

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY24 SPRING ANNUAL TOWN MEETING REQUEST FORM**

<b>Department:</b>	<b>Priority #:</b>	
<b>Project Title and Description:</b>	<b>Total Project Cost:</b>	

**Department/Division Head:** \_\_\_\_\_

**Check if project is:** New  Resubmitted  **Cost estimate was developed:** Internally  Externally

**For project re-submittals, list prior year(s):** \_\_\_\_\_

**List any funding sources and amounts already granted:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Basis of Estimated Costs (attach additional information if available)</b>			<b>If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>	<b>Fiscal Year:</b>	<b>Capital</b>	<b>Operations &amp; Maintenance</b>
<i>Planning and Design</i>			<i>FY23</i>		
<i>Labor and Materials</i>			<i>FY24</i>		
<i>Administration</i>			<i>FY25</i>		
<i>Land Acquisition</i>			<i>FY26</i>		
<i>Equipment</i>			<i>FY27</i>		
<i>Other</i>					
<i>Contingency</i>					
<b>Total Capital</b>					

**Project Justification and Objective:** \_\_\_\_\_  
 \_\_\_\_\_

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan  
 Can this project be phased over more than one fiscal year?

Yes  No   
 Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

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**What is the expected lifespan of this new/replacement equipment:** \_\_\_\_\_

**Attach backup information, estimates, or justification to support this request.**