This application may be completed electronically and emailed to [cpc@wnewbury.org](mailto:cpc@wnewbury.org) or printed and completed by hand and submitted to the CPC Administrator. All applications must be received by the CPC Office at least 2 weeks prior to a scheduled meeting in order to be considered by the Committee. For more information contact 978-363-1100 X131.

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Project Name: |  |
| Project Address: |  |
| Map/Lot: |  |
| Applicant Name:  (Group or Committee Affiliation) |  |
| Contact Person: |  |
| Telephone: |  |
| Address: |  |
| Email: |  |
| Date of Application: |  |

**PROJECT ELIGIBILITY**

|  |  |
| --- | --- |
| Community Preservation Category (ies) |  |
| Date Approved by CPC |  |

**PROJECT NARRATIVE**

Provide information for the following project components, providing attachments where necessary which clearly reference the heading. All project components listed must be addressed in order for the project to be considered by the CPC.

|  |
| --- |
| **PROJect Summary -** Provide a description of the Project, including the property involved and its proposed use. |
| **PUBLIC BENEFIT –** Describe in detail the benefits West Newbury will receive from the Project and how the Project meets the Community Preservation Committee’s Project Evaluation Criteria. |
| **Control of Site -** Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions of the purchase. If the applicant does not have site control, explain how the project will go forward. |
| **Feasibility -** List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues.  For projects that may affect abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected. |
| **SUPPORT –** Seek input from relevant Town entities and members of the community. Provide documentation of their response. |
| **SCOPE OF WORK -** A scope of work is required to fully develop a time and cost plan for recommendation to Town Meeting. The scope is to be prepared by the Applicant and be detailed enough, in the opinion of the CPC, that a professional qualified to perform the work will be able to provide an estimate of the time and cost necessary to complete the proposed work. Attach the scope of work to this application. |
| **Project Timeline -** Describe the anticipated steps or phases for completion of the Project. State whether the Project will be ready to proceed in the coming fiscal year. Will this  be a multi-year project? |
| **Funding -** Include a full budget, including itemization of major components and breakdown of construction costs. Describe The estimated annual cost of operating and maintaining the site/project after completion. Describe the basis for your budget and the sources of information you used. |
| **OTHER** - Please provide any other information which you think would be useful for the CPC to consider when evaluating this project’s eligibility for funding (attach additional pages if needed): |

**APPLICATION CHECKLIST:**

To be completed by Applicant and approved by CPC Administrator prior to the application being reviewed by the CPC.

|  |  |  |
| --- | --- | --- |
| **Y** | **N/A** | **Application Requirement** |
|  |  | Proof of ownership or control of the site, structure, or subject of Application. |
|  |  | Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project. |
|  |  | If the project involves public property, verification that the applicable public agency or department supports the project as presented and will oversee the project if funded. |
|  |  | Assessor’s map showing location of the Project. |
|  |  | Photographs, including aerial photographs if available. |
|  |  | Detailed scope of work for the project prepared by the Applicant. |
|  |  | Recent cost and time to complete estimates from professionals qualified to complete the project. |
|  |  | Proposed oversight and management plan for the Project. |
|  |  | If the project involves a historic resource, evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria. |
|  |  | Architectural plans and specifications, for new construction or rehabilitation. |
|  |  | Maps, renderings, site plans. |
|  |  | Historic structures report, existing conditions report. |
|  |  | Names and addresses of project architects, contractors and consultants. |
|  |  | Documentation of support from Town entities and Community. |
|  |  | Permission from the property owner to display a CPC funded project sign. |

**Approval by CPC Administrator:**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |