



**BEAUTIFICATION ADVISORY COMMITTEE**

**CITY OF PACIFICA  
Public Works Department  
151 Milagra Drive  
Pacifica, CA, 94044  
Phone: (650) 738-3767  
Fax: (650) 738-3003**

**Checklist for BAC project lead**

**Project Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization or Individual Name (Sponsor):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**KEEP PACIFICA BEAUTIFUL SPONSORSHIP MISSION:**

**Through volunteer efforts beautify and unify Pacifica, especially those main thoroughfares, entrances to the city and high profile areas that improve the overall community environment.**

**Pre-project execution:**

- Has a design and plant list been prepared for the site?
- Do they have a cost estimate for plants, irrigation, and sign cost? (Assume \$100 for sign.)
- Is the planned work approved and coordinated with the Public Works Dept.?
- Has sponsorship application and agreement been signed?
- Has each participant signed the City's Volunteer Agreement and Liability Waiver? (Can be done as people show up to work. Keep them in your project folder.)
- Has everyone read the safety information sheet?

**Project execution:**

- Is a master gardener or other trained person on site to instruct the volunteers?
- Are the volunteers following the approved plan and plant list?
- Do you have safety vests?
- Have you or the group contacted the press?
- Is the sign being made?

**Project maintenance:**

- Do you have a short term and long term maintenance schedule?
- Is the division of labor understood by everyone?
- Provide a sketch of irrigation and other hardscape as-builts.
- Are they following through on their commitment?
- Do they have a project sign erected?