



REGULAR MEETING – RECREATION, PARKS & CULTURAL AFFAIRS AGENDA

NOVEMBER 12, 2025, 7:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Dilene Byrd at dbyrd@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ACCEPTANCE OF MINUTES**
 - A. **Regular Meeting: October 8th , 2025**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
 - A. **Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Veteran’s Park and immediate surrounding grounds by Norwalk Seaport for their Oyster Festival to be held on Friday, September 11th, 2026 from 6:00 P.M. to 11:00 P.M., Saturday, September 12th 2026 from 11:00 A.M. to 11:00 P.M and Sunday,**

September 13th 2026 from 11:00 A.M. to 8:00 P.M. Set-up time by 8:00 A.M. August 14th with tear-down by September 30th, 10:00 P.M. Approximately 35,000 people.

- B. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Taylor Farm and immediate surrounding grounds by Friends of Norwalk Dogs for their Holiday Party to be held on Sunday, December 21st, 2025 from 10:00 A.M. to 2:00 P.M. Approximately 70 people.
- C. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Brien McMahon High School and immediate surrounding grounds by Club Connecticut for their Boston Buildup 10k to be held on Sunday, January 4th, 2026 from 9:00 A.M. to 10:00 A.M. Approximately 125 people.
- D. Authorize the Purchasing Agent to issue a sole source purchase order to ME Obrien and Sons, for playground equipment and installation at Fox Run School, in an amount not to exceed \$154,805.92, from accounts 0926 6030 5777 C0364, 014150 5585.
- E. Authorize the purchasing agent to issue a sole source purchase order to Spring City for the purchase of 50 LED light pole fixtures in an amount not to exceed \$279,800 from account 0926 6030 5777 C0365. These poles will replace existing poles and fixtures at Calf Pasture beach.
- F. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Greenway Property Services, for grant project #4463R, Norwalk Urban Trails Projects, in an amount not to exceed \$724,828.50, from accounts 0924 6030 5799 C0846, 0926 6030 5777 C0588, and 0925 6030 5777 C0588.
 - 1. Authorize the Director of Recreation and Parks to issue change orders, in an amount not to exceed \$41,515, with Greenway Property Services, for grant project #4463R, Norwalk Urban Trails Projects, from accounts 0924 6030 5799 C0846, 0926 6030 5777 C0588, and 0925 6030 5777 C0588.
- G. Authorize the establishment of the Recreation & Sports Activities account. The Account shall include revenue sources and program expenditures as defined in the Recreation & Sports Activities Program Document dated October 2025. Account funds shall not lapse and shall be available exclusively for the purposes identified in the Program Document. The Director of Recreation and Parks shall report to the Board of Estimate and Taxation and the Common Council on the status of the Account before April 1st of each year.

VII. DISCUSSION

- A. Capital Project, Beach Camp Building renovation, O’Riordan Migani Architects.

VIII. ADJOURNMENT



CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE

WEDNESDAY, OCTOBER 8, 2025.

REGULAR MEETING

7:00 PM.



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ATTENDANCE: Darlene Young, Chair; Nicole’ Eaddy; Johan Lopez; Douglas Sutton; Heather Dunn; Nicol Ayers

ABSENT: Lisa Shanahan

STAFF: Robert Stowers, Director, Recreation and Parks

I. CALL TO ORDER

Ms. Young called the meeting to order at 7:00 PM.

II. ROLL CALL

Ms. Young called the roll, and all those listed in the attendance were present.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: September 11th, 2025

**** MS. DUNN MOVED TO APPROVE THE MINUTES AS SUBMITTED.
** THE MOTION PASSED WITH FIVE (5) IN FAVOR AND ONE (1)
ABSTENTION- MS. AYERS**

IV. PUBLIC PARTICIPATION

Diane Lauricella- 21 Little Fox Lane

Ms. Lauricella said she is thankful for all of the work of the staff and this committee in making Norwalk a more fun place to live. She said she is here to speak on the Holiday Extravaganza and said she is happy that there are special events, but she believes it behooves this council to request that the staff do so as soon as possible to create a donor program so the high cost of this event could be offset with businesses that want to give money to offset the taxpayer burden. She also said she is a member of the Norwalk Tree Alliance and suggested that real trees be used for the events rather than rentals, which would enhance the look of 50 Washington Street and be better for the carbon footprint. She will approach the board of the Norwalk Tree Alliance as well as Ms. Cruz, regarding donating a tree.

V. OLD BUSINESS

There was no old business discussed this evening.

VI. NEW BUSINESS

- A. AUTHORIZE THE USE OF WOLFPIT ELEMENTARY SCHOOL FIELD AND THE IMMEDIATE SURROUNDING GROUNDS BY WOLFPIT PTA FOR THEIR TRUNK OR TREAT TO BE HELD ON SATURDAY, OCTOBER 25TH, 2025, FROM 12:00 P.M. TO 8:00 P.M. RAIN DATE OF SUNDAY, OCTOBER 26TH. APPROXIMATELY 150 PEOPLE.**

Ms. Elise provided a brief overview of the event and said that it has been held for many years and is a safe event where the kids go from trunk to trunk to collect their candy.

**** MR. LOPEZ MOVED TO APPROVE THE ITEM.
THE MOTION PASSED UNANIMOUSLY.

- B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF CALF PASTURE BEACH AND THE IMMEDIATE SURROUNDING GROUNDS BY THE CITY OF NORWALK RECREATION & PARKS FOR THEIR JINGLE BELL 5K TO BE HELD ON SATURDAY, DECEMBER 13TH, 2025, FROM 8:00 AM. TO 11:00 A.M.. APPROXIMATELY 200 PEOPLE.**

Mr. Stowers provided an overview of the event and said it has been an annual event for a few years; it is successful and fun, and they partner with Ripka's café, which provides hot cocoa and coffee for participants.

**** MR. SUTTON MOVED TO APPROVE THE ITEM.
THE MOTION PASSED UNANIMOUSLY.

- C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF WASHINGTON STREET PARK AND IMMEDIATE SURROUNDING GROUNDS BY CITY OF NORWALK DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT FOR THEIR HOLIDAY EXTRAVAGANZA TO BE HELD ON SATURDAY, DECEMBER 6TH, 2025 FROM 1:00 P.M. TO 9:00 P.M. SET-UP TIME BY 9:00 A.M. WITH TEAR-DOWN BY 10:00 P.M. APPROXIMATELY 1500 PEOPLE.**

Ms. Breault provided a brief overview of the event and said this will be the fourth annual Holiday Extravaganza. This event has become a community favorite and will include a holiday market inside 50 Washington Street, but they are still awaiting confirmation that they will be able to use the space.

Ms. Eaddy asked whether donations to offset costs are possible, as well as getting a real tree rather than a rental. Ms. Breault said a sponsorship packet was sent at the beginning of the year, and Wegman's is already sponsoring the Halloween Night Fair. She said they are getting

sponsorships for their events, taking vendor fees, and have already collected \$12,000. She said this is the last year of the contract for renting the trees, and they are looking at other options for the trees for future events.

Ms. Eaddy expressed concern about Santa coming down the building.

Mr. Lopez asked whether there is a working list of potential sponsors to share with the committee, and whether there is anything the committee can do to attract sponsors on their end. Ms. Breault said she will share the sponsorship packet with the committee members, but currently, the only sponsorship they have is from Wegman's. They are trying to get more, and they would appreciate any help the committee can provide.

Ms. Dunn suggested including the library in the event.

**** MS. EADDY MOVED TO APPROVE THE ITEM.
THE MOTION PASSED UNANIMOUSLY.

**D. APPROVE THE USE OF VETERANS' PARK AND IMMEDIATE SURROUNDING
GROUNDS BY NORWALK PUBLIC SCHOOLS & CITY OF NORWALK
DEPARTMENT OF RECREATION & PARKS FOR THEIR 34TH ANNUAL NORWALK
RIVER FUN RUN TO BE HELD ON SATURDAY, DECEMBER 6TH, 2025 FROM 10:00
A.M. TO 11:00 A.M. RAIN DATE OF SUNDAY, DECEMBER 7TH SET-UP TIME BY
9:00 A.M. SATURDAY, WITH TEAR-DOWN BY 11:30 A.M. APPROXIMATELY 350
PEOPLE.**

Mr. Madaffari provided a brief overview of the event and said this is the 34th year the event has been held and that it is a great event.

**** MR. LOPEZ MOVED TO APPROVE THE ITEM.
THE MOTION PASSED UNANIMOUSLY.

VII. DISCUSSION

Mr. Stowers said the joint use agreement was passed a few months ago and has now been signed by the mayor and the Superintendent of Schools, so he and Ms. Faioes will begin actively implementing and orienting the schools to the agreement. The agreement clarifies the use of school facilities. The schools, as well as their associated groups, have primary use of the facilities, and Recreation and Parks have second priority and will handle any sports- and recreation-related programs that use the facilities.

Mr. Stowers said they have been discussing entering into a cooperative agreement with Nuvance to partner with Recreation and Parks to develop a health program, attend events, and help develop signage for the parks, and he hopes to present it to the committee next month for approval.

Mr. Stowers said that mobilization has begun at the east side of the marina at Veteran Park, and there will be a groundbreaking ceremony on October 16th. A groundbreaking ceremony was held yesterday for the micro-forest at Meadow Street Park. Ms. Young said it will be a real health improvement in that community and will serve as a buffer from dust and truck traffic, and she thanked Ms. Shanahan and Louise Washer for spearheading it. Mr. Lopez agreed and said it is an exciting start. Ms. Eaddy agreed and said she hopes an herb garden can be incorporated into the micro forest.

Ms. Ayers said that Norwalk is a city on water, and she would love it if water were incorporated into many more of the designs and what we do throughout the city.

Mr. Stowers said Clyde Ripka will not continue as the concessioner at Calf Pasture Beach, and that an RFP has been developed and will be released next week, including improvements to the facility.

Ms. Dunn requested a tour of the new Recreation and Parks facility for the committee members. She also requested to see the patio at Oak Hills Park in the fall.

Ms. Ayers said a constituent reached out to her with concerns about the swim-and-learn program and its limited availability. Mr. Stowers requested that Ms. Ayers share his email address so he can discuss the possibility of additional open slots.

Ms. Ayers requested that some Recreation and Parks committee meetings be held at a community location and that the community be invited.

Mr. Stowers provided an update on the park foundation and said that he and Mr. Livingston have invited two consultants to prepare a proposal to establish a foundation.

VIII. ADJOURNMENT

**** MS. DUNN MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Dilene Byrd

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3163
Status Tentative
Date of Issue Oct 30, 2025 2:55 PM
Expiration Date Nov 29, 2025

Customer Name	Jerry Toni - 3511	Work Phone Number	(203) 838-9444
Customer Type	General Public	Home Phone Number	(203) 838-9444
Mailing Address	213 Liberty Square 213 Liberty Square Norwalk, CT 06855	Email Address	jerry.toni@seaport.org
System User	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Norwalk Seaport Oyster Festival 1 resource(s) 3 booking(s) **Subtotal: \$0.00**

[Booking Summary](#)

Veterans Memorial Park (Event)		Center: Veterans Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Sep 11, 2026 6:00 PM	Fri, Sep 11, 2026 11:00 PM	35001	\$0.00
Sat, Sep 12, 2026 11:00 AM	Sat, Sep 12, 2026 11:00 PM	35000	\$0.00
Sun, Sep 13, 2026 11:00 AM	Sun, Sep 13, 2026 8:00 PM	35000	\$0.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	Yes
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	+- 10
Is there a 2nd date in mind or a rain date or location?	No
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	35,000+
What is the setup time?	Setup 8/14/26 8:00 AM - Breakdown by 9/30 8:00 PM. Event dates: September 11, 12, 13, 2025
What type of event?	Festival
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tents, amusements.
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	Yes
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	Yes
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Sep 11, 2026	Jerry Toni	Waiver Signed by: Jerry Toni on Oct 30, 2025

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Facility - Rental Agreement	Sep 11, 2026	Jerry Toni	Waiver Signed by: Jerry Toni on Oct 30, 2025
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A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3176
Status Tentative
Date of Issue Nov 6, 2025 1:41 PM
Expiration Date Dec 6, 2025

Customer Name	Katherine Snedaker - 1103	Home Phone Number	(203) 984-0860
Customer Type	General Public	Cell Phone Number	(203) 984-0860
Mailing Address	14 Haviland St Unit B1 Norwalk, CT 06854	Email Address	pricesned@gmail.com
System User	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Holiday Party	1 resource(s)	1 booking(s)	Subtotal: \$0.00
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[Booking Summary](#)

Taylor Farm (Event)		Center: Taylor Farm	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Dec 21, 2025 10:00 AM	Sun, Dec 21, 2025 2:00 PM	70	\$0.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	Yes
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	less than 2
Is there a 2nd date in mind or a rain date or location?	Sunday, 11-2

Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	50
What is the setup time?	10:30
What type of event?	Holiday Social
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	A few tables
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	Yes

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Dec 21, 2025	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Nov 6, 2025

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Facility - Rental Agreement	Dec 21, 2025	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Nov 6, 2025
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A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreationt@norwalkct.gov

Katherine Snedaker

Customer ID: 1103
Home Phone Number: (203) 984-0860
Cell Phone Number: (203) 984-0860
Email Address: pricesned@gmail.com

City of Norwalk
125 East Ave
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3177
Status Tentative
Date of Issue Nov 6, 2025 4:44 PM
Expiration Date Dec 6, 2025

Customer Name	James Gerweck - 15393	Home Phone Number	(203) 838-2748
Customer Type	General Public	Email Address	jim@clubct.org
Mailing Address	156 Fillow Street Norwalk, CT 06850		
System User	rkovacs		

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$570.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$570.00

Boston Buildup 10k	1 resource(s)	1 booking(s)	Subtotal: \$570.00
Booking Summary			
McMahon High School - Softball Turf (Field Rental)		Center: Brien McMahon High School	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Jan 4, 2026 9:00 AM	Sun, Jan 4, 2026 10:00 AM	125	\$0.00
Resource level fees			\$570.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Field Requested- Type in your selected facility/field.	Using McMahon Parking Lot to leave & return for 10k
Is there a 2nd date in mind or a rain date or location?	No
What is the setup time?	na
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	na

Payment Schedules	Original Balance: \$570.00	Current Balance: \$570.00
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DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jan 4, 2026	\$570.00	\$0.00	\$0.00	\$570.00

X: _____

X: _____

Date: _____

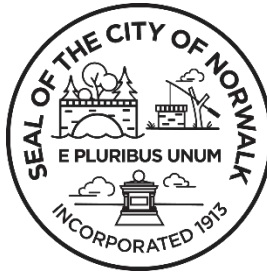
Date: _____

City of Norwalk

Mailing Address: 125 East Ave, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

James Gerweck

Customer ID: 15393
Home Phone Number: (203) 838-2748
Email Address: jim@clubct.org



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: _____

DEPARTMENT: _____

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
6	Other, please explain:

TOTAL COST: _____ MUNIS Account: _____

VENDOR: _____

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	X	Supports	<i>Ken Hughes</i>
Purchasing Agent Name		Does Not Support	Department Head Name
Date		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date

JUSTIFICATION:

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Quotation

M.E. O'Brien & Sons, Inc. is an Affirmative Action/Equal Opportunity Employer AA/EOE and Massachusetts SDO Certified WBE

Company Address

PO Box 718, Medway MA 02053-0718
 TEL 508-359-4200 / FAX 508-533-6342
 www.obrienandsons.com

Date 10/21/2025

Quotation Expires 12/31/2025

Customer Name Ken Hughes

Tel, Email khughes@norwalkct.gov

Salesperson Brian Iafolla
Admin Asst Karen Hanley

Comments or Special Instructions

INCLUDES 2025 MHEC MC16 B14 PRICING

Version # 2

Job Name	Fox Run Elementary School - Norwalk, CT
-----------------	---

Salesperson	Email	Pay Terms	Estimated Lead Time
Brian Iafolla	brian_iafolla@obrienandsons.com	Net 30	8 - 10 weeks

Quantity	Unit	Vendor, Model Number & Description	Unit Price	Taxable?	Amount
1	lot	Design #MEO25816 - Landscape Structures - Playbooster Playstructure to include climbers, slides, tunnels, sensory play, and freestanding play.			\$ 100,658.00
		6% MHEC Discount			\$ (6,039.48)
		Freight			\$ 7,250.00
		Play Equipment = \$101,868.52			
130	cu/yds	Dunning Industries - IPEMA certified engineered wood fiber playground safety surfacing to be installed at 12" depth.			\$ 4,420.00
		3% MHEC Discount			\$ (132.60)
		Freight			\$ 400.00
		Dunning Woodfiber = \$4,687.40			
					q

Quantity	Unit	Vendor, Model Number & Description	Unit Price	Taxable?	Amount
		<u>Installation Services</u>			
		* Receive and offload equipment delivery			\$ 8,000.00
		- Demo and dispose of existing equipment			
		- Excavate out old playground mulch, dispose			
		* Layout and auger post holes			\$ 37,000.00
		- Assemble and install new playground equipment			
		- Pour concrete footings			
		*Spread 130 CY engineered wood fiber			\$ 3,250.00
		Prices include Prevailing Wage Rates			

Subtotal	\$ 154,805.92
Tax Rate	
Sales Tax	\$ -
TOTAL	\$ 154,805.92

If you have any questions concerning this quotation, please contact your salesperson listed above.

3/3/2025

Please Read the Attached TERMS & CONDITIONS

*** Due to ongoing steel and other material surcharges as well as increased demand, quotations are only valid for 30 days ***

- **LEAD TIMES:** Estimated lead times vary after receipt of order and architectural approval if required. Lead times may fluctuate due to the availability of raw materials at the time of order.
- The Purchaser is responsible for quantity, color, and product confirmation. Prices are based on quantities listed. Any change to quantities will impact prices quoted. Standard manufacturer's design, colors, specifications, and construction apply unless otherwise noted.
- Prices do **NOT** include shipping charges, sales tax, resilient surfacing, assembly or installation unless otherwise noted on quotation.
- Delivered prices do **NOT** include off-loading, lift-gate, inside delivery, reconsignment, or detention fees. If requested, additional charges will be added. (Lift gate service is a truck that has a lift gate on the back to bring the skids to the ground. Once on the ground it is the receiver's responsibility to move it from there.)
- M.E. O'Brien & Sons is NOT responsible for **plan take-offs**. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items "per plan".
- Quote is based on information at time of bid/request. Any changes, updates, addenda, etc. may require quote to be revised.
- It is expected that Approved Submittals should be returned to our office within 60 days of issue to ensure that prices for these products can be held. Approved Submittals that exceed 60 days before being returned may incur price increases.
- **If installation is included**, M.E. O'Brien & Sons is **NOT** responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional costs will apply.
- When O'Brien & Sons is supplying materials only, retainage does not apply.
- Enrollment in a software program tracker (such as Mwrap, CCIP or LCP) is **NOT** included. If these are required, please advise the cost and the price will be added to the contract.
- Excludes any and all GC requirements not specifically spelled out in this quote.
- **Returns** require authorization and must be made within 30 calendar days of receipt of order. Customer is responsible for a re-stocking fee of 20-50% (varies by manufacturer), plus shipping charges (to and from) for all returned materials. Custom products or custom colored products are **NOT** returnable. Shade Systems and Ironsmith products are **NOT** returnable. Surfacing materials are **NOT** returnable.
- **Deliveries:** When delivered, inspect entire shipment carefully, make note on delivery receipt of ANY damage so a freight claim can be filed if damage is discovered after opening package(s).

All Fields Must Be Completed to Place Order

Job Name: Fox Run Elementary School - Norwalk, CT

Quotation Date: 10/21/2025 **Version #** 2

Bill to:

Ship to:

Company / Dept _____

Company / Dept _____

Name _____

Name _____

Address _____

Address _____

City, State ZIP _____

City, State ZIP _____

Phone _____

24-Hr Contact Name _____

Email _____

24-Hr Contact Tel # _____

PO# _____

24-Hr Contact Email _____

Purchase Amount \$ 154,805.92

Date Wanted _____

Delivery Days/Hours _____

Job Address _____

City, State ZIP _____

Is job tax exempt (Y/N)? _____

Tax Exempt # _____
(Tax exempt certificate required)

Customer Acceptance

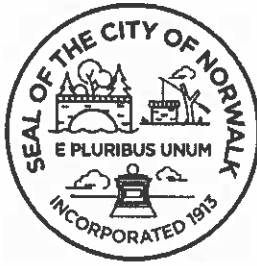
The attached standard terms and conditions (the "Standard Terms and Conditions") form part of the Purchase Contract (the "Purchase Contract") between yourself (the "Customer"), and M.E. O'Brien & Sons, Inc. ("O'Brien & Sons"). The Customer's acceptance and understanding of these Standard Terms and Conditions and all other supporting documentation provided as part of this package is evidenced by signing of the Purchase Contract. **Order cannot be processed without a completed and signed copy of this Purchase Contract.**

Signature (customer or authorized representative)

Date

Print Name

THANK YOU FOR YOUR BUSINESS!



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/27/2025

DEPARTMENT: Rec and Parks

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:


Check One:

<input checked="" type="checkbox"/>	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
<input type="checkbox"/>	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
<input checked="" type="checkbox"/>	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
<input type="checkbox"/>	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
<input type="checkbox"/>	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
<input type="checkbox"/>	6	Other, please explain:

TOTAL COST: \$279,800

MUNIS Account: 0926 6030 5777 C0365

VENDOR: Spring City

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	<input checked="" type="checkbox"/>	Supports	
Purchasing Agent Name	<input type="checkbox"/>	Does Not Support	Department Head Name
Date	<input type="checkbox"/>	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Robert Stowers Date 10/27/2025

JUSTIFICATION:

The City is looking to transition the light poles/fixtures at the beach to the City Standard light pole. Spring City is the sales outlet for the manufacturer of the City standard light poles, which cannot be purchased from anywhere else.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

NORWALK URBAN TRAILS PROJECT EAST ROCKS

2 E. ROCKS ROAD

Norwalk, CT 06851

ARCHITECT/ LANDSCAPE ARCHITECT

Alloy Design Studio, PLLC

79 E. Putnam Ave, Greenwich CT 06830

info@alloydsn.com

PH: (203) 661-2723

LIST OF DRAWINGS

L-T Title Sheet

LANDSCAPE

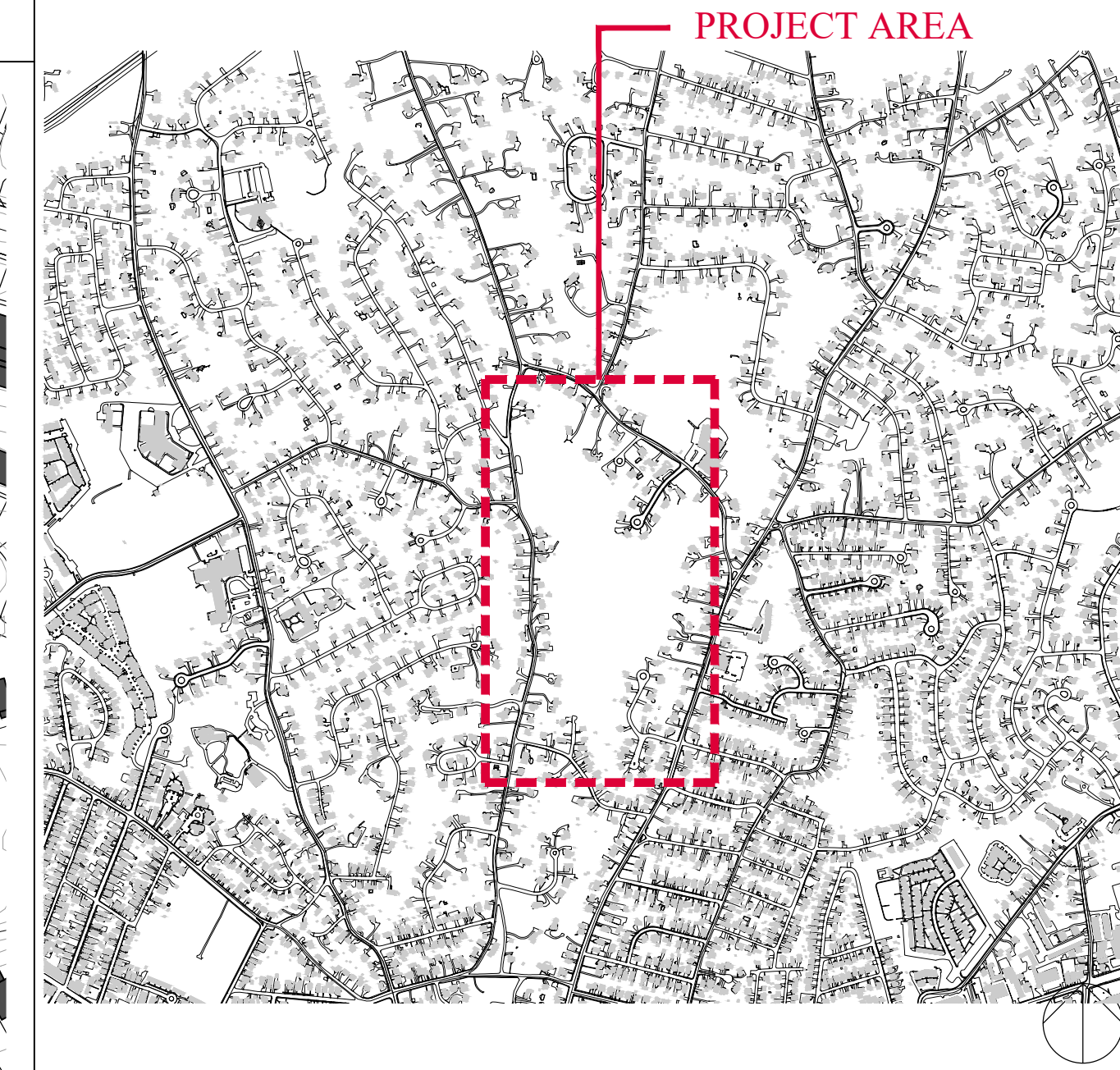
- L-050 Contact Plan
- L-100 Removals Plan
- L-200 Materials Plan
- L-201 Materials Plan Enlargement
- L-202 Materials Plan Enlargement
- L-300 Grading Plan
- L-301 Grading Plan Enlargement
- L-400 Planting Plan
- L-500 Site Details
- L-501 Site Details

SCOPE OF WORK

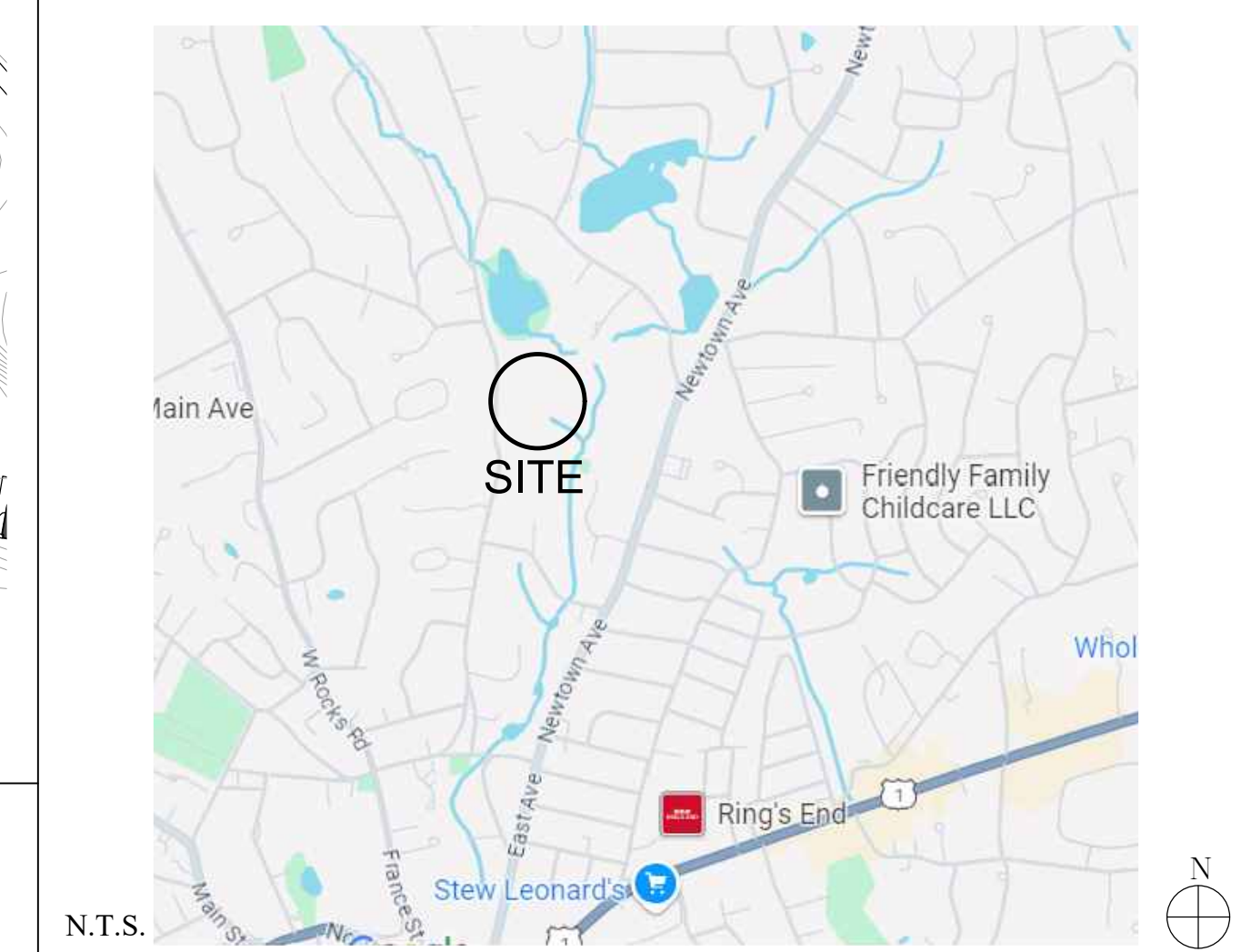
PROPOSED RENOVATIONS



KEY PLAN



PROJECT LOCATION PLAN

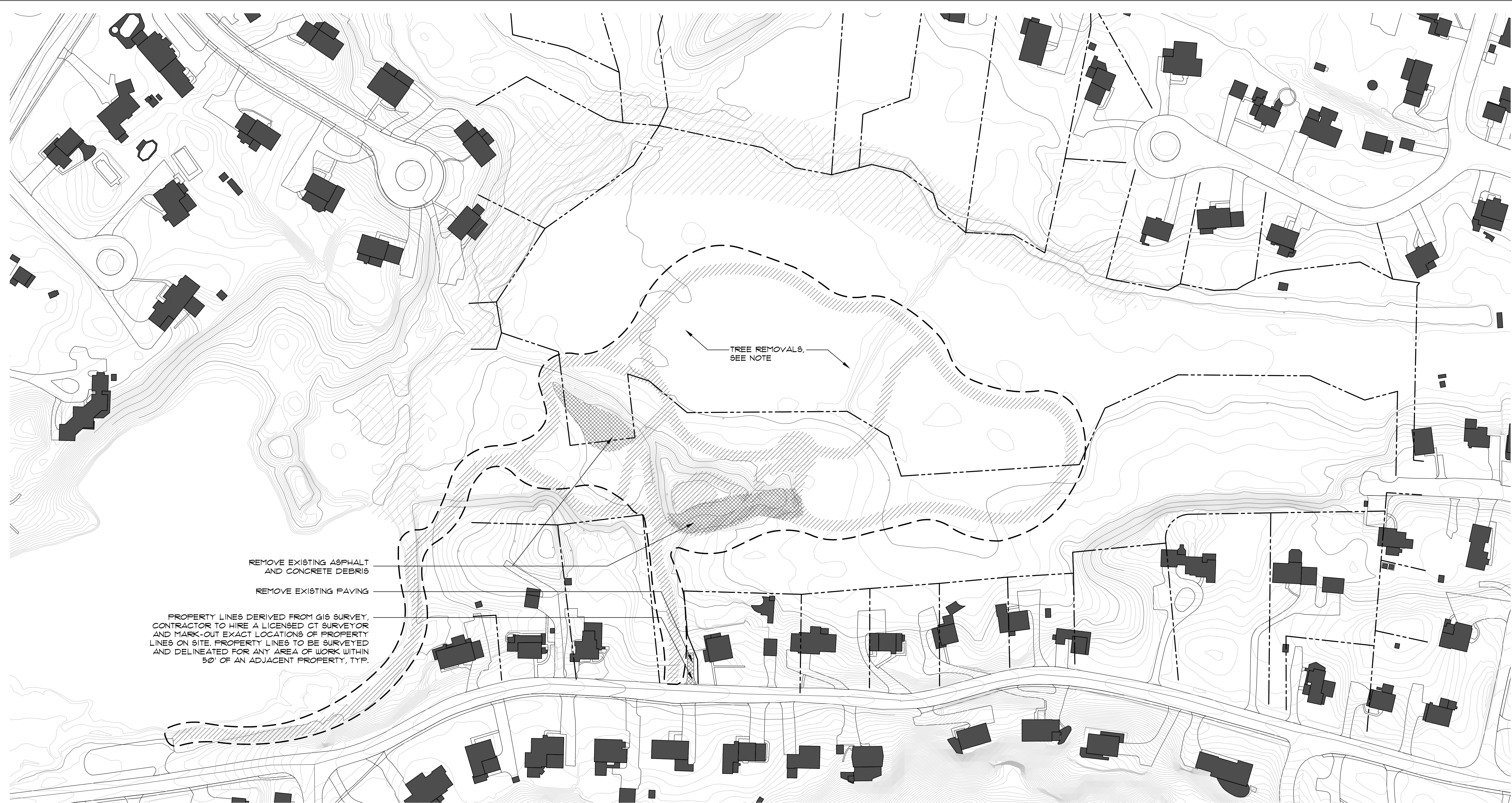


GENERAL NOTES

1. ALL MATERIALS, ASSEMBLIES, FORMS AND METHODS OF CONSTRUCTION AND SERVICE EQUIPMENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CONNECTICUT STATE BUILDING CONSTRUCTION CODE AND THE NORWALK BUILDING DEPARTMENT, AND ANY OTHER APPLICABLE CODES HAVING JURISDICTION.
2. ALL CONTRACTORS AND SUBCONTRACTORS MUST CHECK AND VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
3. MANDATORY INSPECTIONS: TRADE CONTRACTORS SHALL BE RESPONSIBLE FOR MAKING ALL ARRANGEMENTS FOR ANY MANDATORY INSPECTIONS WHICH ARE REQUIRED BY AND WHICH ARE MADE BY THE NORWALK BUILDING DEPARTMENT. MANDATORY INSPECTIONS SHALL COMPLY WITH NORWALK BUILDING DEPARTMENT REGULATIONS. OTHER INSPECTIONS WILL BE ARRANGED FOR BY THE OWNER'S REPRESENTATIVE AND PAID FOR BY THE OWNER EXCEPT AS NOTED OTHERWISE IN THE DOCUMENTS.
4. ALL CONTRACTORS SHALL MAINTAIN SAFE EGRESS AT ALL TIMES TO ALL BUILDING EXITS. ALL EXITS SHALL BE KEPT READILY ACCESSIBLE AND UNOBSTRUCTED AT ALL TIMES. IF IT IS NECESSARY TO PROVIDE TEMPORARY PATHS OF EGRESS, ALL DETAILS OF SAME SHALL BE APPROVED BY LOCAL FIRE DEPARTMENT AS WELL AS OWNER.
5. DAMAGE TO CLIENT OR NEIGHBORING PROPERTIES SHALL BE CORRECTED BY THE CONTRACTOR AND RESULT IN NO COST TO THE OWNER. IF CONTRACTOR DOES NOT CORRECT DAMAGES WITHIN ONE WEEK, THE OWNER SHALL HAVE THE RIGHT TO BACK CHARGE CONTRACTOR FOR ALL REPAIRS NECESSARY.
6. ALL CONTRACTORS SHALL COMPLY WITH OSHA RULES AND REGULATIONS.
7. SEE DRAWINGS AND DETAIL NOTES FOR SHOP DRAWINGS, MOCK-UPS, FINISH SAMPLES AND OTHER SUBMISSION REQUIREMENTS. EACH CONTRACTOR SHALL MAINTAIN ONE SET OF ALL SUBMISSIONS (SHOP DRAWINGS, SAMPLES, PRODUCT LITERATURE ETC.) ON THE JOB SITE AND AVAILABLE FOR REFERENCE. MOCK-UPS AND ACCEPTED SAMPLES SHALL BE AVAILABLE FOR REFERENCE. CONTRACTORS SHALL PROVIDE AS MANY MOCK-UPS OR SAMPLES AS NECESSARY IN ORDER TO OBTAIN OWNER'S/ARCHITECT'S APPROVAL.
8. WHERE DESIGNATED ON DRAWING 'TO MATCH EXISTING', THE CONTRACTOR SHALL VISIT THE SITE, OBTAIN A SAMPLE OR PROFILE OF THE EXISTING ELEMENT, AND DUPLICATE. ALL CUSTOM FABRICATIONS SHALL BE SUBMITTED FOR REVIEW BY ARCHITECT.
9. ALL SYMBOLS AND FINISH SCHEDULE DESIGNATIONS OF MATERIALS INDICATE NEW MATERIAL UNLESS OTHERWISE NOTED.
10. ALL NEW INSTALLED EQUIPMENT SHALL BE UL LABELED. ALL LIGHTING FIXTURES SHALL BE REVIEWED AND APPROVED BY ARCHITECT AND CONSULTING ENGINEER AND SHALL HAVE UL LABEL.
11. TRADE CONTRACTORS (PLUMBING, MECHANICAL AND ELECTRICAL) SHALL PROVIDE ACCESS DOORS RELATED TO THEIR WORK WITH APPROPRIATE RATING. THE DOORS SHALL BE INSTALLED BY THE CARPENTRY CONTRACTOR.
12. EACH TRADE IS RESPONSIBLE FOR FIRESTOPPING, CAULKING & SEALANTS FOR THEIR PENETRATIONS. PROVIDE FIRESTOPPING AT ALL PENETRATIONS THROUGH RATED CONSTRUCTION.
13. ALL ELECTRICAL, DATA, PLUMBING, MECHANICAL SYSTEMS THAT ARE TO BE INSTALLED OR RELOCATED ARE TO BE CONCEALED WITHIN NEW CONSTRUCTION. IT IS THE RESPONSIBILITY OF EACH TRADE CONTRACTOR TO COORDINATE WITH THE OTHER TRADES & ROUTE THESE SYSTEMS SUCH THAT THEY WILL NOT BE EXPOSED IN THE FINISHED SPACES. ANY ISSUES OR PROBLEMS MUST BE BROUGHT TO THE ARCHITECT'S ATTENTION BEFORE WORK IS TO CONTINUE.
14. NO SUBSTITUTIONS SHALL BE MADE FOR ANY ITEMS SPECIFIED ON THE DRAWINGS WITHOUT PRIOR WRITTEN APPROVAL BY THE ARCHITECT OR OWNER.
15. ALL CONTRACTORS SHALL BE LICENSED TO WORK IN THE COUNTY OF FAIRFIELD CONNECTICUT AND MUST SUBMIT DOCUMENTATION AS REQUIRED BY THE NORWALK BUILDING DEPARTMENT.
16. ALL CONTRACTORS SHOULD BE AWARE OF THE CITY OF NORWALK NOISE ORDINANCE WHICH ALLOWS NOISE FROM 1:00 AM TO 8:00 PM MONDAY THROUGH FRIDAY, 8:00 AM TO 8:00 PM ON SATURDAY, 9:00 AM TO 8:00 PM ON SUNDAYS, AND FEDERAL AND STATE LEGAL HOLIDAYS. THIS ORDINANCE IS STRICTLY ENFORCED BY THE CITY OF NORWALK POLICE DEPARTMENT.

No.	Date	Revision
1.	01/13/2025	95% SET FOR REVIEW

Stamp	Drawing Title	Drawing No.
	TITLE SHEET	L-T
Scale	Job No.	Date
As Noted	2318	01/16/2023
79 E. Putnam Ave. Suite 17 Greenwich, CT 06830		o. 203-661-2723 www.alloydsn.com info@alloydsn.com



Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

REMOVALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-100
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

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DESIGN STUDIO LLC

79 E. Putnam Ave.
Suite 17
Greenwich, CT 06830
p. 203-661-2723
www.alloydsn.com
info@alloydsn.com

DEMOLITION AND REMOVAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES AND FIELD CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION OPERATIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WORK.
2. ALL REMOVALS SHALL BE AS SHOWN ON THE CONTRACT DRAWINGS AND/OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
3. THE CONTRACTOR SHALL EXERCISE EXTREME CARE DURING REMOVAL OPERATIONS TO PROTECT EXISTING MATERIALS TO REMAIN EITHER BELOW GRADE OR ABOVE GRADE. ANY DAMAGE TO EXISTING MATERIALS RESULTING FROM CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY, AND SHALL BE RESTORED AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
4. PRIOR TO DEMOLITION, ALL MATERIALS TO BE REMOVED AND SALVAGED BY THE CONTRACTOR SHALL BE NEATLY STORED IN A SECURED AREA APPROVED BY THE OWNER'S REPRESENTATIVE.
5. VERIFY THE INTENDED DISPOSITION OF ALL ITEMS TO BE REMOVED AND SALVAGED, BUT NOT TO BE USED IN THE NEW IMPROVEMENTS WITH THE OWNER'S REPRESENTATIVE.
6. IF THERE IS ANY CONFUSION AS TO WHAT IS TO REMAIN AND WHAT IS TO BE REMOVED, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WITH WORK.
7. THE CONTRACTOR SHALL PROVIDE ALL TEMPORARY SHORING, BRACING AND DEWATERING REQUIRED OR AS DIRECTED TO PROTECT THE SAFETY OF ADJACENT STRUCTURES AND UTILITIES.
8. FILL AND COMPACT ALL FOUNDATION REMOVAL EXCAVATIONS WITH APPROVED BACKFILL TO MEET EXISTING GRADE.
9. WHERE NEW CONSTRUCTION ABUTS EXISTING PAVEMENTS, THE EXISTING MATERIAL SHALL BE CLEANLY SAWCUT TO PROVIDE A CLEAN NEAT MATCH WITH NO TRIP HAZARDS.
10. THERE SHALL BE NO STOCKPILING, STAGING OR MACHINERY AND VEHICULAR TRAFFIC ON AREAS OUTSIDE THE PROPERTY LINE. ANY DAMAGE TO EXISTING LAWN, TREES, SHRUBS AND ANY OTHER MATERIALS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
11. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
12. CONTRACTOR TO PROVIDE AND MAINTAIN EROSION & SEDIMENT CONTROL MEASURES THROUGHOUT THE DURATION OF THE PROJECT. TOPSOIL IS TO BE STOCKPILED IN A LOCATION APPROVED BY OWNER AND ENCLOSED BY SILT FENCING.
13. THE VILLAGE ENGINEER AND BUILDING INSPECTOR MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES IF DEEMED APPROPRIATE TO MITIGATE UNFORESEEN SILTATION AND EROSION OF DISTURBED SOILS.
14. NO DEMOLITION MATERIAL TO BE BURIED ON SITE.

LEAF AND DETRITUS NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 40 CUBIC YARDS OF LEAF AND DETRITUS REMOVAL WHICH IS DEFINED AS ANY ORGANIC MATERIAL RESTING ON/OVER THE TOPSOIL LAYER. MATERIAL TO BE MULCHED AND/OR COMPOSTED, MUST NOT BE SENT TO LANDFILL. CONTRACTOR TO PROVIDE AND SUBMIT TRUCKING TICKETS TO SHOW PATH OF HANDLING.

BRUSH AND UNDERSTORY REMOVAL NOTE: DEFINITION: ALL SHRUBS, BRUSH, GROUND COVER, GRASSES, AND WOODY MATERIAL 6" DBH AND UNDER TO BE CONSIDERED BRUSH/UNDERSTORY MATERIAL. STANDARD UNIT PRICING ASSUMES HEAVY BRUSH PREVENTING FREE AND CLEAR PEDESTRIAN TRAVEL THROUGH THE AREA. AREAS OF MINIMAL OR SPARSE VEGETATION MATERIAL STILL NEEDING TO BE CLEARED SHALL BE CALCULATED USING AN APPROPRIATE COEFFICIENT AS COMPARED TO HEAVY BRUSH. CONTRACTOR TO HOLD 10,000 SQ. FT. OF VEGETATION CLEARING IN THEIR CONTRACT.

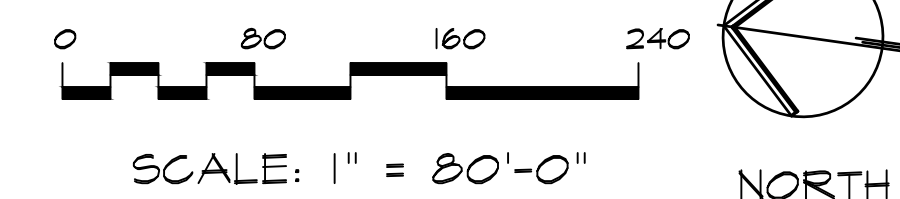
DEBRIS REMOVAL NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 20 YARDS OF INORGANIC DEBRIS REMOVAL. THIS MAY INCLUDE INCOMPATIBLE SOIL, LITTER, CONCRETE, AND/OR ASPHALT.

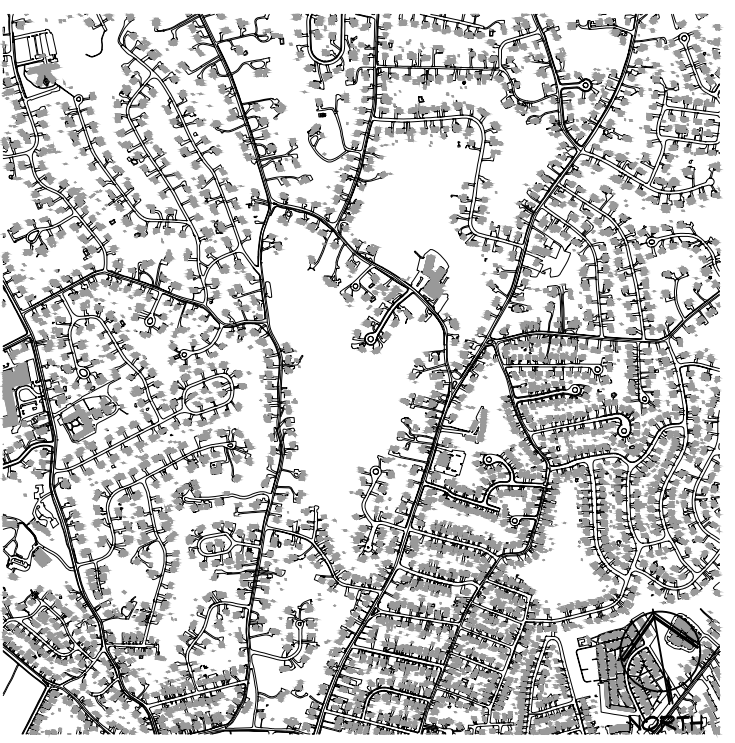
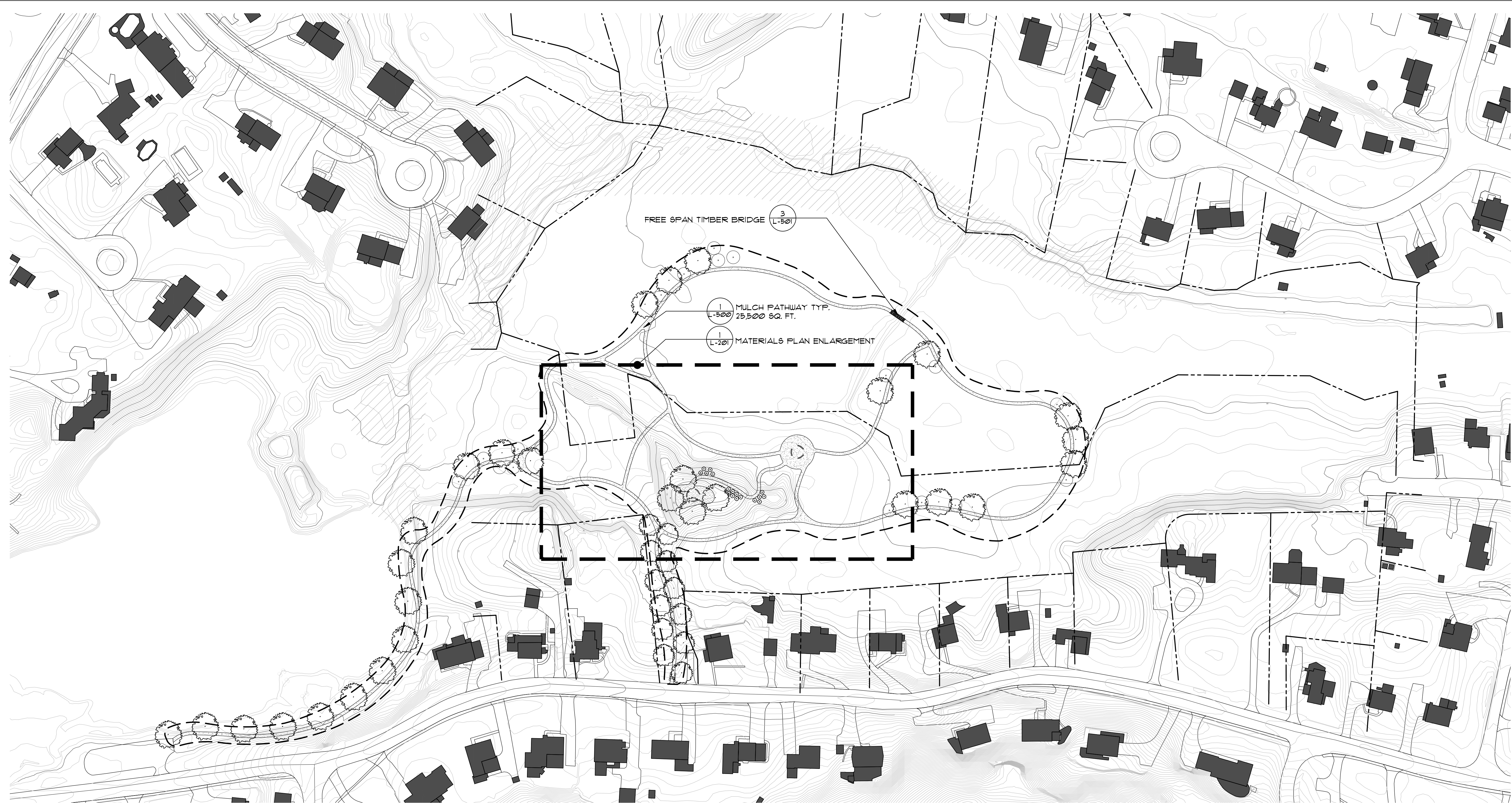
EARTHWORK NOTE: CONTRACTOR TO HOLD A MINIMUM OF 500 CUBIC YARDS OF EARTHWORK (IN ADDITION TO IMMEDIATE TRAIL SECTION PREPARATION IN THEIR PROPOSAL. ADDITIONAL EARTHWORK REQUIRED AS PART OF THE PROJECT TO USE THE DIVIDED LINE ITEM TOTAL AS UNIT PRICING.

TREE REMOVAL NOTE: CONTRACTOR TO PROVIDE ARBORIST SERVICES FOR THE REMOVAL OF THE FOLLOWING TREE QUANTITIES AND ASSOCIATED SIZES:
 TREES 6"-12" QTY: 16
 TREES 12"-20" QTY: 10
 TREES 20"-30" QTY: 6
 TREES 30"+ QTY: 2
 TREES TO BE REMOVED WILL BE MARKED ON SITE DURING CONSTRUCTION. PRICING PER TREE SIZES TO BE USED AS UNIT PRICING IF SCOPE IS REDUCED (CREDIT) OR EXPANDED (CHANGE ORDER).

LEGEND

- EXISTING TREE TO BE REMOVED, FULLY GROUND STUMPS, TYP. UNLESS OTHERWISE NOTED
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROPERTY LINE
- PROJECT LIMIT LINE
- AREA OF DISTURBANCE
- REMOVE EXISTING ASPHALT/ DEBRIS
- FLOOD PLAIN





Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

MATERIALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-200
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

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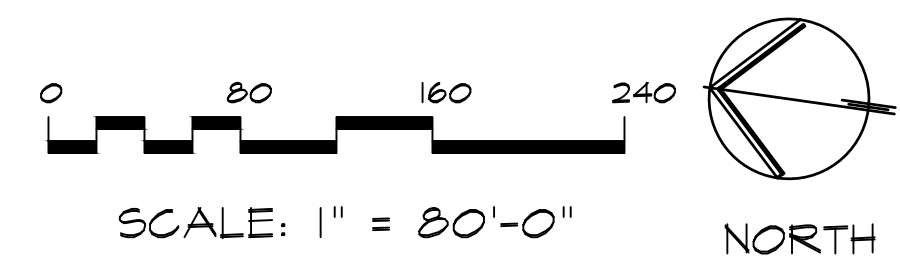
GENERAL NOTES

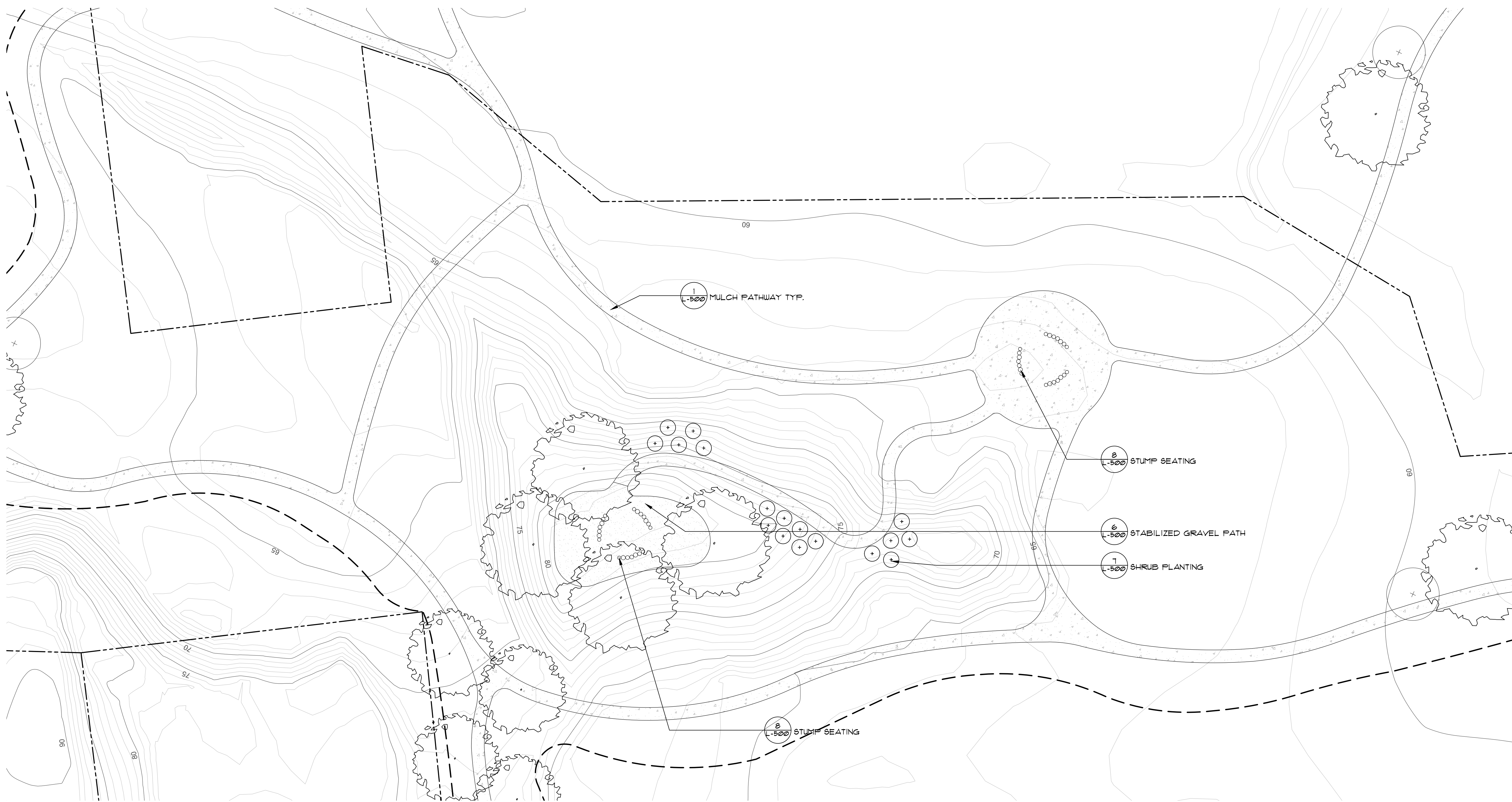
- THE CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS AND FAMILIARIZE THEMSELVES WITH THE SITE PRIOR TO COMMENCEMENT OF WORK. ACTUAL FIELD CONDITIONS MAY VARY FROM LAYOUT, DIMENSIONS AND EXISTING GRADES AS SHOWN ON THE PLANS. THE CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH EXISTING FIELD CONDITIONS. NOTIFY THE OWNER'S REPRESENTATIVE IN WRITING OF ANY DISCREPANCIES PRIOR TO CONTINUING WORK.
- THE CONTRACTOR SHALL SECURE THE WORK AREA WITH SPECIFIED BARRIERS AND FENCING AND MAINTAIN A SAFE AND SECURE CONSTRUCTION SITE.
- PEDESTRIAN AND VEHICULAR TRAFFIC ON ADJACENT ROADS AND SIDEWALKS SHALL BE MAINTAINED DURING CONSTRUCTION.
- CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PREVENT DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE. ANY DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE SHALL BE RESTORED BY THE CONTRACTOR AT NO EXPENSE TO THE OWNER.
- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE AGENCIES AND UTILITY COMPANIES HAVING JURISDICTION (I.E. DEPARTMENT OF TRANSPORTATION, FIRE DEPARTMENT, DEPARTMENT OF ENVIRONMENTAL PROTECTION, TELEPHONE, SEWER, GAS, ETC.), OBTAIN PERMITS AND PAY ANY FEES ASSOCIATED WITH WORK OF THIS PROJECT.
- IT IS ANTICIPATED THAT VARIOUS TYPES OF WORK FOR THIS CONTRACT WILL BE PERFORMED SIMULTANEOUSLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WORK BETWEEN SUBCONTRACTORS AND UTILITY COMPANIES TO ENSURE COMPLETION OF THEIR WORK IN A TIMELY AND WORKMAN LIKE MANNER.
- THE CONTRACTOR SHALL PERFORM ALL WORK WITH CARE TO ENSURE MATERIALS TO REMAIN SHALL NOT BE DAMAGED. ANY DAMAGE TO MATERIAL TO REMAIN SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER AND PAID FOR BY THE CONTRACTOR.
- REMOVE AND DISPOSE OF ALL ITEMS DESIGNATED AS REMOVALS OFF-SITE IN A LEGAL MANNER. ALL EXISTING INLETS, BASINS AND CONNECTIONS WITHIN THE PROJECT LIMIT SHALL BE CLEANED AND CLEARED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
- UPON COMPLETION OF THE WORK THE CONTRACTOR SHALL RESTORE ALL "UNIMPROVED" AREAS UTILIZED FOR SITE ACCESS, STOCKPILING, CONSTRUCTION TRAILERS ETC. TO SERVICEABLE AND SAFE CONDITIONS AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.

LEGEND

- PROJECT LIMIT LINE
- FLOOD PLAIN
- NEW MULCH PATHWAY (25,500 SQ. FT.)
- NEW FREE SPAN BRIDGE
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROPERTY LINE
- PROJECT LIMIT LINE
- PROPOSED TREE

TRAILS NOTE: CONTRACTOR TO PROVIDE 5,100 LINEAR FEET OF MULCH TRAIL AT 5' WIDE (BASED ON 25,500 SQ. FT.). PRICING EXTRAPOLATED FROM TOTAL TO REPRESENT UNIT PRICING FOR ADDITIONS AND DELETIONS FROM ORIGINAL SCOPE.





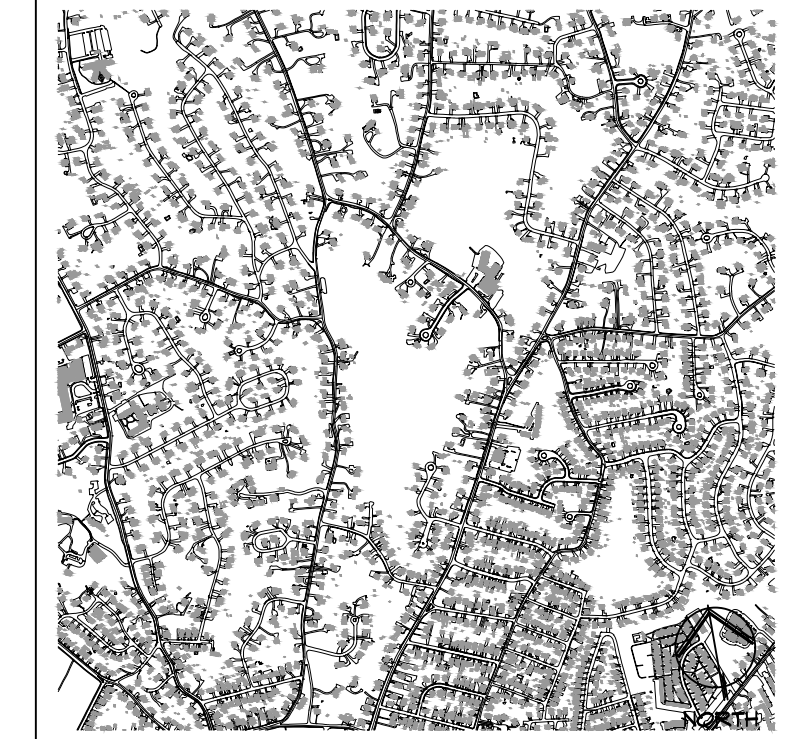
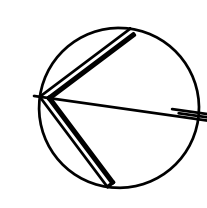
1 ENLARGEMENT
SCALE: 1" = 20'-0"

LEGEND

- PROJECT LIMIT LINE
- NEW MULCH PATHWAY (25500 SQ. FT.)
- NEW FREE SPAN BRIDGE
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROPERTY LINE
- PROJECT LIMIT LINE
- PROPOSED TREE
- UNDERSTORY TREE
- SMALL & LARGE SHRUB PLANTING
- AREA PLANTING



SCALE: 1" = 20'-0"



Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title

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PROJECT ADDRESS

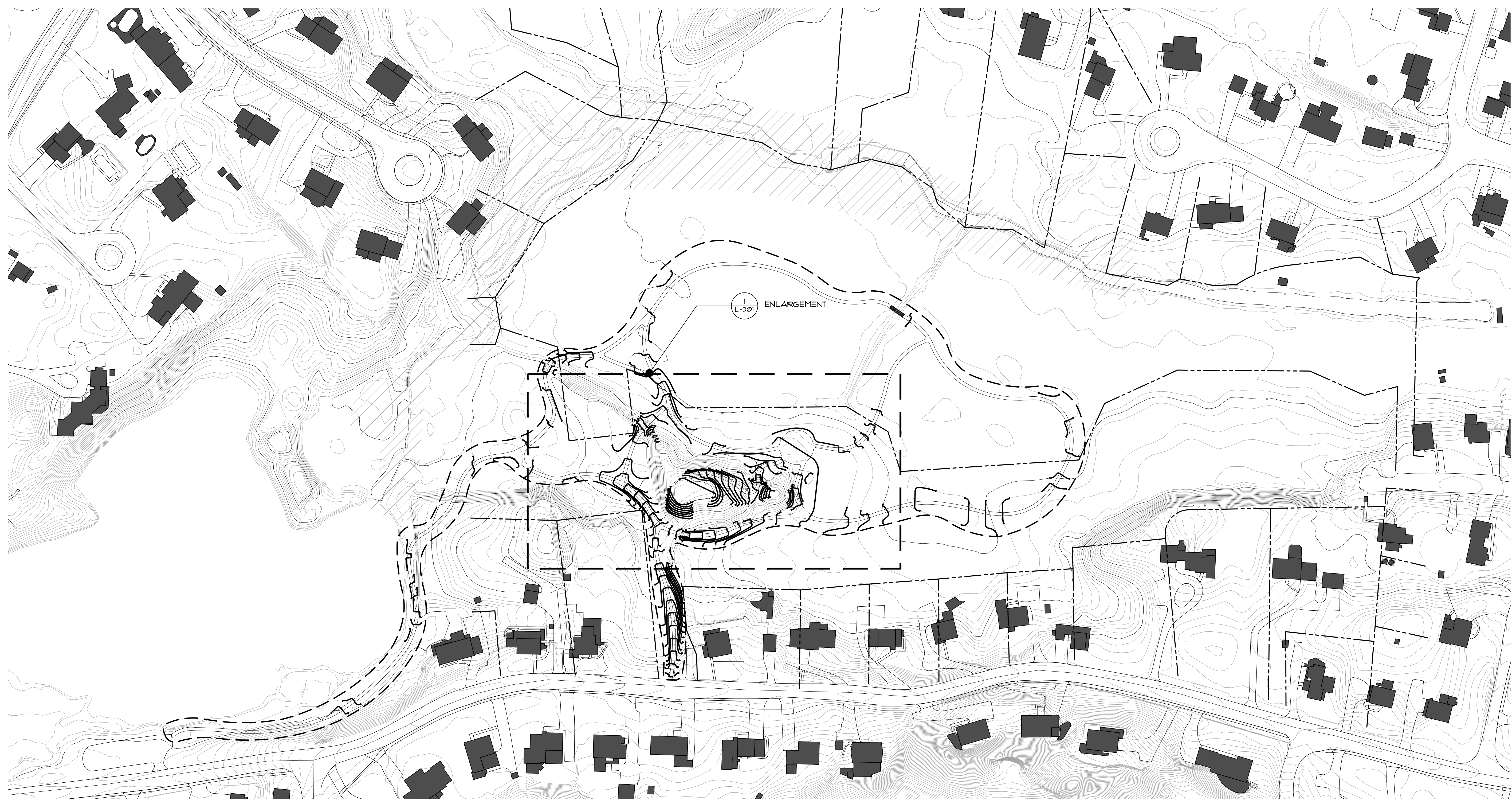
Drawing Title

MATERIALS PLAN ENLARGEMENT

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-201
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

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NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

GRADING PLAN

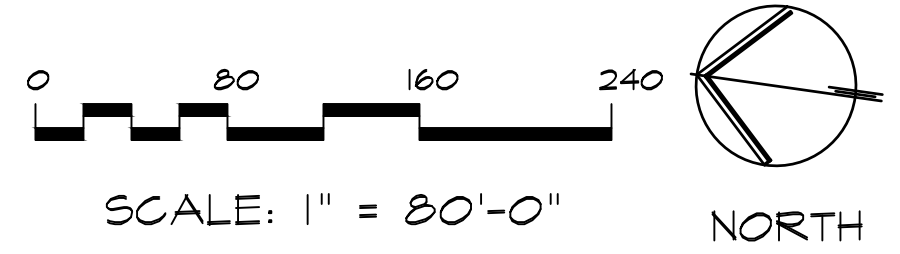
Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-300
Date	10/04/2024	
Drawn	Checked	Approved
CT	CT	CT

GRADING NOTES

- REFER TO THE TOPOGRAPHIC SURVEY FOR EXISTING UTILITIES AND ELEVATIONS.
- PREPARE SUB-GRADE ELEVATIONS TO SUFFICIENT DEPTH TO INSURE NEW IMPROVEMENTS MEET EXISTING MATERIALS SMOOTHLY, EVENLY AND TO GRADE.
- IN ALL CASES, PAVEMENTS SHALL BE PITCHED TO AWAY FROM BUILDING AND IN A MANNER THAT PREVENTS PONDING AND PUDDLING. CONTRACTOR SHALL PERFORM A DRAINAGE TEST OF ALL PAVEMENTS TO INSURE POSITIVE DRAINAGE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEWATERING AS REQUIRED TO MAINTAIN ALL TRENCHES AND EXCAVATIONS FREE FROM WATER DURING THE CONSTRUCTION OPERATIONS.
- LOCATE NEW DRAINAGE STRUCTURES AT TRUE LOW POINT OF THEIR RESPECTIVE AREAS AS DETERMINED IN THE FIELD AND APPROVED BY THE OWNER'S REPRESENTATIVE.
- ALL NEW PAVEMENTS SHALL MEET EXISTING FLUSH.
- ALL PEDESTRIAN PATHS LONGITUDINAL PITCH IS NOT TO EXCEED 5% UNLESS OTHERWISE INDICATED AND CROSS PITCH NOT EXCEED 2% UNLESS OTHERWISE INDICATED.
- IMPORTED FILL MATERIAL SHALL BE CERTIFIED IN WRITING BY A CONNECTICUT STATE LICENSED PROFESSIONAL ENGINEER AS NON-CONTAMINATED CLEAN FILL SUITABLE FOR UNRESTRICTED USE.
- EARTHWORK OPERATIONS TO ENSURE PROPER COMPACTION BY UTILIZING "LIFTS" AS NEEDED. AREAS REQUIRING CONSIDERABLE FILL (36" HT.) TO BE MONITORED AND TESTED BY GEOTECH ENGINEER.

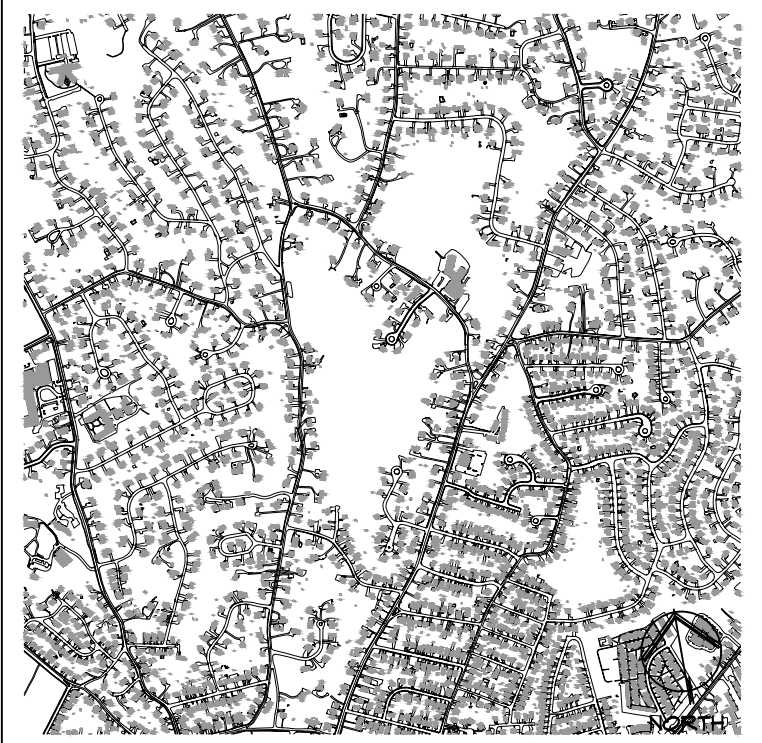
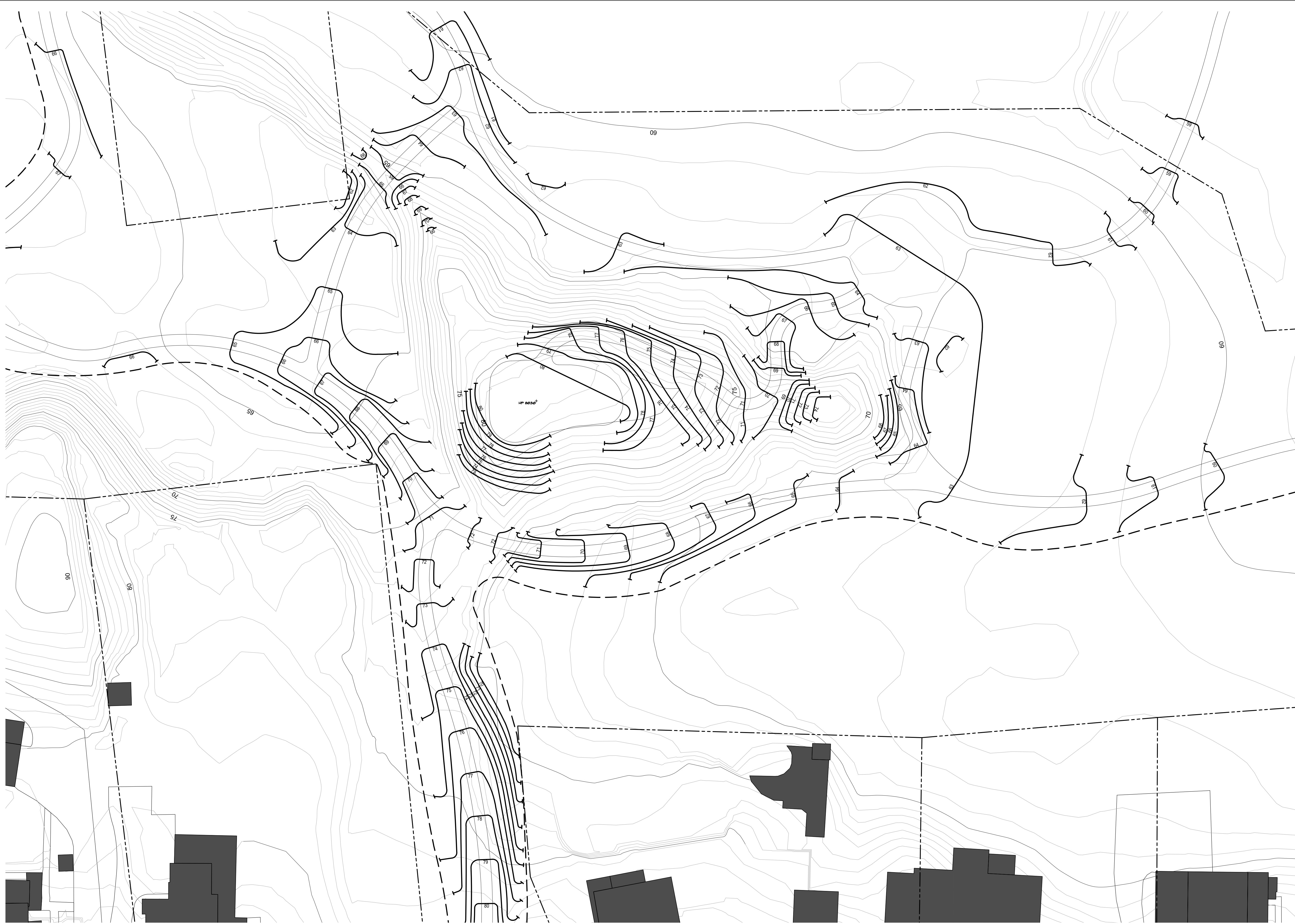
LEGEND

127	PROPOSED CONTOUR
x102.5	EXISTING SPOT ELEVATION
+102.50	PROPOSED SPOT ELEVATION
-109	EXISTING CONTOURS (1') INTERVAL
-110	EXISTING CONTOURS (5') INDEX
BS / TS	BOTTOM OF STAIR / TOP OF STAIR
BW / TW	BOTTOM OF WALL / TOP OF WALL
BC / TC	BOTTOM OF CURB / TOP OF CURB
---	PROJECT LIMIT LINE
---	AREA OF DISTURBANCE
[Hatched Box]	FLOOD PLAIN



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Key Plan Not to Scale

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No.	Date	Revision/Submission

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

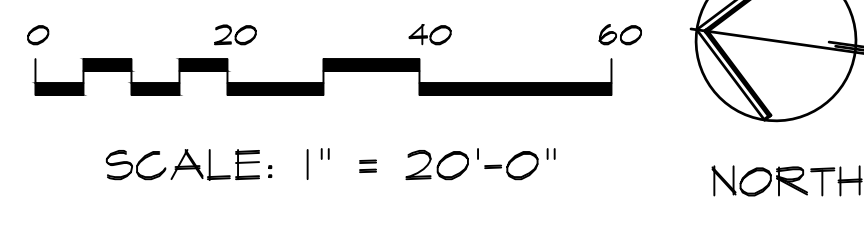
GRADING PLAN ENLARGEMENT

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-301
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

1 GRADING PLAN ENLARGEMENT
SCALE: 1" = 10'-0"

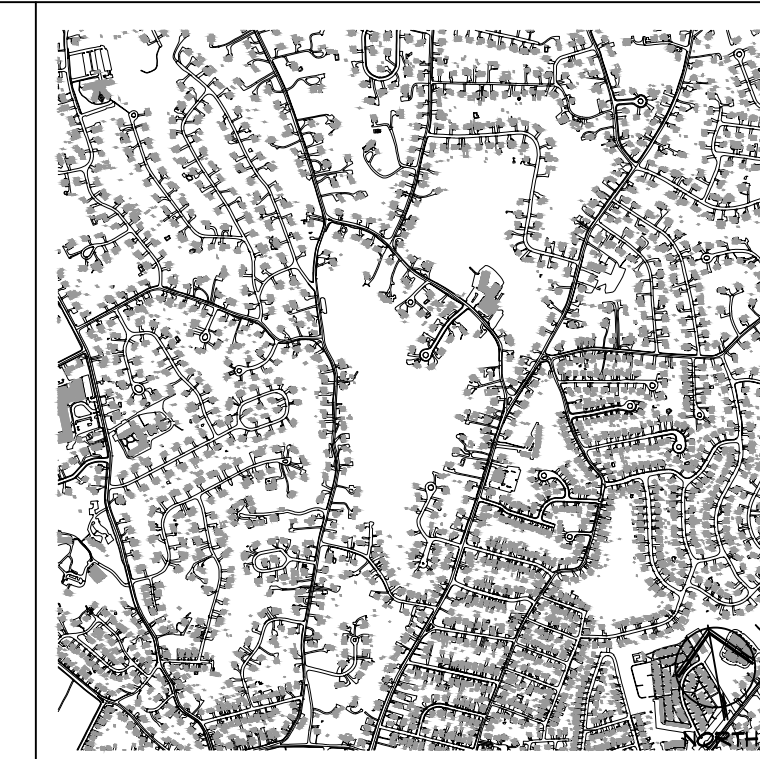
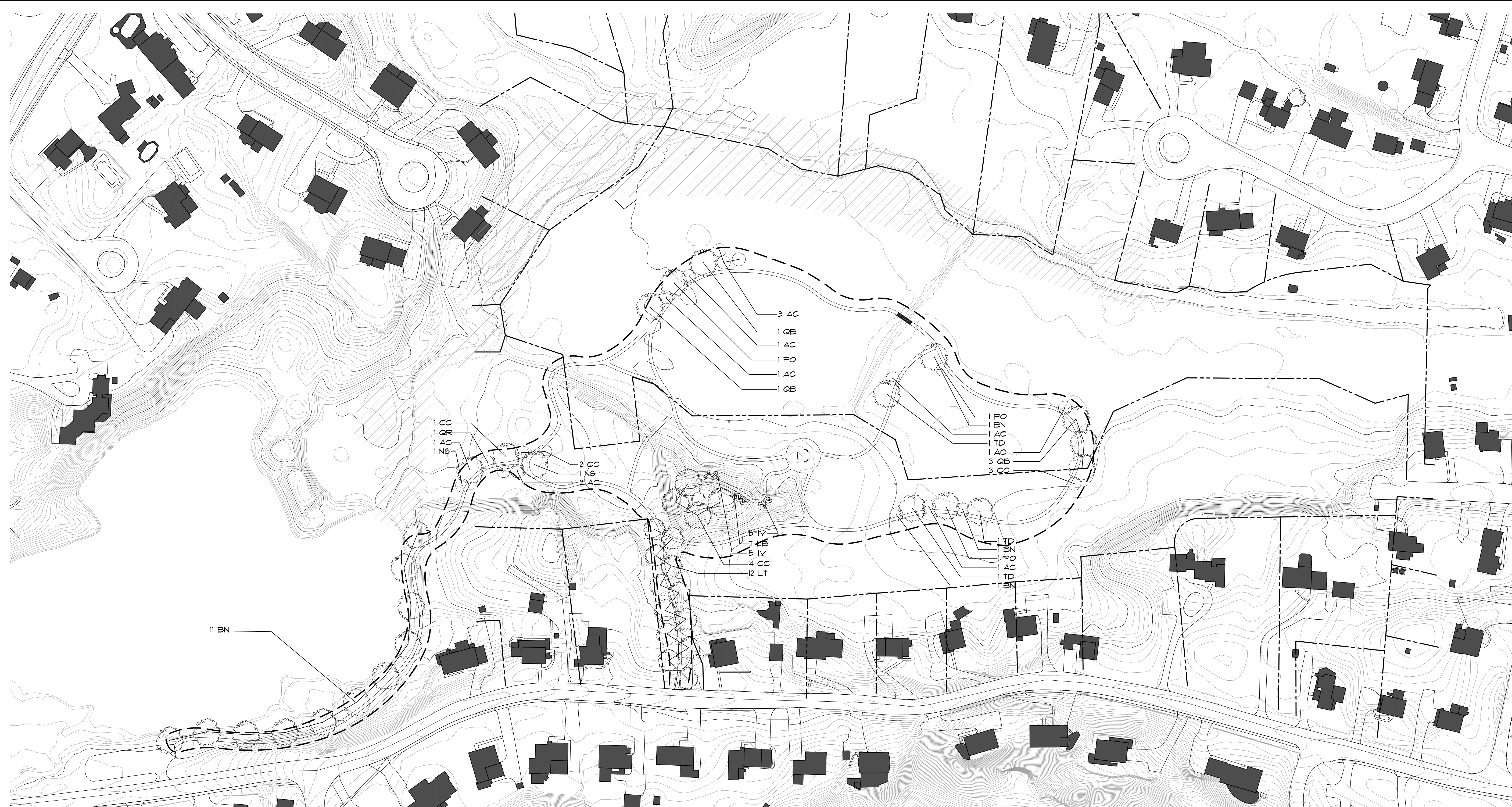
LEGEND

127	PROPOSED CONTOUR	---+69---	EXISTING CONTOURS (1') INTERVAL	BW / TW	BOTTOM OF WALL / TOP OF WALL
x102.5	EXISTING SPOT ELEVATION	---+70---	EXISTING CONTOURS (5') INDEX	BC / TC	BOTTOM OF CURB / TOP OF CURB
+182.50	PROPOSED SPOT ELEVATION	B5 / T5	BOTTOM OF STAIR / TOP OF STAIR	-----	PROJECT LIMIT LINE



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PLANTING NOTES

- ALL PLANT MATERIAL SHALL CONFORM TO THE REQUIREMENTS AS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMAN, LATEST EDITION.
- ALL PLANT MATERIAL SHALL BE VIGOROUS AND FREE OF INJURY, INSECTS OR DEFECTS. PLANT MATERIAL SHALL BE STOCK FROM A RECOGNIZED NURSERY WITHIN THE NORTHEAST AND MID-ATLANTIC REGIONS.
- ALL PLANTS TO BE SELECTED AND TAGGED IN THE FIELD BY THE LANDSCAPE ARCHITECT.
- CONTRACTOR SHALL VERIFY QUANTITIES AS SHOWN ON THE CONTRACT DRAWINGS. IF A DISCREPANCY EXISTS BETWEEN THE PLANT COUNT AS SHOWN ON THE PLANT LIST AND THE PLANTING PLAN(S), THE PLAN(S) SHALL TAKE PRECEDENCE.
- THE LANDSCAPE ARCHITECT MAY REJECT ANY MATERIAL WHICH DOES NOT REPRESENT SPECIES AS OUTLINED IN THE PLANT LIST.
- NO SUBSTITUTION WILL BE MADE UNLESS AUTHORIZED BY THE LANDSCAPE ARCHITECT.
- ALL PLANTING BEDS SHALL BE PREPPED PRIOR TO PLANTING BY TILLING TOP 18" OF EXISTING SOIL AND INCORPORATING FRESH TOPSOIL/COMPOST MIX AT 1 CUBIC YARD PER 100 SQUARE FEET.
- ALL TREES SHALL BE PLANTED SO THAT THE ROOT FLARE IS 1" - 2" ABOVE FINISHED GRADE. CONTRACTOR SHALL VERIFY ROOT FLARE PRIOR TO PLANTING. REMOVE EXCESS SOIL OVER BALL AS REQUIRED TO EXPOSE THE ROOT FLARE ONLY AS DIRECTED BY THE LANDSCAPE ARCHITECT.
- ALL TREE PITS AND ENTIRE SHRUB/PERENNIAL BEDS TO RECEIVE 2" LAYER OF DOUBLE SHREDDED HARDWOOD BARK MULCH. MULCH SHALL NOT COME IN DIRECT CONTACT WITH TREE TRUNKS.

- PLANTED AREAS SHALL BE WATERED BY THE CONTRACTOR WHEN RAINFALL IS LESS THAN 1" PER WEEK AND PERIODS OF EXCESSIVE HEAT. SHRUBS SHALL RECEIVE 3-5 GALLONS PER PLANT AND TREES 1-10 GALLONS PER INCH OF CALIPER PER WEEK OR AS DIRECTED BY THE LANDSCAPE ARCHITECT.
- TREES SHALL BE GUYED OR STAKED AS INDICATED ON THE DRAWING. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL GUYING/STAKING FOR A PERIOD OF A YEAR. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL GUYING/STAKING AFTER THIS PERIOD UPON DIRECTION OF THE OWNER'S REPRESENTATIVE.

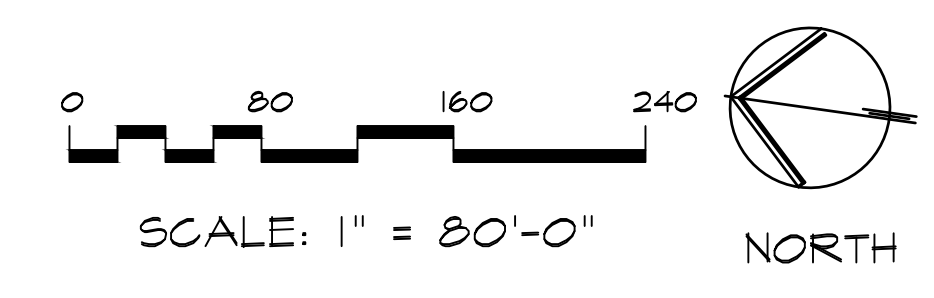
NOTE: PLANT SPECIES, SIZE, AND LOCATIONS SHOWN ON PLAN MAY BE REVISED BASED ON AVAILABILITY, SOURCING, SEASON OF PLANTING, AND SITE CONDITIONS. SUBSTITUTED SPECIES, LOCATIONS, AND/OR SIZE TO BE NATIVE SPECIES AND CONSISTENT W/ OVERALL DESIGN.

PLANT LIST

QTY.	KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
TREES					
14	BN	BETULUS NIGRA	RIVER BIRCH	12'-14' HT.	FULL, MULTI-STEM, MIN. 3 EQ. SIZE TRUNKS
11	AC	AMELANGIER CANADENSIS	SHADBLON SERVICEBERRY	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
3	PO	PLATANUS OCCIDENTALIS	AMERICAN SYCAMORE	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
3	TD	TAXODIUM DISTICHUM	BALD CYPRESS	10'-12' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
1	QR	QUERCUS RUBRA	RED OAK	12'-14' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
5	QB	QUERCUS BICOLOR	SWAMP WHITE OAK	12'-14' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
10	CC	CERCIS CANADENSIS 'FOREST PANSY'	EASTERN REDBUD 'FOREST PANSY'	10'-12' HT.	FULL, SYMM., MULTISTEM
12	LT	LIRIODENDRON TULIPIFERA	TULIP TREE	4" CAL.	FULL, SYMM., HEAD WITH SINGLE LEADER
2	NS	NYSSA SYLVATICA	BLACKGUM	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
SHRUBS					
10	IV	ILEX VERTICILLATA	WINTERBERRY	4'-5' HT.	FULL, HEALTHY SHRUB
7	LB	LINDERA BENZOIN	SPICE BUSH	4'-5' HT.	FULL, HEALTHY SHRUB
GROUNDCOVERS					
		SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	1 GAL / PLANTED 16" O.C.	FULL, HEALTHY SHRUB
		KENTUCKY BLUEGRASS / FESCUE MIX	NATURAL LAWN	SEED	ALL DISTURBED AREAS

LEGEND

- PROPOSED SHADE TREE
- UNDERSTORY TREE
- SMALL & LARGE SHRUB PLANTING
- AREA PLANTING
- FLOOD PLAIN



I.	01/13/2025	95% SET FOR REVIEW
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Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

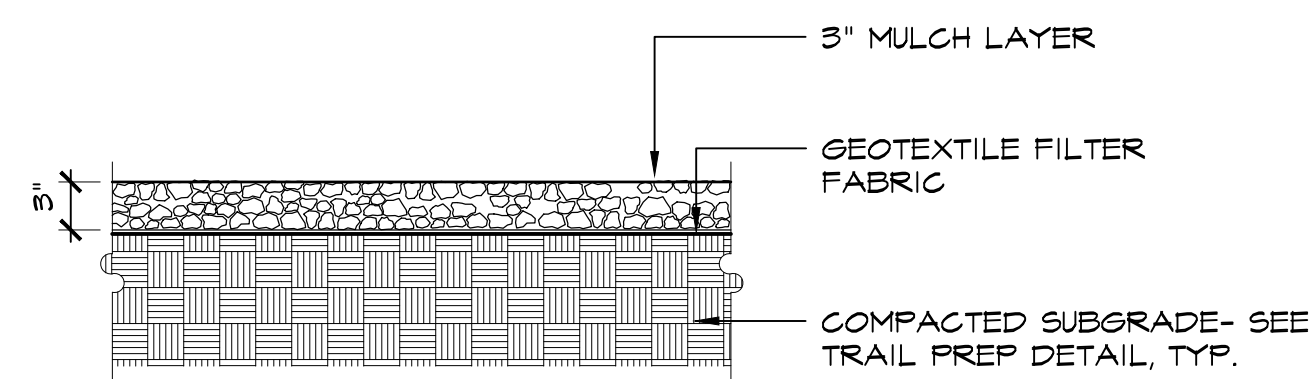
PLANTING PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	
Date	10/04/2024	
Drawn	Checked	Approved
CT	CT	CT

L-400

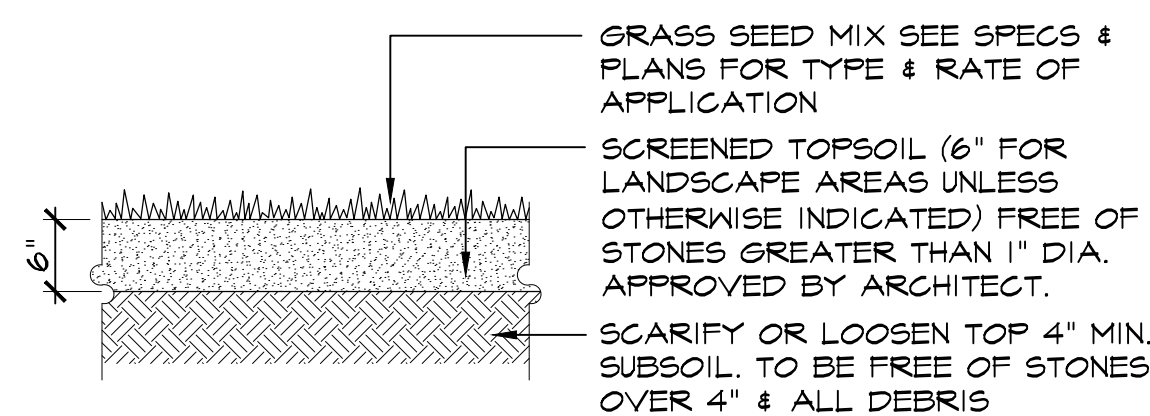
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1 MULCH PATH

SCALE: 1" = 1'-0"



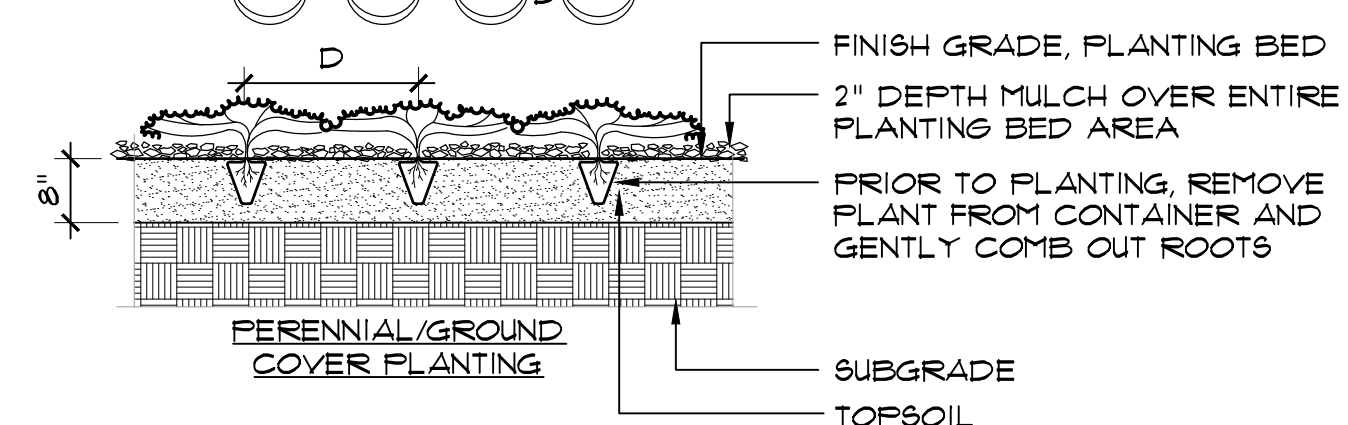
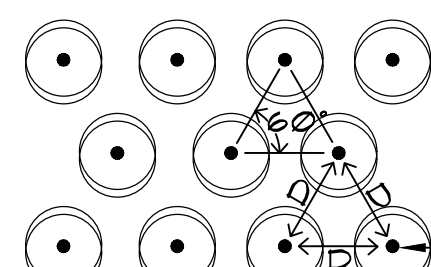
2 SEED PLANTING

SCALE: 3/4" = 1'-0"

NOTES:

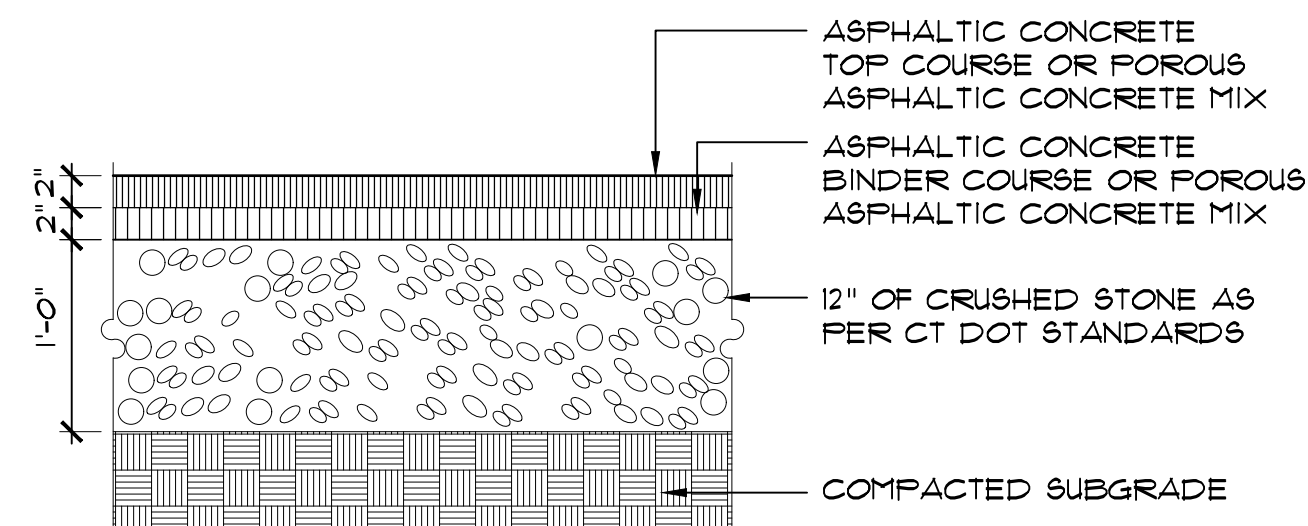
1. REMOVE ALL WIRE, PLASTIC, TAGS OR OTHER SYNTHETIC MATERIAL FROM PLANTS PRIOR TO PLANTING.
2. CONTINUOUS BEDS SHALL BE PREPARED W/ TOPSOIL MIX PRIOR TO GROUND COVER/PERENNIAL PLANTING.
3. BULBS SHALL BE LOCATED IN THE FIELD BY THE LANDSCAPE ARCHITECT.
4. PLANTING HOLES FOR BULBS SHALL BE AMENDED W/ GROUND BONEMEAL, AS PER SPECIFICATIONS.

D = TYP. ON CENTER (O.C.) SPACING AS INDICATED ON THE PLANTING LIST



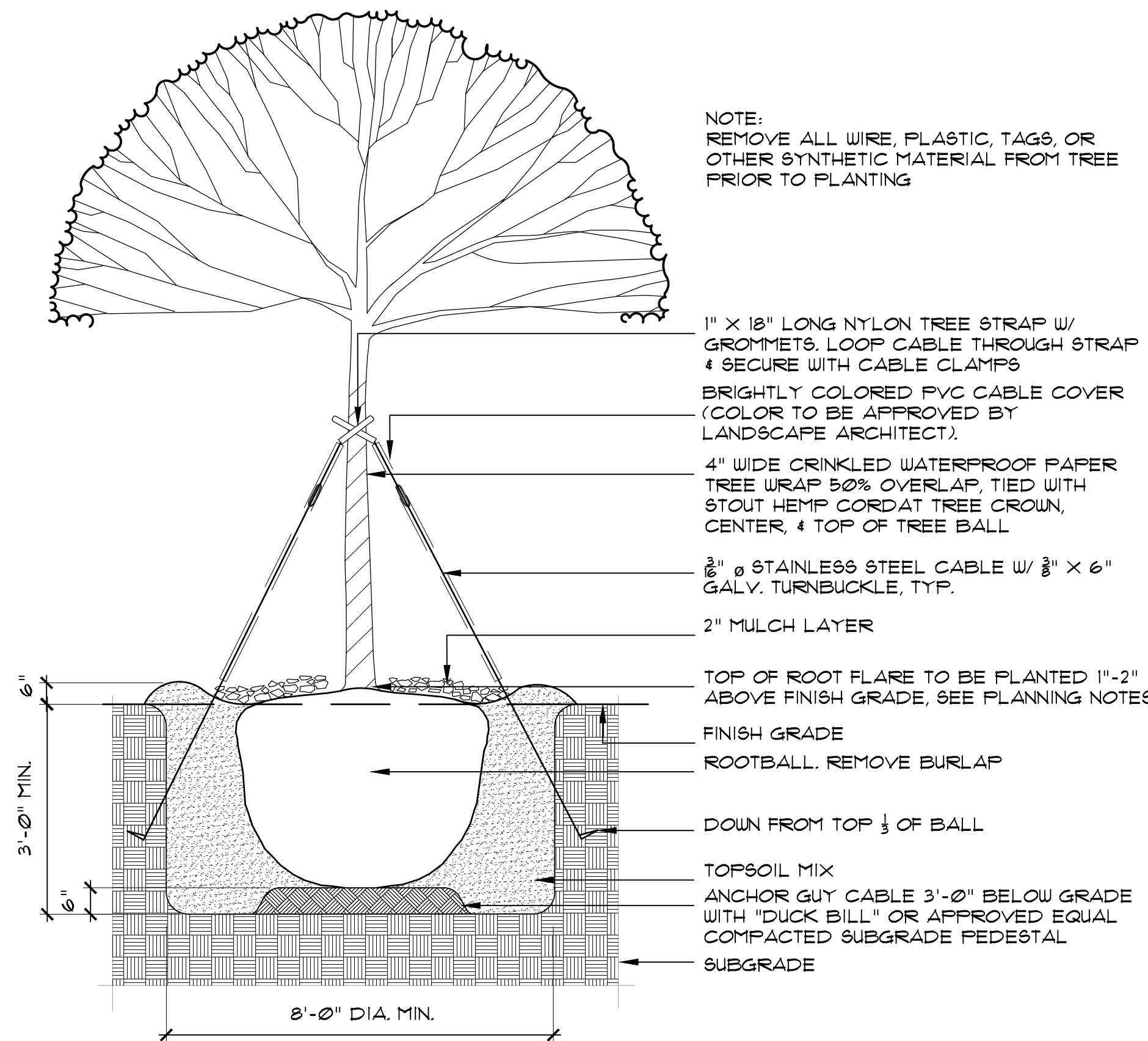
3 GROUND COVER/ AREA PLANTING

SCALE: 1/2" = 1'-0"



4 ASPHALT PAVING

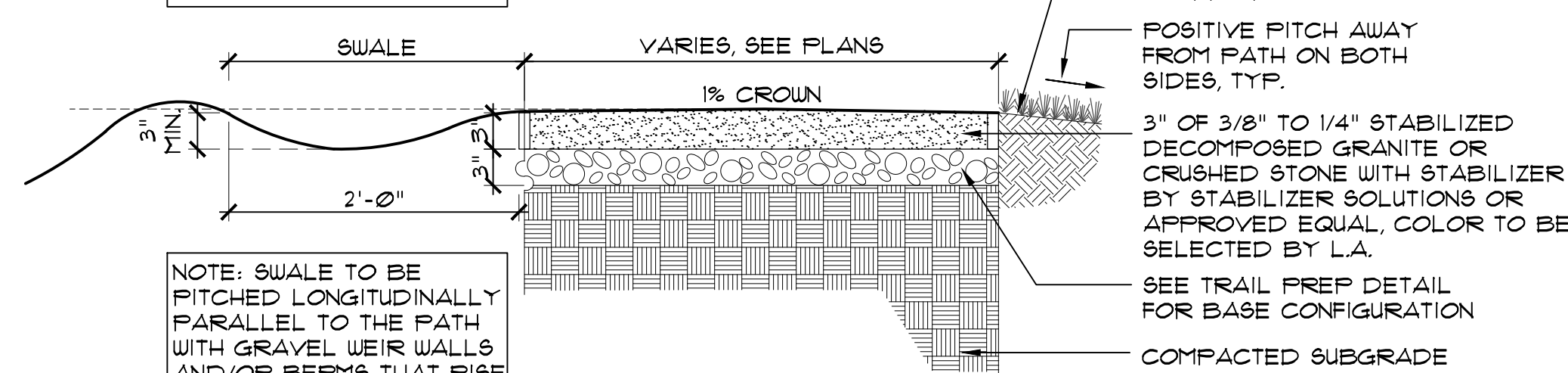
SCALE: 1" = 1'-0"



5 TREE PLANTING

SCALE: 3/8" = 1'-0"

NOTE: SWALE LANDSCAPE ADJACENT TO PAVING WHERE SURROUNDING GRADE RISES TO ENSURE NO STORM WATER RUNS ONTO PAVING FROM LANDSCAPE



NOTE: SWALE TO BE PITCHED LONGITUDINALLY PARALLEL TO THE PATH WITH GRAVEL WEIR WALLS AND/OR BERMS THAT RISE TO LEVEL OF PATH.

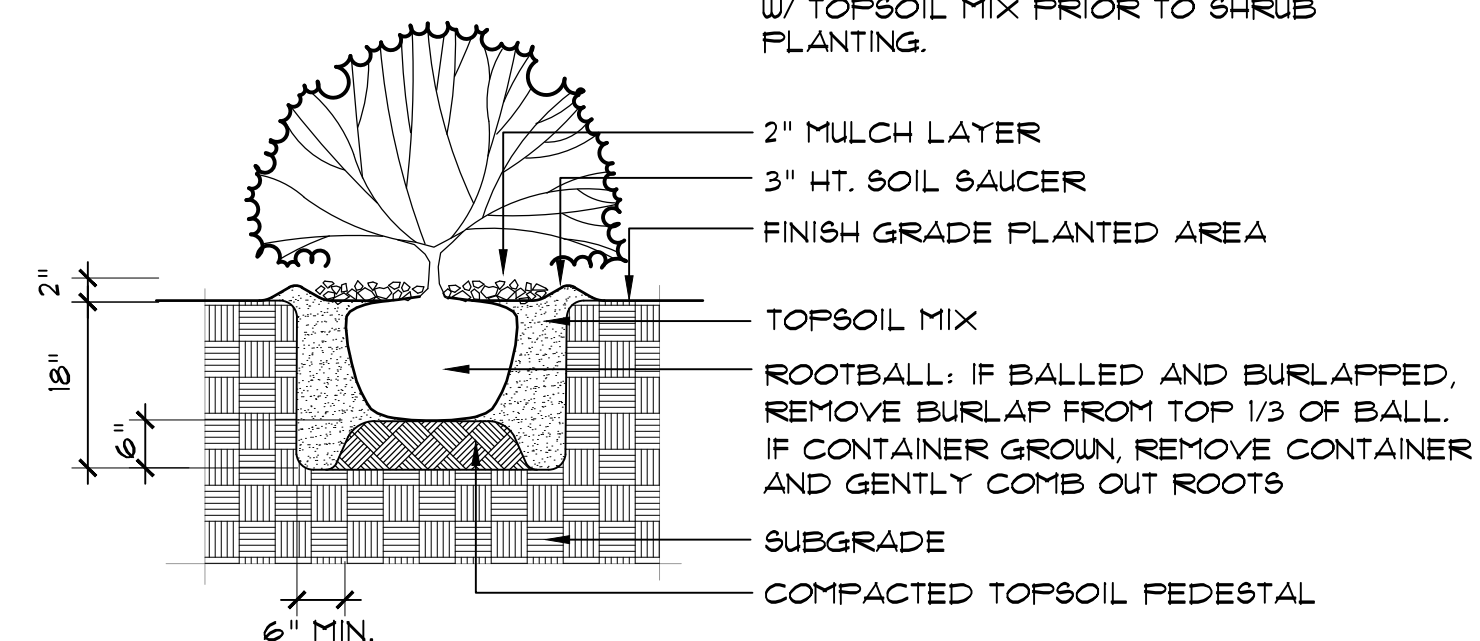
NOTE: PATH TO BE CONSTRUCTED ON SMALL BERM TO ENSURE POSITIVE RUNOFF AWAY FROM PATH, RUNOFF FROM OTHER AREAS DO NOT TRANSVERSE THE PATH

6 STABILIZED GRAVEL PATHWAY

SCALE: 1" = 1'-0"

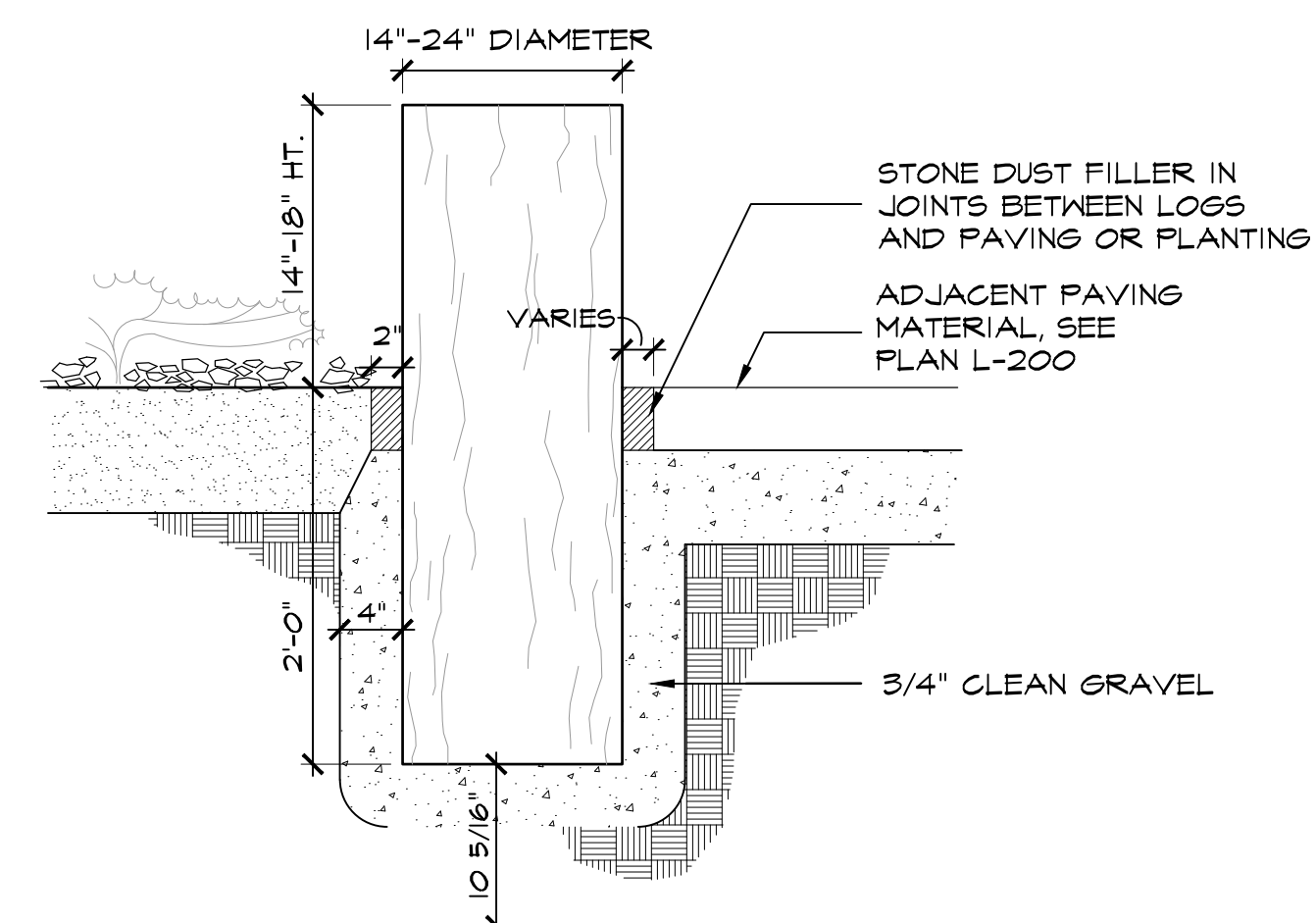
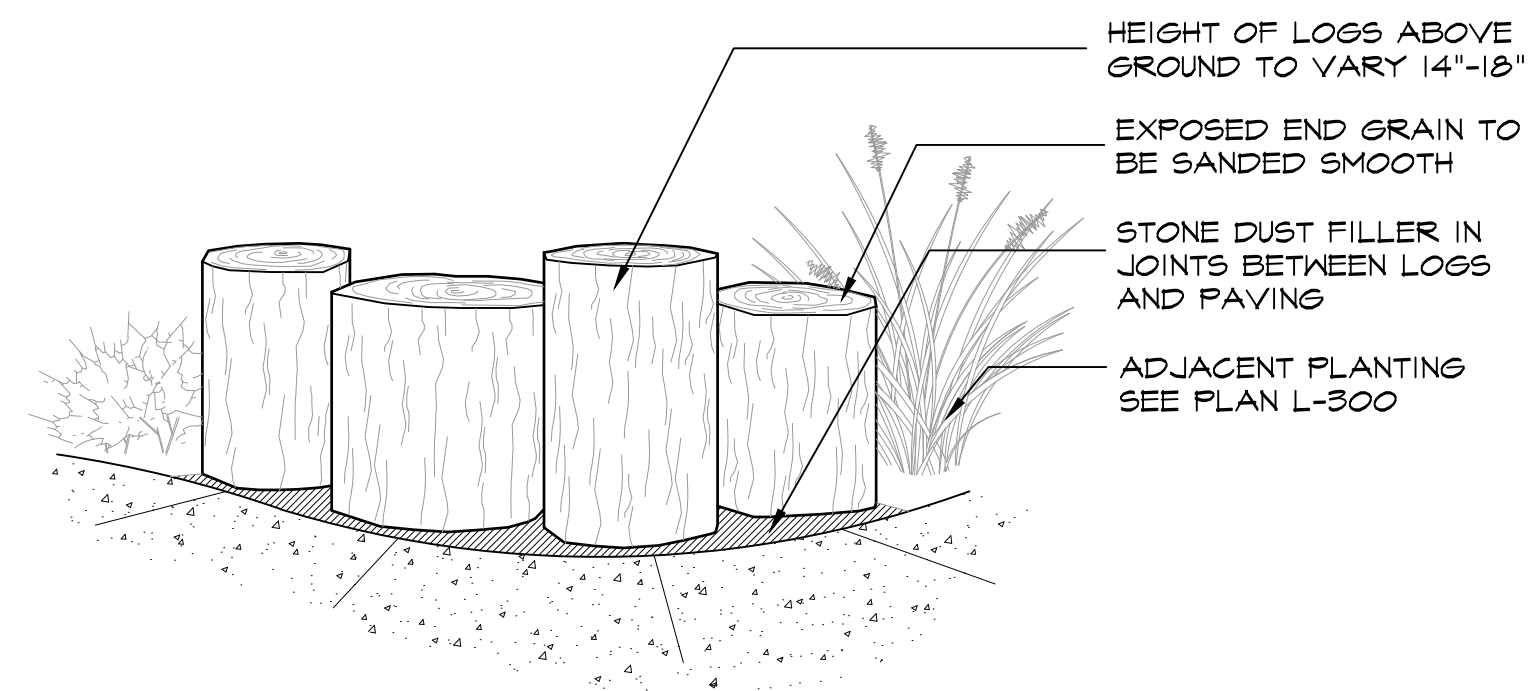
NOTES:

1. REMOVE ALL WIRE, PLASTIC, TAGS OR OTHER SYNTHETIC MATERIAL FROM SHRUB PRIOR TO PLANTING.
2. CONTINUOUS BEDS SHALL BE PREPARED W/ TOPSOIL MIX PRIOR TO SHRUB PLANTING.



7 SHRUB PLANTING

SCALE: 1/2" = 1'-0"

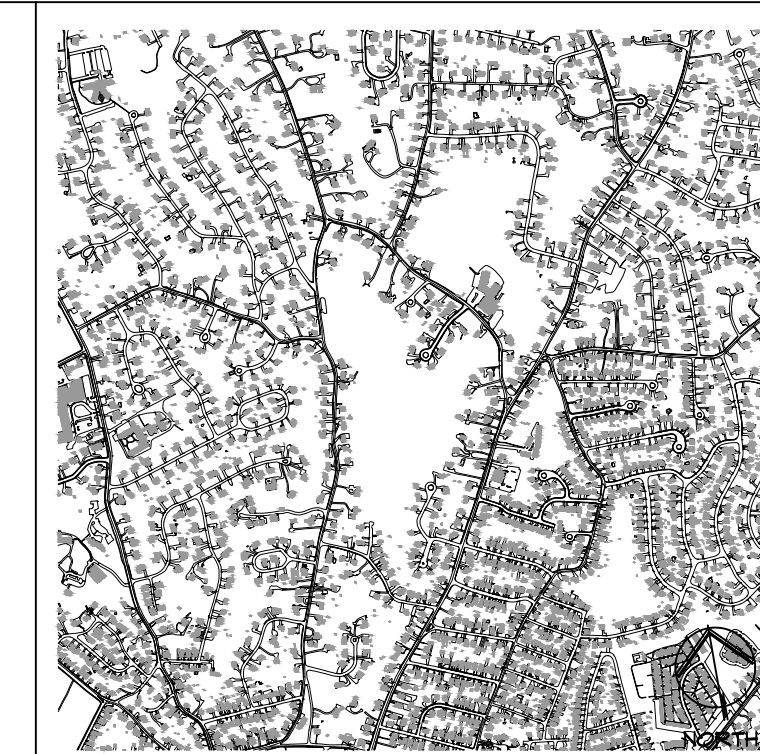


NOTES:

1. ALL LOGS TO BE HARVESTED FROM TREES BEING REMOVED ON SITE.
2. ALL SURFACES TO BE SEALED WITH TWO (2) COATS (THREE (3) COATS ON END GRAIN) OF WOOD RX ULTRA
3. TRANSPARENT SEALER (OR EQUAL) AS PER MANUFACTURERS DIRECTIONS
4. LOGS TO BE 14"-20" DIAMETER, VARIED THROUGHOUT LANDSCAPE ARCHITECT TO APPROVE LOGS ON SITE.
5. SELECTED LOGS TO BE FREE OF SPLITTING AND BRANCHING WITH UNDAMAGED BARK

8 STUMP SEATING

SCALE: 1" = 1'-0"



Key Plan Not to Scale

L.	01/13/2025	95% SET FOR REVIEW
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Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

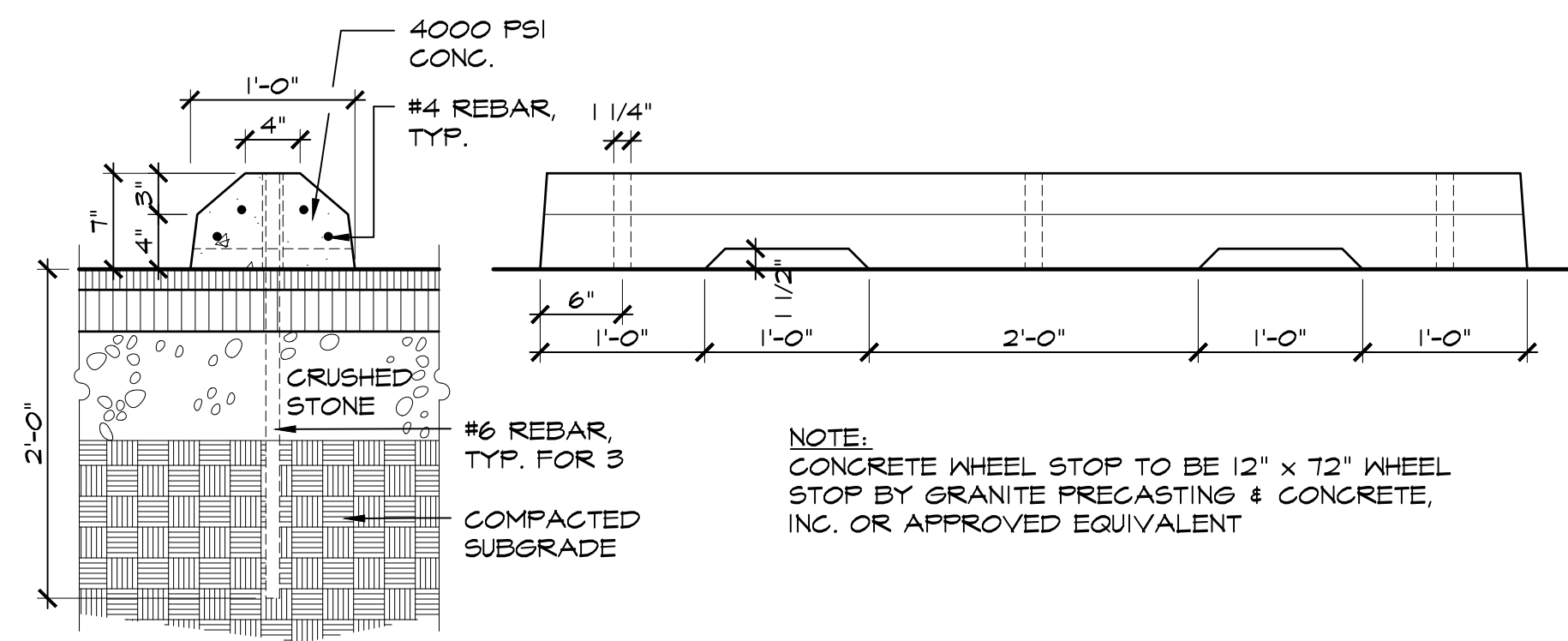
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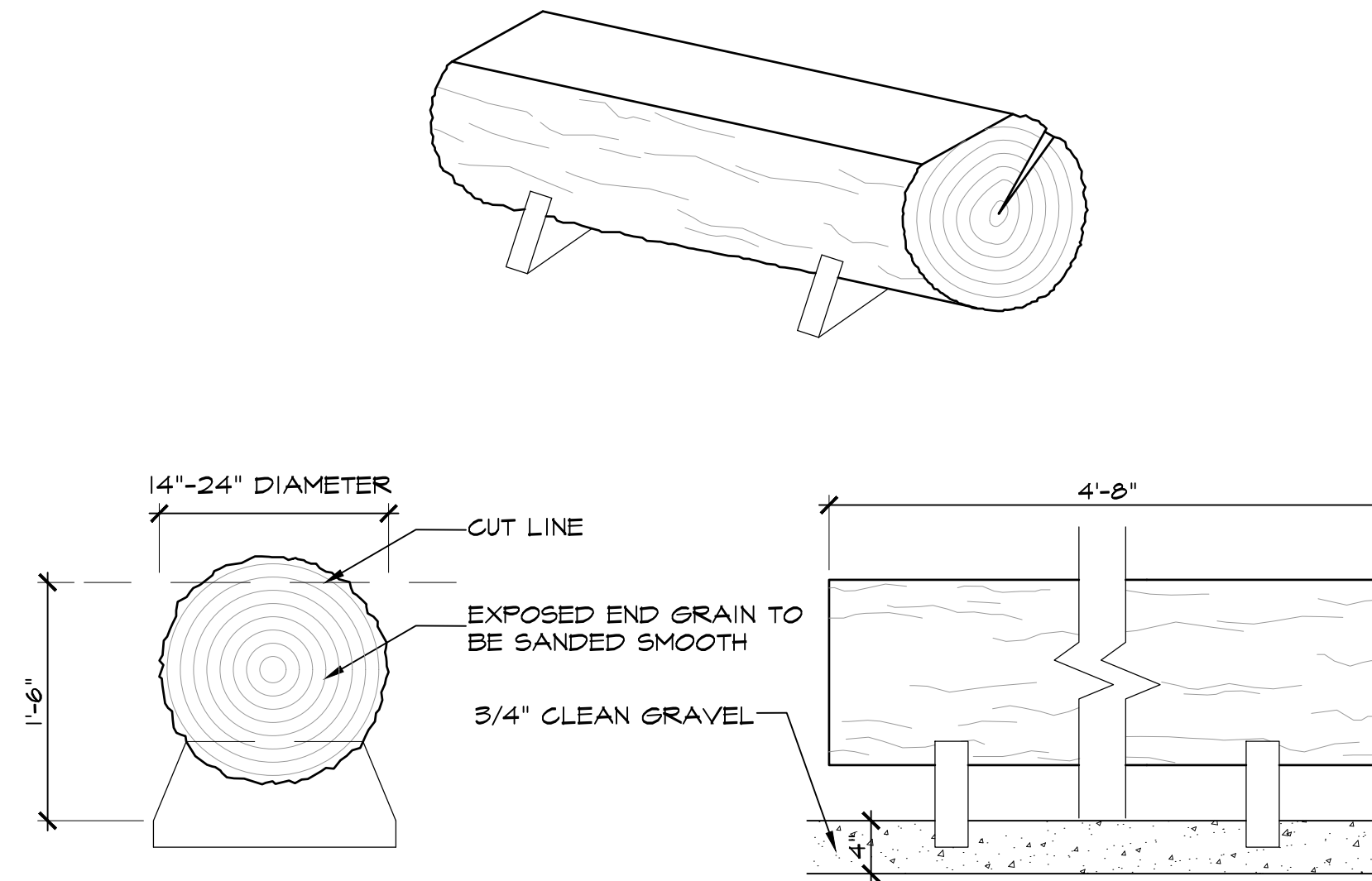
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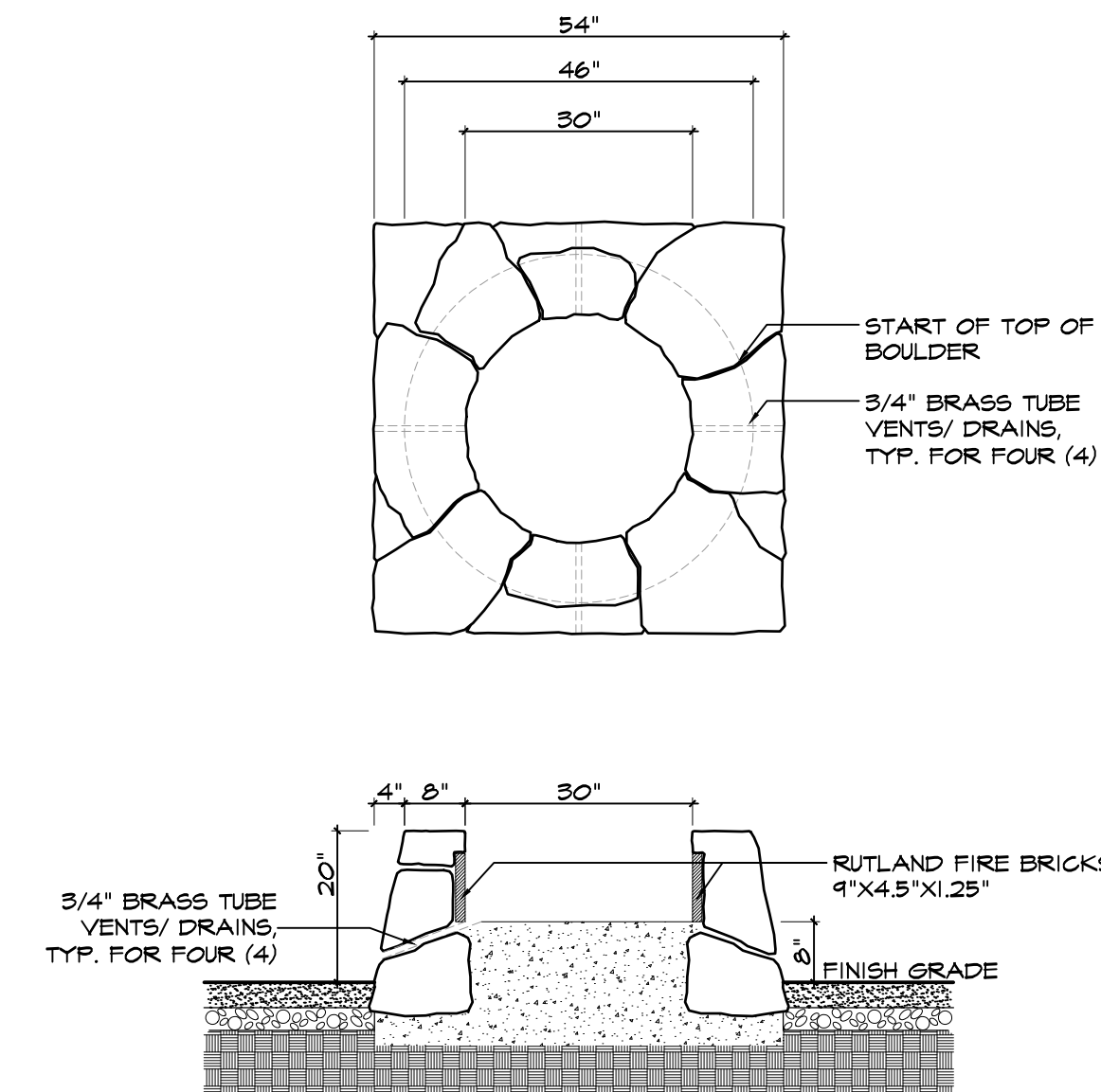
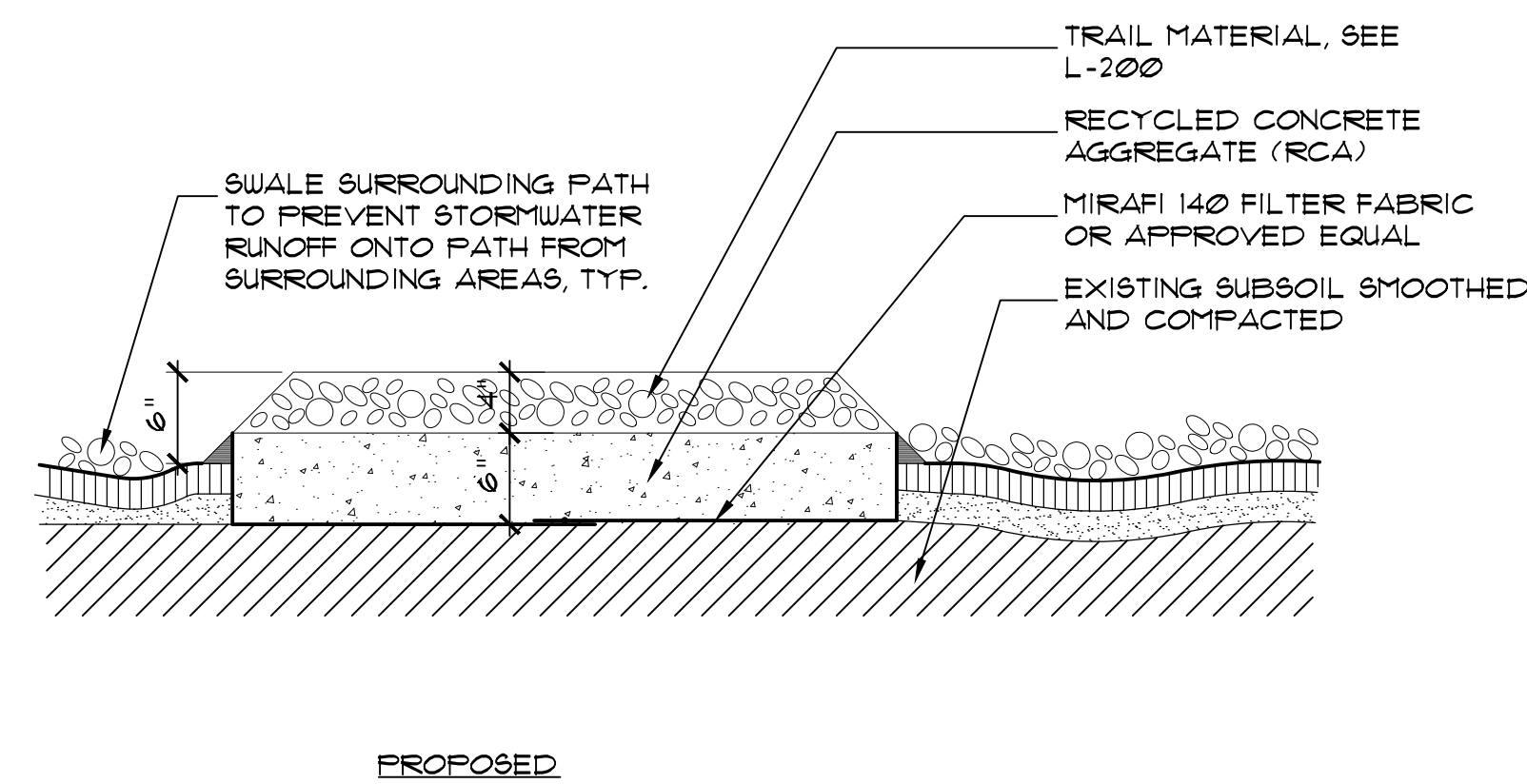
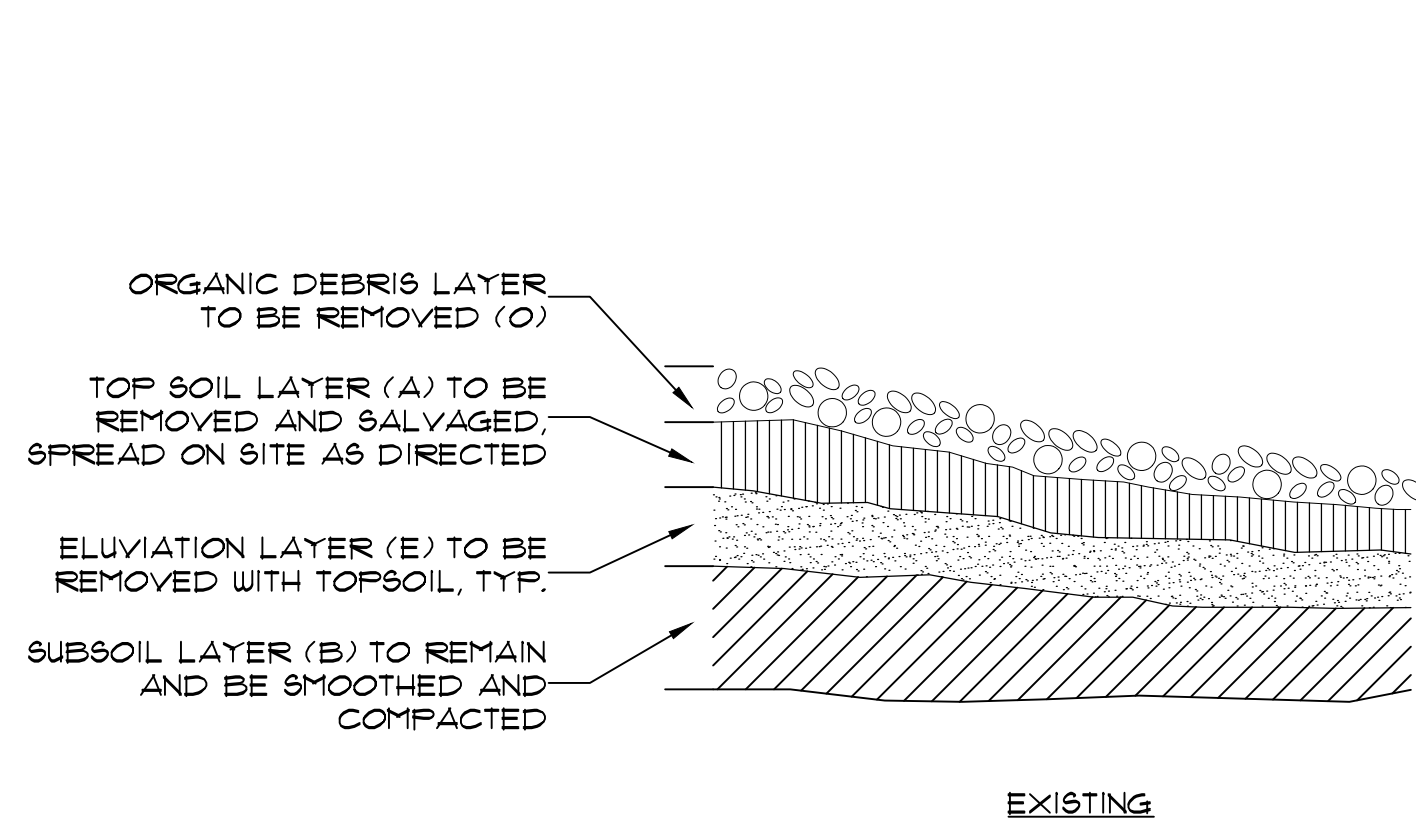


1 TIRE STOP
SCALE: 1" = 1'-0"



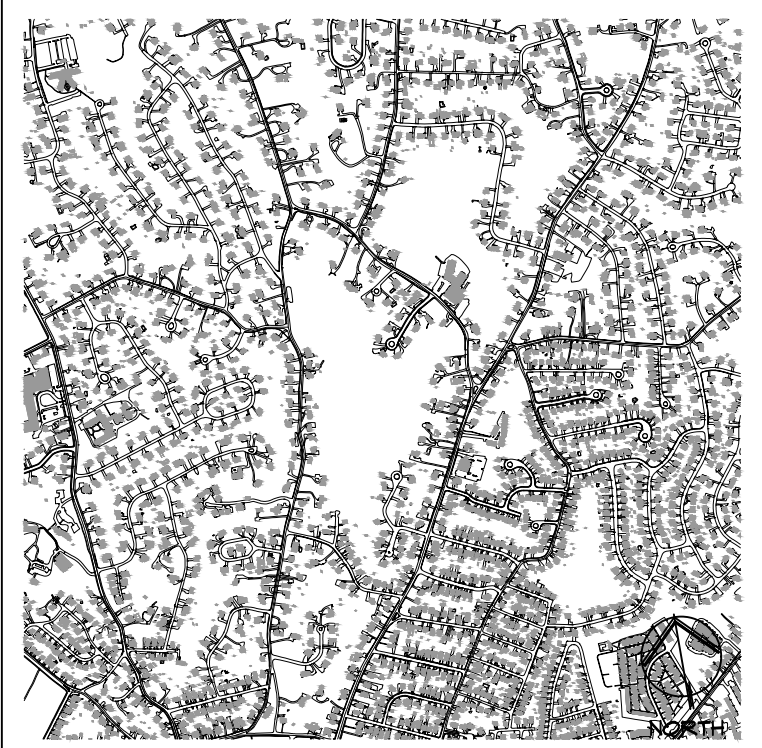
- NOTES:**
1. ALL LOGS TO BE HARVESTED FROM TREES BEING REMOVED ON SITE.
 2. ALL SURFACES TO BE SEALED WITH TWO (2) COATS (THREE (3) COATS ON END GRAIN) OF WOOD RX ULTRA.
 3. TRANSPARENT SEALER (OR EQUAL) AS PER MANUFACTURERS DIRECTIONS.
 4. LOGS TO BE 14"-20" DIAMETER, VARIED THROUGHOUT LANDSCAPE ARCHITECT TO APPROVE LOGS ON SITE.
 5. SELECTED LOGS TO BE FREE OF SPLITTING AND BRANCHING WITH UNDAMAGED BARK.

2 LOG BENCH
SCALE: 1" = 1'-0"



4 STONE FIREPIT
SCALE: 1/2" = 1'-0"

3 PEDESTRIAN PATH/ TRAIL CONFIGURATION
SCALE: 1" = 1'-0"



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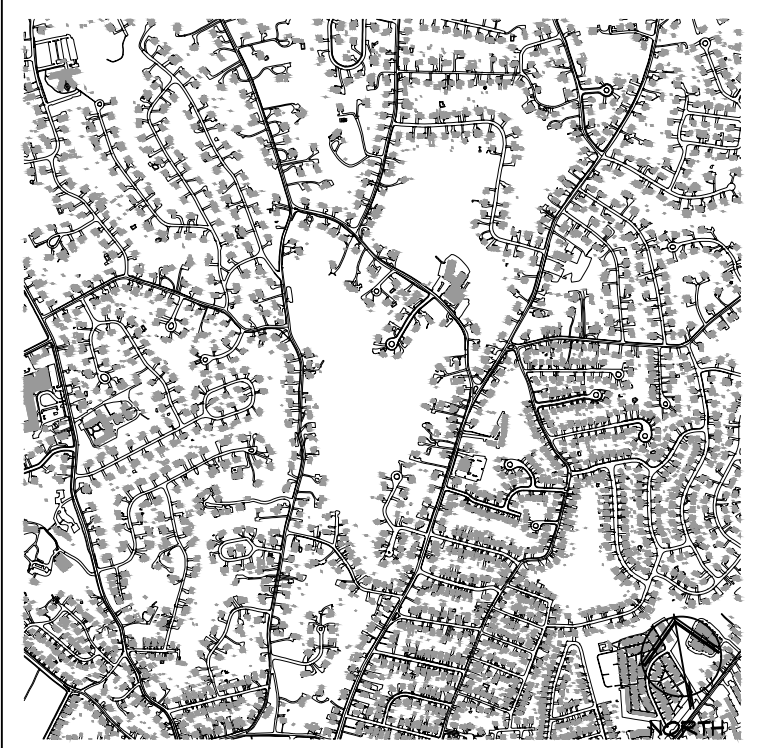
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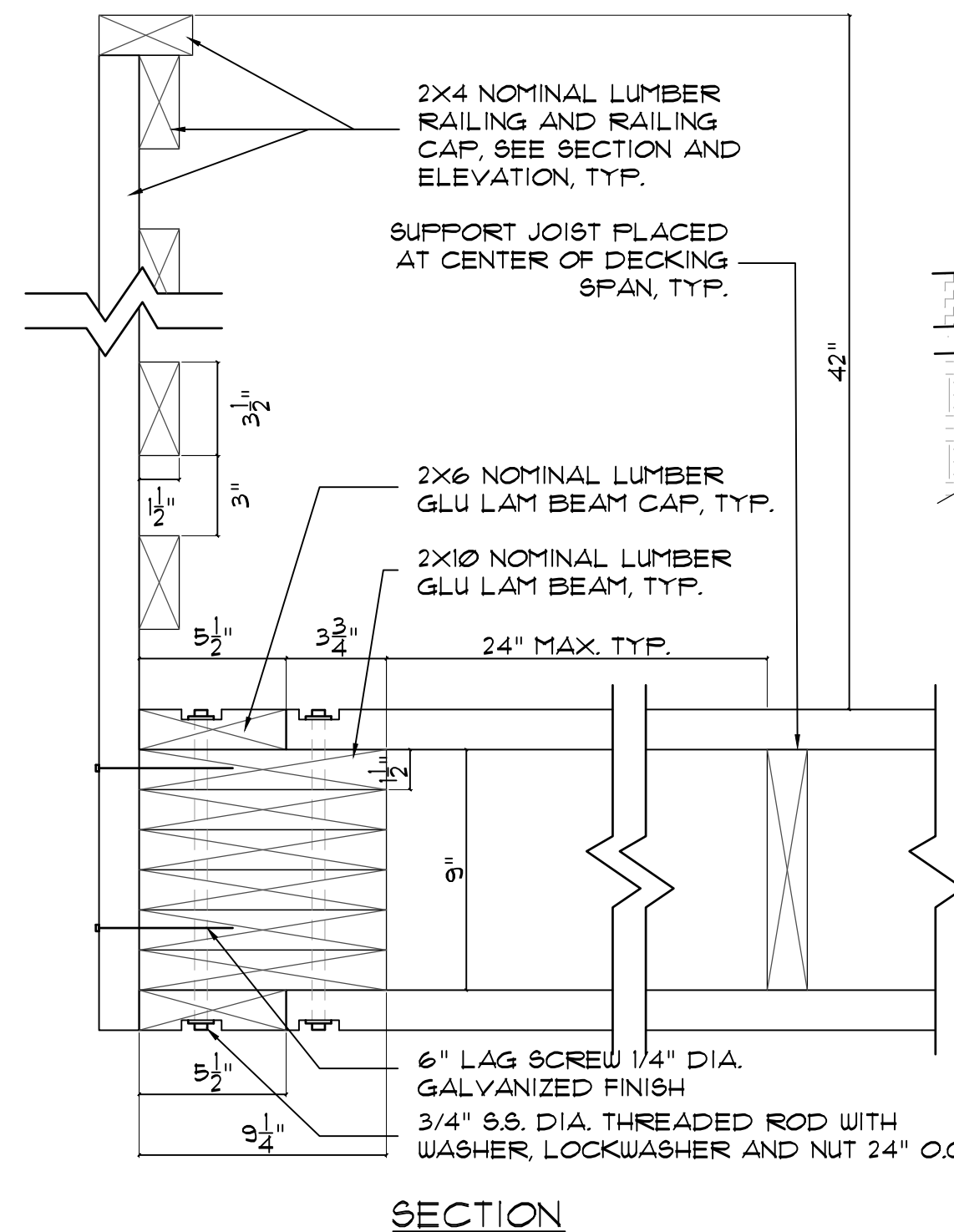
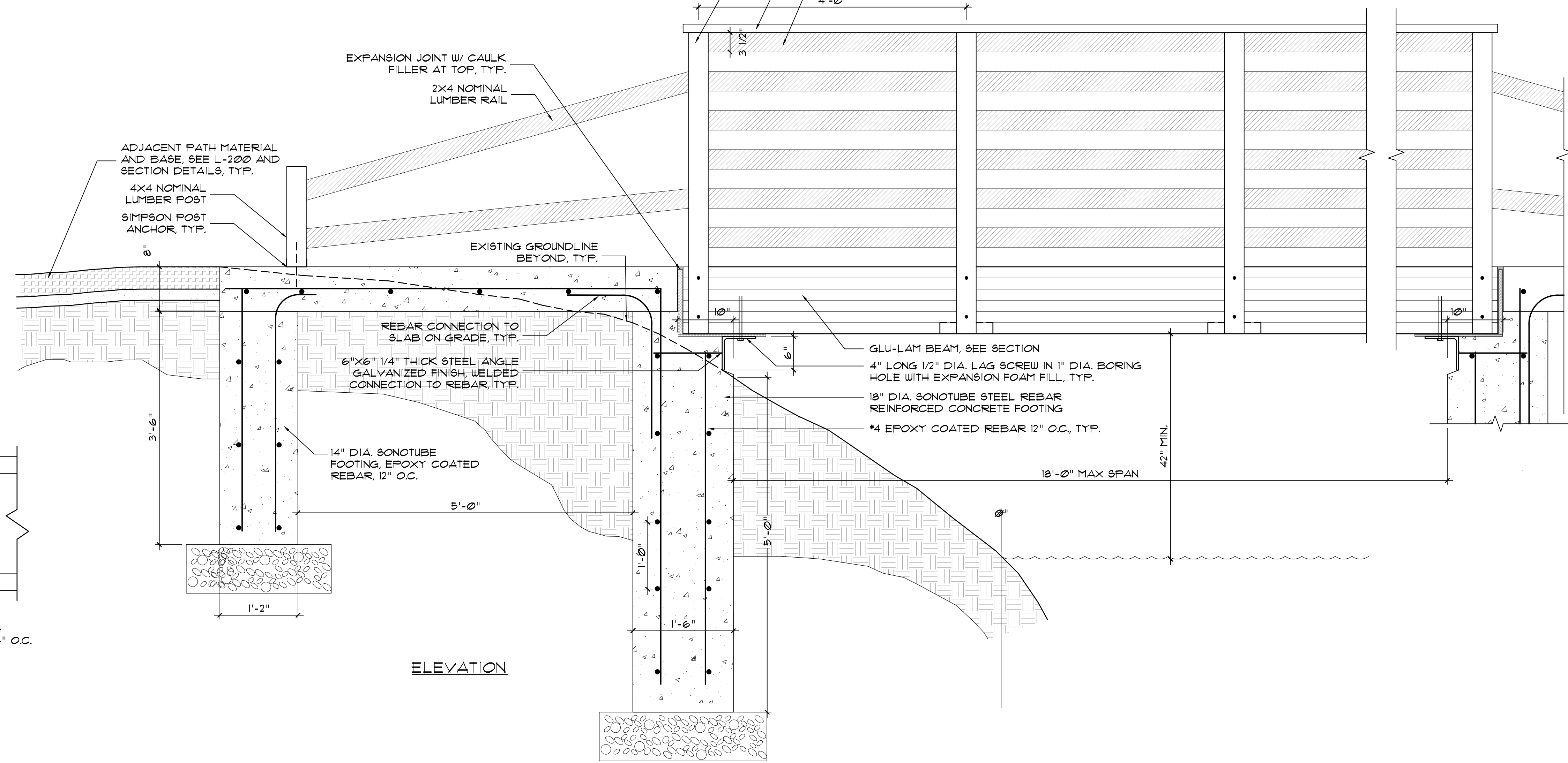
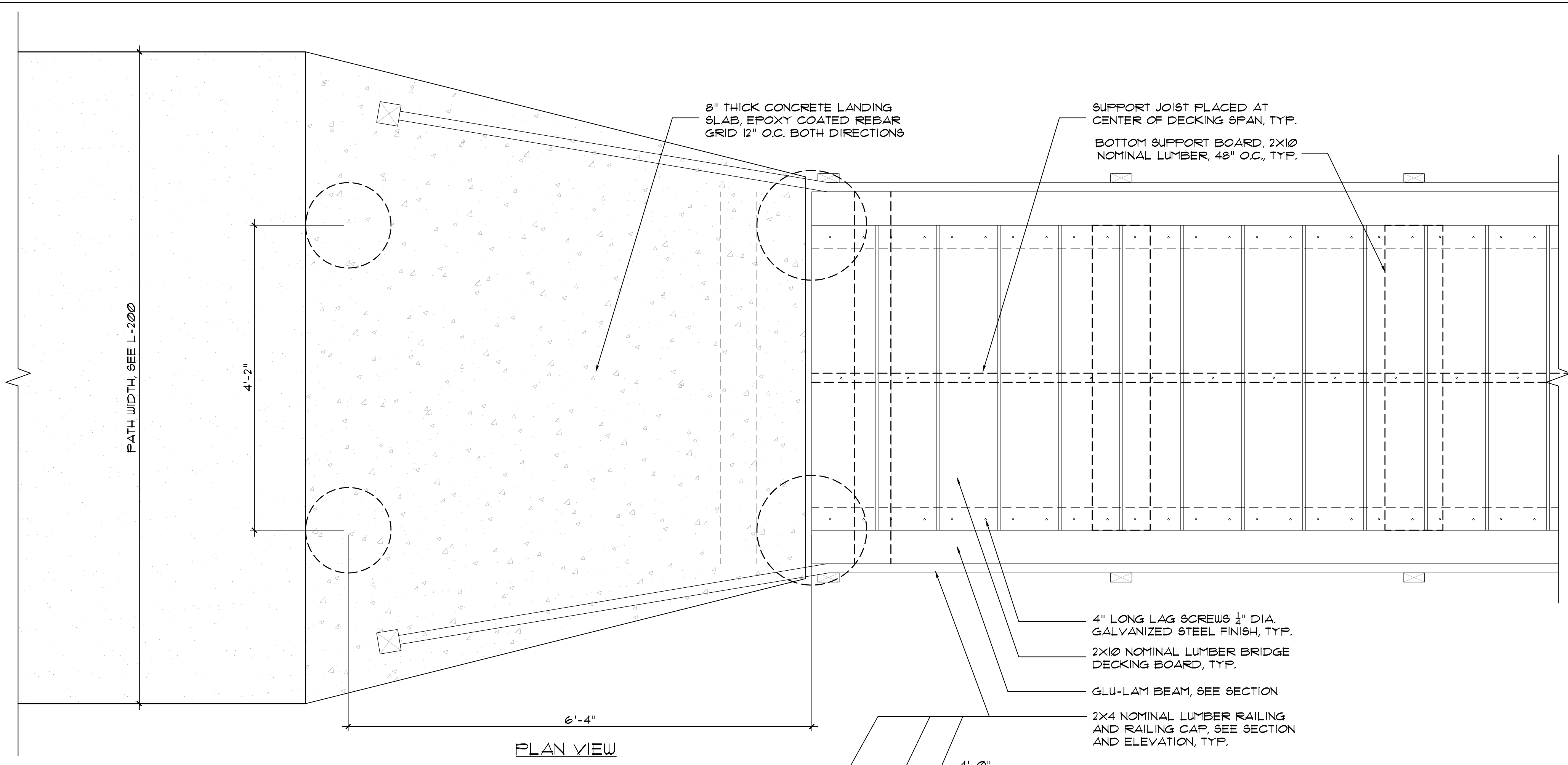
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AS SHOWN	N/A	L-501
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1 PEDESTRAIN BRIDGE
SCALE: 1" = 1'-0"

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Drawing Title

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NORWALK URBAN TRAILS PROJECT LAKEWOOD DRIVE

20 Lakewood Drive
Norwalk, CT 06851

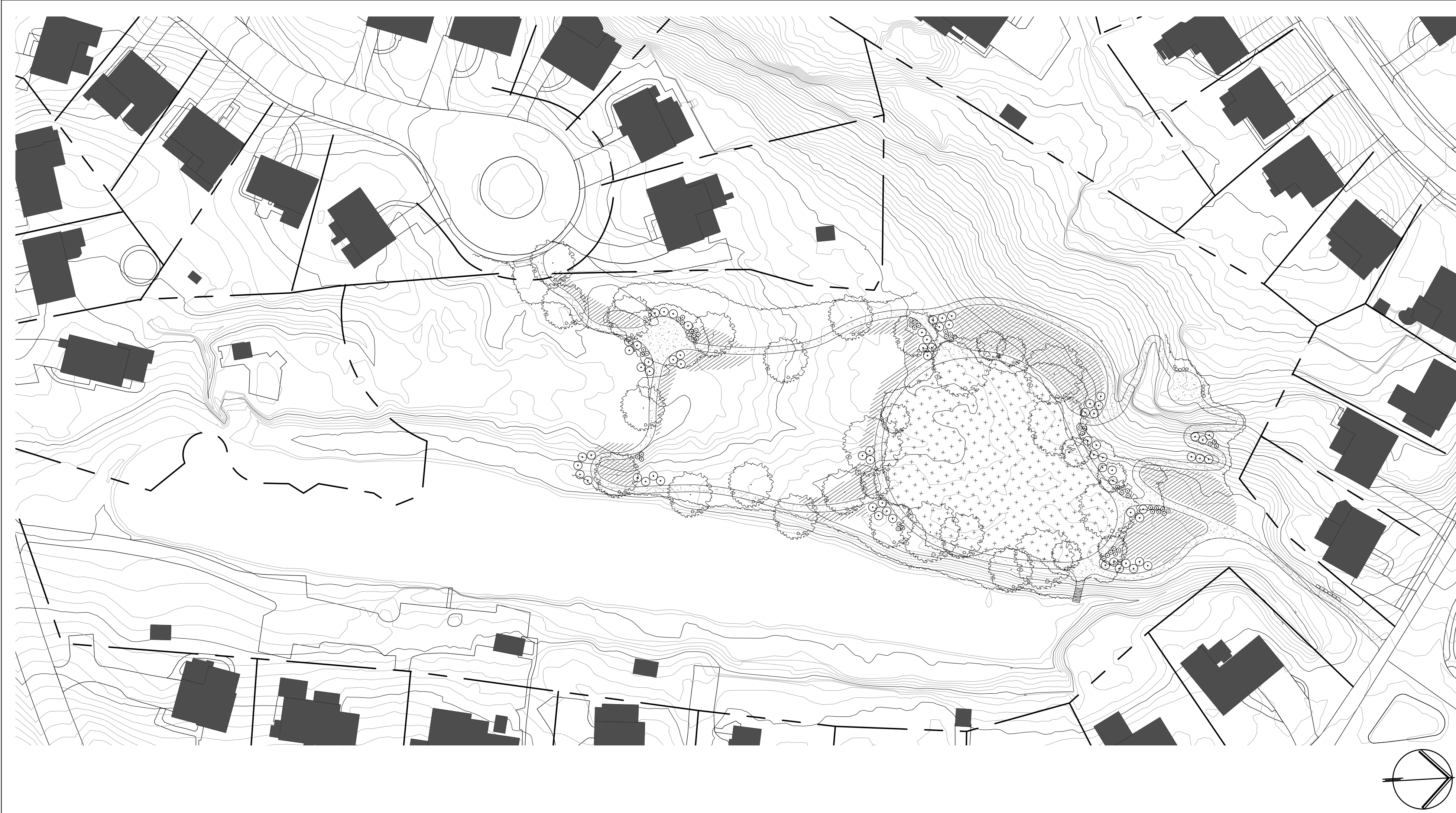
ARCHITECT/ LANDSCAPE ARCHITECT
Alloy Design Studio, PLLC
79 E. Putnam Ave, Greenwich CT 06830
info@alloydsn.com
PH: (203) 661-2723

LIST OF DRAWINGS

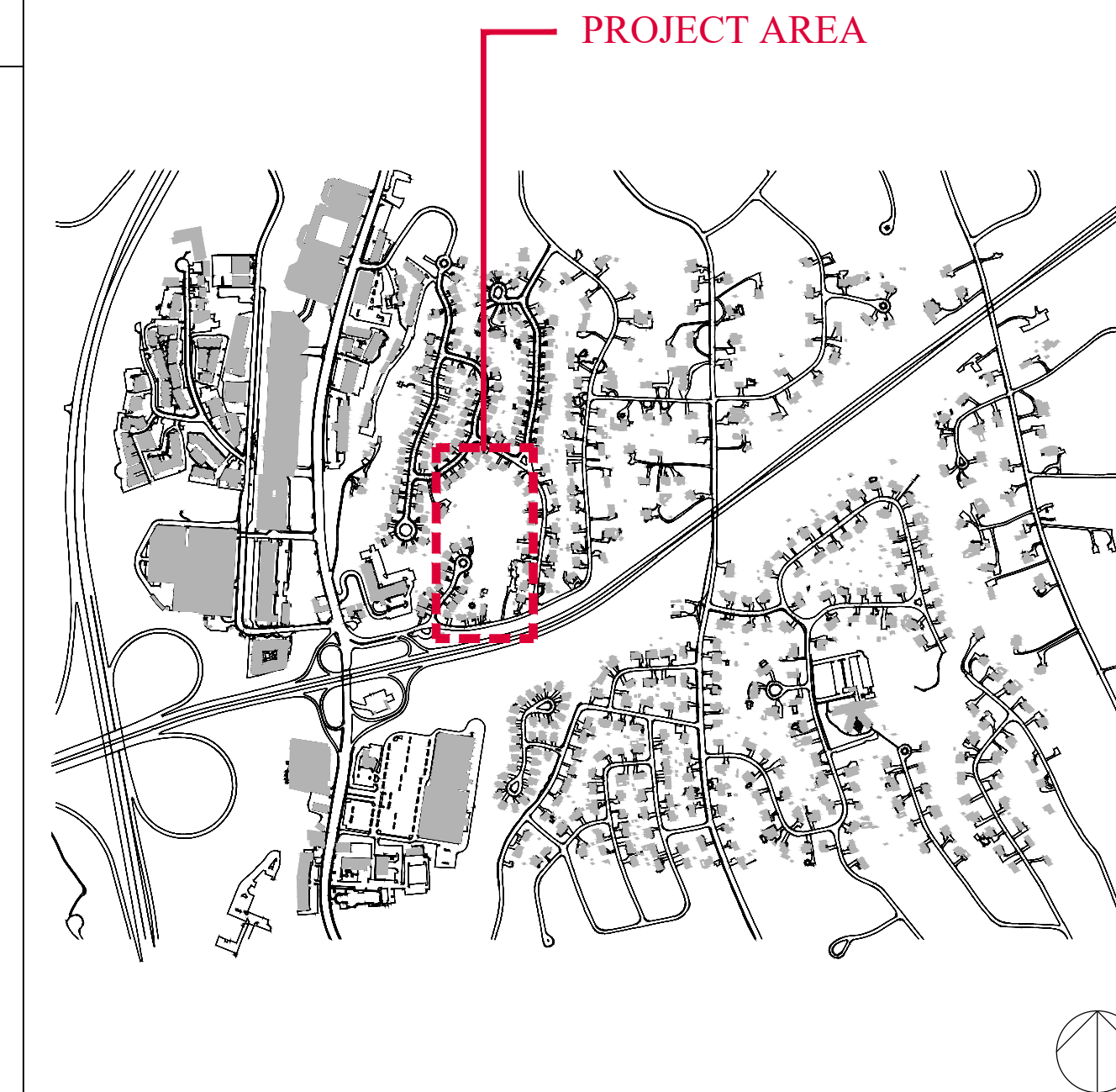
- L-T Title Sheet
- LANDSCAPE**
- L-050 Contact Plan
- L-100 Removals Plan
- L-200 Materials Plan
- L-201 Materials Plan Enlargement
- L-300 Grading Plan
- L-301 Grading Plan Enlargement
- L-302 Grading Plan Enlargement
- L-400 Planting Plan
- L-500 Site Details
- L-501 Site Details

SCOPE OF WORK

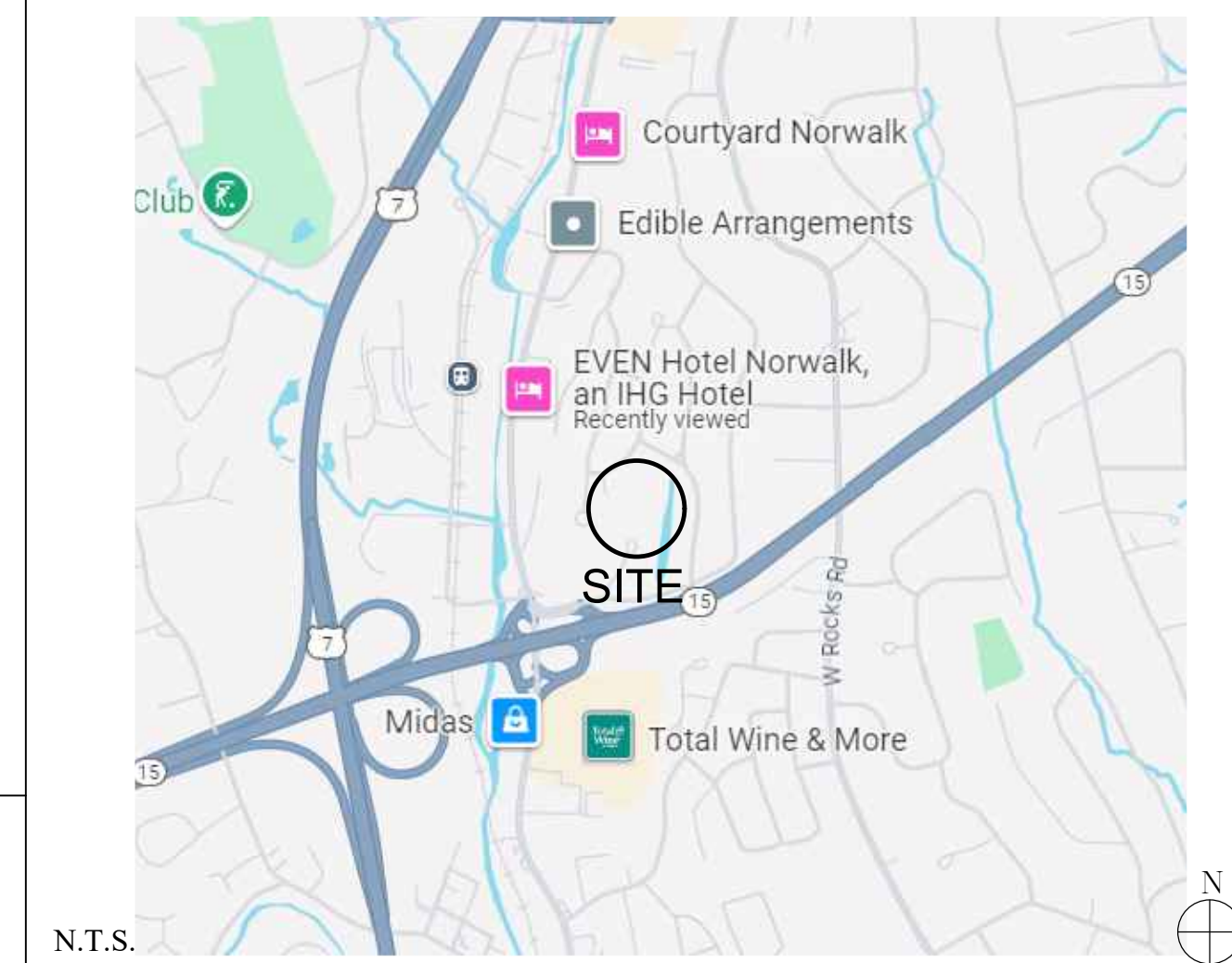
PROPOSED RENOVATIONS



KEY PLAN



PROJECT LOCATION PLAN



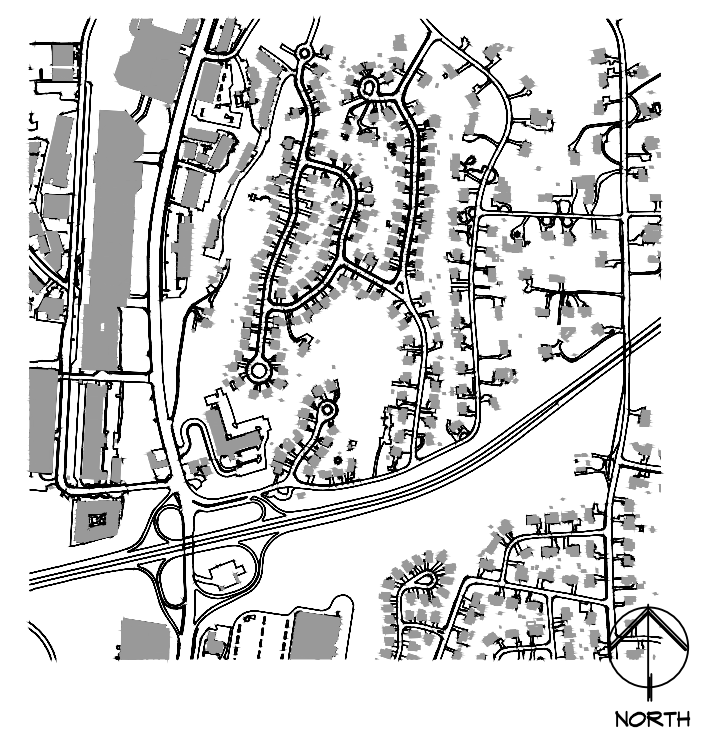
GENERAL NOTES

1. ALL MATERIALS, ASSEMBLIES, FORMS AND METHODS OF CONSTRUCTION AND SERVICE EQUIPMENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CONNECTICUT STATE BUILDING CONSTRUCTION CODE AND THE NORWALK BUILDING DEPARTMENT, AND ANY OTHER APPLICABLE CODES HAVING JURISDICTION.
2. ALL CONTRACTORS AND SUBCONTRACTORS MUST CHECK AND VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
3. MANDATORY INSPECTIONS: TRADE CONTRACTORS SHALL BE RESPONSIBLE FOR MAKING ALL ARRANGEMENTS FOR ANY MANDATORY INSPECTIONS WHICH ARE REQUIRED BY AND WHICH ARE MADE BY THE NORWALK BUILDING DEPARTMENT. MANDATORY INSPECTIONS SHALL COMPLY WITH NORWALK BUILDING DEPARTMENT REGULATIONS. OTHER INSPECTIONS WILL BE ARRANGED FOR BY THE OWNER'S REPRESENTATIVE AND PAID FOR BY THE OWNER EXCEPT AS NOTED OTHERWISE IN THE DOCUMENTS.
4. ALL CONTRACTORS SHALL MAINTAIN SAFE EGRESS AT ALL TIMES TO ALL BUILDING EXITS. ALL EXITS SHALL BE KEPT READILY ACCESSIBLE AND UNOBSTRUCTED AT ALL TIMES. IF IT IS NECESSARY TO PROVIDE TEMPORARY PATHS OF EGRESS, ALL DETAILS OF SAME SHALL BE APPROVED BY LOCAL FIRE DEPARTMENT AS WELL AS OWNER.
5. DAMAGE TO CLIENT OR NEIGHBORING PROPERTIES SHALL BE CORRECTED BY THE CONTRACTOR AND REBUILT IN NO COST TO THE OWNER. IF CONTRACTOR DOES NOT CORRECT DAMAGES WITHIN ONE WEEK, THE OWNER SHALL HAVE THE RIGHT TO BACK CHARGE CONTRACTOR FOR ALL REPAIRS NECESSARY.
6. ALL CONTRACTORS SHALL COMPLY WITH OSHA RULES AND REGULATIONS.
7. SEE DRAWINGS AND DETAIL NOTES FOR SHOP DRAWINGS, MOCK-UPS, FINISH SAMPLES AND OTHER SUBMISSION REQUIREMENTS. EACH CONTRACTOR SHALL MAINTAIN ONE SET OF ALL SUBMISSIONS (SHOP DRAWINGS, SAMPLES, PRODUCT LITERATURE ETC.) ON THE JOB SITE AND AVAILABLE FOR REFERENCE. MOCK-UPS AND ACCEPTED SAMPLES SHALL BE AVAILABLE FOR REFERENCE. CONTRACTORS SHALL PROVIDE AS MANY MOCK-UPS OR SAMPLES AS NECESSARY IN ORDER TO OBTAIN OWNER'S/ARCHITECT'S APPROVAL.
8. WHERE DESIGNATED ON DRAWING "TO MATCH EXISTING", THE CONTRACTOR SHALL VISIT THE SITE, OBTAIN A SAMPLE OR PROFILE OF THE EXISTING ELEMENT, AND DUPLICATE. ALL CUSTOM FABRICATIONS SHALL BE SUBMITTED FOR REVIEW BY ARCHITECT.
9. ALL SYMBOLS AND FINISH SCHEDULE DESIGNATIONS OF MATERIALS INDICATE NEW MATERIAL UNLESS OTHERWISE NOTED.
10. ALL NEW INSTALLED EQUIPMENT SHALL BE UL LABELED. ALL LIGHTING FIXTURES SHALL BE REVIEWED AND APPROVED BY ARCHITECT AND CONSULTING ENGINEER AND SHALL HAVE UL LABEL.
11. TRADE CONTRACTORS (PLUMBING, MECHANICAL AND ELECTRICAL) SHALL PROVIDE ACCESS DOORS RELATED TO THEIR WORK WITH APPROPRIATE RATING. THE DOORS SHALL BE INSTALLED BY THE CARPENTRY CONTRACTOR.
12. EACH TRADE IS RESPONSIBLE FOR FIRESTOPPING, CAULKING & SEALANTS FOR THEIR PENETRATIONS. PROVIDE FIRESTOPPING AT ALL PENETRATIONS THROUGH RATED CONSTRUCTION.
13. ALL ELECTRICAL, DATA, PLUMBING, MECHANICAL SYSTEMS THAT ARE TO BE INSTALLED OR RELOCATED ARE TO BE CONCEALED WITHIN NEW CONSTRUCTION. IT IS THE RESPONSIBILITY OF EACH TRADE CONTRACTOR TO COORDINATE WITH THE OTHER TRADES & ROUTE THESE SYSTEMS SUCH THAT THEY WILL NOT BE EXPOSED IN THE FINISHED SPACES. ANY ISSUES OR PROBLEMS MUST BE BROUGHT TO THE ARCHITECT'S ATTENTION BEFORE WORK IS TO CONTINUE.
14. NO SUBSTITUTIONS SHALL BE MADE FOR ANY ITEMS SPECIFIED ON THE DRAWINGS WITHOUT PRIOR WRITTEN APPROVAL BY THE ARCHITECT OR OWNER.
15. ALL CONTRACTORS SHALL BE LICENSED TO WORK IN THE COUNTY OF FAIRFIELD CONNECTICUT AND MUST SUBMIT DOCUMENTATION AS REQUIRED BY THE NORWALK BUILDING DEPARTMENT.
16. ALL CONTRACTORS SHOULD BE AWARE OF THE CITY OF NORWALK NOISE ORDINANCE WHICH ALLOWS NOISE FROM 1:00 AM TO 8:00 PM MONDAY THROUGH FRIDAY, 8:00 AM TO 8:00 PM ON SATURDAY, 9:00 AM TO 8:00 PM ON SUNDAYS, AND FEDERAL AND STATE LEGAL HOLIDAYS. THIS ORDINANCE IS STRICTLY ENFORCED BY THE CITY OF NORWALK POLICE DEPARTMENT.

N.T.S.

No.	Date	Revision
1.	01/13/2025	95% SET FOR REVIEW

Stamp	Drawing Title	Drawing No.
	TITLE SHEET	L-T
Scale	Job No.	Date
As Noted	2318	01/16/2023
<i>Alloy</i> DESIGN STUDIO PLLC		
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Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title

REMOVALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-100
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

DEMOLITION AND REMOVAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES AND FIELD CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION OPERATIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WORK.
2. ALL REMOVALS SHALL BE AS SHOWN ON THE CONTRACT DRAWINGS AND/OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
3. THE CONTRACTOR SHALL EXERCISE EXTREME CARE DURING REMOVAL OPERATIONS TO PROTECT EXISTING MATERIALS TO REMAIN EITHER BELOW GRADE OR ABOVE GRADE. ANY DAMAGE TO EXISTING MATERIALS RESULTING FROM CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY, AND SHALL BE RESTORED AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
4. PRIOR TO DEMOLITION, ALL MATERIALS TO BE REMOVED AND SALVAGED BY THE CONTRACTOR SHALL BE NEATLY STORED IN A SECURED AREA APPROVED BY THE OWNER'S REPRESENTATIVE.
5. VERIFY THE INTENDED DISPOSITION OF ALL ITEMS TO BE REMOVED AND SALVAGED, BUT NOT TO BE USED IN THE NEW IMPROVEMENTS WITH THE OWNER'S REPRESENTATIVE.
6. IF THERE IS ANY CONFUSION AS TO WHAT IS TO REMAIN AND WHAT IS TO BE REMOVED, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WITH WORK.
7. THE CONTRACTOR SHALL PROVIDE ALL TEMPORARY SHORING, BRACING AND DEWATERING REQUIRED OR AS DIRECTED TO PROTECT THE SAFETY OF ADJACENT STRUCTURES AND UTILITIES.
8. FILL AND COMPACT ALL FOUNDATION REMOVAL EXCAVATIONS WITH APPROVED BACKFILL TO MEET EXISTING GRADE.
9. WHERE NEW CONSTRUCTION ABUTS EXISTING PAVEMENTS, THE EXISTING MATERIAL SHALL BE CLEANLY SAWCUT TO PROVIDE A CLEAN NEAT MATCH WITH NO TRIP HAZARDS.
10. THERE SHALL BE NO STOCKPILING, STAGING OR MACHINERY AND VEHICULAR TRAFFIC ON AREAS OUTSIDE THE PROPERTY LINE. ANY DAMAGE TO EXISTING LAWN, TREES, SHRUBS AND ANY OTHER MATERIALS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
11. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
12. CONTRACTOR TO PROVIDE AND MAINTAIN EROSION & SEDIMENT CONTROL MEASURES THROUGHOUT THE DURATION OF THE PROJECT. TOPSOIL IS TO BE STOCKPILED IN A LOCATION APPROVED BY OWNER AND ENCLOSED BY SILT FENCING.
13. THE VILLAGE ENGINEER AND BUILDING INSPECTOR MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES IF DEEMED APPROPRIATE TO MITIGATE UNFORESEEN SILTATION AND EROSION OF DISTURBED SOILS.
14. NO DEMOLITION MATERIAL TO BE BURIED ON SITE

LEAF AND DETRITUS NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 40 CUBIC YARDS OF LEAF AND DETRITUS REMOVAL WHICH IS DEFINED AS ANY ORGANIC MATERIAL RESTING ON/OVER THE TOPSOIL LAYER MATERIAL TO BE MULCHED AND/OR COMPOSTED, MUST NOT BE SENT TO LANDFILL. CONTRACTOR TO PROVIDE AND SUBMIT TRUCKING TICKETS TO SHOW PATH OF HANDLING.

DEBRIS REMOVAL NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 20 YARDS OF INORGANIC DEBRIS REMOVAL. THIS MAY INCLUDE INCOMPATIBLE SOIL, LITTER, CONCRETE, AND/OR ASPHALT.

LEGEND

- X EXISTING TREE TO BE REMOVED, FULLY GROUND STUMPS, TYP. UNLESS OTHERWISE NOTED
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROJECT LIMIT LINE
- PROPERTY LINE
- AREA OF DISTURBANCE

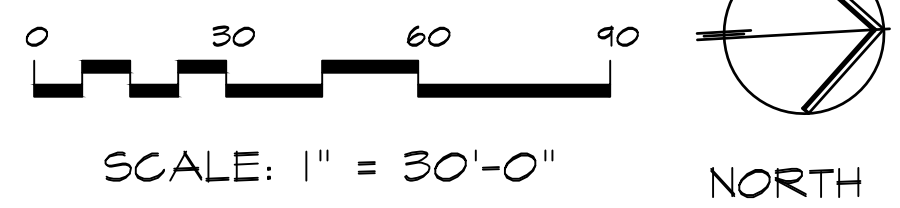
EARTHWORK NOTE: CONTRACTOR TO HOLD A MINIMUM OF 500 CUBIC YARDS OF EARTHWORK (IN ADDITION TO IMMEDIATE TRAIL SECTION PREPARATION IN THEIR PROPOSAL. ADDITIONAL EARTHWORK REQUIRED AS PART OF THE PROJECT TO USE THE DIVIDED LINE ITEM TOTAL AS UNIT PRICING.

TREE REMOVAL NOTE: CONTRACTOR TO PROVIDE ARBORIST SERVICES FOR THE REMOVAL OF THE FOLLOWING TREE QUANTITIES AND ASSOCIATED SIZES:

TREES 6"-12"	QTY: 16
TREES 12"-20"	QTY: 10
TREES 20"-30"	QTY: 6
TREES 30"	QTY: 2

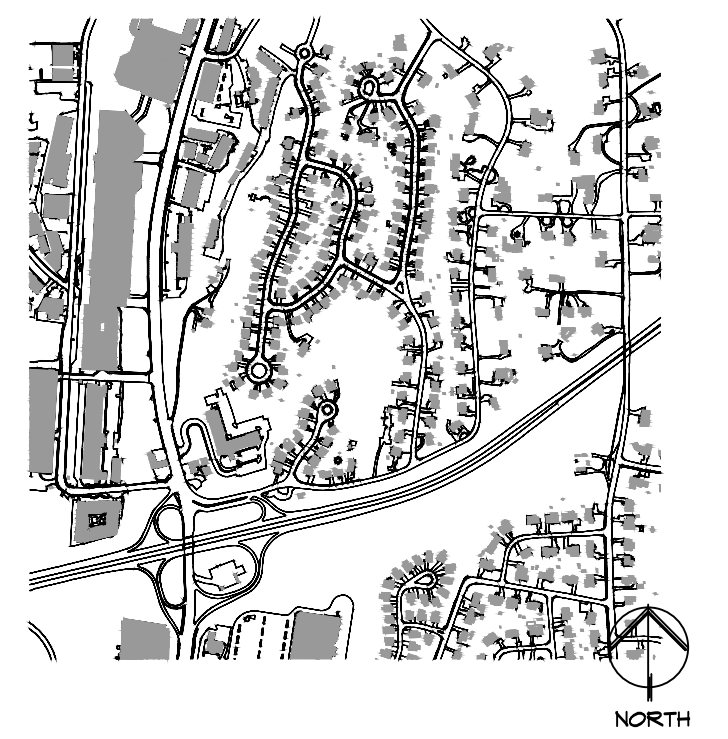
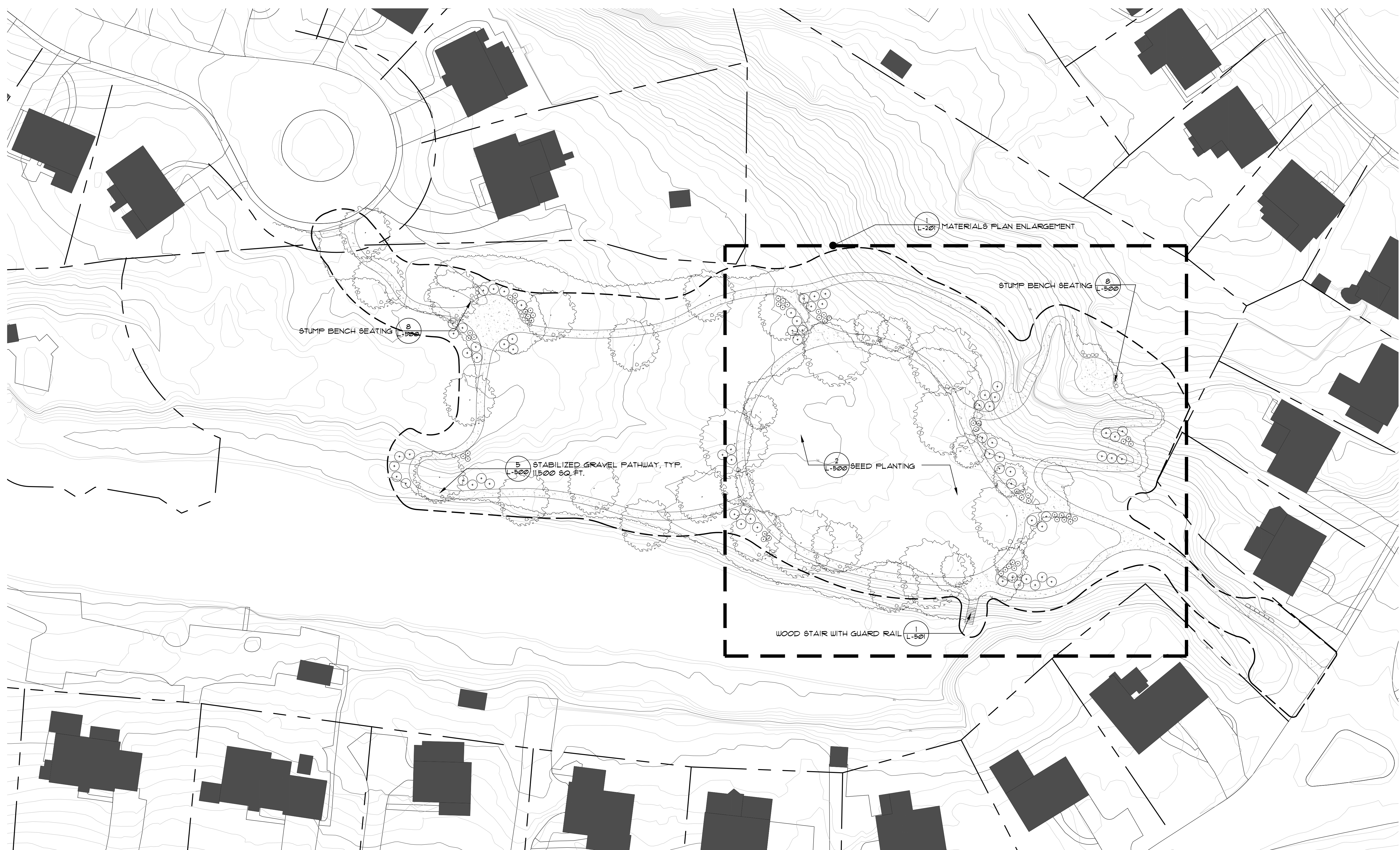
TREES TO BE REMOVED WILL BE MARKED ON SITE DURING CONSTRUCTION. PRICING PER TREE SIZES TO BE USED AS UNIT PRICING IF SCOPE IS REDUCED (CREDIT) OR EXPANDED (CHANGE ORDER).

BRUSH AND UNDERSTORY REMOVAL NOTE: DEFINITION: ALL SHRUBS, BRUSH, GROUND COVER, GRASSES, AND WOODY MATERIAL 6" DBH AND UNDER TO BE CONSIDERED BRUSH/UNDERSTORY MATERIAL. STANDARD UNIT PRICING ASSUMES HEAVY BRUSH PREVENTING FREE AND CLEAR PEDESTRIAN TRAVEL THROUGH THE AREA. AREAS OF MINIMAL OR SPARSE VEGETATION MATERIAL STILL NEEDING TO BE CLEARED SHALL BE CALCULATED USING AN APPROPRIATE COEFFICIENT AS COMPARED TO HEAVY BRUSH. CONTRACTOR TO HOLD 10,000 SQ. FT. OF VEGETATION CLEARING IN THEIR CONTRACT.



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Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
 Norwalk, CT 06851

Drawing Title
MATERIALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-200
Date	10/04/2024	
Drawn	Checked	Approved
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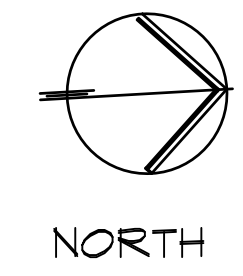
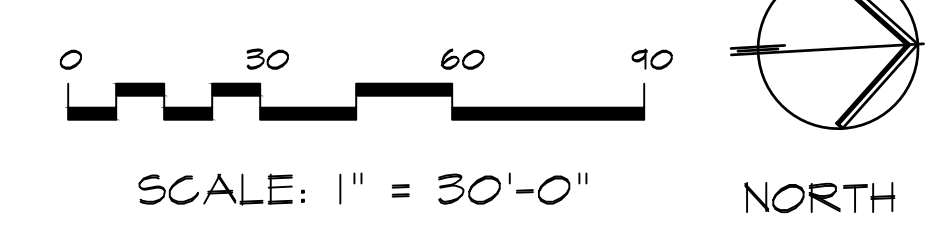
GENERAL NOTES

- THE CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS AND FAMILIARIZE THEMSELVES WITH THE SITE PRIOR TO COMMENCEMENT OF WORK. ACTUAL FIELD CONDITIONS MAY VARY FROM LAYOUT, DIMENSIONS AND EXISTING GRADES AS SHOWN ON THE PLANS. THE CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH EXISTING FIELD CONDITIONS. NOTIFY THE OWNER'S REPRESENTATIVE IN WRITING OF ANY DISCREPANCIES PRIOR TO CONTINUING WORK.
- THE CONTRACTOR SHALL SECURE THE WORK AREA WITH SPECIFIED BARRIERS AND FENCING AND MAINTAIN A SAFE AND SECURE CONSTRUCTION SITE.
- PEDESTRIAN AND VEHICULAR TRAFFIC ON ADJACENT ROADS AND SIDEWALKS SHALL BE MAINTAINED DURING CONSTRUCTION.
- CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PREVENT DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE. ANY DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE SHALL BE RESTORED BY THE CONTRACTOR AT NO EXPENSE TO THE OWNER.
- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE AGENCIES AND UTILITY COMPANIES HAVING JURISDICTION (I.E. DEPARTMENT OF TRANSPORTATION, FIRE DEPARTMENT, DEPARTMENT OF ENVIRONMENTAL PROTECTION, TELEPHONE, SEWER, GAS, ETC.) OBTAIN PERMITS AND PAY ANY FEES ASSOCIATED WITH WORK OF THIS PROJECT.
- IT IS ANTICIPATED THAT VARIOUS TYPES OF WORK FOR THIS CONTRACT WILL BE PERFORMED SIMULTANEOUSLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WORK BETWEEN SUBCONTRACTORS AND UTILITY COMPANIES TO ENSURE COMPLETION OF THEIR WORK IN A TIMELY AND WORKMAN LIKE MANNER.
- THE CONTRACTOR SHALL PERFORM ALL WORK WITH CARE TO ENSURE MATERIALS TO REMAIN SHALL NOT BE DAMAGED. ANY DAMAGE TO MATERIAL TO REMAIN SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER AND PAID FOR BY THE CONTRACTOR.
- REMOVE AND DISPOSE OF ALL ITEMS DESIGNATED AS REMOVALS OFF-SITE IN A LEGAL MANNER. ALL EXISTING INLETS, BASINS AND CONNECTIONS WITHIN THE PROJECT LIMIT SHALL BE CLEANED AND CLEARED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
- UPON COMPLETION OF THE WORK THE CONTRACTOR SHALL RESTORE ALL "UNIMPROVED" AREAS UTILIZED FOR SITE ACCESS, STOCKPILING, CONSTRUCTION TRAILERS ETC. TO SERVICEABLE AND SAFE CONDITIONS AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.

LEGEND

- PROJECT LIMIT LINE
- NEW GRAVEL PATHWAY (11,500 SQ. FT.)
- CONTOURS (1' INTERVAL)
- CONTOURS (5' INDEX)
- PROPERTY LINE
- PROPOSED TREE (QTY. 31)

TRAILS NOTE: CONTRACTOR TO PROVIDE 2,300 LINEAR FEET OF STABILIZED GRAVEL TRAIL AT 5' WIDE (BASED ON 11,500 SQ. FT.). PRICING EXTRAPOLATED FROM TOTAL TO REPRESENT UNIT PRICING FOR ADDITIONS AND DELETIONS FROM ORIGINAL SCOPE.

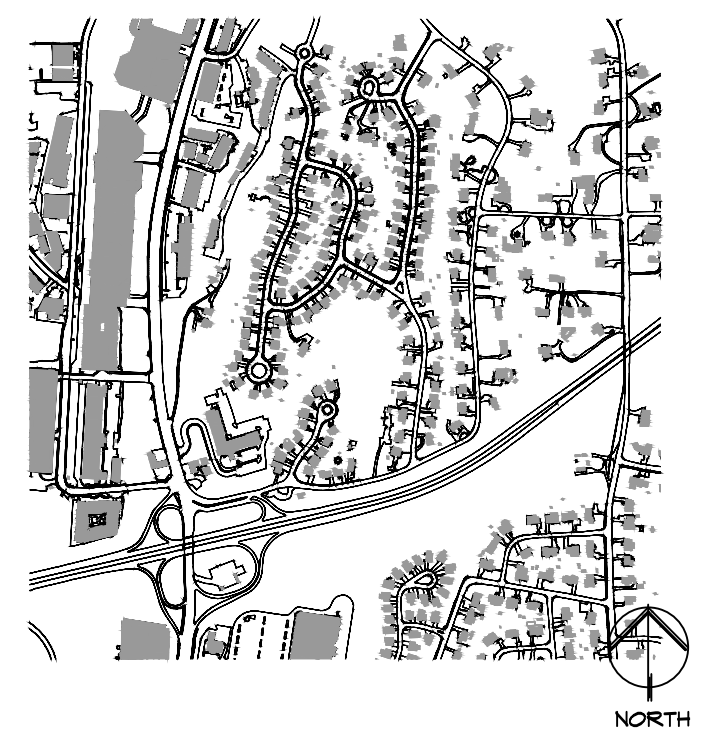
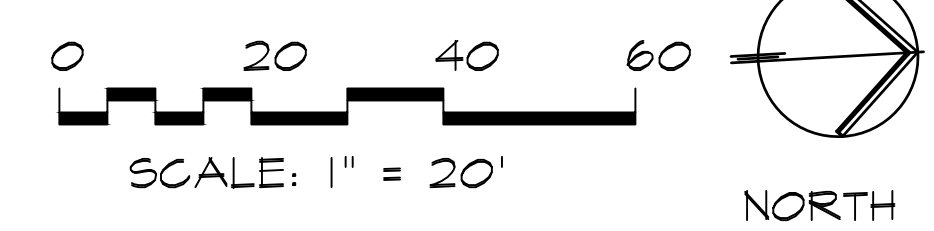




1 ENLARGEMENT
SCALE: 1" = 20'-0"

LEGEND

- PROJECT LIMIT LINE
- NEW GRAVEL PATHWAY (11500 SQ. FT.)
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROPERTY LINE
- PROPOSED TREE (QTY. 31)



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L.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

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Project Title
NORWALK URBAN TRAILS PROJECT

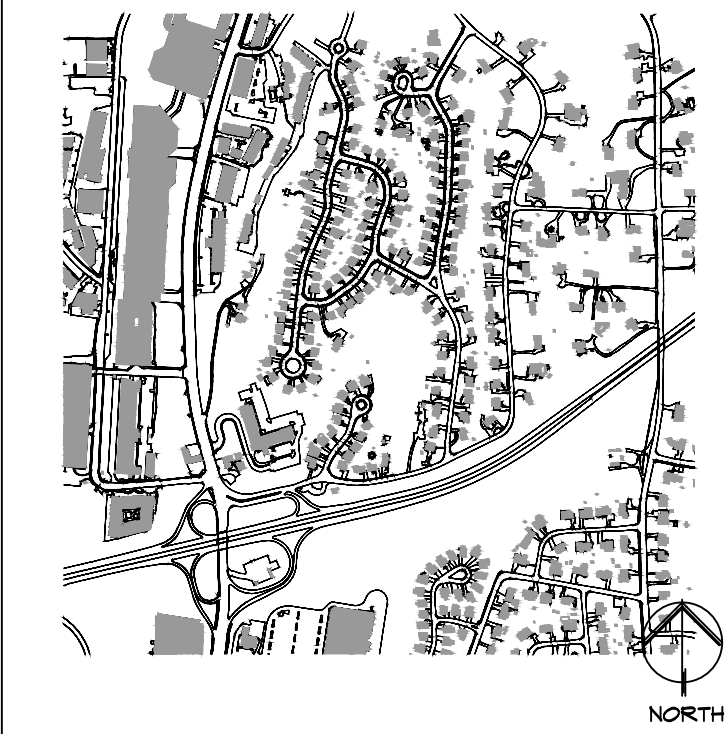
20 Lakewood Drive
Norwalk, CT 06851

Drawing Title
MATERIALS PLAN ENLARGEMENT

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-201
Date		
10/04/2024		
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Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
 Norwalk, CT 06851

Drawing Title
GRADING PLAN

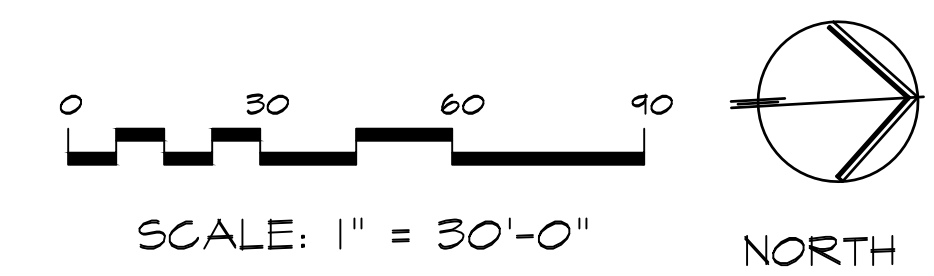
Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-300
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

GRADING NOTES

- REFER TO THE TOPOGRAPHIC SURVEY FOR EXISTING UTILITIES AND ELEVATIONS.
- PREPARE SUB-GRADE ELEVATIONS TO SUFFICIENT DEPTH TO INSURE NEW IMPROVEMENTS MEET EXISTING MATERIALS SMOOTHLY, EVENLY AND TO GRADE.
- IN ALL CASES, PAVEMENTS SHALL BE FITCHED TO AWAY FROM BUILDING AND IN A MANNER THAT PREVENTS PONDING AND PUDDLING. CONTRACTOR SHALL PERFORM A DRAINAGE TEST OF ALL PAVEMENTS TO INSURE POSITIVE DRAINAGE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEWATERING AS REQUIRED TO MAINTAIN ALL TRENCHES AND EXCAVATIONS FREE FROM WATER DURING THE CONSTRUCTION OPERATIONS.
- LOCATE NEW DRAINAGE STRUCTURES AT TRUE LOW POINT OF THEIR RESPECTIVE AREAS AS DETERMINED IN THE FIELD AND APPROVED BY THE OWNER'S REPRESENTATIVE.
- ALL NEW PAVEMENTS SHALL MEET EXISTING FLUSH.
- ALL PEDESTRIAN PATHS LONGITUDINAL PITCH IS NOT TO EXCEED 5% UNLESS OTHERWISE INDICATED AND CROSS PITCH NOT EXCEED 2% UNLESS OTHERWISE INDICATED
- IMPORTED FILL MATERIAL SHALL BE CERTIFIED IN WRITING BY A CONNECTICUT STATE LICENSED PROFESSIONAL ENGINEER AS NON-CONTAMINATED CLEAN FILL SUITABLE FOR UNRESTRICTED USE
- EARTHWORK OPERATIONS TO ENSURE PROPER COMPACTION BY UTILIZING "LIFTS" AS NEEDED. AREAS REQUIRING CONSIDERABLE FILL (36" HT.) TO BE MONITORED AND TESTED BY GEOTECH ENGINEER.

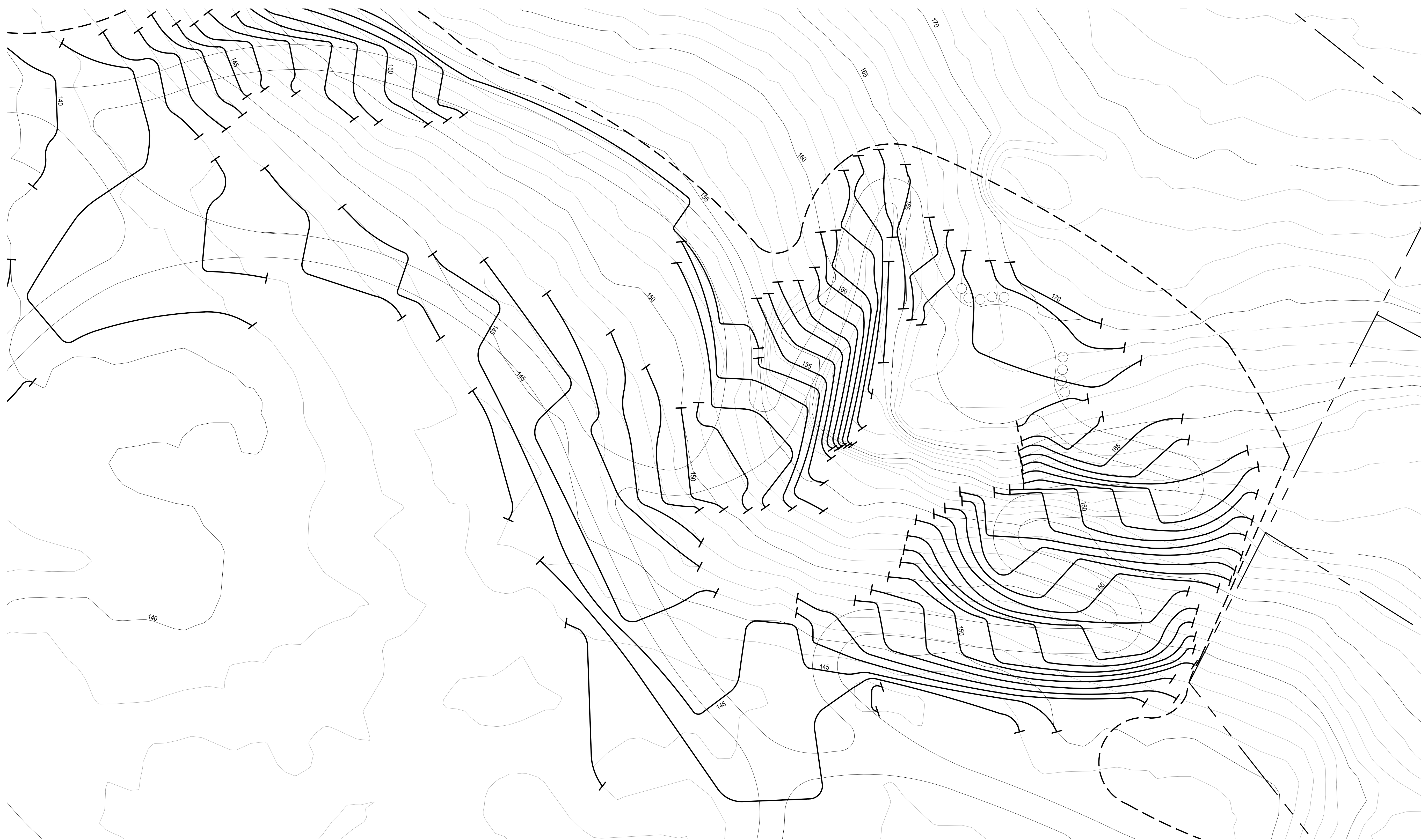
LEGEND

127	PROPOSED CONTOUR
x102.5	EXISTING SPOT ELEVATION
+102.50	PROPOSED SPOT ELEVATION
— (1' INTERVAL)	CONTOURS (1') INTERVAL
— (5' INDEX)	CONTOURS (5') INDEX
---	PROPERTY LINE
---	PROJECT LIMIT LINE



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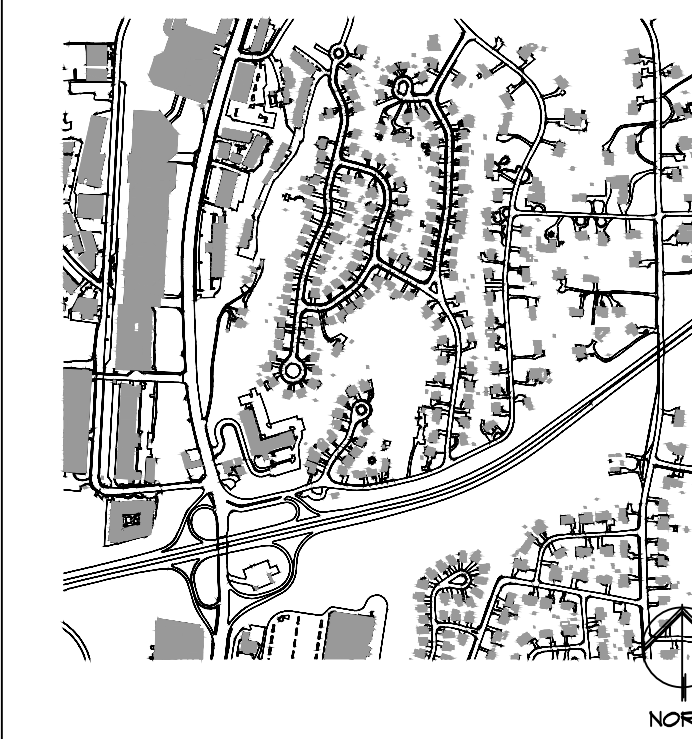
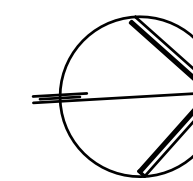
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1 GRADING PLAN ENLARGEMENT
SCALE: 1" = 10'-0"

LEGEND

127	PROPOSED CONTOUR
x102.5	EXISTING SPOT ELEVATION
+102.50	PROPOSED SPOT ELEVATION
- - 102 - -	EXISTING CONTOURS (1') INTERVAL
- - 110 - -	EXISTING CONTOURS (5') INDEX
BS / TS	BOTTOM OF STAIR / TOP OF STAIR
BW / TW	BOTTOM OF WALL / TOP OF WALL
BC / TC	BOTTOM OF CURB / TOP OF CURB
---	PROJECT LIMIT LINE
- - - - -	AREA OF DISTURBANCE



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1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
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Drawing Title

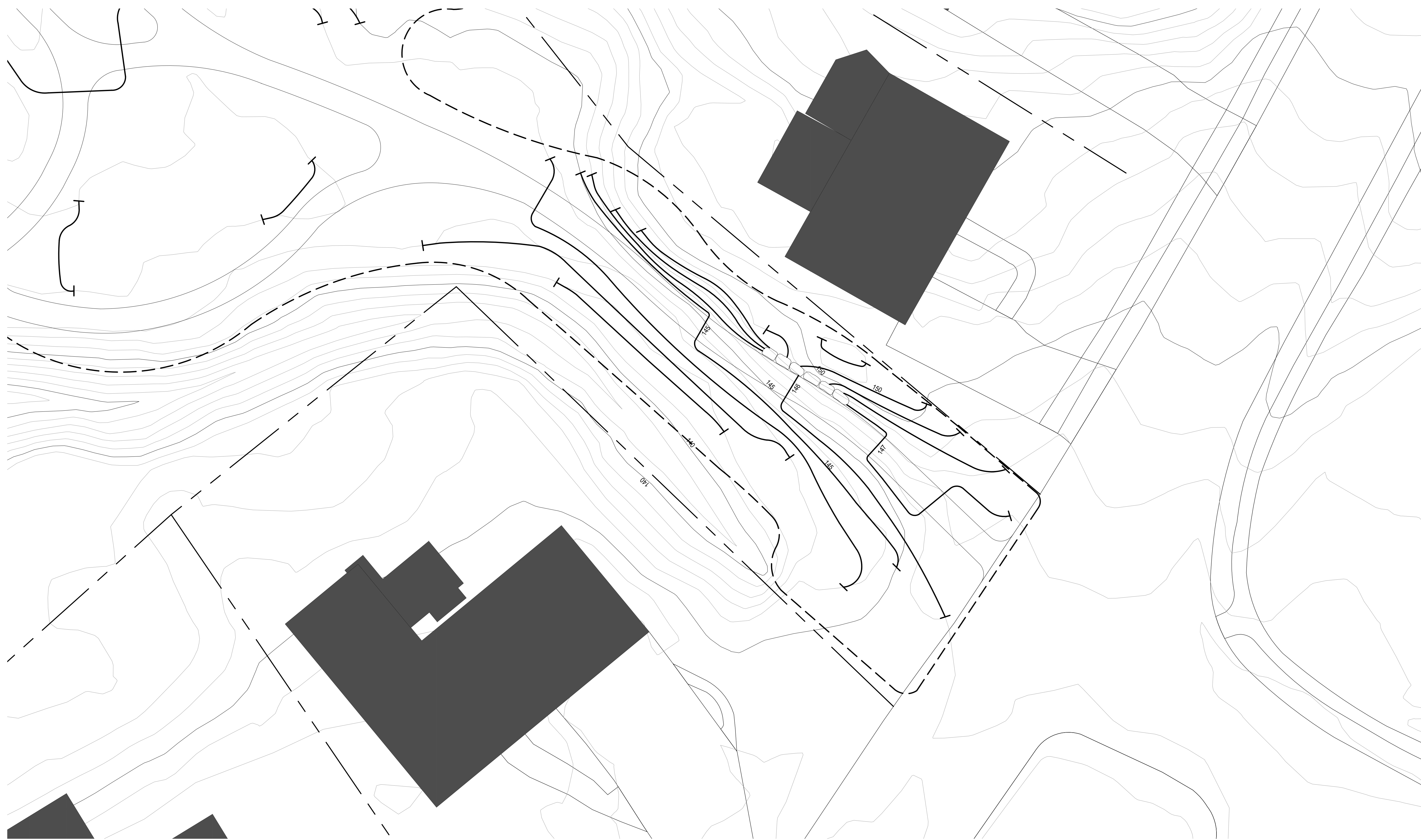
GRADING PLAN ENLARGEMENT

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-301
Date	10/04/2024	
Drawn	Checked	Approved
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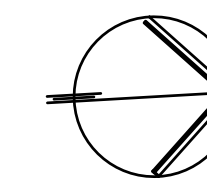
1 GRADING PLAN ENLARGEMENT
SCALE: 1" = 10'-0"

LEGEND

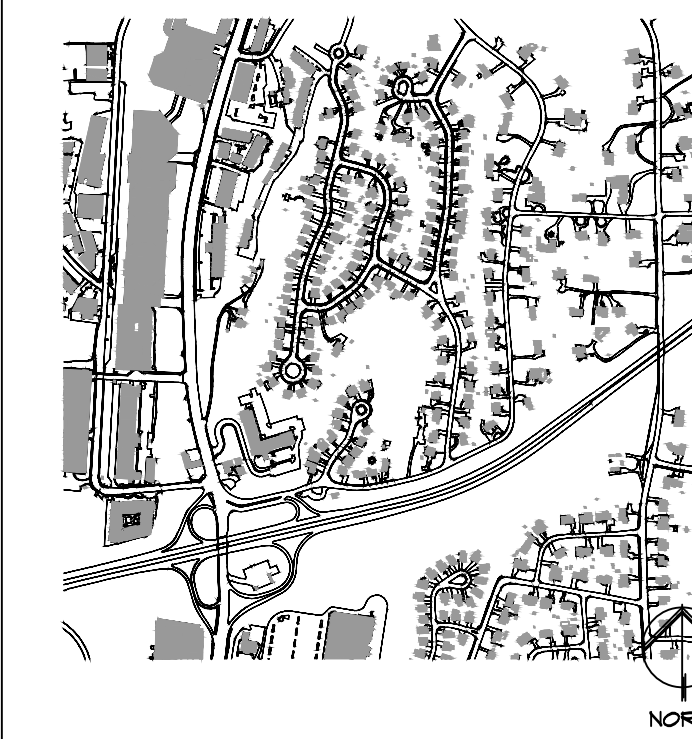
127	PROPOSED CONTOUR
x102.5	EXISTING SPOT ELEVATION
+102.50	PROPOSED SPOT ELEVATION
-+10-	EXISTING CONTOURS (1') INTERVAL
--+10--	EXISTING CONTOURS (5') INDEX
BS / TS	BOTTOM OF STAIR / TOP OF STAIR
BW / TW	BOTTOM OF WALL / TOP OF WALL
BC / TC	BOTTOM OF CURB / TOP OF CURB
---	PROJECT LIMIT LINE
-----	AREA OF DISTURBANCE



SCALE: 1" = 10'-0"



NORTH



Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title

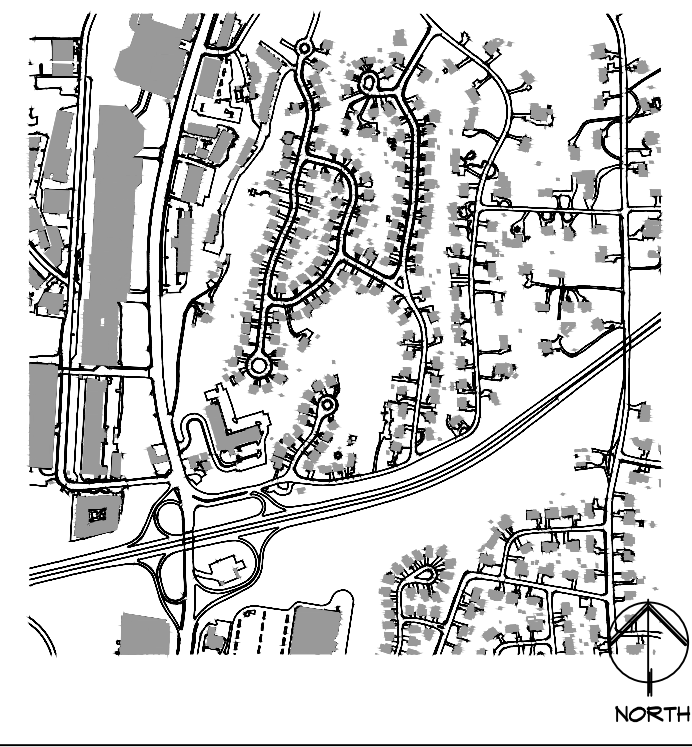
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Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-302
Date	10/04/2024	
Drawn	Checked	Approved
CT	CT	CT

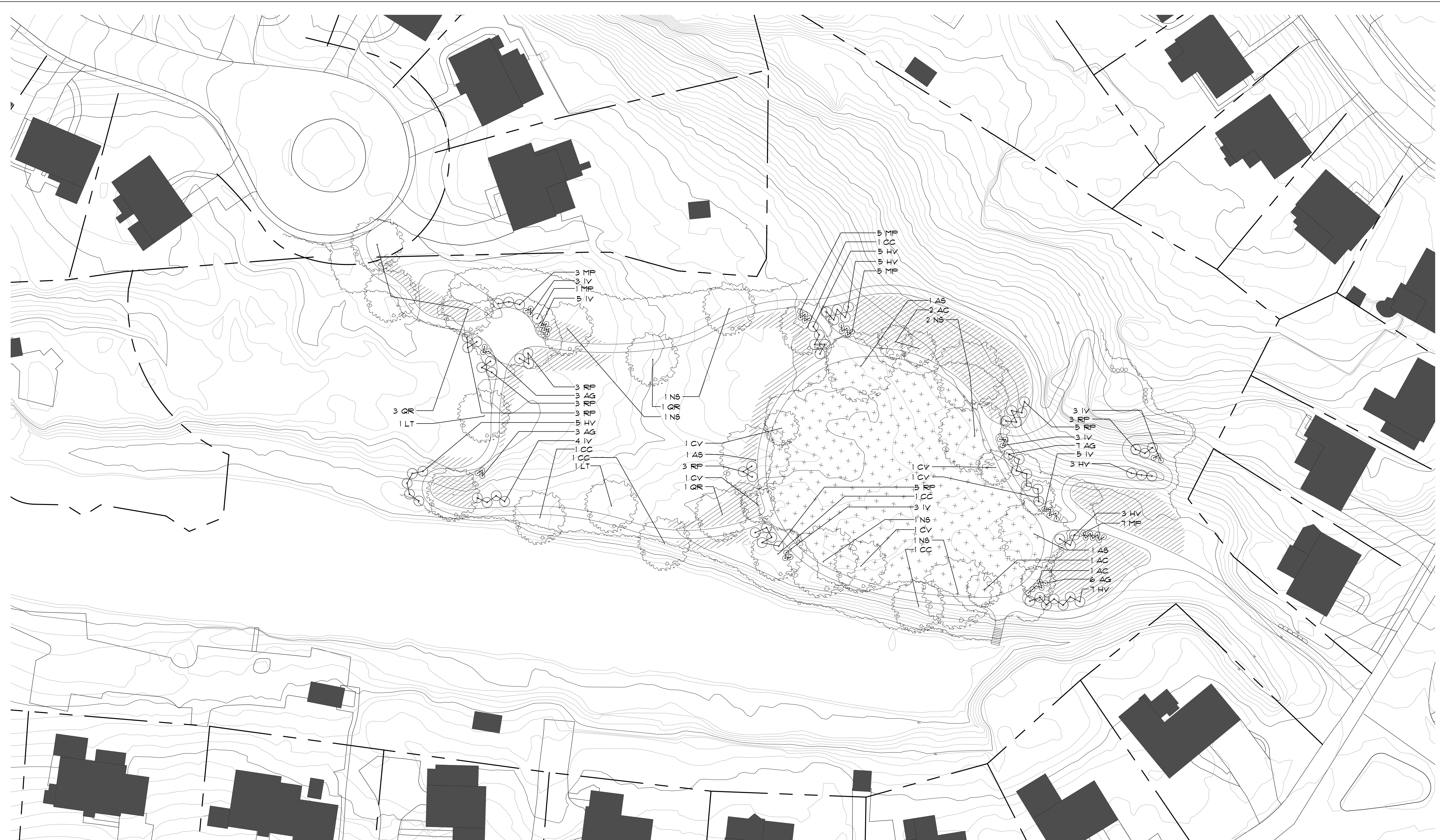
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PLANTING NOTES

- ALL PLANT MATERIAL SHALL CONFORM TO THE REQUIREMENTS AS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMAN, LATEST EDITION.
- ALL PLANT MATERIAL SHALL BE VIGOROUS AND FREE OF INJURY, INSECTS OR DEFECTS. PLANT MATERIAL SHALL BE STOCK FROM A RECOGNIZED NURSERY WITHIN THE NORTHEAST AND MID-ATLANTIC REGIONS.
- ALL PLANTS TO BE SELECTED AND TAGGED IN THE FIELD BY THE LANDSCAPE ARCHITECT.
- CONTRACTOR SHALL VERIFY QUANTITIES AS SHOWN ON THE CONTRACT DRAWINGS. IF A DISCREPANCY EXISTS BETWEEN THE PLANT COUNT AS SHOWN ON THE PLANT LIST AND THE PLANTING PLAN(S), THE PLAN(S) SHALL TAKE PRECEDENCE.
- THE LANDSCAPE ARCHITECT MAY REJECT ANY MATERIAL WHICH DOES NOT REPRESENT SPECIES AS OUTLINED IN THE PLANT LIST.
- NO SUBSTITUTION WILL BE MADE UNLESS AUTHORIZED BY THE LANDSCAPE ARCHITECT.
- ALL PLANTING BEDS SHALL BE PREPPED PRIOR TO PLANTING BY TILLING TOP 18" OF EXISTING SOIL AND INCORPORATING FRESH TOPSOIL/COMPOST MIX AT 1 CUBIC YARD PER 100 SQUARE FEET.
- ALL TREES SHALL BE PLANTED SO THAT THE ROOT FLARE IS 1" - 2" ABOVE FINISHED GRADE. CONTRACTOR SHALL VERIFY ROOT FLARE PRIOR TO PLANTING. REMOVE EXCESS SOIL OVER BALL AS REQUIRED TO EXPOSE THE ROOT FLARE ONLY AS DIRECTED BY THE LANDSCAPE ARCHITECT.
- ALL TREE PITS AND ENTIRE SHRUB/PERENNIAL BEDS TO RECEIVE 2" LAYER OF DOUBLE SHREDDED HARDWOOD BARK MULCH. MULCH SHALL NOT COME IN DIRECT CONTACT WITH TREE TRUNKS.

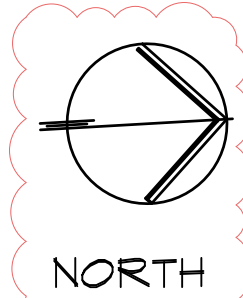
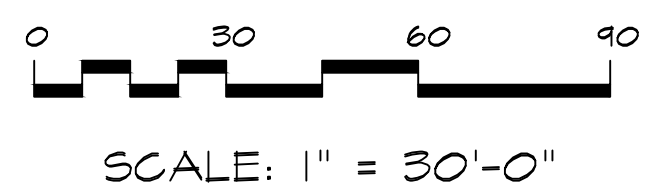
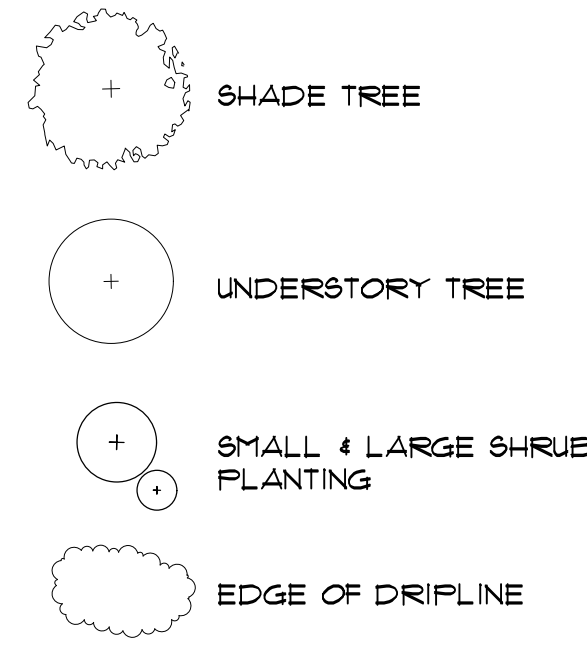
- PLANTED AREAS SHALL BE WATERED BY THE CONTRACTOR WHEN RAINFALL IS LESS THAN 1" PER WEEK AND PERIODS OF EXCESSIVE HEAT. SHRUBS SHALL RECEIVE 3-5 GALLONS PER PLANT AND TREES 1-10 GALLONS PER INCH OF CALIPER PER WEEK OR AS DIRECTED BY THE LANDSCAPE ARCHITECT.
- TREES SHALL BE GUYED OR STAKED AS INDICATED ON THE DRAWING. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL GUYING/STAKING FOR A PERIOD OF A YEAR. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL GUYING/STAKING AFTER THIS PERIOD UPON DIRECTION OF THE OWNER'S REPRESENTATIVE.

NOTE: PLANT SPECIES, SIZE, AND LOCATIONS SHOWN ON PLAN MAY BE REVISED BASED ON AVAILABILITY, SOURCING, SEASON OF PLANTING, AND SITE CONDITIONS. SUBSTITUTED SPECIES, LOCATIONS, AND/OR SIZE TO BE NATIVE SPECIES AND CONSISTENT W/ OVERALL DESIGN.

PLANT LIST

QTY.	KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
TREES					
3	AS	ACER SACCHARUM	SUGAR MAPLE	12'-14' HT.	FULL, MULTI-STEM, MIN. 3 EQ. SIZE TRUNKS
4	AC	AMELANCIER CANADENSIS	SHADBLow SERVICEBERRY	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
6	CC	CERCIS CANADENSIS 'FOREST PANSY'	EASTERN REDBUD 'FOREST PANSY'	10'-12' HT.	FULL, SYMM., MULTISTEM
5	CV	CRATAEGUS VIRIDIS	GREEN HAWTHORN	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
2	LT	LIRIODENDRON TULIPIFERA	TULIP TREE	4" CAL.	FULL, SYMM., HEAD WITH SINGLE LEADER
5	NS	NYSSA SYLVATICA	BLACKGUM	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
5	QR	QUERCUS RUBRA	RED OAK	12'-14' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
SHRUBS					
19	AG	ABELIA GRANDIFLORA	GLOSSY ABELIA	4'-5' HT.	FULL, HEALTHY SHRUB
28	HV	HAMAMELIS VIRGINIANA	AMERICAN WITCHHAZEL	4'-5' HT.	FULL, HEALTHY SHRUB
26	IV	ILEX VERTICILLATA	WINTERBERRY (WINTER RED & S. GENTLEMAN)	4'-5' HT.	FULL, HEALTHY SHRUB
21	MP	MYRICA PENNSYLVANICA	NORTHERN BAYBERRY	4'-5' HT.	FULL, HEALTHY SHRUB
26	RP	RHODODENDRON PJM	PJM RHODODENDRON	4'-5' HT.	FULL, HEALTHY SHRUB
GROUNDCOVERS					
6,810		SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	1 GAL., 16" O.C.	FULL, HEALTHY SHRUB
19,990		CAREX PENNSYLVANICA	PENNSYLVANIA SEDGE	1 GAL., 12" O.C.	FULL, HEALTHY SHRUB

LEGEND



NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

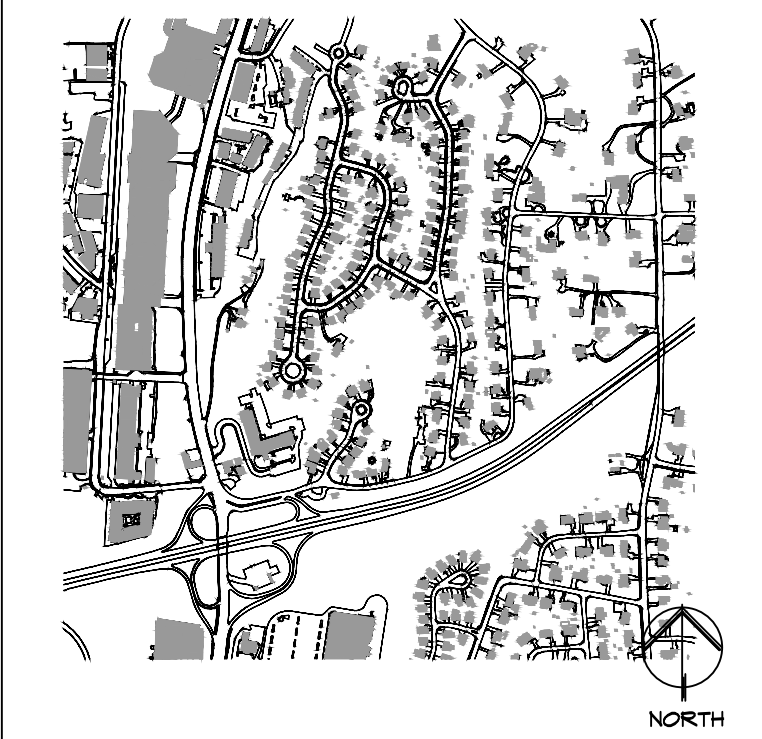
PLANTING PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-400
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

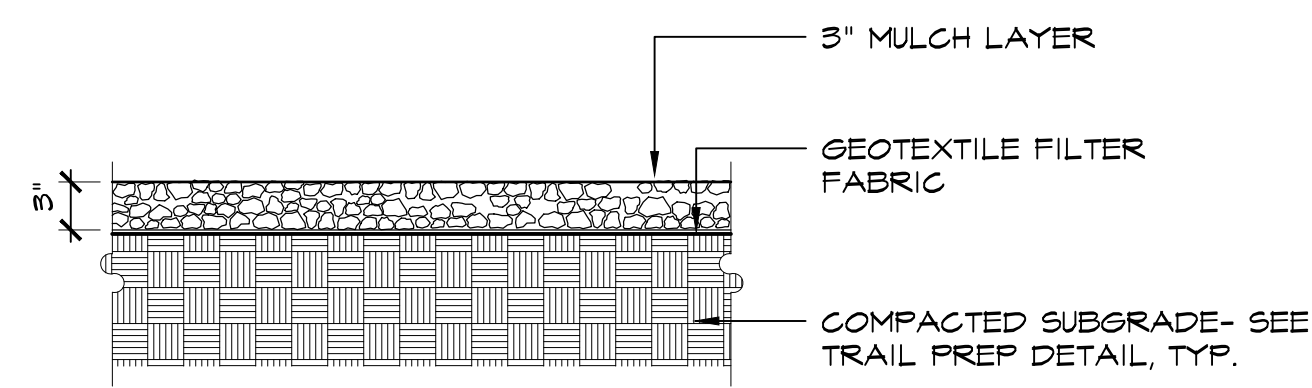
Alloy
DESIGN STUDIO LLC

79 E. Putnam Ave.
Suite 17
Greenwich, CT 06830

p. 203-661-2723
info@alloydsn.com
www.alloydsn.com

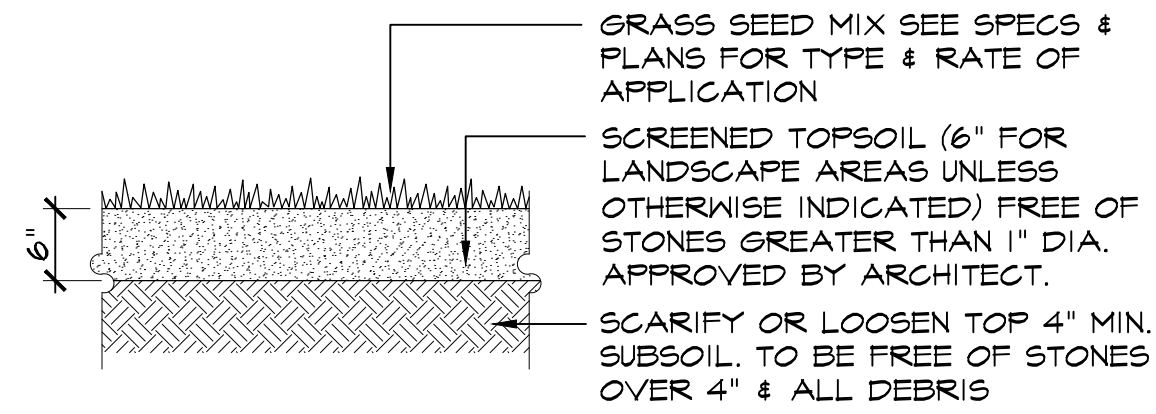


Key Plan Not to Scale



1 MULCH PATH

SCALE: 1" = 1'-0"

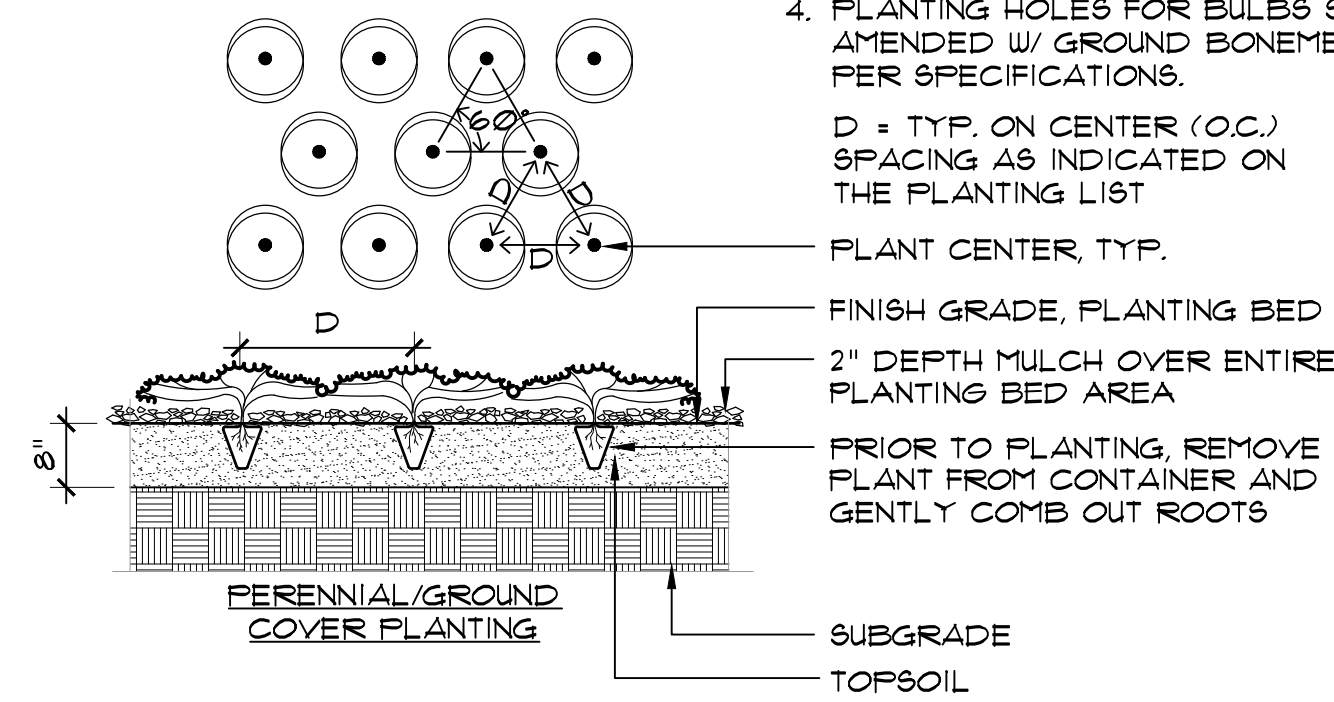


2 SEED PLANTING

SCALE: 3/4" = 1'-0"

- NOTES:
1. REMOVE ALL WIRE, PLASTIC, TAGS OR OTHER SYNTHETIC MATERIAL FROM PLANTS PRIOR TO PLANTING.
 2. CONTINUOUS BEDS SHALL BE PREPARED W/ TOPSOIL MIX PRIOR TO GROUND COVER/PERENNIAL PLANTING.
 3. BULBS SHALL BE LOCATED IN THE FIELD BY THE LANDSCAPE ARCHITECT.
 4. PLANTING HOLES FOR BULBS SHALL BE AMENDED W/ GROUND BONEMEAL, AS PER SPECIFICATIONS.

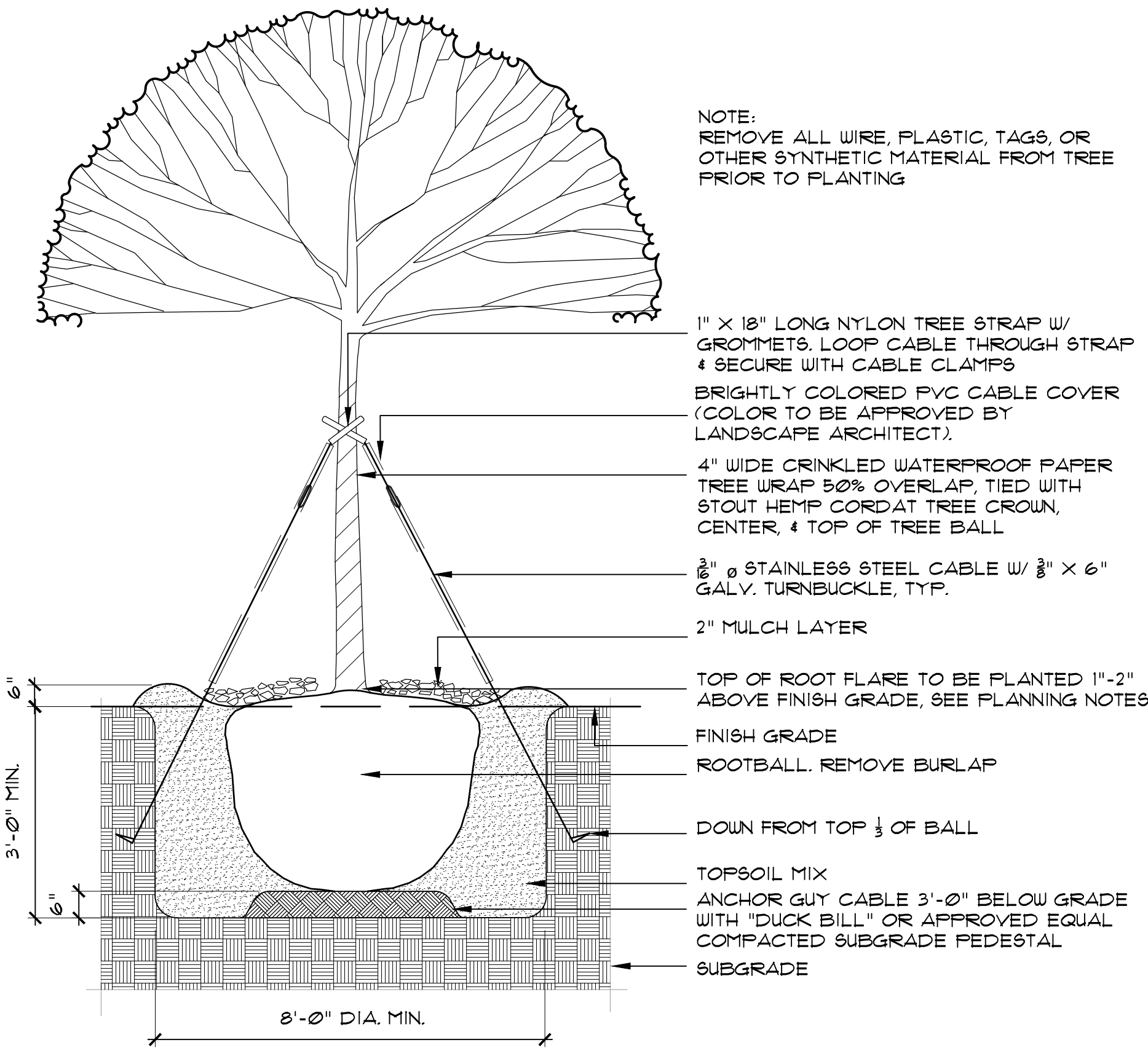
D = TYP. ON CENTER (O.C.) SPACING AS INDICATED ON THE PLANTING LIST



3 GROUND COVER/ AREA PLANTING

SCALE: 1/2" = 1'-0"

4 NOT USED

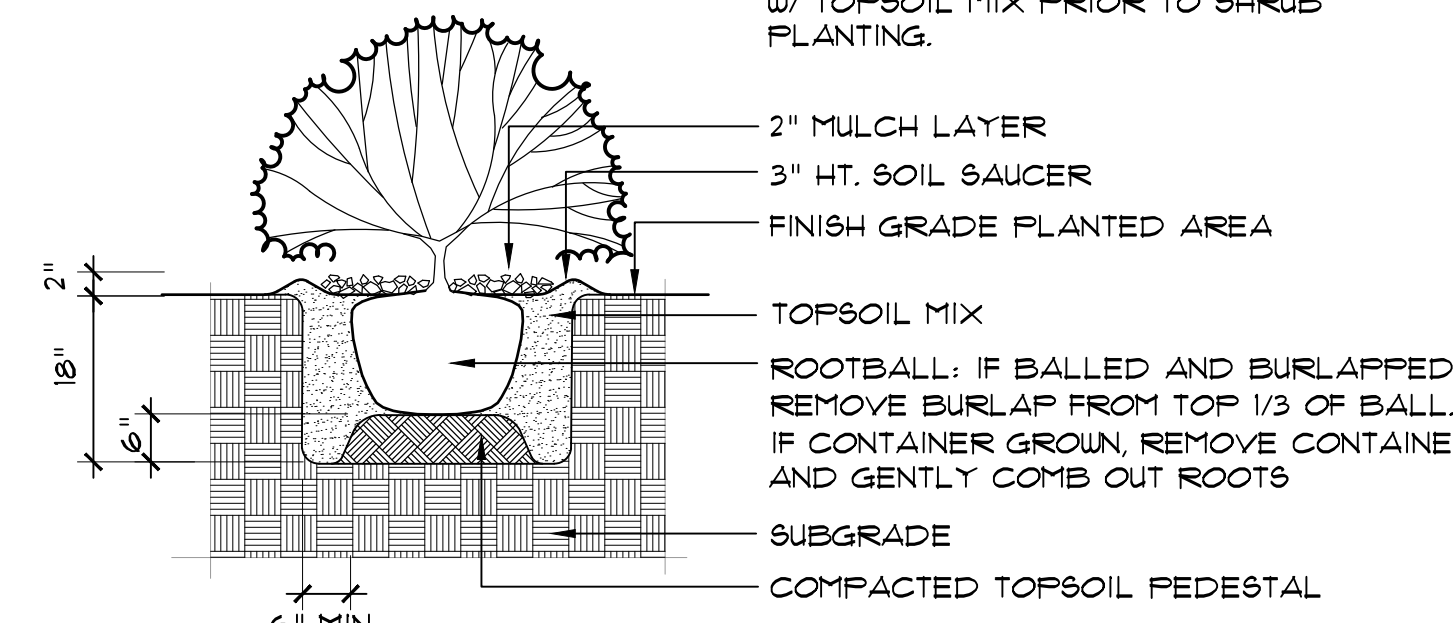


NOTE: REMOVE ALL WIRE, PLASTIC, TAGS, OR OTHER SYNTHETIC MATERIAL FROM TREE PRIOR TO PLANTING

6 TREE PLANTING

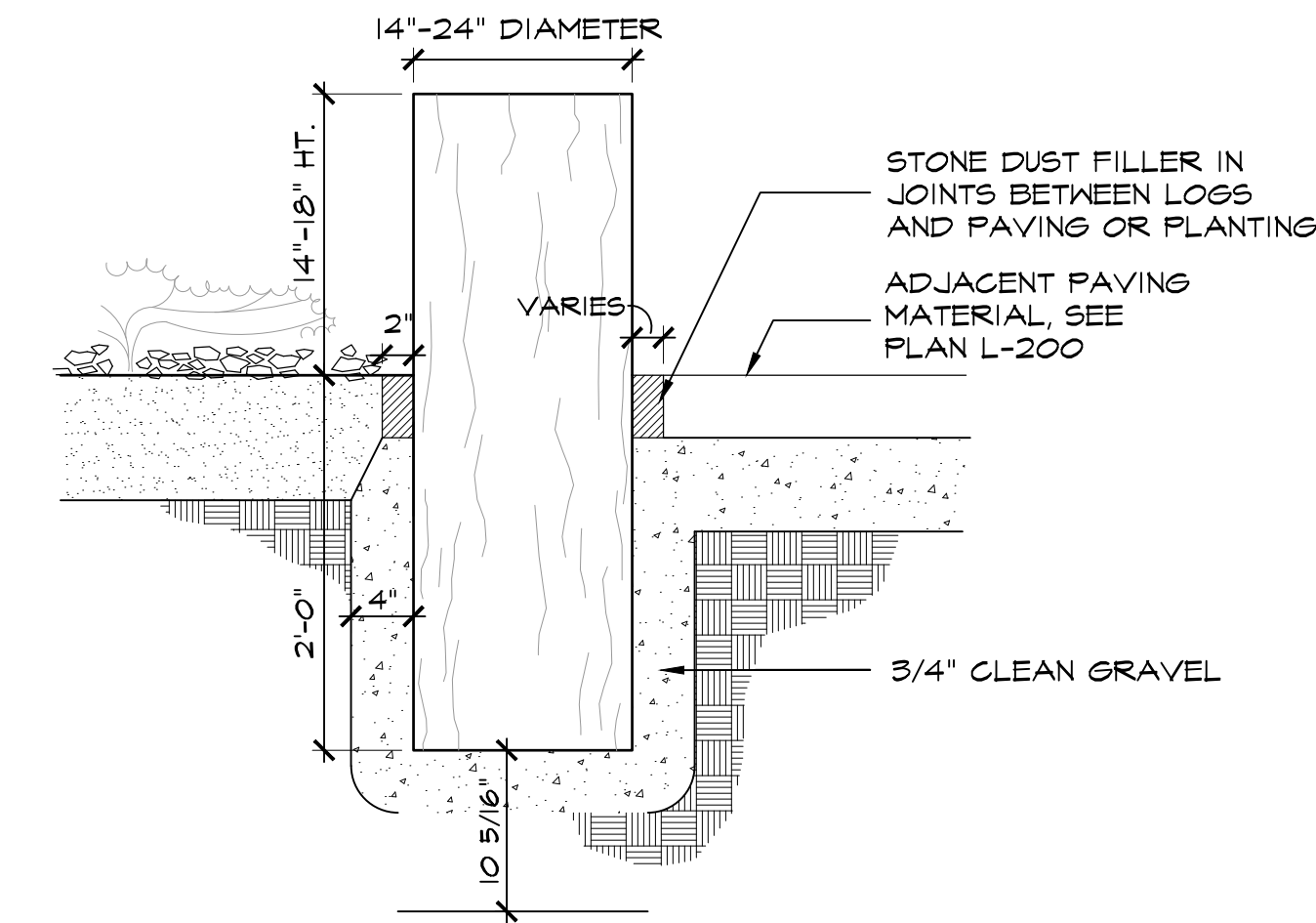
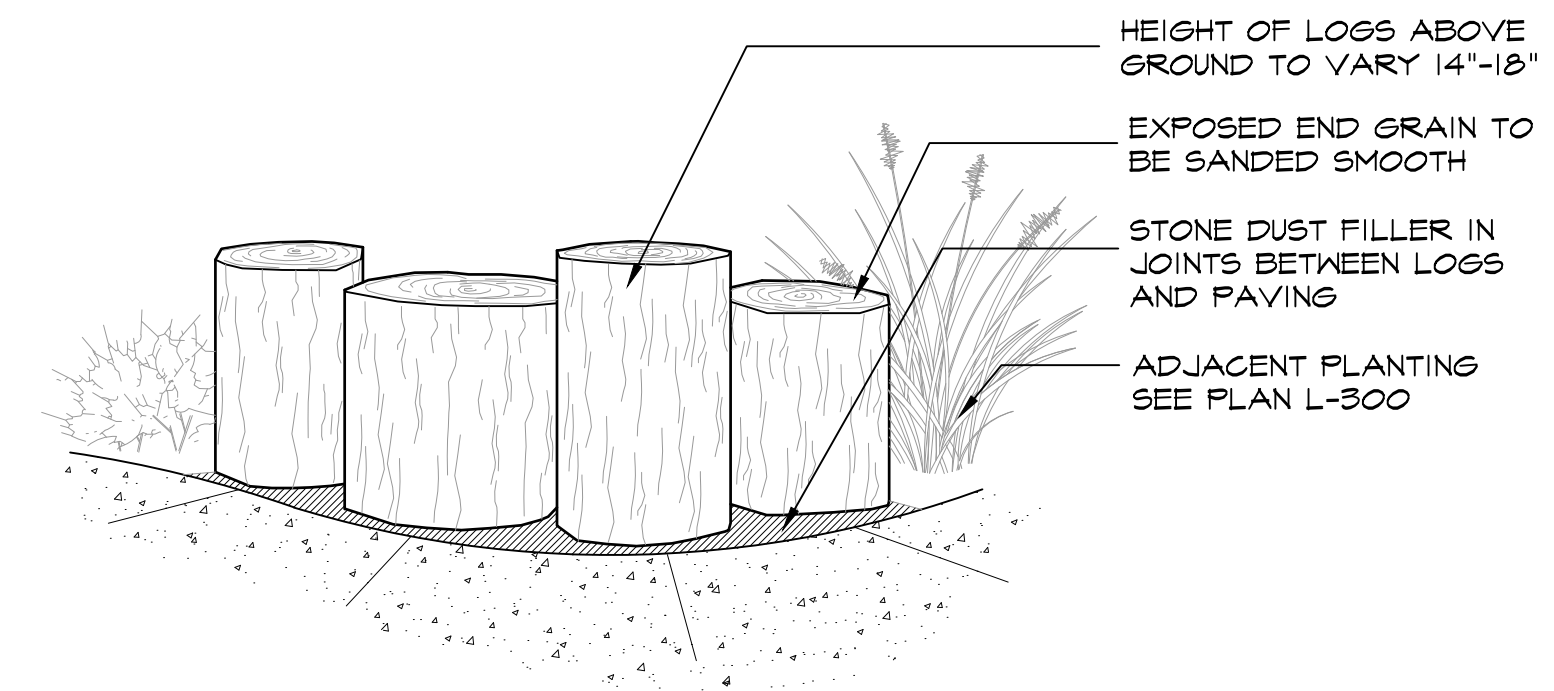
SCALE: 3/8" = 1'-0"

- NOTES:
1. REMOVE ALL WIRE, PLASTIC, TAGS OR OTHER SYNTHETIC MATERIAL FROM SHRUB PRIOR TO PLANTING.
 2. CONTINUOUS BEDS SHALL BE PREPARED W/ TOPSOIL MIX PRIOR TO SHRUB PLANTING.



7 SHRUB PLANTING

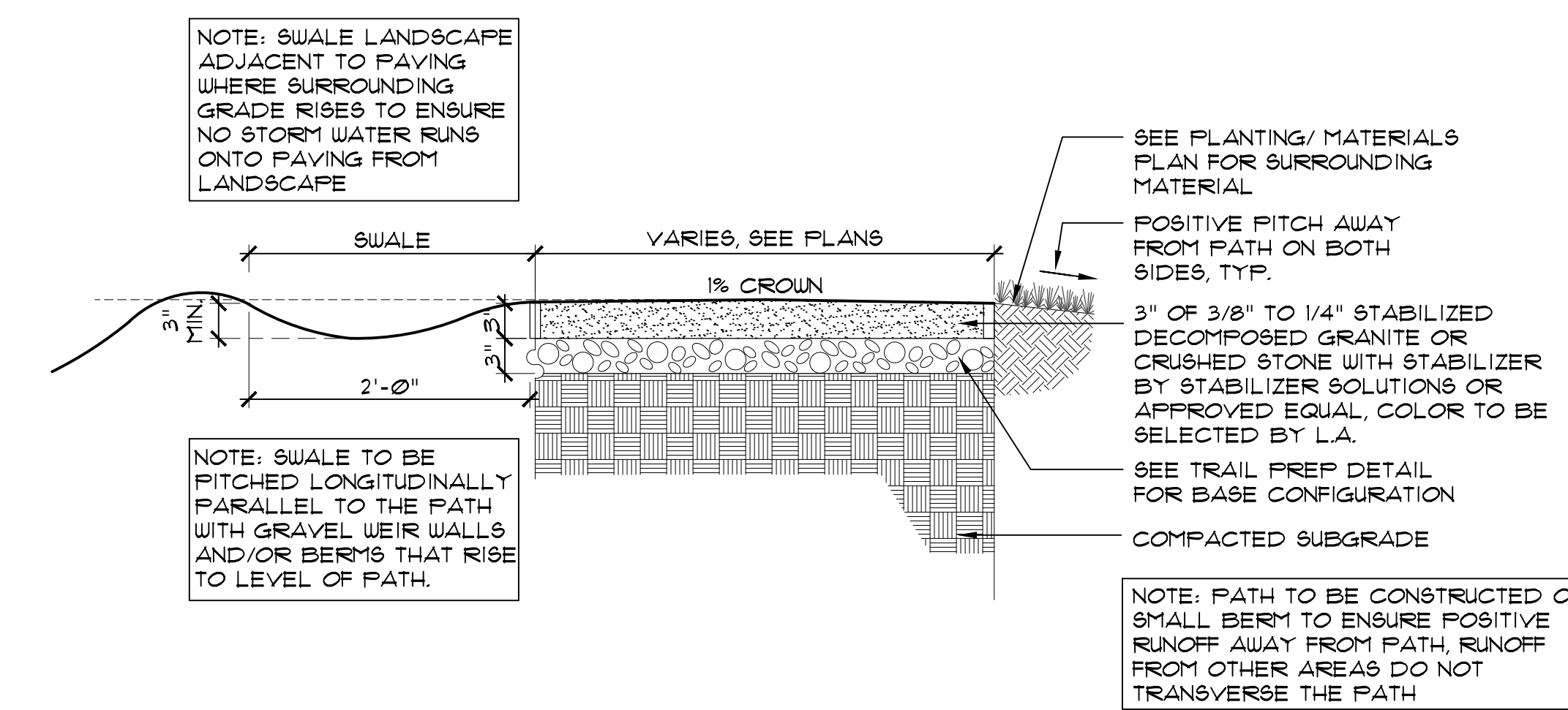
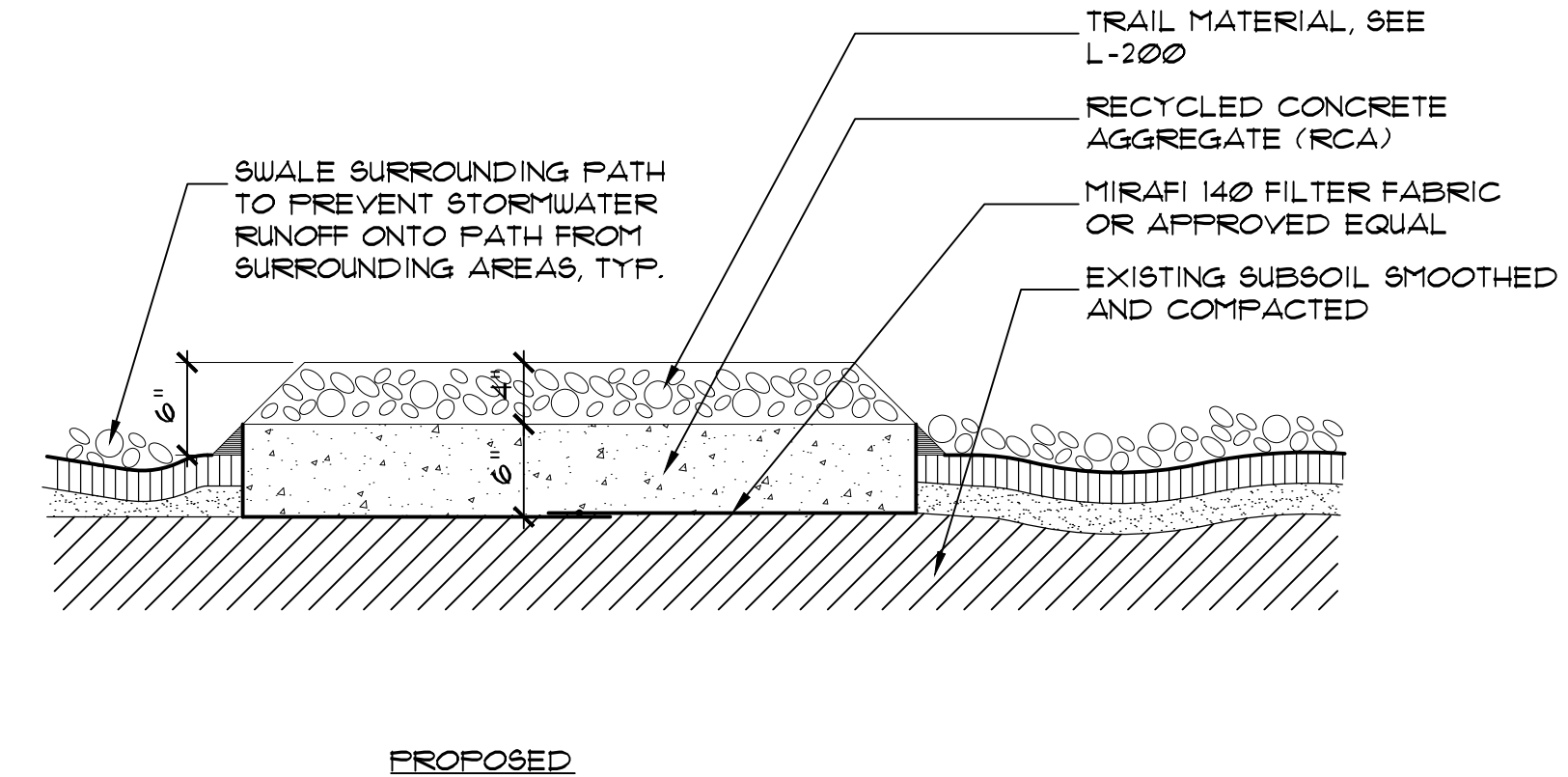
SCALE: 1/2" = 1'-0"



- NOTES:
1. ALL LOGS TO BE HARVESTED FROM TREES BEING REMOVED ON SITE.
 2. ALL SURFACES TO BE SEALED WITH TWO (2) COATS (THREE (3) COATS ON END GRAIN) OF WOOD RX ULTRA
 3. TRANSPARENT SEALER (OR EQUAL) AS PER MANUFACTURERS DIRECTIONS
 4. LOGS TO BE 14"-20" DIAMETER, VARIED THROUGHOUT LANDSCAPE ARCHITECT TO APPROVE LOGS ON SITE.
 5. SELECTED LOGS TO BE FREE OF SPLITTING AND BRANCHING WITH UNDAMAGED BARK

8 STUMP SEATING

SCALE: 1" = 1'-0"



NOTE: SWALE LANDSCAPE ADJACENT TO PAVING WHERE SURROUNDING GRADE RISES TO ENSURE NO STORM WATER RUNS ONTO PAVING FROM LANDSCAPE

NOTE: SWALE TO BE FITCHED LONGITUDINALLY PARALLEL TO THE PATH WITH GRAVEL WEIR WALLS AND/OR BERRIS THAT RISE TO LEVEL OF PATH.

SEE PLANTING/ MATERIALS PLAN FOR SURROUNDING MATERIAL

POSITIVE PITCH AWAY FROM PATH ON BOTH SIDES, TYP.

3" OF 3/8" TO 1/4" STABILIZED DECOMPOSED GRANITE OR CRUSHED STONE WITH STABILIZER BY STABILIZER SOLUTIONS OR APPROVED EQUAL, COLOR TO BE SELECTED BY L.A.

SEE TRAIL PREP DETAIL FOR BASE CONFIGURATION

COMPACTED SUBGRADE

NOTE: PATH TO BE CONSTRUCTED ON SMALL BERM TO ENSURE POSITIVE RUNOFF AWAY FROM PATH, RUNOFF FROM OTHER AREAS DO NOT TRANSVERSE THE PATH

9 PEDESTRIAN PATH/ TRAIL CONFIGURATION

SCALE: 1" = 1'-0"

NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

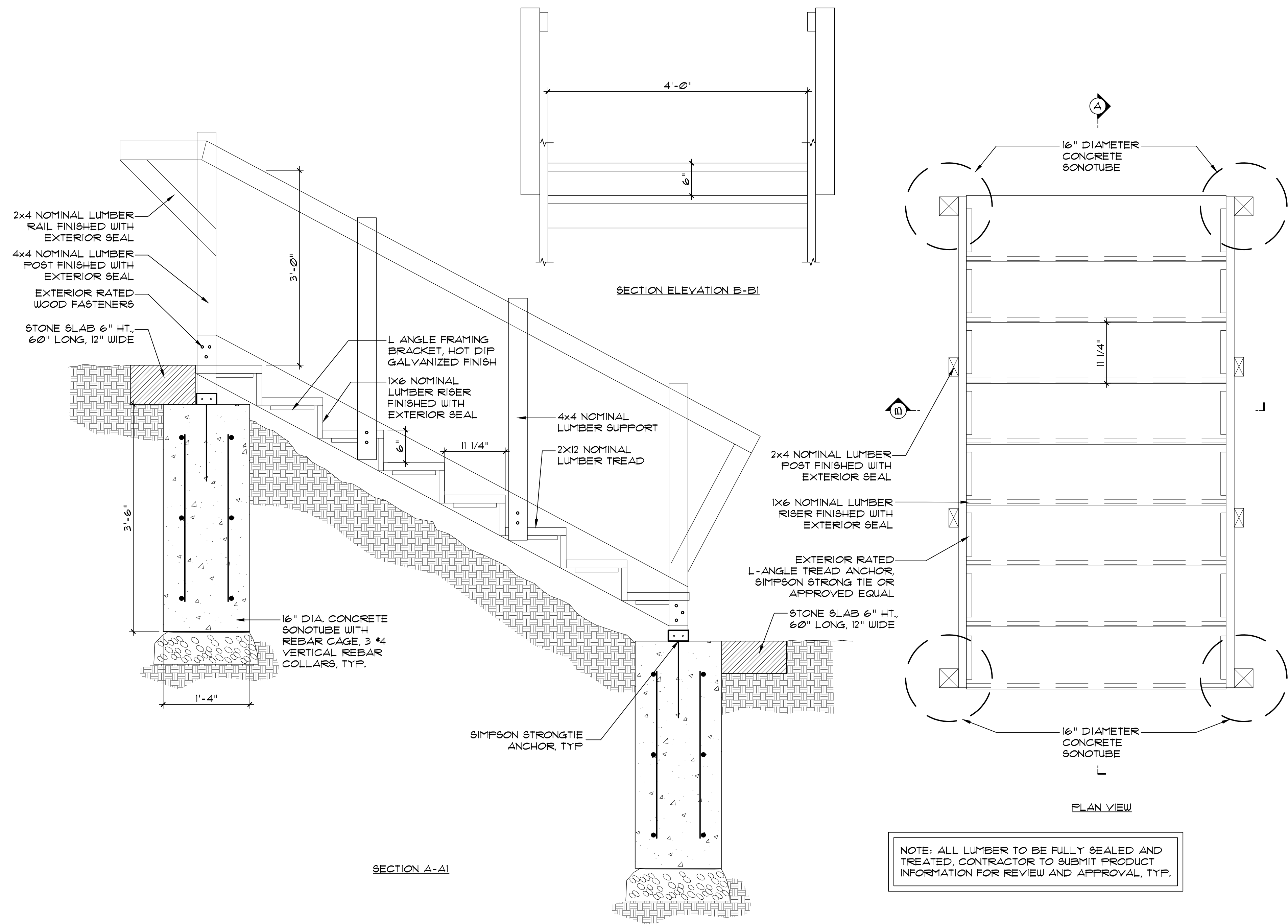
Drawing Title

SITE DETAILS

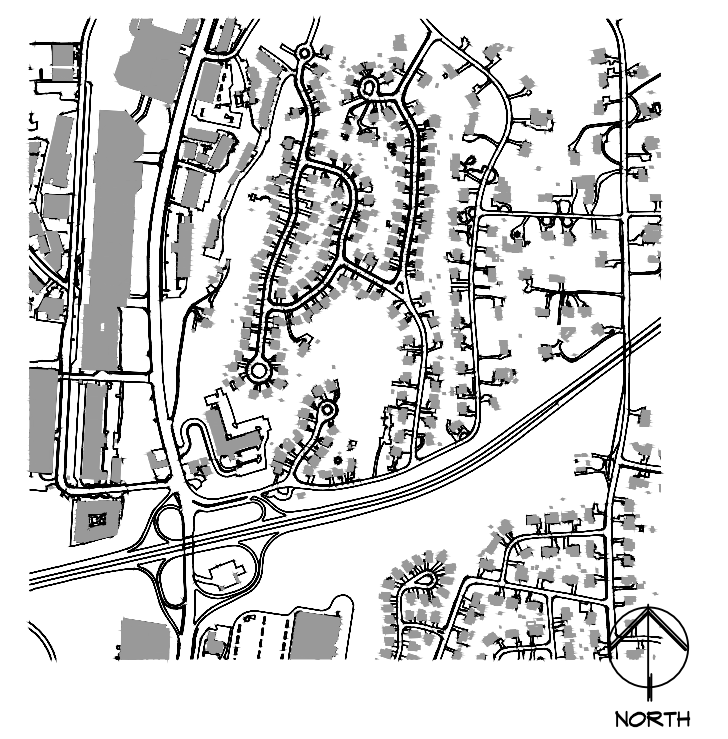
Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-500
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

Alloy
DESIGN STUDIO LLC

79 E. Putnam Ave
Suite 17
Greenwich, CT, p. 203-661-2723 info@alloydsn.com



1 WOOD STAIR WITH RAILING
SCALE: 1/2" = 1'-0"



Key Plan Not to Scale

No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title
SITE DETAILS

Scale AS SHOWN	Job No. N/A	Drawing No. L-501
Date 10/04/2024	Drawn CT	Checked CT
	Approved CT	

Alloy
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www.alloydsn.com
info@alloydsn.com

NORWALK PURCHASING DEPARTMENT

11/06/2025

RESPONSE SUMMARY - PROJECT #4463R

Norwalk Urban Trail Projects East Rocks Road and Lakewood Drive Re Bid

Thank you for your response to our solicitation request. The following pages are a summary of the responses received.

BID SECURITY	VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMSSION	BID AMOUNT
YES	AJ's Landscaping Service LLC	YES	YES	\$732,510.00
YES	B&W Paving & Landscaping LLC	YES	YES	\$799,360.00
YES	Greenway property services	YES	YES	\$724,828.50
YES	Meticulous Landscaping & Design, Inc	YES	YES	\$771,750.00

*Non-conforming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



11/06/2025

RESPONSE SUMMARY - PROJECT #4463R

Norwalk Urban Trail Projects East Rocks Road and Lakewood Drive Re Bid

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
<input checked="" type="checkbox"/> B&W Paving & Landscaping LLC	Nov 04, 2025 10:14 AM EST	Betty Mucha	betty@bandwpaving.com	NZlWODcz
<input checked="" type="checkbox"/> Meticulous Landscaping & Design, Inc.	Nov 04, 2025 12:58 PM EST	Joseph Tamburro	metic7@optimum.net	NZlXMDQ5
<input checked="" type="checkbox"/> AJ's Landscaping Service LLC	Nov 04, 2025 10:09 AM EST	Anthony J Cossuto	ajlandscapesvc@gmail.com	NZlWODcx
<input checked="" type="checkbox"/> greenway property services	Nov 04, 2025 12:27 PM EST	Rocco Lagana	rocky.lagana@greenwayps.com	NZlXMDEx



Recreation & Sports Activities Account

City of Norwalk

Department of Recreation and Parks

October 30, 2025

ESTABLISHING THE RECREATION & SPORTS ACTIVITIES ACCOUNT

EXECUTIVE SUMMARY

The Department of Recreation and Parks is requesting the finance director for the City of Norwalk approve a proposal to establish an Account for depositing and sourcing special recreation revenue generating programs and activities.

Purpose

The purpose of this proposal is to convert the current 4000 “Play and Learn” account; the Sports and Aquatics program Revenue accounts into the new Recreation & Sports Activities Account. The Play and Learn Account has existed since 2010 and has functioned as a revolving account. It has never run a deficit and has demonstrated an average annual growth rate of 14% over the past three years. The other two program revenue accounts; The Sports and Aquatics have also never been in a deficit in terms of costs to revenue. The new fund will result in greater accountability; continued flexibility, taking advantage of developing and financing trending sports and new recreation activities and programs; therefore, generating increased revenues for the revenue account and general fund.

40000 Account History

The 4000 “Play and Learn” account is not a general fund account, nor is it in the annual operating budget. This account has historically been the depository for revenues generated by summer and seasonal youth camps. Camp revenues are then used to fund camp program staff, program activities, and other expenses to operate and manage the program. Over the years, the fund has expanded. It is now generating additional dollars through special events, child, adult and family programs and life enrichment programs. It is a flexible, non-lapsing account which shows revenues and expenditures (debits and credits) in its general ledger. Although within the Recreation and Parks division exists the staff budget for ongoing and planned General fund program expenses, Recreation and Parks has had the flexibility to use this account to spend for unanticipated expenses as well as funding new pilot recreation programs that are trending. However, the City’s procurement guidelines are followed. But, because of the ongoing need to make unanticipated expenditures out of this account, there has not been the City-wide oversight that is needed in terms of the city’s fiscal management responsibilities. It does not have direct fiscal oversight from the Finance Department or the Board of Estimation and Taxation (BET).

The Sports Revenue Account

The Sports revenue account is a general fund revenue account. Revenues generated by adult and youth sports are deposited in this account. Also, its funds are generated from various seasonal sports clinics, youth and adult tennis and pickleball clinics. Sports revenues more than cover its program expenses. The Sports unit is led by the Department’s Recreation Sports Supervisor and staffed by a Part-time Recreation Specialist, and a part-time Ballfield Scheduler. The bulk of account expenses cover intermittent and seasonal sports staff, supplies, uniforms and equipment for the sports programs. Over the years, the fund has expanded. Between FY23 to FY25 revenues have increased an average of 34% per year. It is projected to level off to around 5% increase in FY 26. It is our goal and vision to raise the level of adult and youth Sports in Norwalk to a level once enjoyed in past years. The continued expansion of this Fund and the flexibility we are requesting will allow this department to reach its goals.

The Aquatics Revenue Account

The Aquatics revenue account is also a general fund revenue account in which revenues are deposited from adult, family, and youth swim programs. Additionally, its funds are also generated from various seasonal swimming events, and swimming meets. Also, revenues are generated for “Learn to Swim” grants and swimming clinics. Revenues more than cover expenses in this program account. The bulk of expenses cover intermittent and seasonal aquatics staff, supplies, uniforms and pool equipment. Lifeguards and full-time Aquatic staff are paid for out of the general fund and these positions will continue to be funded out of the general fund. Between FY22 and FY24 swimming revenue declined because of the lack of access to

the High School swimming pool. (the only pool in Norwalk is available for this program). The School increased its demand for the use of the pool for its swim teams. And, because of an inability to have access to the pool our program and sessions were nearly cut in half. However, Fy 25 and FY 26 are expected to rebound and continue to grow. And, with the new Norwalk High swimming pool opening in 2027, we will have more access to the pool in weekdays and evenings ,with increase access for swim instruction. Swimming program activities are expected to grow beyond 2022 heights.

PROPOSED RECREATION AND SPORTS ACTIVITIES ACCOUNT

The new proposed Recreation and Sports Activities Account will come under the requirements of a municipal revenue fund and will have to meet all the requirements of a city revenue fund. The fund must be used to account for revenues that are restricted to specific purposes, like a particular project or program—in this case, the recreation program. This fund will ensure accountability and transparency and demonstrate how tax dollars are being used for their intended use. There will be increased fiscal oversight from the Finance Department and possibly BET. Recreation program revenue sources will remain separate from the general fund revenues for the particular purpose of dedicating these funds to sustain our existing sports and swimming programs; youth camps; youth and family; adult recreation programs; and the development of new recreation programs.

Funding Sources (Play and Learn Account)

This account receives funding from multiple fee-based recreational programs and activities, as well as grants and sponsorships.

4000 Account-Play and Learn Revenue Sources:

- Youth-Fee Based Programs
- Fee Based Adult and Family Programs:
- Cash sponsorships
- Recreation grants

Financial Growth History (see Appendix I)

The account has shown consistent growth over recent years:

Available Annual Funds:

- FY22: \$692,811
- FY23: \$906,321
- FY24: \$1,116,041
- FY25: \$1,109,243
- FY26 Projection: \$1,246,825

Year-End Fund Balances:

- FY22: \$425,006
- FY23: \$509,424
- FY24: \$589,424
- FY25 Projected: \$622,462

Historical Spending Patterns (Fund Balance Reality)

The balance at the end of the fiscal year is not a realistic picture of the availability of funds for the 4000 account at that juncture because the Summer Youth Camp is just ramping up in June, and the majority of the expenses for staffing, instructional activities, and field trips are not fully expended. The youth camps end in August. Additional startup costs for fall and winter child and family programs are sourced by this fund, and the following calendar year (1/26 to 6/26) youth camp expenses start-up come out of the fund balance. So, approximately 85% of the balance will be spent in the remainder of the FY. However, because summer camp registration begins in March, from March through June it is estimated that

\$624,363 will be collected in fees. By FY end in 2026, the fund balance should end at an estimated \$643,466. (See Appendix I , Table #1 and #2.)

However, during the New FY year the Program regenerates revenue to meet its Revenue Projections

FY26 Outlook:

- Planned adjustments to summer camp hours and classes
- Adding additional seasonal camps throughout the year
- Opening of the new Recreation Center Summer Camps
- New implementation program
- Projected total available fund: **\$1,246,825**(See Appendix I , Table #1 and #2.)

Future Projections (2026-2028)

FY26 Changes:

Additional requested expenses will reduce the projected Revenues in excess of program budget to 3–5%

Estimated available projected Fund Balance: **\$37,404.75 to \$62,341.25** for FY26 period

Sports Revenue Fund

The Second Account that we are proposing to be a part of the Recreation and Parks Fund is the Sports Revenue Account.

Fund Activity Sources

- Adult Softball
- Adult and Youth Volleyball
- Basketball
- Adult Bocce Ball
- Adult Pickleball
- Adult/Youth Tennis
- Men’s Flag football
- Kickball
- Sports Clinic Camps
- Cornhole

Financial Growth History (See Appendix II)

The account has shown consistent growth over recent years: However, in Fy 2023 there was a decline in revenue generation because there was a decrease in program offerings. A Department already short on staff saw the loss of the Sports Manager. And it took time to fill the position and to get programs back on track. Once the position was filled the program is back on a growth trend.

Available Annual Funds:

- FY22: \$149,035
- FY23: \$116,001 (Not having a Sports Coordinator)
- FY24: \$196,024
- FY25: \$272,616
- FY26 Projection: \$406,218

Year-End Net Revenues

- FY22- \$55,458
- FY23: \$23,525
- FY24: \$61,998
- FY25 Projected: \$119,971

Historical Spending Patterns

The Sports Revenue Account has had a history of revenues exceeding expenses. There was a dip from FY22 to FY23. However, net revenue more than doubled from FY23 to FY24 (23,525 to 61,998) and doubled again in FY25 to 119,971, nearly 100%. Currently unlike the Play and Learn account the year end balances are not carried over. However, we are requesting in this request, that we carry over the net revenue (Revenue less Expenses) to be used in FY26 (See Appendix II Tables #3 and #4)

Future Projections (2026-2028)

FY26 Changes:

- The request to add the Sports Revenue account to the new Recreation and Parks Fund will require that year end funds above expenses be carried over to the next FY to be added to the balance of the account and revenues generated in FY26. That will increase the available funds by 49%
- The estimated available revenues in excess of program budget: from \$119,971 in FY 25 to \$248,994 in FY26 (See Appendix II Tables #3 and #4)

FY26 Outlook:

- Plan is to increase the Availability and the size of part time staff to deal with the increasing demand for more sections of basketball; Volleyball , and pickleball and Tennis Instruction
- New implementation program

Aquatics Revenue Fund

The third Account that we are proposing to be a part of the Recreation and Parks Fund is the Aquatics(Swimming) Revenue Account.

Funding Sources (Activities)

Seasonal General Swimming Lessons
 Adult Swimming Lessons
 Private Swimming Lessons
 Swim Teams
 Learn to Swim

Financial Growth History (see appendix III)

The account has shown consistent growth over recent years:

Available Annual Funds:

- FY22: \$226,818
- FY23: \$196,578 (Not having a Sports Coordinator)
- FY24: \$114,746
- FY25: \$113,914
- FY26 Projection: \$154,555

Year-End Net Revenues

- FY22: \$146,466

- FY23: \$138,015
- FY24: \$46,629
- FY25 Projected: \$34,945

Historical Spending Patterns

The Aquatics Revenue Account has had a history of revenues exceeding expenses. There was a dip in generated revenues from FY22 to FY23. And another huge dip from FY23 to FY24 and a smaller dip in FY25. Revenues still exceed expenses. Revenues are expected to begin to increase over the next three years. Currently, unlike the Play and Learn account the year end balances are not carried over. However, we are requesting in this request, that we carry over the net revenue (Revenue less Expenses) to be used in FY26 and beyond. The reason for the negative slide in Aquatics revenues is because of a cut in available swimming session opportunities, due to the disposition of the High School swimming Pool. The High School swim teams needed to take most of the Weekday sessions, so the instructional Classes are held on the weekend. There is no Open Swimming classes, which have also led to a decrease in the number of swimming sessions.

Future Projections (2026-2028)

FY26 Changes:

- The request to add the Swim Revenue account to the new Recreation and Parks Fund will require that year end funds above expenses be carried over to the next FY to be added to the balance of the account and revenues generated in FY26. That will increase the available funds by 109%
- Estimated available revenues in excess of program budget: from \$34,945 in FY25 to 73,216 in 2026 in FY26; and by 2028, the growth is going to net a Revenues in excess of program budget balance of 153,237 (see Appendix III Tables #5 and #6)
- Plan is to increase the availability and the size of part time staff to deal with expanding offerings to more weekdays. The increasing demand for more instructional levels of swimming; including; group and family Instruction swims and Open Swim.

Recreation and Sports Activities Account Proposal

Programs that generate revenues for the proposed Revenue Account:

- Summer and Seasonal Youth Camps
- Youth-Fee Based Programs
- Fee Based Adult and Family Programs:
- Cash sponsorships
- Recreation grants
- Recreation Community and Multi- purpose room Rentals
- Recreation Community Center Instructional Programs and Events
- Recreation Youth and Adult Field Sports programs
- Recreation Youth and Adult Raquet Sports programs
- Adult Boccee Ball
- Kickball
- Sports Clinics
- Seasonal General Swimming Lessons
- Adult Youth Swimming Lessons
- Private Swimming Lessons
- Swim Teams
- Learn to Swim

Program Expenses

The programs listed above generate the following types of expenses:

- Seasonal personnel
- Intermittent personnel
- Supplies and equipment
- Consultant services
- Professional services
- Food and beverage
- Medical (EMS) services
- Education and Training (plus expenses)

Fund Management Structure

The Fund will be managed under the following structure:

Supervision: Department Director

- **Ongoing Monitoring:** Recreation Superintendent
- **Daily Maintenance:** Program Systems Analyst
- **Signature Authority:** Limited to Department Director and/or Recreation or Park Superintendents

The 4000 Account Relationship to General Fund

Between 95-97% of the available Fund for FY26 is allocated to cover 4000 account expenses. The estimated available revenues in excess of program budget is projected to be 3% to 5% or (37,404.75 to \$62,341.25) available for transfer to the General Fund.

4000 Account expense Categories.

- Personnel and expense payments for fall and winter family and youth programs
- Startup costs for youth camps Fall Winter and Summer
- Deposits for summer concerts

The Sports Account Relationship to General Fund

First, in order to fulfill the request of including the Sports Revenue Account in the New Rec/Account we would have to carry approximately \$119,971 over in excess revenue from 2025YR end balances. At the same time transfer an estimated \$157,224 of expenditure authority out of the general fund into the new Rec and parks Revenue account. It is estimated that revenues generated in FY2026 (\$286,247) will cover an estimated \$157,224. Leaving \$129,023 in excess revenue. Which is 31% of the total available funds , which include carryover and revenue generated that year. The estimated available revenue Revenues in excess of program budget will be available to transfer to the General Fund on June 30 End of each Fiscal Year. (See Appendix II Tables #3 and #4)

The Aquatics Account Relationship to General Fund

Similar to the Sports account fulfilling the request of including the Aquatics Revenue Account in the New Rec/Account we would have to carry approximately \$34,945 in excess revenue from 2025YR end balances. At the same time transfer an estimated \$81,338 over in expenditure authority out of the general fund into the new Rec and parks Revenue account. It is estimated that revenues generated in FY2026 (\$119,610) will cover an estimated \$81,338. Leaving \$38,272 in excess revenue. Which is 25% of the total available funds which include carryover and revenue generated that year. The estimated available revenue in excess of program budget will be available to transfer to the General Fund on June 30 End of each Fiscal Year (see Appendix III Tables #5 and #6)

Total Yr End FY26 maximum available for General Fund or other Recreation programs expenses

Play and Learn Account - \$62,341.25

Sports Account -\$129,023
Aquatics Account - \$38,272

Total projected available funds for FY 2026, Yr End Available to transfer to the General Fund or other Recreation high priority programs is \$229,636 (12.7%) during the first yr of this Fund see (Appendix IV Table#7). That is (12.7 of the available funds for Fyr2026, which is projected to be 1,807,598)

Department Recommendations - The department recommends using the projected \$229,636 or 12.7% total available Funds for only FY 2026

1. **New Recreation Center Support:** Supplies and part-time staff for the recreation center opening in Spring 2026
2. **Transfer the \$229,636 (or 12.7%)** for additional general fund expenses to the New Recreation and Parks Revenue Account Instead of transferring Revenue funds
3. **Program Development:** Use the \$229,636 (12.7%) New startup programs trending in the recreation industry to generate additional revenue
4. **General Fund Transfer:** of the \$229,636 Cover annual inflation of 3 to 3.5% for General Fund allocation; roughly \$190,000 based on a 3.5 % inflation of approx. \$5,400,000 general fund Budget. The balance would go to the General Fund.

Going forward in the Second year the return to the General Fund would be 3 to 5% of the available Fund Balance at the end of the fiscal Year. This is because all of the funds now will be budgeted in the new FY27 budget in a non-lapsing account. No funds will be coming from the General Fund.

Personnel Request: Recreation Program Systems Analyst

We are requesting an upgrade of the part-time Recreation Program Systems Analyst position to full-time status. This will be funded by transferring \$107,070 of existing general fund line-item expenses in other professional services and supplies (detailed in Table #3) to full-time salaries. Recreation general fund allocations traditionally paid out of those categories for program professional services and recreation supplies will now be paid out of the 40000 account or new recreation and park revenue account. This would be the key position managing the recreation revenue fund day-to-day. This position would also manage our facilities and sports field permitting, reservation, and scheduling system.

Key Responsibilities - Responsibilities of the Recreation Program Systems Analyst:

- Acts as our master program reservationist/scheduler account manager overseeing our facility rental, recreation program, and sports fields staff in managing the scheduling of facility uses, permits, and reservations of programs, and scheduling of our indoor facilities and sports fields, and tennis and racquet court permits.
- Serves as a liaison to the Active Net platform software company on ongoing improvements to the system. Serves as the troubleshooter supervising and overseeing registrations Recreation staff.
- Acts as the department's accounts receivable lead. The backend of the platform has a detailed financial reporting system that maintains accounts of revenues collected and owed through the reservation/scheduling system.
- Serves as trainer on the Active Net system for our full- and part-time Recreation staff.
- Publishes Recreation program brochures every quarter using the system's built-in templates.
- Under the joint use agreement between Recreation/Parks and the School District, coordinates with the Norwalk School District's system scheduler, serving as a liaison between the department and School District monitoring school and third-party recreation and sports School/Parks facility use. And tracking the

"From" Account	"From" Account Name	"From" Account Available Budget	"To" Account	"To" Account Name
014109 4546	Sports Programs (revenue)	\$ 34,945.00	400000 2652	Misc
014112 4544	Swim Program (revenue)	\$ 119,971.00	400000 2652	Misc
014165 5130	Wages-Temp	\$ 26,600.00	400000 2652	Operating supplies
014109 5325	Recreation supplies	\$ 25,000.00	400000 2652	Supplies
014109 5130	Wages-Temp	\$ 12,000.00	400000 2652	Wages-PT
014109 5140	Wages-PT	\$ 35,000.00	400000 2652	Wages-PT
014109 5325	Recreation Supplies	\$ 27,466.00	400000 2652	Instructors
014100 5325	Recreation supplies	\$ 8,493.00	400000 2652	Office supplies
014100 5258	Other professional services	\$ 28,682.00	400000 2652	Professional services
014112 5140	Wages-PT	\$ 18,320.00	400000 2652	Wages-PT
014162 5130	Wages-Temp	\$ 35,004.00	400000 2652	Wages-PT
014112 5451	Pool rental	\$ 12,000.00	400000 2652	Pool rental
104115 5298	Other contractual	\$ 9,996.00	400000 2652	Pool rental
Total		\$ 393,477.00		

Appendix I

Table 1. below shows a three-year history and a three-year projection of Revenues and Expenses in the 4000 Account. Averages on the Chart below are taken from 2023-2025

Recreation and Park Fund Account 40000 - Fiscal Year 2026 Budget							
	FY2022 Actual	FY2023 Actual	FY 2024 Actual	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Ending Balance	\$188,252	\$425,380	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760
Revenue	\$504,559	\$480,941	\$606,617	\$519,819	\$624,363	\$642,720	\$662,002
Total Available	\$692,811	\$906,321	\$1,166,041	\$1,109,243	\$1,246,825	\$1,286,186	\$1,332,762
Expenses (Increasing)	\$267,805	\$396,897	\$526,617	\$486,781	\$603,359	\$615,426	\$627,735
Balance	\$425,006	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760	\$705,027
Percent	53%	83%	87%	94%	97%	96%	95%

Table 2 below shows the program category revenues and the expense types for FY2026.

Revenues	FY 2026 Projected Revenues	FY 2026 Projected Expenses
Camp Funds	\$561,913.00	\$473,494.00
Sponsorships	\$4,500.00	\$4,545.00
Learn to Swim Grant	\$12,500.00	\$6,262.00
Youth and Family Programs	\$18,000.00	\$5,050.00
Events	\$12,450.00	\$4,438.00
Planned New Programs	\$15,000.00	\$2,500.00
Transfers from general Fund	\$0.00	\$107,070.00
Total Revenues	\$624,363.00	\$603,359.00
FY25 Year End Projected Balance	\$622,462.00	
Total	\$1,246,825.00	

Appendix II Table # 3

Table #3 shows a three-year history of revenues and expenses generated by the Recreation Sports Programs. And a four-year projection

Sports Revenue Account	FY 22	FY23	FY24	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Ending balance carryover	N/A	N/A	N/A	N/R	\$119,971	\$284,994	\$417,888
Revenue	\$149,035	\$116,001	\$196,024	\$272,616	\$286,247	\$294,834	\$303,680
Total Available Funds	\$149,035	\$116,001	\$196,024	\$272,616	\$406,218	\$579,828	\$721,567
Expenses	\$93,577	\$92,476	\$134,025	\$152,645	\$157,224	\$161,941	\$166,799
Balance	\$55,458	\$23,525	\$61,998	\$119,971	\$248,994	\$417,888	\$554,768
	63%	79%	68%	56%	55%	55%	55%

Table#4 – is a projected Sports program budget of Revenues and expenses for 2026

2026 Sports Revenue and Expense Projection	Program	2026 Revenue Projection	Expenses
	Adult Softball Leagues	\$29,000	\$13,334
	Adult Volleyball Leagues	\$36,000	\$4,000
	Bocce League	\$8,460	\$1,000
	Men's Basketball League	\$14,000	\$9,000
	Youth Basketball Programs	\$46,500	\$38,700
	Select Basketball	\$5,000	\$4,000
	Adult Pickleball Program	\$10,000	\$5,000
	Adult Tennis	\$36,000	\$28,800
	Kickball	\$8,000	\$4,000
	Cornhole	\$4,000	\$2,000
	Girls Youth Volleyball	\$42,000	\$11,000
	Junior Tennis	\$25,000	\$20,000
	Fall Baseball	\$10,000	\$7,000
	TBD	\$2,000	\$1,000
	Sports Clinics	\$10,287	\$8,400
Totals	\$286,247	\$157,224	

Appendix III

Table#5 - shows a three-year history of revenues and expenses generated by the Recreation Swimming Programs. And a four-year projection

Swimming (Aquatics) Program Revenue Account	FY 22	FY23	FY24	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Ending balance carryover	N/A	N/A	N/A	N/R	\$34,945	\$73,216	\$112,635
Revenue	\$226,818	\$196,578	\$114,746	\$113,914	\$119,610	\$123,198	\$126,894
Total Available Funds	\$226,818	\$196,578	\$114,746	\$113,914	\$154,555	\$196,414	\$239,526
Expenses	\$80,352	\$58,563	\$68,117	\$78,969	\$81,338	\$83,779	\$86,292
<u>Net</u>	\$146,466	<u>\$138,015</u>	<u>\$46,629</u>	<u>\$34,945</u>	<u>\$73,216</u>	<u>\$112,635</u>	<u>\$153,237</u>
	35%	30%	59%	69%	68%	68%	68%

Table #6 - is a projected Aquatics (swim) program budget of Revenues/expenses 2026

2026 Aquatics Revenue and Expense Projection	Program	2026 Revenue Projection	Expenses
	Seasonal general Swimming	\$95,065	\$64,647
	Adult Lessons	\$16,681	\$11,343.53
	Private Swim Lessons	\$3,095	\$2,104.68
	Swim Teams	\$2,745	\$1,866.79
	Learn to Swim	\$2,024	\$1,376
	Totals	\$119,610	\$81,338

Appendix IV

Table #7. Below is a combined three-year history of revenues and expenses from the 4000 account; sports account, aquatics account and percentage of average costs to revenue.

Proposed Recreation and Parks Revenue Fund Account							
Play and Learn Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$188,252	\$425,380	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760
Actuals Revenue	\$504,559	\$480,941	\$606,617	519,819	\$624,363	\$642,720	\$662,002
Total Available Funds	\$692,811	\$906,321	\$1,116,041	\$1,109,243	\$1,246,825	\$1,286,186	\$1,332,762
Expenses (Increasing)	\$267,805	\$396,897	\$526,617	\$486,781	\$603,359	\$615,426	\$627,735
Play & Learn Account Balance	\$ 425,006	\$ 509,424	\$ 589,424	\$ 622,462	\$ 643,466	\$ 670,760	\$ 705,027
Costs to Revenue	53%	83%	87%	84%	97%	96%	95%
Sports Revenue Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$0	\$0	\$0	\$0	\$119,971	\$284,994	\$381,888
Revenue	\$149,035	\$116,001	\$196,024	\$272,616	\$286,247	\$294,834	\$303,680
Total Available Funds	\$149,035	\$116,001	\$196,024	\$272,616	\$406,218	\$543,828	\$685,568
Expenses	\$93,577	\$92,476	\$134,025	\$152,645	\$157,224	\$161,941	\$166,799
Sports Account Balance	\$ 55,458	\$ 23,525	\$ 61,999	\$ 119,971	\$ 248,994	\$ 381,888	\$ 518,769
Cost to Revenue	63%	79%	68%	56%	55%	55%	55%
Swimming (Aquatics) Revenue Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$0	\$0	\$0	\$0	\$34,945	\$73,216	\$112,635
Revenue	\$226,818	\$196,578	\$114,746	\$113,914	\$119,610	\$123,198	\$126,894
Total Available Funds	\$226,818	\$196,578	\$114,746	\$113,914	\$154,555	\$196,414	\$239,529
Expenses	\$80,352	\$58,563	\$68,117	\$78,696	\$81,338	\$83,779	\$86,292
Swim Account Balance	\$ 146,466	\$ 138,015	\$ 46,629	\$ 34,945	\$ 73,216	\$ 112,635	\$ 153,237
Cost to Revenue	35%	30%	59%	69%	68%	68%	68%

Total Proposed NRP Revenue Fund Account							
Ending Balance	\$188,2552	\$425,380	\$509,424	\$589,424	\$777,378	\$965,676	\$1,165,283
Total Revenue Funds	\$880,412	\$793,520	\$917,387	\$906,349	\$1,030,220	\$1,060,752	\$1,092,575
Total Available Funds	\$1,068,664	\$1,218,900	\$1,426,811	\$1,495,773	\$1,807,598	\$2,026,428	\$2,257,858
Total Expenses	\$441,734	\$547,936	\$728,759	\$718,395	\$841,921	\$861,145	\$880,826
Total Account Fund Balance	\$626,930	\$670,964	\$698,052	\$777,378	\$965,676	\$1,165,283	\$1,377,033
Cost to Revenue Total	50%	69%	79%	79%	82%	81%	81%