

# Designation Application Contents



March 2022

**Introduction:** The following document outlines the contents of the online Designation Application portal. The application is the required first step toward formal designation as a Regionally Significant park or trail by the Greater Minnesota Regional Parks and Trails Commission. Applications must be completed online at <https://www.gmrptcommission.org/applications.html>.

Each bullet represents an information item as required in the 2021 GMRPTC Strategic Plan, Section IV. Additional instructions are provided in brackets, which can also be found in the online portal by clicking the “i” button for each item.

**NOTE:** Please complete all components of the Designation Application BEFORE clicking on the Master Plan in the online dashboard. Application information will only automatically transfer to the Master Plan the first time it is accessed.

## General tab

- Park or Trail Name
- District
- Location Description [Includes a general description of its location relative to nearby population centers or other recreation landmarks. For example, how would you tell a visitor to get there from the closest town?]
- Park or Trail Address
- GPS Coordinates of Park or Trail [Filled in by system based on facility address listed]
- GIS Shape File Upload [Upload GIS Shape files (border or parcels only) for use in GMRPTC online mapping tools.]
- Map of Park or Trail [Upload file button]
- Facility Website
- Lead Applicant Organization [Must be a city or county in Greater Minnesota]
- Have you applied for regional designation for this park or trail before? [If yes, you will be asked for the application number.]
- Lead Contact Person
- Lead Contact Title
- Mailing Address [Lead Contact]
- Phone
- Email

- Joint Applicants [Resolutions of support using the Commission's resolution form are required for all joint applicants and partners. Park or trail facilities are not eligible for designation until resolutions are attached.]
- Upload Resolution [Resolutions of support using the Commission's resolution form are required for all joint applicants and partners. Park or trail projects are not eligible for funding until resolutions are attached.]
- Other Project Supporters [Please list other project supporters such as advocacy or business groups, individuals, other units of government, etc.]

#### **Description tab**

All regional parks and trails must support a natural outdoor recreation experience. Local parks, sports complexes, and other similar facilities for organized sports (i.e. football, baseball, soccer, hockey, etc.) will not be supported.

- Regional Significance Statement [75 word limit. The Agency's headline description of the facility. This should be concisely written so that an audience of reviewers, legislators, marketers, and users can quickly understand the purpose, highlights, and regional nature of the facility. Think in terms of a short "high-level view" or "elevator speech".]
- Classification [Select the appropriate classification for the facility, based on the descriptions from pages 25-31 in the GMRPTC Strategic Plan.]
- Overview/Description of Park or Trail [500 word limit. Expand upon the regional significance statement to provide broad details on the amenities, targeted users, programming, history, and future growth of the facility. Think in terms of a "ground-level view".]
- Total Acreage or Mileage [List the master planned total size or length of the facility at final build-out.]
- Acquisition and Development Status
  - New or Existing Park or Trail
  - Describe Land Acquisition Status
  - Percentage of Land Acquired
  - Current Development Status

#### **Facility Listing tab**

- Facilities Listing
  - Existing Facilities [check boxes]
  - Proposed Facilities [check boxes]
- General Site Characteristics [Describe key site characteristics, especially geological characteristics, land forms, and unique features that give the park or trail its sense of place.]
- Site Characteristics Uploads [Provide images (photos or other graphics) of key site characteristics and unique qualities that complement written information provided in the box. Provide enough imagery to help those not familiar with the facility to understand the site's current status and characteristics. Include labels and brief description of each image as part of the upload.]

#### **Master Plan tab**

Select one of the following:

- No Master Plan is Available

- Existing Master Plan is available but needs to be updated to meet strategic plan requirements. [The most recent master plan should be attached in PDF format. Note that an updated master plan meeting strategic plan requirements will ultimately be required and must be uploaded onto the Master Plan portal as part of formal designation evaluation as a regional park or trail. Review Master Plan requirements in Section IV of the GMRPTC 2021 Strategic Plan.]
- Master Plan meeting requirements of Strategic Plan is available. [Refers to Master Plans prepared to meet the stated requirements for master plans as defined in the GMRPTC Strategic Plan. Prior to formal designation as a regional park or trail, the Commission may require additional information if all master plan requirements are not met (Track 2 evaluation). Please return to the dashboard to start a Master Plan. *Caution – The information in your Designation Application will auto-populate the appropriate fields in the Master Plan only when you first start the Master Plan.* Changes to either the plan or application after that will not transfer to the other portal.]

### **Classification Details tab**

Describe in detail how your proposal aligns with the criteria associated with the selected classification from the Description tab. Respond below to each of the four ranking criteria for your classification. Refer to Section III of the Greater Minnesota Regional Parks and Trails Commission Strategic Plan (2021) for detailed information about criteria and rating scales. Each response is limited to 300 words. Pictures and graphics are strongly encouraged.

- Criteria 1: Provides a High-Quality Outdoor Recreation Experience [Places a priority on providing facilities/amenities that are relevant to the core facility's user groups and also serves to broaden the appeal of outdoor recreation to new or expanded populations. The facility is a destination unto itself and contains regionally significant features that attract regional users and potentially draw visitors from a distance outside the region. See full rating scale on pages 34-35 of GMRPTC Strategic Plan.]
- Criteria 1 Images [Include label and brief description of each item as part of the upload.]
- Criteria 2: Provides a Natural and Scenic Setting Offering a Compelling Sense of Place [Places a priority on providing a natural and scenic setting offering a compelling sense of place. Preserves regionally important landscapes with unique land features that have value and character. Access to water and/or historically/culturally significant features is also emphasized. See full rating scale on pages 36-37 of GMRPTC Strategic Plan.]
- Criteria 2 Images [Include label and brief description of each item as part of the upload.]
- Criteria 3: Well-located to Serve a Regional Need and/or Tourism Destination [Places a priority on features and facilities that are readily accessible to a populated, rapidly growing and/or an established regional center or visitor destination. Connections to additional regional or state-level facilities add value. See full rating scale on pages 38-39 of GMRPTC Strategic Plan.]
- Criteria 3 Images [Include label and brief description of each item as part of the upload.]
- Criteria 4: Fills a Gap in Recreational Opportunity Within the Region [Places a priority on regions that are lacking in regional-level facilities, particularly those of a similar nature to this facility. Complements (and does not duplicate) or provides access to recreational opportunities available in the region, especially those provided by associated state or federal facilities. See full rating scale on pages 40-41 of GMRPTC Strategic Plan.]
- Criteria 4 Images [Include label and brief description of each item as part of the upload.]

**Attachments tab**

Please upload any attachments that weren't uploaded elsewhere here. Attachments should be uploaded as pdf, jpg, png, tiff, Microsoft Word, Excel, or PowerPoint files.

**Submit tab**

Prior to submission, verify that all application components are completed. An officially adopted resolution meeting Commission qualifications for each qualified, participating partner must be included.

Applicants are encouraged to use the "Document Export" function to download a printable, sharable version of this application prior to submission.