery County Planning Board to either adopt, modify, or reject the proposal. The final phase involves the detailed development review and construction permitting phase (if applicable).

If you have any questions about this process, please contact my Partnership Program Manager, Mr. Terry Brooks, Chairman of the Public/Private Partnership Committee, on 301-650-5675 or at [Terry.Brooks@mncppc-mc.org](mailto:Terry.Brooks@mncppc-mc.org)

Sincerely,

Mary R. Bradford, Director  
Montgomery County Department of Parks

***M-NCPPC Public/Private Partnership Application Form:***

***Name and Address of Applicant:***

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If Organization, Please Provide Non-Profit or for profit Corporation Registration Information Below (i.e., state of incorporation and tax ID #):

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***Please List Corporate Officers:***

Name:

Address:

Phone #:

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***Public Private/Partnership Proposal:***

Please provide a brief description of the proposal; the Park(s) affected (listed by park name, address, and an illustrated site location(s)). Please include the total estimated project value, duration of the development of the proposal, and requested term of the partnership agreement sought (you may add an attachment which describes your proposal in more detail:

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***Time Frame:***

Please identify the time frame identified to complete your proposed project and indicate why:

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***Fund Source(s):***

Please Identify the Funds you or your organization have or commitments from others to implement your proposal. Please attach bank statements and/or financial letters of support demonstrating the level of financial support for your proposal:

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