



## **CITY AND COUNTY OF BROOMFIELD CAPITAL IMPROVEMENT PROGRAM RESIDENT PROJECT REQUEST**

Each year, the City and County of Broomfield (the City) funds numerous design and construction projects, including development of parks and other public facilities, reconstruction and maintenance of streets and utilities, installation of trails and sidewalks, and a multitude of other citywide improvements. These projects may be funded through programs such as the Conservation Trust Fund (lottery proceeds), Parks and Open Space Fund, Urban Renewal Fund, Sewer Fund, Water Fund and the Capital Improvement Program (CIP). Of these funding sources, the use of CIP money is most affected by direct public input.

Broomfield residents are encouraged to submit CIP project requests. After a project request is received, some requests will be forwarded to Boards or Commissions that evaluate particular types of projects. Other requests are reviewed internally by staff and, if approved, are placed in the 5-year plan to await funding approval by City Council.

Attached is the form that may be used to request future CIP projects. If you are submitting a proposal, please provide as much information as possible. This can include maps, sketches, photos, cost estimates, petitions, etc.

If you have any questions please contact the CIP division of Community Development by email at [CIP@broomfield.org](mailto:CIP@broomfield.org).

Completed forms can be submitted by the following methods:

1. Email: [CIP@broomfield.org](mailto:CIP@broomfield.org)
2. Mail to: City and County of Broomfield  
Community Development/CIP Division  
One DesCombes Dr  
Broomfield, CO 80020





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How did you become aware of this form and the Capital Improvement Process?

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The City and County Engineer will provide a preliminary review of requests. If applicable, the submission will then be reviewed by the CIP Resident Request Committee. These Committee meetings are held quarterly.

The CIP Resident Request Committee consists of:

- Director of Recreation
- Director of Public Works
- Director of Community Development
- Director of Open Space and Trails
- Deputy City Manager
- Budget Manager
- Budget Officer

You will be notified of the status.