

# **Master Plan/Development Process**

City of Sacramento  
Parks and Recreation Department  
Park Planning, Design and Development

Total Timeline: 23-34 months

## **Development Process Timeline for Parks**

This page outlines in general and in approximate terms the seven-stage process for the development or renovation of a new or existing park within the Department of Parks and Recreation.

### **CIP (Capital Improvement Project)**

The Department identifies projects from the [Parks and Recreation Programming Guide](#) and other sources for inclusion in the City's Capital Improvement Program and approves new park projects and their respective budget, scope and schedule, one time per year at the beginning of each fiscal year in July.

The park project is assigned to a City project manager and the park project is scheduled in the Park Planning, Design and Development's Park Production Work Plan for the upcoming calendar year. The project manager selects a Landscape Architect to prepare the master plan and construction documents for the project through a request for Qualifications (RFQ) process.

### **Master Plan Phase / Community Input**

The City provides the community with an opportunity to give input into the design of a new park or the renovation of an existing one. Parks staff works closely with the Council member throughout the outreach process. Outreach is done by making presentations at existing, established community park group meetings, or through community workshops (usually 1-3) dedicated to the master planning of the park. After the community workshops, a Master Plan is presented to the community, then finalized and presented to the Parks and Recreation Commission (PRC).

Timeline: 4-6 months

### **Construction / Environmental Documents**

Once the master plan has been approved by the PRC, the selected Landscape Architect prepares Construction Documents and the City prepares Environmental Documents. City staff reviews the documents periodically for compliance with the Master Plan and for technical completeness.

Timeline: 6-8 months

### **Approval and Adoption of the Park Master Plan/ Environmental Documents/Name of Park**

The City Council is asked to adopt the Master Plan, Approve all Environmental Documents and Approve the Name of the Park.

Timeline: 1-2 month

**Building Department Plan Review/Building Permit**

Once the construction documents have been finalized, the plans are submitted to the Building Department for review by various City departments, and the plans are revised and a Building permit is issued to construct the project. Timeline: 2 months

**Bidding**

Once the construction and environmental documents have been approved by City staff, the project is bid through the City's competitive bid process. Licensed contractors bid on the projects.

Timeline: 2 months

**Award of Construction Contract**

Once the project bids are accepted, the City Council will award a Construction Contract to the lowest responsive bidder.

Timeline: 2 months

**Construction**

Construction of the park project begins following the Notice to Proceed.

Timeline: 6-12 months (includes a 3 month plan establishment period)