

## **TOWN OF ACUSHNET**

### **COMMUNITY PRESERVATION COMMITTEE**

#### **GUIDELINES FOR PROJECT SUBMISSION**

- 1) One original and 2 copies of a complete Application Packet for each project must be submitted to the Community Preservation Committee.
- 2) A complete Application Packet must include all of the following:
  - Project Submission Form (fully completed and endorsed)
  - Project Narrative, which shall include:
    - a detailed description of the project
    - how this proposal meets the goals of the Community Preservation Act
    - how this project meets the General Criteria and Category Specific Criteria for CPC projects
    - how this proposal specifically benefits the town of Acushnet and residents
    - a statement of need (including documentation with appropriate support information)
    - description of the natural features of the property
    - description of the neighborhood and surrounding land uses proximate to the project site
  - Detailed Development Program including
    - methodology, including:
      - detailed description (and timelines) of all steps and phases necessary to undertake project and bring to completion
    - detailed estimated project costs and budget (prepared by a qualified professional)
      - include formal quotes whenever possible
      - estimates may be used provided the basis of the estimate is fully explained
      - for multi-year projects, include the total project cost and allocations
    - preliminary construction plans (where applicable), prepared by a qualified professional
    - detailed construction costs (where applicable), prepared by a qualified professional
  - Evidence of other funding sources, including level of commitment
  - Evidence of site control
  - Any existing restrictions on the project site
  - Any maps, surveys, Appraisals, Agreements, etc.
  - Any additional information that you feel the Community Preservation Committee should consider when reviewing your application.
- 3) For applicants that have multiple project requests, please prioritize projects.
- 4) Applicants must attend the CPC meeting at which the application is being considered to answer questions.
- 5) Projects must be either hand delivered or mailed to: Acushnet Community Preservation Committee.
- 6) For additional information contact the Acushnet Community Preservation Committee, Town Hall, 122 Main Street, Acushnet, MA. 02743