



# COMMUNITY PRESERVATION PROJECT APPLICATION COVER SHEET

for the  
Town of Goshen, Massachusetts

## I: PROJECT INFORMATION

Project Title :

Project Summary :

Estimated start date :

Estimated completion date:

CPA Program Area (check all the apply)

Open Space

Community Housing

Historic

Recreation

## II: APPLICANT / DEVELOPER INFORMATION

Contact Name :

Property Owner (if applicable) :

Organization (if applicable) :

Mailing Address :

Contact Phone # :

Fax # :

E-mail Address :

Website URL :

## III: BUDGET SUMMARY

Total Budget for Project :

CPA Funding Request :

CPA Request as Percentage of Total Budget :

**Applicant's Signature :** \_\_\_\_\_

**Date Submitted :** \_\_\_\_\_

## APPLICATION INSTRUCTIONS

### 1. Please read the CPA Application & Review Process

### 2. Complete the application Cover Sheet.

### 3. Include the following information:

- **Narrative:** A description of the project and, when applicable, of the property involved and its proposed use. Include responses to the following items:
  - Project location, including address and parcel number
  - What Community Preservation criteria (both general and program area specific) does this project meet?
  - What community needs does this project serve? If the project serves multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.
  - What specific guarantees will assure the long-term preservation of the project?
  - What community support does the project have? Explain the nature and level of the support.
  - How will the success of this project be measured?
  - Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.
- **Project Budget:** The total budget for this project including specifically how CPA funds will be spent. All items of expenditure must be clearly identified. Include project quotes or show why this is not appropriate or feasible. List any additional funding sources either committed or under consideration. Include commitment letters if available.
  - \* If the application submission is for a community housing project, please submit a development budget and a Sources and Uses budget. Also community housing home ownership projects shall include an affordability analysis and community housing rental projects shall include a five-year operating budget.
- **Multi-Year Funding:** If the project is expected to continue over more than one year or if bonding the project is anticipated please provide annual funding requirements.
- **Project Timeline:** Explain the various steps of the project and when they will be completed.

- **Feasibility:** List and explain all further actions 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 agreement, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **If the project is for open space acquisition, a Conservation Restriction (CR) or Agricultural Preservation Restriction (APR) is required. A third party holder of the CR or APR must be identified.**
- Maps: USGS topographical map, assessor map, or other map as appropriate, showing the location of the project.
- Visual materials: Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made.
- Page numbers: Please number all of the pages in the application.

#### **4. Include the following attachments, if applicable and available:**

- Record plans of the land
- Natural resources limitations (wetlands, flood plain, etc.)
- Zoning (district, dimensional and use regulations as applicable)
- Inspection reports
- 21E Reports and other environmental assessment reports
- Existing conditions report
- Names and addresses of project architects, contractors, and consultants
- Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
- Documentation that you have control over the site, such as a Purchase and Sale agreement, option, or deed; or explanation of how the proposed project will proceed in the absence of site control.
- Evidence that the proposed site is free of hazardous materials or that there is a plan for assessment and/or remediation in place.
- Letters of support sufficient to document clear endorsement by community members and groups, and, where appropriate, by municipal boards and departments.
- Any other information useful for the Committee in considering the project.