

**Saint Katharine Drexel
Frederick, Maryland**

PROPERTY DEVELOPMENT REQUEST APPLICATION

Name: _____ email: _____

Day Phone: _____ Evening Phone: _____

Parish project

School project

Estimated beginning date: _____ Projected completion date: _____

The parish property of Saint Katharine Drexel is also host to Saint John Regional Catholic School. Saint Katharine Drexel coordinates the development of the parish property and grounds through its Property Management Committee. All projects involving the parish grounds are required to seek approval from the Property Management Committee by submitting this form.

DESCRIPTION OF PROPOSED PROJECT, CHANGE, OR ALTERATION.

Include as much detail as possible including goal of project, photograph or drawing, materials to be used, and other helpful information. If the work is to be performed by someone other than the Submitter, please provide the names and/or contractor's name and telephone number. Attach a separate sheet if more space is needed.

COST AND FUNDING:

What is the anticipated cost of this project? _____

How will this project be funded? _____

If fundraising is required, please provide approval signature of either the SKD pastor or the SJRCS principal:

Signature: _____

MAINTENANCE PLAN:

If the project will create more work when it is completed, please describe the proposed maintenance plan (include funding considerations):

I understand that approval does not relieve me of the responsibility for obtaining all necessary Building Permits, variances, and/or observing all local zoning ordinances. If approved by the SKD Property Management Committee, I agree to make the changes under the terms and conditions as specified in the approval letter. All improvements must be on SKD property and within property lines. If any portion of SKD property is disturbed or damaged by either myself or my contractor, I agree to be responsible for restoring the elements to their original condition.

Signature of Applicant: _____ Date: _____

Please note: all school projects require prior approval of the principal.

Signature of SJRCS principal: _____ Date: _____

PLEASE RETURN TO: Saint Katharine Drexel Parish Office
c/o Property Management Committee
8428 Opossumtown Pike, Frederick, MD 21702



PROPERTY MANAGEMENT COMMITTEE CONSENSUS ACTION
(Indicated by the Property Management Committee Chairperson's Signature):

- **Approved As Proposed:**

Chairperson Date

- **Approved With Conditions** (See attached Committee letter for conditions)

Chairperson Date

Principal (required for school projects) Date

- **Not Approved** (See attached Committee letter for explanation)

Chairperson Date