

**City of Rollingwood  
Rollingwood Park Commission  
Eagle Scout/Individual Project Approval Process - FINAL**

City of Rollingwood project approval process for an Eagle Scout/individual:

1. **Choose** a project from Rollingwood Park Commission's pre-approved project list kept on file with Assistant City Administrator, Ashley Wayman [awayman@rollingwoodtx.gov](mailto:awayman@rollingwoodtx.gov) . RWPC will submit a list of approved projects to City Council on a bi-annual basis for City Council's approval. RWPS will make every attempt submit a list in Q1 and Q3. Once approved by City Council, the list will remain on file with City Secretary, with the opportunity to update as needed.

**OR:** Choose a project of your own and work with Rollingwood Park Commissioner, Don Hudson. Mr. Hudson will act as a liaison between the Eagle Scout/individual to help facilitate the project of interest and help streamline communications between Eagle Scout/individual and City representatives.

2. Provide a detailed explanation of the purpose of the project.
3. Provide a detailed explanation to the scope of work and location of the project.
4. Provide a detailed explanation of the materials, labor, installation and proposed length of time to complete the project.
5. Provide a start date and completion date.
6. Provide an estimated cost to complete the project.
7. Provide a detailed explanation how you will raise funds to complete the project.
8. Provide maintenance and/or estimated maintenance costs associated with the project.
9. Submit your proposal to Assistant City Administrator, Ashley Wayman [awayman@rollingwoodtx.gov](mailto:awayman@rollingwoodtx.gov) to be placed on the Park Commission agenda for consideration.
10. Approval process can take 45-90 days, please plan accordingly.

**Submittal Requirements:**

- Items 1-9 will be submitted in written .doc format.
- Individual will identify the proposed location in Rollingwood Park by placing flags in the location 3-5 days prior to being placed on the Park Commission meeting agenda. Flagged area will be checked frequently to ensure the flags have not been moved or misplaced until approval process is complete.
- Photos of proposed location will be submitted in addition to the written proposal.
- Drawings and/or photos will be submitted in .jpeg format or PDF.
- All requirements must be submitted one (1) week prior to the Park Commission meeting in order to be placed on the agenda. Park Commission meetings are the first Tuesday of the month, subject to change.