

**TRACK – 2 CHURCH PURCHASE OR CONSTRUCTION
APPLICATION FOR FINAL APPROVAL**

REPORT FORM NUMBER 2 -- CF

Submit completed form to: District Committee on Properties & Buildings, Western PA District/CMA

DATE: _____

NAME OF CHURCH: _____

ADDRESS: _____ PHONE: _____

E-MAIL: _____

PASTOR: _____

SECRETARY OR BUILDING COMMITTEE CHAIRMAN: _____

PHONE: _____ EMAIL: _____

We, the officers of the above-mentioned church, submit the following additional information relative to proposed property and/or building plans as indicated, and submit the first drafts of building plans for approval.

I PROJECT

- 1. New Church Building
- 2. Educational Space
- 3. Fellowship Hall
- 4. Other: _____

II CONSTRUCTION

Information under this heading should come in the form of a detailed final draft and a set of specifications, describing all materials, mechanicals, dimensions, seating capacity, etc. generated by your engineer or architect.

III ARCHITECT OR ENGINEER

1. Name _____

2. Address _____

3. Firm _____ Phone _____

4. Is he registered or licensed? _____ If not, what are the title, qualifications and occupation?

5. Has he added unnecessary extras? _____ Explain _____

6. Has he reserved items to be purchased through him alone? _____ Explain _____

IV GENERAL CONTRACTOR

1. _____ Name

Address _____

Firm _____ Phone _____

Owner's Name _____

2. Is the general contractor/contractor bonded? _____ Is there a no-lien agreement with the contractor? _____
3. Is he experienced in church building? _____ Commercial construction? _____ Residential construction? _____

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4. Is there adequate insurance coverage for all laborers?

See regulations regarding insurance in District Building Guidelines. Please submit a certificate of insurance (workman's compensation) to the district office.

IV GENERAL CONTRACTOR (Continued)

5. _____ Has an attorney reviewed the contract?

6. Has a definite completion date been established? _____ When? _____

7. Is there provision for cost overrun? _____ Explain _____

V FINANCES

1. Total cost of project \$ _____ Cash on Hand \$ _____

2. Amount to be borrowed \$ _____ From Whom? _____

3. Mortgage on which buildings _____

Term of loan _____ years. Rate of interest _____ % Monthly payments \$ _____

Is interest charged on unpaid principal only? _____

4. Present average monthly income. \$ _____
Does this include pastoral staff salaries? _____ Is pastor on free-will offering? _____

Please submit annual financial reports and YTD reports generated since application for preliminary approval. Include balance sheet.

VI INSURANCE. Send a copy of certificate of insurance to the district office.

VII MEMBERSHIP APPROVAL

1. Vote of membership on completed first plans, including costs and method of financing.

Yes _____ No _____
(number) (number)

VIII PERMITS: Have permits been obtained for:

Zoning _____ Building _____ Parking _____ Surface drainage _____

Sewerage _____ Electricity _____ Plumbing _____ Gas _____

Entrances _____ Water _____ Are all taxes paid? _____

This report form should be accompanied by a copy of final draft of building plans generated by your engineer or architect, and presented, if possible, in person by a representative of the local church committee.

Signed _____

Title _____

FOR DISTRICT COMMITTEE ON PROPERTIES & BUILDINGS USE ONLY

DATE OF MEETING _____

ACTION TAKEN _____

APPLICANT INFORMED BY: Letter Phone Both Date



Chairman _____

Secretary _____

Member _____