



TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE (CPC)
GUIDELINES FOR PROJECT SUBMISSION
(Excerpt from Community Preservation Plan, February, 2019)

1. Proposals may be submitted for projects involving **Community Housing, Historic Preservation, and Open Space and Recreation**. See the Community Preservation Plan for a chart of eligible uses.
2. Application forms are available at the CPC Office in the Town Office Building, 381 Main Street, or on the town website: www.wnewbury.org.
3. Each project request must be submitted to the CPC using the Application for Project Eligibility form as a preliminary Application. Eight (8) copies of the Application should be submitted for distribution to the CPC. An electronic form should also be submitted by e-mail to cpc@wnewbury.org
4. The Committee will review Applications at a regularly scheduled meeting. Once the project has received preliminary approval for eligibility from the CPC, the Applicant will be asked to complete and submit the Application for Project Funding. Eight copies of the Application should be submitted for distribution to the CPC. An electronic form should also be submitted by e-mail to cpc@wnewbury.org. **The CPC reserves the right to reject Applications which are not complete.**
5. Requests must include a statement of purpose, identify the need to be answered, and be documented with appropriate supporting information. The use of maps, visual aids and other supplemental information is encouraged.
6. Applicants must be present at a CPC meeting to answer questions. The CPC will inform the contact person when the project will be discussed by the CPC.
7. Applicants must meet with and seek support from the committees or commissions which deal with the type of Application submitted, i.e. community housing, historic preservation, or open space and recreation. Applicants are to meet with relevant boards and/or committees to obtain feedback from them as to how the proposal fits into their master or other plan, and other relevant plans and/or policies. The Applicant is urged to obtain letters of support for the project from the entity with oversight.

8. Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
9. If the request is part of a multi-year project, is to be developed in phases, or the project is part of a long range conceptual plan, please include the total project cost, allocations, and timelines.
10. For Applicants with multiple project requests, please prioritize projects.
11. Requests are accepted throughout the year. Applications will be reviewed and if approved, will be placed on the Warrant for the next or a future Town Meeting. The CPC reserves the right to defer timely Applications if additional study is warranted.
12. The Committee may require, as a condition for funding, the recording at the Registry of Deeds of preservation restrictions on restored or acquired historic resources, conservation restrictions on preserved or acquired land, and/or deed restrictions on affordable housing projects.
13. For each project, please consider the following factors, as applicable. A project need only address the pertinent factors in a specific category:

Acquisition, creation and preservation of open space/recreation: Open space includes land protecting scenic vistas, forested land, land protecting wells, aquifers and recharge areas, fields, and land for active or passive recreational use including playgrounds and athletic fields for noncommercial sports, trails, parks, and community gardens. Community Preservation funds may be used to protect open space by outright purchase or by extinguishing or limiting development rights through the purchase of permanent Conservation or Agricultural Preservation Easements or Restrictions and where a property interest is acquired a permanent Restriction will be recorded.

“Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Rehabilitation/restoration such as capital improvements, extraordinary repairs to make the resource functional, and compliance with The Americans with Disabilities Act are allowable uses of CPA funds, under the open space/recreation category.

Acquisition, preservation, rehabilitation and restoration of historic resources: Historic resources are defined as a building, structure, vessel or real property that is listed on the State Register of Historic Places or has been determined by the West Newbury Historical Commission to be significant in the history, archaeology, architecture or culture of West Newbury. Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources, but not for routine maintenance. Investment in historic resources must be protected by a permanent Historic Preservation Restriction where an interest in property is acquired.

Creation, preservation and support of community housing: Low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first time home buyers, for financial assistance to income-eligible homeowners, for gap funding, to match state or federal low-income housing grants, or for other support of community housing. The Town's investment in community housing not owned by the Town must be protected by a permanent Affordability Restriction.

Applicants should familiarize themselves with the applicable Zoning and General Bylaws and these can be accessed on the Town website. **Please include the following with ALL copies of the Application for Funding:**

- 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, provide 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.
- Recent written estimates of construction and maintenance costs with detailed scope of work
- Proposed oversight and management plan for the Project
- If the project involves a historic resource, please provide 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

Include the following, if applicable and available:

- 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
- Budgets
- Letters of Support

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the Community Preservation Act can be found at <http://www.communitypreservation.org/index.cfm>

If you are in doubt about your project's eligibility, after consulting these sources, you are encouraged to contact the CPC and informally request an opinion.

Please submit the Application and accompanying documentation to:

West Newbury Community Preservation Committee
381 Main Street

TOWN OF WEST NEWBURY

Community Preservation Committee

APPENDIX TO *Guidelines for Project Submission*

Time and Cost Estimates

September 21, 2017

Section 3. of the Community Preservation Bylaw, General Bylaw XXXVI, requires that *Recommendations to Town Meeting shall include a fully developed time and cost plan.* This Appendix to the Community Preservation Committee's *Guidelines for Project Submission* will address requirements for a fully developed time and cost plan. **You are encouraged to meet with the Community Preservation Committee to discuss a project and these requirements prior to submitting an Application for Funding.**

1. Prepare a Scope of Services/Work to be Performed. The Scope of Services/Work to be Performed will be used as the basis to obtain estimates so you will have an idea of how much money you need to request for CPC and Town Meeting approval.

Scope of Services should include: (where applicable)

..Introduction and Information, Including The Purpose of the Project, and location

..Background: Prepare a brief description of the Project, including address. Give any history that is relevant to the project, background, note prior work performed, etc.

..Request an estimate which should be detailed and include all work, supplies, upgrades needed in order to reach your goal. See example below.

2. A detailed Scope of Services should be prepared and submitted to at least one qualified professional in order to obtain an estimate for these services required.
3. If plans or detailed drawings are needed, you may use available funds, other sources, or apply for CPA funds for this preliminary work to be done. This would then become a Phased Project.
4. Following your receipt of plans, detailed drawings, etc., submit a final Scope of Services to at least one qualified professional in order to receive an estimate to perform the work. This would become Phase II of the project.
5. Your Scope submitted should include a request from the professional for timing of the project, i.e., duration of time from approval of project to finish. This can vary greatly from project to project depending on permitting, weather, access to records, etc. A detailed timeline with anticipated times for various stages of the project should be provided. For example:

Preparation and signing of contract: 30 days

Applying for and receiving permits: 120 days

(Note that if Site Plan Review, state permits, or local permits such as from Conservation Commission, Historical Commission, etc. approvals are required, these should all be calculated into the timeline)

Ordering and receipt of supplies: 30 days

Duration of project to completion: 90 days

TOTAL:

270 days

6. Estimates from a qualified professional must be detailed enough for the CPC to determine what is to be done. If the estimate is based on the Scope of Work, then the estimate should include line items for work to be performed as outlined in the Scope of Work, and all items should tie in.
7. All Scopes of Services and Estimates from Qualified Professionals should be submitted with your Application for Funding to the CPC.
8. The CPC may suggest a Contingency Amount to be included in your proposal in order to handle unforeseen expenses.
9. If a project is very large in Scope, you may be required to budget for and hire an Owners Project Manager (OPM) as part of your proposal.

SAMPLE SCOPE OF SERVICES

Preservation of a Town-owned building which is in disrepair. Located at XX Address, West Newbury MA. The building has been deemed historically significant by the Historical Commission. The building is two-story, wood frame, clapboard siding, consisting of approximately 2600 square feet. The building is 100 years old and there is evidence of some rot around windows and doors. Some of the windows have been boarded over. The handrail for the front steps is broken, and the steps need to be replaced. The building needs to be painted in order to preserve the exterior and the frame. Photos of the building are attached. Please itemize the following:

LABOR

Powerwashing, number of people and hours x hourly rate:

Scraping, sanding, caulking, number of people and hours x hourly rate:

Painting, number of people and hours x hourly rate:

Repairs, number of people and hours x hourly rate:

TOTAL ESTIMATE FOR LABOR:

MATERIALS

Materials such as caulking, lumber, railing, etc:

Disposal and/or Demolition Charges:

Gallons of paint required for building:

TOTAL ESTIMATE FOR MATERIALS:

TOTAL, LABOR AND MATERIALS:

Please contact NAME_____ at PHONE_____ or
EMAIL_____ to arrange a site inspection.



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT ELIGIBILITY
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: _____

PROJECT ADDRESS: _____

MAP/LOT: _____

APPLICANT NAME: _____

(Group or Committee Affiliation)

CONTACT PERSON: _____

TELEPHONE/FAX NO.: _____

ADDRESS: _____

EMAIL: _____

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Community Housing**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Open Space & Recreation**

Please provide a brief project description below. Include a brief narrative of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

FUNDING:

Amount of Community Preservation Funding Requested: \$ _____

_____ Applicant
Signature and Date

**For more information contact 978-363-1100 X131
12/2013, Revised 5/2016**



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT FUNDING
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: _____

PROJECT ADDRESS: _____

MAP/LOT: _____

APPLICANT NAME: _____

(Group or Committee Affiliation)

CONTACT PERSON: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Community Housing**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Open Space & Recreation**

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

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 fulfills 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. If the applicant does not have site control, explain.

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 impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multiyear project?

FUNDING:

A. Amount of Community Preservation Funding Requested:

\$ _____

B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.

C. Other Sources of Funding Available: If funding from other sources may be available for the Project, please complete the following table:

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT

_____ **Applicant Signature and Date**

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.



TOWN OF WEST NEWBURY
APPLICATION FOR
ADMINISTRATIVE FUNDS
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents, including an Application for Project Eligibility, with the Community Preservation Committee, Town Office Building, 385 Main Street, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: _____

PROJECT ADDRESS: _____

MAP/LOT: _____

APPLICANT NAME: _____

(Group or Committee Affiliation)

CONTACT PERSON: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Community Housing**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Open Space & Recreation**

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe the benefits West Newbury will receive from the Project and how the Project fulfills 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. If the applicant does not have site control, explain.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

A. Amount of Community Preservation Administrative Funds Requested:

\$ _____

B. Other Sources of Funding Available: If funding from other sources may be available for the Project, please complete the following table:

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)

YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

Applicant Signature and Date

For questions contact: cpc@wnewbury.org
 (978) 363-1100 X131

May, 2016

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT