



# CAPITAL IMPROVEMENT PROGRAM CITIZEN REQUEST FORM

## REQUESTOR INFORMATION

NAME*			
ADDRESS*			HOME PHONE*
CITY	STATE	ZIP	WORK PHONE*
E-MAIL (VILLAGE OR HOMEOWNER)*			MOBILE PHONE*

## REQUEST

As part of your request, please specify what you want your project to accomplish - such as improved circulation, improved safety, improved neighborhood aesthetics, etc. If unsure about the information required, contact the City of Irvine at (949) 724-6001 or e-mail at [info@ci.irvine.ca.us](mailto:info@ci.irvine.ca.us).

**SAMPLE REQUEST:** To beautify our community, please landscape the street median and parkways on each side of XYZ Street between ABC and DEF Streets. Landscaping should be similar to that on GHI Street.

PROVIDE AS MUCH DETAIL ABOUT YOUR REQUEST AS YOU CAN (Use additional pages if necessary)

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Fill out the Capital Improvement Program Citizen Request Form and return to:

City of Irvine - Budget Office  
P.O. Box 19575  
Irvine, CA 92623-9575

If you have been working with a City staff member, you may return the form to the attention of that person at the same address.

You may drop off the form at City Hall (1 Civic Center Plaza - corner of Alton and Harvard).

You may fax the form to: 714-724-6045.

You may email the form to [info@ci.irvine.ca.us](mailto:info@ci.irvine.ca.us)

Upon receipt we will:

Acknowledge receipt of the request.

Review the request to see how it may fit in with existing work programs, and evaluate the request to determine if it should be included in future work plans. If our initial evaluation results in a finding that the project is not feasible or appropriate to our work plan, you will be notified.

If the requested work is already scheduled, we will let you know the scope of our program and when we anticipate the work will commence.

If our evaluation results in inclusion in future work plans, we will develop preliminary cost estimates, identify potential funding sources (if any), and recommend that the project be incorporated into the Strategic Business Plan. The Strategic Business Plan is updated annually and, based on funding availability and City priorities, projects may be re-scheduled to earlier or later start dates or re-assigned to the list of un-funded projects.

If we are unable to identify potential funding sources or the project is determined to be a low priority in meeting the City's strategic goals, the project may be added to the Strategic Business Plan's list of un-funded projects. The unfunded project list is updated annually. Projects may be added or dropped based on changing City priorities over time.

The annual budget, year-ending (carryover) report, and Strategic Business Plan are reviewed annually by the City's Finance Commission and City Council.

If you have any questions or need additional information, please call 949-724-6001.