**BURLINGTON COUNTY BRIDGE COMMISSION**
**REQUEST FOR PROFESSIONAL PLANNING ASSISTANCE FORM**

**Please complete the following brief application and submit to Kathy Wiseman at kwiseman@bcbridges.org or via fax at 856-829-5205**

## I. Contact Information

| | |
|---|---|
| 1. Applicant | |
| 2. Address | |
| 3. Project Contact (name & title) | |
| 4. Phone | |
| 5. Fax | |
| 6. Email | |
| 7. Date | |
| 8. Signature of Mayor authorizing submission of application (or attach governing body resolution) | |

## II. Narrative Section (Use additional sheets as necessary)

*1. Project Description:*

*2. Describe why local funds are unavailable for the project:*

*3. What is the purpose of the project and what are the project objectives?*

*4. How will the project be implemented?  Describe the steps required to effectuate the project.*

*5. Provide a time line for implementing the project:*

*6. Describe the metrics for measuring success of the project:*

### III. Agreement to Execute Memorandum of Understanding for Project

By applying for this Request for Professional Planning Assistance your municipality agrees to enter into a memorandum of understanding (MOU) with the Burlington County Bridge Commission in the event the Commission agrees to provide the requested assistance. The MOU shall set forth: a description of the professional planning services to be provided to the municipality by the Commission; the project purpose and objectives; the municipality's plan to implement the project and time line for implementation; and a description of he metrics for measuring project success.

The Burlington County Bridge Commission shall rely on the MOU and the municipality's success in implementing the project for consideration of granting future requests for professional planning assistance made by the municipality.