



# CLEVELAND METROPARKS ACCESS PERMIT REQUEST FORM

An Access Permit, License, or Easement is required for all entries onto Park District property for the purpose of a work-related task, including, but not limited to, surveying, construction, transporting equipment or materials over Park District property, work by property owners within Cleveland Metroparks lease or easement areas, work by easement holders on Park District property, installation of temporary or permanent improvements on Park District property, construction staging and parking, and homeowners making driveway or drainage improvements on Park District property. The Access Permit requester shall contact Cleveland Metroparks to discuss the project well in advance of need. Cleveland Metroparks will prioritize the protection of natural resources and Cleveland Metroparks reserves the right to decline any access request that is contrary to the Park District's mission, is not subject to a pre-existing real estate interest granting such access, and/or if use restrictions apply to the Park District property prohibiting such access. Please be advised that access requests proposing to leave temporary or permanent improvements in place on Park District property will likely require a License or Easement agreement in addition to an Access Permit. There is generally no charge for an Access Permit, but Licenses, Easements, sustained occupation of Park District property, and any alteration, disturbance, or destruction of natural resources will likely require remuneration. Please allow ten (10) to fifteen (15) business days for a response following submittal of this request form. A site visit may be required to discuss the proposed work. **Please provide the following documents with your permit application: site location map, detailed construction drawings and specifications, documentation of pre-existing real estate interests relating to the access request (i.e. easements, licenses, permits), and a certificate of insurance.**

Date of Request:	
Signatory Name:	
Signatory Title:	
Applicant Name:	
Applicant Address	
Site Address:	
Applicant Phone:	
Applicant Email:	
Permit Start Date:	
Project Duration:	
Name of Reservation and location where the proposed work will take place. Attach a site plan / map showing the boundaries of the project area that is located on Park District property.	
Do you have an existing real estate interest (i.e. easement, license, permit) for this same area? If yes, please attach copies of relevant documents.	Yes No
Have you obtained all necessary Permits, authorizations, or consents from all other governmental Agencies? If yes, please attach copies.	Yes No
Brief scope of work proposed to take place on Park District property:	
Check any included attachments:	
<input type="checkbox"/> Location Map <input type="checkbox"/> Existing Easement/Agreements <input type="checkbox"/> Additional Permits <input type="checkbox"/> Plans/Specifications <input type="checkbox"/> Certificate of Insurance	

Are you seeking permission to make any temporary alterations on/to Park District property, such as installing any temporary structures or other fabrications (e.g., tents, gardens, portable toilets, paving, staging areas), removing vegetation from Park District property, removing topsoil, dirt or sand, or making any temporary changes to existing permanent structures, vegetation or fabrications? If yes, please describe.

Are you seeking permission to make any permanent alterations on Park District property, such as installing a utility, placing a driveway or other permanent pavement, erecting a permanent sign or traffic control device, erecting a building, removing vegetation or other fabrication, or making any other permanent changes to an existing Park District structure, vegetation or fabrication? If yes, please describe.

Please describe any additional needs, including parking needs (describing the number and types of vehicles and times needed for parking) and how the site will be accessed noting Park District or public roads or trails.

Contractor / Consultant: Attach a certificate of insurance naming "The Board of Park Commissioners of the Cleveland Metropolitan Park District" as additionally insured on: (1) commercial general liability insurance and (2) commercial automobile insurance.

Homeowner: Copy of latest homeowners insurance policy renewal statement.

Self-Insured: A letter verifying self-insurance status.

Email completed form and attachments to Chris Papp at [cjp2@clevelandmetroparks.com](mailto:cjp2@clevelandmetroparks.com).

Applicable Park Manager (to be filled out by Cleveland Metroparks): \_\_\_\_\_  
Contact information: \_\_\_\_\_

If there are any questions, please contact Chris Papp at [cjp2@clevelandmetroparks.com](mailto:cjp2@clevelandmetroparks.com) or 216-635-3251.