

SNAP (Super Neighborhood Action Plan) Request Form

City Use Only:

MCAO Liaison: _____

Date Rec'd: _____

Log #: _____

SNAP #: _____

2014 SNAP Referrals

Instructions:

- This form is for use by each SNC designee to submit SNAP Requests
- Use one form for each SNAP request approved by your Super Neighborhood Council
- Refer to the SNAP Matrix Chart as a reference guide for completing this request
- Please do NOT include Capital Project (CIP) or 311 items as SNAP Requests

Super Neighborhood Name: _____ SN#: _____

Contact Name: _____ Telephone: _____

Street Address or Email: _____

Subdivision (if applicable): _____ Council District(s): _____

SNAP REQUEST ITEM:

Please List One SNAP Item per Each Form

Public Works and Engineering Department: (Check One Box Only)

<input type="checkbox"/>	Maintenance Needs Review of Neighborhood Streets (Concrete or Asphalt)	<input type="checkbox"/>	Amendment/Removal of a Bike Lane/Route	<input type="checkbox"/>	
<input type="checkbox"/>	Maintenance Needs Review of Thoroughfare or Collector Streets (Concrete or Asphalt)	<input type="checkbox"/>	Bikeway Signs (crossing signs only on approved bikeways)	<input type="checkbox"/>	

Parks and Recreation Department: (Check One Box Only)

<input type="checkbox"/>	Park Gates	<input type="checkbox"/>	Park Signage (Standard)	<input type="checkbox"/>	Trash Cans
<input type="checkbox"/>	Park Tables	<input type="checkbox"/>	Barbeque Pits / Grills	<input type="checkbox"/>	Park Benches
<input type="checkbox"/>	Drinking Fountain	<input type="checkbox"/>	Mulch esplanade (island design)	<input type="checkbox"/>	Minor drainage corrections on park grounds (other drainage improvements will require major grading & infrastructure via CIP)
<input type="checkbox"/>	Restripe recreational amenities (i.e. tennis courts, basket ball courts, etc.)	<input type="checkbox"/>	Mulch esplanade (entire esplanade)	<input type="checkbox"/>	Minor trail and parking lot repairs (other repair/replacement must be accomplished via CIP)

SNAP REQUEST DETAILS:

SNAP Item Location or Address: *(Be Specific! Example: 1234 Street located at SW corner of Texas Blvd and Main Street)*

SNAP Item Description: *(Provide Clear, Specific Details of this Request and what you hope to accomplish—if approved)*

SUBMISSION DATE:

Eligible SNAP Request	Capital Improvements (Non- Eligible SNAP Items)	Routine Service Items (Non- Eligible SNAP Items)
<i>Pending Availability of Operating Budget Funds</i>	<i>(Typically Considered Under CIP)</i>	<i>Year round request and CIP programs -Request through 311</i>
<ul style="list-style-type: none"> • Picnic tables • Benches • Barbecue grills/pits • Trash receptacles • Standard park signage • Drinking Fountains • Restripe recreational amenities (i.e. tennis courts, basketball courts, etc.) • Mulch esplanade (island design) • Mulch esplanade (entire esplanade) • Minor drainage corrections on park grounds (other drainage improvements will require major grading & infrastructure via CIP) • Minor trail and parking lot repairs (other repair/replacement must be accomplished via CIP) 	<ul style="list-style-type: none"> ▪ Land Acquisition ▪ Basketball pavilions, sports facilities and fields ▪ Buildings ▪ Parking lots/walking trails ▪ Security lighting ▪ Aquatics facilities ▪ Playgrounds ▪ Picnic shelters/pavilions ▪ Skate parks ▪ Major drainage improvements (within parks) ▪ Standard playground ▪ Bleachers 	<ul style="list-style-type: none"> ▪ Emergency repairs ▪ Maintenance requests for facilities or park grounds <p><i>See full list of Online Service Request/311</i></p>

Parks & Recreation Department 2014 SNAP Matrix

PR Playground/Court Equipment 42

10/13/2014
Replace or repair backstop, basketball backboard, basketball goal, basketball net, slides, soccer goal, swing and its parts, tennis net, or tennis net binder in a city park

PR Pool Fence Repair

4

Open or damaged gate/fence around pool inside a city park

PR Posts

42

Post(s) in ground that border street or parking lot: repair/ replace.

Online Recreation Request through 311 (Non-Eligible SNAP Items)

Type of Service Request

Task Duration

Description of Task

PR Pool Fence Repair

PR Pool Water Quality Control

Online Grounds Maintenance Request through 311 (Non-Eligible SNAP Items)

Type of Service Request

Duration of Task

Description of Task

PR Clean Pavilion/Restroom

14

Clean permanent, outdoor pavilion/restroom inside a city park

PR Dead Animal

14

Report dead animal inside a city park (SR is now private)

PR Litter Park

3

Report glass, or trash dumped/ overflowed/ scattered or in a city park.

PR Litter Esplanade

7

Report glass, or trash dumped/ overflowed/ scattered on bike trail, esplanade,

PR Mow Park

14

Mow grass on ballfield, park, & playground. Esplanades are mowed on a two-week schedule during growing season. *Not for SPARKS Parks.*

PR Mow Esplanade

14

Mow esplanades or medians are mowed on a two-week schedule during growing season. *Not for roadside*

Eligible SNAP Request (Projects and Services)	Capital Improvements (Non-Eligible SNAP Items) (Typically Considered Under CIP)	Routine Service Items (Non-Eligible SNAP Items) Year round request and CIP programs -Must Complete Application and/or Petition Process First) -Request through 311
Traffic Operations	<ul style="list-style-type: none"> ■ New Left/Right turn lanes or Median cut ■ Traffic Island/ Curb Extension/Delineator Post ■ Proposed Round-a-bout ■ Intersection Redesign <ul style="list-style-type: none"> ○ includes signal upgrades at intersections (upgrade signals heads, pedestrian heads) ○ change in traffic hardware (span wire to mast arm) ○ reconfigure existing intersection 	<p>Neighborhood Traffic Management Program: (Application Required)</p> <ul style="list-style-type: none"> • Program has limited funding <p>Street Lighting: (Application Required)</p> <ul style="list-style-type: none"> ■ A completed application is required for a survey. ■ Street lights are only installed on city streets. ■ Poles are installed 100-300 feet apart, between property lines. A pole charge may apply. ■ The city pays the operating and maintenance cost. Center Point Energy installs, owns, and maintains the street lights. <p>See web link for all traffic related applications http://www.publicworks.houstontx.gov/traffic/documents.html</p> <p>See full list of Online Service Request/311</p>
Engineering & Construction	<ul style="list-style-type: none"> ■ Sidewalks abutting Residential/ Commercial property is owner responsibility ■ Pedestrian Bridge ■ Major Thoroughfares and Collector street reconstruction/construction ■ Water Line, Storm Sewer, or Sanitary Sewer Line Construction/Reconstruction 	<p>Safe Sidewalk Program: (Application Required)</p> <ul style="list-style-type: none"> ■ The Safe Sidewalk Program provides sidewalk installation along collector streets leading to schools and streets surrounding schools. See website for criteria ■ The Major Thoroughfare Program provides sidewalk installation along major thoroughfares. ■ The Pedestrian Accessibility Review (PAR) Program addresses sidewalk curb cut / ramps for sidewalk accessibility. PAR is administered by the Dept. of Neighborhoods -- Mayor's Office for People with Disabilities. <p>See application form and additional information at http://documents.publicworks.houstontx.gov/latest/safe-sidewalk-program-ssp.htm</p>

Traffic Operations Division Requests through 311 (Non-Eligible SNAP Items)**Service Description**

- TOD - Flashing School Beacon**
 - Repair Flashing School Beacon Repair issues are those that relate specifically to malfunctioning or damaged flashing school zone beacons. Examples include: leaning beacons or those that have been knocked to the ground, burned out bulbs, graffiti, beacons that flash outside of their prescribed times.
- TOD - Install New Signal**
 - Install New Signal requests relate specifically to a request for a traffic signal where one does not presently exist. (ie stop sign, traffic signal overhead sign)
- TOD - Modify Existing Signal**
 - Modify Existing Signal issues are those that relate specifically to the operation of existing traffic signals. Items investigated under this type include: adding/removing left-turn arrows, altering lane use at the traffic signal, adding/removing a pedestrian signal, removing a signal completely, etc. Requests for changes to the traffic signal timing should be logged under the Traffic Signal Maintenance service request type.
- TOD - Pavement Markings**
 - New Pavement Markings New issues are those that relate specifically to the application of pavement markings in areas where they do not presently exist. Items investigated under this type include: adding/removing stop bars, crosswalks, lane lines, turn-arrows, etc.
- TOD - Pavement Markings - Worn or Faded**
 - Worn or Faded issues are those that relate specifically to the re-application of EXISTING pavement markings. Items investigated under this type include: re-application of stop bars, crosswalks, lane lines, turn-arrows, etc.
- TOD - Stop Sign**
 - New Stop Sign relates specifically to a request for a stop sign(s) where one does not presently exist.
- TOD - Street Light Burned Out**
 - Report malfunction of existing Street Lights (out, dim, off-and-on, on all day, pole leaning) to CenterPoint. Click: <http://www.centerpointenergy.com/outage/> if wrecked, burning, down, wires cut/down, CALL immediately: 713-207-2222.
- TOD - New Traffic Sign**
 - New Traffic Sign relates specifically to a request for a traffic sign(s) where one does not presently exist. (ie stop sign, traffic signal sign, parking signs/restrictions, roadway signs)
- TOD - Traffic Sign Maintenance**
 - Traffic Sign Maintenance issues are those that relate specifically to damaged EXISTING traffic signs and/or sign poles. Examples include: signs with faded wording or graphics, hanging signs, signs knocked off of the pole, sign and pole knocked to the ground, graffiti, etc.
- TOD - Traffic Signal Maintenance**
 - Traffic Signal Maintenance issues are those relating specifically to malfunctioning or damaged EXISTING traffic signals and/or signal equipment. Examples include: flashing signals, burned out bulbs (or complete outages), leaning and/or knocked down equipment, graffiti, etc.
- TOD - Traffic Signal Timing Synchronization**
 - Traffic Signal Timing Synchronization issues are those relating specifically to the timing or sequencing of traffic signals at an intersection.

- Use this service request type to report street potholes. Potholes are described as bowl-shaped holes of various sizes in the pavement surface of the street, with a minimum width of 6 inches and a minimum depth of 1 inch. A location description and address is required in order to process this request. If you need to report a utility cut (usually a square cut) or a sinkhole (usually a dip in the pavement or a void), please call 3-1-1 or 713-837-0311 directly.
- **Sidewalk Repair**
- Use this service request type to report a sidewalk that has been damaged due to utility work performed by the City of Houston. A location description and address is required in order to process this request. If, however, the sidewalk has deteriorated due to age, the city has no plans for making repairs.
- **Barricade - Temporary Placement**
- **Trees/Limbs Removed from Right of Way**
- Storm Sewer Maintenance Branch**
 - **Animal in Storm Sewer** - Use this service request to report an animal in the storm sewer.
 - **Clean Storm Sewer** - Use this service request to request storm sewer cleaning.
 - **Flooding**
 - Use this service request type to report street and structural flooding. Structural flooding is when water enters inside the house or business (NOTE: Inside the house does not include porch, garage, tool shed, dog house, or any structure outside the living quarters.). A location description and address is required in order to process this request.
 - **Inlet Maintenance** – Use this to report missing covers, shifted covers, rattling or damaged covers.
 - **Inlet Needs Cleaning**
 - Use this service request type to report a storm sewer inlet with a grated cover (usually square shaped with several small square or round holes on top located next to the curb or in the middle of the street) that is clogged with trash and debris; preventing rain water to drain. A location description and address is required in order to process this request.
 - **Manhole Maintenance** – Use this request to service missing covers, shifted, damaged or rattling covers, and for manhole cleanings.
 - **Storm Sewer Inspection** – Use this request to inspect possible blockage in the underground storm sewer system.
 - **Storm Sewer Odor** - Use this service request to report an odor coming from the storm sewer.
 - **Drainage System Violation** - Use this service request if the violator is discharging substance (i.e. leaves, wash water, sewage, oil, grease, etc.) into ditches, storm sewers, inlet drains, bayous, manholes or storm sewers within the City of Houston's city limits.