

# chicago park district



## DOG FRIENDLY AREAS CHECKLIST TO BEGIN A NEW DFA

We are glad to hear that you're interested in starting a new DFA in your local park. This is a long-term responsibility which will require community support and dedicated, on-going commitment by all members of your DFA Committee.

To start a new DFA you must follow this checklist to guide you through the Manual for Development.

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| <b>STEP 1</b> | <input type="checkbox"/> READ THE ENTIRE MANUAL detailing the development process<br><input type="checkbox"/> FORM A GROUP of interested parties  |
| <b>STEP 2</b> | <input type="checkbox"/> ASK the Park Supervisor and Area Manager for their support for a DFA<br><input type="checkbox"/> TOGETHER with the Park Supervisor , choose possible appropriate locations in the park<br><input type="checkbox"/> DETERMINE if there is a working WATER SOURCE  |
| <b>STEP 3</b> | <input type="checkbox"/> SUBMIT the completed "Initial Application for a New DFA" (FORM #1)<br><input type="checkbox"/> WAIT TO HEAR that your group is approved to begin the process   |
| <b>STEP 4</b> | <input type="checkbox"/> COLLECT SIGNATURES for the Petition (FORM #2)<br><input type="checkbox"/> COMPLETE SITE SURVEYS- requires at least twelve separate visits (FORM #3)<br><input type="checkbox"/> COLLECT LETTERS of support<br><input type="checkbox"/> ATTEND at least three public meetings to ask for support<br><input type="checkbox"/> IDENTIFY THE FUNDING to develop and operate the DFA  |
| <b>STEP 5</b> | <input type="checkbox"/> SUBMIT A WRITTEN PROPOSAL PACKAGE <ul style="list-style-type: none"> <li>○ Petition</li> <li>○ Usage surveys</li> <li>○ Letters of support</li> <li>○ Written proposal               <ul style="list-style-type: none"> <li>▪ Membership roster</li> <li>▪ Funding plan</li> <li>▪ Conceptual layout</li> <li>▪ Maintenance plan</li> </ul> </li> <li>○ Copy of approval letter</li> </ul> <input type="checkbox"/> WAIT TO HEAR that your group is approved     |
| <b>STEP 6</b> | <input type="checkbox"/> AGREE UPON A FINAL DFA DESIGN with the Chicago Park District<br><input type="checkbox"/> Chicago Park District PRESENTS the design to the community<br><input type="checkbox"/> DFA Committee representatives READ, SIGN, and SUBMIT the "Commitment Agreement" (FORM #4)<br><input type="checkbox"/> Each DFA Committee member READS, SIGNS, and SUBMITS one "Liability Waiver" (FORM #4B)<br><input type="checkbox"/> Chicago Park District CONSTRUCTS the DFA |