

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

APPLICATION COVER SHEET

FINAL APPLICATION

Submitter: _____

Submission Date: _____

Group or Committee Affiliation (if any): _____

Submitter's address and phone number:

Purpose (please select all that apply):

- Open Space / Recreation
 Affordable Housing
 Historic

Submitter's email address: _____

Project Name: _____

Project Description:

List Departments/Boards you have spoken with:

Total Estimated Cost (include estimated sign cost)	CPA Funds Requested	Other Funding Sources

ADDITIONAL SUPPORT INFORMATION

Please use the following points as a guide and attach a narrative. Include supporting materials as necessary.

APPLICANT INFORMATION

- A-1 Organizational goals and Objectives of the Applicant.
- A-2 History of the Applicant within the organization.
- A-3 Names of the members of governing board of organization (if applicable).
- A-4 Legal and tax status of applicant and organization.
- A-5 Description of previously completed projects similar to proposed project.

PROJECT DESCRIPTION

- P-1 Summary and Goals: Provide an Executive Summary of the Project, including but not limited to: 1) a description of the property involved and its proposed use 2) a description of how the project meets the requirements of the Community Preservation Act 3) a description of the project and its benefits to Stow 4) information indicating how this project can be used to achieve additional community benefits.
- P-2 Community Need: Why is this project needed? Does it address needs identified in existing Town Plans?
- P-3 Community Support: What is the nature and level of support for this project? Include letters, petitions, and other documentations of support. Provide information about how the project will involve public outreach, and seek to disseminate information on project goals, results, project partners, and the sources of funding and other support provided, or otherwise compliment or encourage other local projects.
- P-4 Timeline: What is the schedule for the project implementation, including a timeline for all critical elements including commencement and completion dates?
- P-5 Credentials: How will the experience of the applicant contribute to the success of the project?
- P-6 Success Factors: How will the success of this project be measured? Be as specific as possible.
- P-7 Budget: What is the total budget for this project, and how will the CPA funds be spent? All expenditures must be clearly identified. Provide detail specifying if the funds will be used for actual project implementation or program support such as administration. Include actual project quotes if possible.

- P-8 Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- P-9 Multi-Year Funding: If the project is expected to continue over more than one year or if bonding the project is anticipated, detail the phasing of the cost of the project. If applicable include source of Matching Funds with documentation supporting whether the match is promised, in-hand, or requested. Include a work plan showing the anticipated milestones or phases for completion of the Project, the timing, and estimated costs associated with each milestone.
- P-10 Maintenance: If on-going maintenance is required for your project, how will it be funded?
- P-11 Control of Site: Documentation that you have control over the site, such as a Purchase and Sales agreement, option or deed. If the applicant does not have site control, please explain how public benefits will be protected in perpetuity.
- P-12 Deed Restrictions: Provide a copy of the actual or proposed restrictions that will apply to this project.
- P-13 Acquisitions: For acquisition projects, attach appraisals and agreements if available. Please set forth the name of the current owner , property address, assessor's identification Map, Block, and Lot Numbers.
- P-14 Feasibility: Provide a list of all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.
- P-16 Permitting: Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations. What permits, if any, are needed for the project? Provide list and expected dates of receipt of those permits. Provide copies of any permits already acquired. When applicable, consultation with Conservation Commission, Highway Department, Planning Board, Historical Commission, Board of Selectmen, etc is strongly recommended.
- P-17 Further Attachments as applicable: Assessor's maps, list of abutters, photographs, renderings/design plans, Historic reports/inventory sheets, names and addresses of contractors/consultants, etc.
- P-18 The applicant is responsible for the design, cost and placement of a permanent sign at the project site when work has been completed. The sign draft needs to be approved by the CPC and the sign also must list the Community Preservation Committee as a contributor.

