



CHICAGO PARK DISTRICT

NATURAL AREAS

Nature Play Space Checklist

We are glad to hear that you're interested in starting a Nature Play Space in your local park. This is a serious responsibility which will require community support and dedicated ongoing commitment by all members of your organizing group. This checklist provides an overview of all the items that need to be completed and approved before work can begin on your Nature Play Space.

STEP 1	<ul style="list-style-type: none"><input type="checkbox"/> READ THE ENTIRE MANUAL detailing the development process<input type="checkbox"/> FORM A GROUP of committed organizers (2 adult liaisons and 5 supportive community members)
STEP 2	<ul style="list-style-type: none"><input type="checkbox"/> ASK the Park Supervisor and Area Manager for permission to start a Nature Play Space<input type="checkbox"/> TOGETHER with the Park Supervisor, choose an appropriate location in the park<input type="checkbox"/> SUBMIT the completed "Initial Application for a Nature Play Area" (Form #1)<input type="checkbox"/> WAIT TO HEAR that your location has been approved by the Chicago Park District
STEP 3	<ul style="list-style-type: none"><input type="checkbox"/> ATTEND an ADVISORY COUNCIL meeting to ask for their support and approval<input type="checkbox"/> HOLD A PUBLIC MEETING in your neighborhood with the Chicago Park District<input type="checkbox"/> IDENTIFY THE FUNDING to develop and operate the Nature Play Space<input type="checkbox"/> COLLECT SIGNATURES for the Petition (Form #2)<input type="checkbox"/> COMPLETE SITE SURVEYS, this requires three separate visits (Form #3)<input type="checkbox"/> COLLECT A LETTER of support from the Advisory Council (or a local community organization, if an Advisory Council is applying)<input type="checkbox"/> SCHEDULE a Design Workshop & Pop-Up Play session with CPD staff
STEP 4	<ul style="list-style-type: none"><input type="checkbox"/> COMPILE A WRITTEN PROPOSAL: Group Membership details, Play Space Design, Funding Plan (2 year), Stewardship Plan, Public Meeting feedback<input type="checkbox"/> SUBMIT ALL REQUIRED PAPERWORK: Written Proposal, Petition, Site & Usage Surveys, Letter of Support
STEP 5	<ul style="list-style-type: none"><input type="checkbox"/> NEGOTIATE A FINAL DESIGN with the Chicago Park District<input type="checkbox"/> RECEIVE final written permission<input type="checkbox"/> READ, SIGN & SUBMIT "Commitment Letter" (Form #4A)<input type="checkbox"/> HAVE EACH GROUP MEMBER READ & SIGN a "Liability Waiver" (Form #4B)<input type="checkbox"/> HAVE EACH GROUP MEMBER undergo a Chicago Park District background check
FINISH	<ul style="list-style-type: none"><input type="checkbox"/> Nature Play Space is approved and installed