



DOUGLASS TOWNSHIP
EAST COVENTRY TOWNSHIP
LOWER POTTSBORO TOWNSHIP
NEW HANOVER TOWNSHIP
NORTH COVENTRY TOWNSHIP
POTTSBORO BOROUGH
UPPER POTTSBORO TOWNSHIP
WEST POTTSBORO TOWNSHIP

POTTSTOWN
METROPOLITAN
REGIONAL
PLANNING
COMMITTEE



pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

2023-2026 Pottstown Regional Park Improvement Mini-Grant Program Final Site Inspection Form

PROJECT INFORMATION

Project Title			
Municipality		County	
Project Manager		Phone + Email	
Contract Start Date		Contract End Date	

SITE VISIT INFORMATION

Date of Visit	
Visit Conducted By	
Grantee representatives present for visit	

SITE INSPECTION CHECKLIST

	Notes/comments:
Have the tasks specified in the scope of work been fulfilled? (Y/N)	
Is the facility/amenity currently in-use/open to the public? (Y/N)	
When did the facility/amenity become operationally or fully complete? (mm/yy)	
What, if any deliverables still need to be completed? When will they be completed?	
Is there appropriate funding recognition signage installed at the site? (Y/N)	
Is the site ADA compliant? (Y/N)	
Is the site safe and completed in a quality fashion? (Y/N)	
Were there any issues or challenges during project development? (Y/N) If yes, please explain.	

Signed by _____ Date _____ Title _____

PICTURES

<<Insert pictures from site visit>>