

APPLICATION CHECKLIST

**Electronic applications must be submitted before midnight February 1st.
Paper applications must be post marked no later than February 1st.**

REQUIRED DOCUMENTS

Completed and signed Application **including all of the below items**

Completed budget worksheet with *estimated costs with bids if available and all in-kind contributions-(labor, material, equipment use etc.)*

Detailed plans for project - scaled drawings, material specifications, etc.

Calendar showing estimated project dates of start and completion

A notarized copy of the **SHOOTING RANGE DEVELOPMENT PROJECT
RESOLUTION**

Copy of the 10-year property lease agreement, fee title, or documentation supporting intent to purchase

REQUIRED DOCUMENTS

Site plan (within the property boundary) for the proposed project, including:

Aerial or Google Maps view of property showing the following:

North Arrow Orientation

The location of proposed work/facilities

Existing development/facilities

Access route(s) to the project

Safety zones and impact areas

Water-permanent or seasonal, and direction of water flow or drainage

Current photographs of the proposed project area

REQUIRED DOCUMENTS

Adjacent landownership information including names, physical and mailing addresses

Current liability insurance certificate

For a private not for profit club provide the **Not for Profit** IRS Tax Information.

Completed W-9 form

Other documents that may need to be submitted

Lead or contaminate recovery or containment plan

Weed abatement or mitigation plan

Adjacent landowner agreement(s)

Applications that are missing any of the required documents or that are otherwise incomplete will not be considered. FWP is not responsible to review submitted applications for completeness or to notify applicants of missing documentation.

Americans with Disabilities Act (ADA) Information

The Department of Justice's revised regulations for [Titles II](#) and [III](#) of the Americans with Disabilities Act of 1990 (ADA) were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design, "2010 Standards." On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under [Titles II](#) and [III](#). March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal.

Public accommodations and commercial facilities must follow the requirements of the 2010 Standards, including both the Title III regulations at 28 CFR part 36, subpart D; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

The 2010 ADA Accessibility Standard applies to **newly constructed and altered facilities**. As of March 15, 2012, all newly constructed and altered **shooting facilities** have to comply with the provisions of the ADA.

Depending on how a facility is covered under Title III, they need to do readily achievable barrier removal, which means doing what's easy to accomplish without difficulty or expense.

If your range is owned by a unit of state or local government, the regulations are similar under Title II, and it's called program accessibility.

15.7.4 Shooting Facilities. Where fixed firing positions are provided at a site, at least 5 percent, but not less than one, of each type of firing position shall comply with 15.7.4.1. [Appendix Note](#)

15.7.4.1 Fixed Firing Position. Fixed firing positions shall contain a 60 inch (1525 mm) diameter space and shall have a slope not steeper than 1:48.

15.7.4 Shooting Facilities. Examples of different types of firing positions include, but are not limited to: positions having different admission prices, positions with or without weather covering or lighting, and positions supporting different shooting events such as argon, muzzle loading rifle, small bore rifle, high power rifle, bull's eye pistol, action pistol, silhouette, trap, skeet, and archery (bow and crossbow).

A public accommodation is defined as "a private entity that owns, leases (or leases to), or operates a place of public accommodation."

A person with a disability is defined by the ADA as, "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment."

Technical assistance on the guidelines for sports facilities is available from the Access Board at: (800)-872-2253 (voice), (800)-993-2822 (TTY) or ta@access-board.gov (e-mail).