Project Fact Sheet  
Internal summary for staff / consultants

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| --- |
| **Project Name**: |
| **Date of Meeting**: |
| **Summary of Project & Timeline** |
|  |
| **Fast Facts** |
| **Street width:**  **Tree removals/replacements:**  **Sidewalk ramps or new sidewalk:**  **Driveway access:**  **Water Disruption:**  **Bike Lanes:**  **Anything else staff need to know?** |