

## **CPC FY25 APPLICATION INSTRUCTIONS, FORM, CHECKLISTS & REQUIRED ATTACHMENTS**

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Final CPC FY25 Applications are Due Friday, September 29, 2023 by 12:00 pm.

Submit six (6) printed copies and one (1) digital copy of the application, including all attachments, to:

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

**Attach the following with all final applications:** Please note additions to this year's application

Address each item as it applies:

- **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.
- **Checklist:** Check off and address each criterion that applies to your proposal on the checklists that are on pages 4-8 of this Application.
- **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). Large projects, historic preservation projects in particular, may require the assistance of a professional consultant.
- **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 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 it makes a favorable funding recommendation to Town Meeting.

## CPC PROJECT APPLICATION FORM – FY25

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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 or sponsoring organization (if applicable):** \_\_\_\_\_

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

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

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

**Project Summary:** In the space below, or attached sheets if necessary, provide a detailed summary of the project citing the elements of the Review and Recommendation Criteria found in the Application Guidelines and checklists below (p. 4-8)

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

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

**General Criteria for All Projects – Check off and address each criterion as it applies:**

- 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 leverage additional or multiple sources of public and/or private funding?
  
- Does the project preserve a threatened resource?
  
- Is the project consistent with existing Planning Documents such as the Master Plan and Open Space Plan?
  
- Does the project comply with the 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 serve underserved populations or address more than one focus area of the CPA?
  
- Does the project reclaim abandoned or previously developed lands?
  
- Does the project require a Special Permit, NOI, Building Permit or other permitting? Please list all local and State permits you are aware of that the project will need.
  
- Does the project have community support? Does the project provide a positive impact to the community?
  
- Does the project have sufficient supporting documentation?
  
- Has the applicant/ team 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?

**Historic Preservation Selection Criteria - Check off and address each criterion as it applies:**

- Is the building on the National or State Register of Historic Places?
- Is the property eligible for listing on the National or State Register of Historic Places?
- Has the property been included in the local Survey of Historic Properties (MACRIS)?
- Is the property in danger of being demolished?
- Are there potential archeological artifacts at the site?
- Did the property ever play a documented role in the history or is it noted in published histories of the Town?
- Are there any particularly important historic aspects about the property?
- Are there other potential uses for the property, which could benefit the Town?
- Could the building be converted for affordable housing use while still retaining its historic character?
- Is the owner interested in preserving the historic integrity of the property?
- Does the proposal conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties? Has previous work on the building conformed to the Standards?
- Was the structure built before 1921? Has it otherwise been identified as being historic or have cultural value?

**Recreation Criteria - Check off and address each criterion as it applies:**

- Will more than one age group use the project?
- Can the project be used by more than one activity (multi-use)?
- How many participants will normally use the project at once?
- Is this project the first of its kind in the Town or County?
- Can participants use the project without adult supervision?
- Are grants available to help pay for the construction? If so, have applications been made for the grants?
- Does the project include considerations for additional parking?
- Can the project be used during more than 1 of the 4 seasons per year?
- Does the project match the character of the surrounding area?
- Does the project include all normal safety considerations?
- Does the project meet all building and safety codes?
- Is the project accessible by pedestrians, bicycles, transit?

**Open Space Criteria for Parcel Selection - Check off and address each criterion as it applies:**

- Is the project within the Nasketucket Watershed Area?
  
- Is the project with 100 feet of wetlands? Is the project with 200 feet of a river?
  
- Is stream and bank protection an issue? Is vernal pool protection a consideration?
  
- Would this proposal enhance protection of any FEMA designated floodway?
  
- Does the project include any Area of Critical Environmental Concern?
  
- Would this proposal contribute to the preservation and/or creation of forested land?
  
- Will this proposal protect other parcels? Will this proposal impact other parcels?
  
- Does this parcel abut protected land? Does this parcel support a significant wildlife habitat?
  
- Is this parcel at risk for development? Did this parcel have a past proposal for development? Is it for sale?
  
- Are grants available? If so, have applications been made?
  
- Does the property or structures have historic significance?
  
- Are there any stonewalls, old foundations, roads, trails, cart paths or scenic vistas?
  
- Are there any active or passive recreation possibilities associated with this parcel?
  
- Is this parcel suitable for a community garden or farm?
  
- Is this parcel suitable for nature observation and educational programs?

**Affordable Housing Selection Criteria - Check off and address each criterion as it applies:**

- Will this involve the renovation of an existing building?
  - Is the existing building structurally sound?
  - Is the building free of lead paint? Is it free of asbestos, pollutants, and other hazards?
  - Is this a conversion of market rate to affordable housing?
  - Is there Town sewerage? If not, is the septic system in compliance with Title 5?
  - Does the proposed building or renovation comply with building, sanitary and accessibility codes?
  - Is this a tax title property?
  
- Does this project involve the building of a new structure? If so,
  - Will the structure be built on tax title property, on Town owned land or donated land?
  - Will the building be free of environmental hazards?
  - Are there programs such as Habitat for Humanity involved?
  - Will the project be built on a previously developed site?
  
- Does the project provide housing that is similar in design and scale with the surrounding community?
  
- Does this serve the 60% income level population? Does this serve the 80% income level population?
  
- Is long-term affordability assured? Will this be geared to one age group?
  
- Will there be more than two bedrooms? Will there be multiple units?
  
- Will it be located near services such as grocery, mass transit, etc.?
  
- Will priority be given to local residents or employees of local businesses?
  
- Will the project incorporate solar power or renewable energy?