

TRQ: _____

TOWNSHIP REQUEST for ASSISTANCE from THE OTTAWA COUNTY ENGINEER'S OFFICE

Township: _____ Date: _____

Project Description (detailed narrative required – please be specific in regard to location and description of the work you are requesting): _____

Projected Dates of Construction: Start: _____ End: _____

Method of Construction:

Government Forces (complete FORCE ACCOUNT section on Page 2 if township plans to perform any of this work with their own forces)

- Township Forces County Forces Joint Twp and County Forces

Outside Contractor:

- Bid Project Contractor of Township Choice (if under bid threshold)

Material:

- Township will purchase direct Request county provide
 Contractor Provide (as part of project)

Property Owner Involvement:

Are private property owners in agreement with project? _____

Are easements required? _____

If Yes, what type of easement?

Right of Way _____ Work Agreement _____

Other: _____

TRQ: _____

Force Account Information:

Township Employee Name	Hourly Rate of Pay (no benefits)	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Material List	Quantity	Twp Unit Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment	Township/ FEMA Rate	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Township Contact Information

(Please list the individual(s) we should contact in regard to this request. If more than one person please list in order you wish us to contact them.)

Name: _____ Phone: _____

Name: _____ Phone: _____

Township Priority Level: _____

On a scale of 1 to 10 (1 being the lowest, 10 the highest)

TRQ: _____

Funding:

Definite Township Financial Commitment: \$ _____

Do you want county financial assistance for this project: yes ____ no ____

If Yes, how much is being requested? \$ _____

Grant Commitment: \$ _____ Agency: _____

Other: \$ _____ Provider: _____

Signature of Trustees:

Date:

Fiscal Officer Signature for Verification of Fund Availability:
(when applicable)

Date:

All Requests are to be directed to:

The Ottawa County Engineer's Office
8247 West State Route #163
Oak Harbor, Ohio 43449

For Office use Only:

Received By: _____ Date: _____

Assigned To: _____ Date: _____

Chargeback to Township: Yes No Approved by: _____

Disposition: _____

Project No.: _____ Work Code: _____ File No.: _____