

Katy Independent School District Landscaping Modification Request

This form must be completed prior to any purchase or initiation of a landscaping modification/enhancement/addition. A complete summary of funding sources/plans and project description must be submitted with this request. Upon Principal's signature, all forms are to be submitted directly to the Executive Director of Maintenance and Operations.

I. Guidelines

The following are guidelines for any landscaping modifications to schools and facilities in the Katy ISD district. **Maintenance & Operations will not be responsible for replacing or maintaining any additional landscape modifications other than the original landscape.**

- If landscaping modifications are approved, it will be the responsibility of that organization/support group proposing the request to maintain the new landscape modification indefinitely.
- Maintenance & Operations will not maintain, provide or fund the cost of additional irrigation.
- Pesticides or herbicides cannot be applied to landscape modifications. It is unlawful for anyone to use pesticides or herbicides in Katy ISD without approval of the IPM Coordinator.
- Landscape modifications cannot be within 25 feet of building.
- Only native trees (minimum 30 gallon) and plants are allowed. Type of tree will be determined by Pest Management and Grounds.

II. School or Facility Information

School or Facility:

School Contact Person: **Phone:**

Email: **Alt. Phone:**

III. Organization/Support Group Information

Organization/Support Group Proposing the Request:

Contact Person: **Phone:**

Email: **Alt. Phone:**

IV. Identify District Approved Contracted Service provider proposed to do the work

Contact the District Purchasing Department for assistance

Name of District Approved Contracted Service Provider or Group:

Contact Person: **Phone:**

Email: **Alt. Phone:**

Fax:

V. Project Modification/Enhancement/Addition Description

Will the modification /enhancement /addition require coordination with any Katy ISD departments for services?
(Check all that apply)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Electrical wiring/outlet or additional circuit | Estimated Cost: <input type="text"/> |
| <input type="checkbox"/> Location of existing electrical lines/pipe/cable/etc. | Estimated Cost: <input type="text"/> |
| <input type="checkbox"/> Water source | Estimated Cost: <input type="text"/> |
| <input type="checkbox"/> Other: <input type="text"/> | Estimated Cost: <input type="text"/> |

VI. Tree/Plant Description

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 VII. Attach Schematic

Attach detailed plans including sketches, architectural / engineering designs, map of location, etc.

VIII. Commitment/Description of Future Maintenance by Group

Identify /estimate your cost to maintain landscaping in original condition, including removal/replacement plan, if needed.
Identify responsible party.

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X. Signatures**Principal:****Date:**

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Area Superintendent:**Date:**

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Maintenance Area Supervisor :**Date:**

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Maintenance/Grounds Asst. Director or Environmental Coordinator**Date:**

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Maintenance & Operations Executive Director:**Date:**

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Maintenance and Operations Department recommendation

- Approved as submitted
 Approved with the following stipulation(s) - See comments
 Denied - see comments
 Not applicable

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Chief Operations Officer approval:**Date:**

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