

## GUIDELINES FOR SUBMISSION

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The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Plan goals, and in conjunction with the "Review and Recommendation Criteria" section of this Plan.

- Each project funding application must be submitted using the *Community Preservation Plan* "Project Application Form." Additional pages should be added as necessary.

Project funding applications (11 printed copies; no e-mail, please) must be received by Noon on Monday, November 7, 2011 to be considered at the 2012 Annual Town Meeting. Submit applications to:

Community Preservation Committee  
c/o Planning & Economic Development Department  
Fairhaven Town Hall  
40 Center Street  
Fairhaven, MA 02719

- Project funding applications should be for funding within a 5-year completion period.
- If submitting multiple applications, projects should be submitted in order of priority.
- Applicants should review the CPA, the Fairhaven CPA Bylaw (Chapter 6), and this *Community Preservation Plan* prior to submitting CPA funding applications.
- Applicants should prepare itemized project scopes, with details describing each item and its estimated cost.
- Prior to submittal, applicants are encouraged to clarify with the Committee, or their own legal counsel as to the eligibility of their project under the Community Preservation Act (M.G.L. Ch. 44B).
- Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained.
- If the funding application is part of a longer-term project, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under "Review and Recommendation Criteria":

Community Character:

- a) encourage and preserve open space and agriculture
- b) promote/maintain diversity in housing stock
- c) preserve historic resources

- d) re-use existing structures
- e) enhance social, economic, cultural, historical, and natural resources, and their diversity
- f) preserve/revitalize historic centers/districts
- g) acquire/preserve threatened resources
- h) be consistent with Town planning documents

Community Impact/Needs:

- a) provide present and future uses
- b) increase/expand recreational facilities
- c) protect environmental/water resources
- d) address community need/fill void in community
- e) maximize number of people affected/benefiting
- f) meet needs of under-served populations
- g) meet multiple needs and populations

Fiscal Impact:

- a) initial cost
- b) ongoing maintenance or program costs
- c) minimize financial impact on taxpayers
- d) debt commitment
- e) multiple funding sources
- f) revenue generation
- g) feasibility

Other Factors:

- a) degree of urgency
- b) required timeline or impending deadlines
- c) complexity of execution

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at [www.communitypreservation.org](http://www.communitypreservation.org). For information on Fairhaven's Community Preservation activity, visit the Town website at [www.fairhaven-ma.gov](http://www.fairhaven-ma.gov).

## REVIEW AND RECOMMENDATION CRITERIA

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It is the responsibility of the Committee to review all projects proposed for funding through the CPA Fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded. In order to be considered eligible for review by the Committee, a project must at a minimum meet the statutory requirements of the CPA.

A project submitted to and deemed eligible for consideration by the Committee will be evaluated in relation to the following "Review and Recommendation Criteria." Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. The Committee will also give due consideration to the urgency of the project, with particular consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project.

- Is the project consistent with the goals of the Town of Fairhaven *Community Preservation Plan*?
- Does the project have other sources of funding? If so, indicate percentage.
- Does the project require urgent attention?
- Does the project serve a currently underserved population?
- Does the project preserve a threatened resource?
- Is the project consistent with existing Fairhaven Planning Documents such as the Master Plan and Open Space Plan?
- Does the project fit within the current or already proposed zoning regulations?
- Does the project have a means of support for maintenance and upkeep?
- Does the project involve currently owned municipal assets?
- Does the project leverage additional or multiple sources of public and/or private funding?
- Does the project have more than two other sources of funding?
- Does the project serve multiple needs and populations and/or addresses more than one focus area of the CPA?
- Does the project reclaim abandoned or previously developed lands?
- Does the project require special permitting?
- Does the project have community support?
- Does the project have sufficient supporting documentation?
- Does the project provide a positive impact to the community?
- Has the applicant/applicant team successfully implemented projects of similar type and scale, or have demonstrated the ability and competency to implement the project as proposed?
- Does the applicant have site control, or the written consent by the property owner to submit an application?

## **Open Space Criteria for Parcel Selection**

Address each criterion as it applies to the parcel of land under consideration:

1. Is it within the Nasketucket Watershed Area?
2. Is wetland protection a consideration?
3. Is vernal pool protection a consideration?
4. Is stream and bank protection an issue?
5. Is this an Area of Critical Environmental Concern?
6. Would this proposal contribute to a Greenway?
7. Would this proposal contribute to preservation and/or creation of forested land?
8. Would this proposal enhance protection of any FEMA designated floodway?
9. Will this proposal protect other parcels?
10. Does this parcel abut protected land?
11. Does this parcel support a significant wildlife habitat?
12. Is this parcel at risk for development?
13. Is this parcel listed for sale?
14. Did this parcel have a past proposal for development?
15. Are grants available? If so, has application been made?
16. Is there a historic significance to this parcel?
17. Are there any old foundations located in this parcel?
18. Are stonewalls located within this parcel?
19. Does this parcel house any old roads, trails, cart paths, or scenic vistas?
20. Are there any active or passive recreation possibilities associated with this parcel?
21. Is this parcel suitable for a community garden or farm?
22. Is this parcel suitable for nature observation and educational programs?

## **Historic Preservation Selection Criteria**

Address each criterion as it applies:

1. Is the building on the National Register of Historic Places?
2. Is the property eligible for listing on the National Register of Historic Places?
3. Is the property on the State Historic Register?
4. Is the property eligible for listing on the State Historic Register?
5. Has the property been included in the local Survey of Historic Properties?
6. Is the property in danger of being demolished?
7. Are there potential archeological artifacts at the site?
8. Has the property been noted in published histories of the Town or county?
9. Is there a realistic chance of restoring the property?
10. Are there other potential uses for the property, which could benefit the Town?
11. Could the building be converted for affordable housing use while still retaining its' historic quality?
12. Is the property part of an historic area in the Town?
13. Is the owner also interested in preserving the historic integrity of the property?
14. Is there an opportunity for other matching funding to preserve the property? Explain.

15. Are there any particularly important historic aspects about the property?
16. Did the property ever play a documented role in the history of the Town?

### **Affordable Housing Selection Criteria**

Address each criterion as it applies:

1. Will this involve the renovation of an existing building? If so,
  - Is the building structurally sound?
  - Is it free of lead paint?
  - Is it free of asbestos, pollutants, and other hazards?
  - Is there Town sewerage?
  - Is the septic system in compliance with Title 5?
  - Does the building comply with building and sanitary codes?
  - Is it handicap accessible?
  - Is this a conversion of market rate to affordable housing?
  - Is this a tax title property?
2. Does this project involve the building of a new structure? If so,
  - Will the structure be built on tax title property?
  - Will it be built on Town owned land?
  - Will it be built on donated land?
  - Are there other grants available to help fund this project? Explain.
  - Are there other programs such as Habitat for Humanity involved?
  - Will the project be built on a previously developed site?
3. Does the project provide housing that is similar in design and scale with the surrounding community?
4. Does this serve the 60% income level population?
5. Does this serve the 80% income level population?
6. Will this be geared to one age group?
7. Is this infill development?
8. Will there be more than two bedrooms?
9. Will it be located near conveniences (grocery, mass transit, etc.)?
10. Does this project fit with the Master Plan?
11. Will there be multiple units?
12. Is long-term affordability assured?
13. Will priority be given to local residents, Town employees, or employees of local businesses?

### **Recreation Criteria**

Address each criterion as it applies:

1. Will more than one age group use the project?
2. Can the project be used by more than one activity (multiuse)?
3. Would more than 12 participants normally use the project at once?
4. Would more than 20 participants normally use the project at once?
5. Is this project the first of its kind in the Town?

6. Is this project the first of its kind in the County?
7. Can the participants unsupervised by an adult use the project?
8. Are grants available to help pay for the construction? If so, has application been made for the grant?
9. Does the project include considerations for additional parking?
10. Can the project be used more than 1 of the 4 seasons per year?
11. Does the project match the surrounding areas character?
12. Does the project include all normal safety considerations?
13. Does the project meet all building and safety codes?
14. Is the project accessible by pedestrians and/or Cars?
15. Does the project take advantage of connections to other resources?

## PROJECT APPLICATION FORM – 2012

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**Applicant:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Applicant's Address, Phone Number and Email**

**Purpose: (Please select all that apply)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Open Space
- Community Housing
- Historic Preservation
- Recreation

**Town Committee (if applicable):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location/Address:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Project Summary:** In the space below, provide a brief summary of the project.

**Estimated Date for Commencement of Project:** \_\_\_\_\_

**Estimated Date for Completion of Project:** \_\_\_\_\_

## **APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS**

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Application is Due Monday, November 7, 2011 by 12:00 pm.

Submit 11 complete printed copies (e-mails will not be accepted) of the application, including all attachments, to:

Community Preservation Committee  
c/o Planning & Economic Development Department  
Fairhaven Town Hall  
40 Center Street  
Fairhaven, MA 02719

Attach the following with **all** applications:

- **Narrative:** A complete and detailed description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Fairhaven and how the project is consistent with the Community Preservation Plan's "Guidelines for Submission" and "Review and Recommendation Criteria." Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Project Scope:** An itemized project scope, with details describing each item and its estimated cost.
- **Cost Estimate:** Professionally prepared appraisal; or professionally prepared cost estimate (or detailed cost estimate with full explanation by line item and back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Maps:** USGS topographical map, assessors map, and/or other map as appropriate, showing the location of the project.
- **Photographs** of the site, building, structure, and/or other subject for which the application is made.

**Include the following, if applicable and available:**

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning (district, dimensional and use regulations as applies to the land).
- Inspection reports.
- 21E Reports and other environmental assessment reports.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.
- Historic inventory sheet.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful for the Committee in considering the project.

**Notes:**

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals. The Committee may request from the applicant a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting.