



**City of Elmira**  
 Dept. of Buildings and Grounds  
 Phone: (607) 737-5751  
<http://www.cityofelmira.net>

840 Linden Place Ext.  
 Elmira, NY 14901  
 Fax: (607) 737-5753

## Adopt-A-Park Request Form

*Before starting any work, please complete this form and return to Dept. of Buildings and Grounds at the fax number above or visit [bandg@cityofelmira.net](mailto:bandg@cityofelmira.net) to submit the request online.*

TO: Department of Buildings and Grounds  
 CC: City Manager's Office

FROM: Group Leader: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

PARK LOCATION: \_\_\_\_\_

WE ARE PLANNING TO PERFORM WORK ON \_\_\_\_\_ IN ORDER TO:

- Plant Flowers                       Sweep courts and pathways                       Pick up litter
- Clean and rake                       Collect brush
- Other: \_\_\_\_\_

WE REQUEST DEPARTMENT OF BUILDINGS AND GROUNDS ASSISTANCE TO:

- Approve planting                       Empty trash receptacles                       Remove brush
- Other: \_\_\_\_\_

WE WOULD LIKE TO REPORT THE FOLLOWING:

- Unsafe condition: \_\_\_\_\_
- Vandalism: \_\_\_\_\_
- Broken equipment: \_\_\_\_\_
- Poor lighting: \_\_\_\_\_
- Unlawful activity: \_\_\_\_\_
- Other concerns: \_\_\_\_\_

\_\_\_\_\_

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*Any questions? The City of Elmira is here to help! Contact  
 the  
 Department of Buildings and Grounds at 737-5751 or e-mail  
[bandg@cityofelmira.net](mailto:bandg@cityofelmira.net)*