



DOUGLASS TOWNSHIP
EAST COVENTRY TOWNSHIP
LOWER POTTS GROVE TOWNSHIP
NON-HANOVER TOWNSHIP
NORTH COVENTRY TOWNSHIP
POTTS TOWN BOROUGH
UPPER POTTS GROVE TOWNSHIP
WEST POTTS GROVE TOWNSHIP

POTTS TOWN
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>>