

**DIOCESE OF EL PASO BUILDING COUNCIL
PROJECT REQUEST FORM
BUILDING AND RENOVATIONS**

Please complete and email this form to: Catholic Properties of El Paso at projects@cpoep.org. Additional copies of this questionnaire are available from the Office of Catholic Properties of El Paso.

DESCRIPTION OF PROJECT

Name of Parish/School _____ Date _____
Address _____

A. Describe the project: *Include preliminary drawings if available, on a separate sheet.*

B. Why is this project necessary or desired:

C. If this is a new construction or renovation:

1. Is this project going to take place in a sacramental or sacred space? If this affects a sacred space, Bishop approval is required prior to proceeding.

2. What is the worship needs of your parish?

3. Has this project been approved by your parish finance council? If so, please provide a copy of the minutes.

4. Will demolition be involved? If so, is asbestos or lead a concern? Please include a copy of the asbestos/lead survey.

5. Is the property a Historic Landmark? (Please reference the local website [https://gis.elpasotexas.gov/Historic Area](https://gis.elpasotexas.gov/HistoricArea) or at the state website <https://atlas.thc.texas.gov/> for assistance in determining if your location is.)

6. Will work impact the acoustic in the area?

7. Do you have a property and topographic survey? If so, please include a copy.

8. Do you have a master plan? If so, please include a copy.

D. How is the project going to be funded? If a loan is needed, has the parish met with the El Paso Diocese Finance ministry?

E. Has this project been discussed with the Executive Director of Catholic Properties of El Paso?
Office # is: 915-872-8406 or email: sornelas@cpoep.org.

Submitted by: _____
Chairperson, Parish Planning Committee

Date: _____

Pastor/Administrator

Date: _____

Approval to proceed by:

Executive Director *(Signature required if project amount is between \$0 to \$5,000)*

Date _____

Office of the Bishop *(Signature required if project amount is between \$5,000 to \$15,000)*

Date _____

Diocese Finance Council *(Signature required if project amount is \$15,000+ and any project related to MEP & Roofs)*

Date _____