

**Community Preservation Act  
Town of Cohasset**

**Request for Preservation Act Funding  
Basic Information Form**

This form provides basic information on projects that may be supported in whole or part by the Community Preservation Fund. Information on this form will assist the Community Preservation Act Committee in identifying potential needs, establishing budgets, and developing opportunities for further review. Please provide as much information as possible. Applicants may be required to prepare a formal proposal that will provide more detailed information prior to the Community Preservation Committee seeking funds before a Town Meeting. The Town Meeting will have the ultimate say, as the law requires Town Meeting approval for all Community Preservation Committee funding recommendations.

**For Community Preservation Committee Use**

Received on: \_\_\_\_\_ Case No: \_\_\_\_\_

Associated Town Committee: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

Determination: \_\_\_\_\_

**Applicant Information**

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Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner of Property (if different than applicant)

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Project Information**

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Type: Open Space \_\_\_\_\_ Historic Preservation \_\_\_\_\_ Recreation \_\_\_\_\_ Affordable Housing \_\_\_\_\_

Brief Name: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Brief Description (Attach additional pages as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of Parcel: \_\_\_\_\_

Current use of Property or Parcel: \_\_\_\_\_

Describe any time constraints or period for action: \_\_\_\_\_

How does this project help preserve Cohasset's character? \_\_\_\_\_

**Permits and Approvals**

What permits and approvals are required? / Have they been obtained or have you filed for them?

Name of Permit	Not filed (Y/N)	Filed (Date)	Obtained (Date)

Notes: \_\_\_\_\_



**Funding**

Please describe the proposed funding for this project. Please identify other sources you are seeking funds from, and whether those funds are secured. Identify, any funds, if any, you or your organizations are willing to provide.

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<b>Proposed Funding</b>				
<b>Fiscal Year</b>	<b>Total Cost</b>	<b>CPC Funds requested</b>	<b>Other Funds</b>	<b>Sources</b>
2011				
2012				
2013				
2014				
2015				

<b>Source of Funds other than CPA</b>	<b>Amount</b>	<b>Funding Requested (Y/N)</b>	<b>Funding Secured (Y/N)</b>



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**Guidelines for Submission**

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- 1) Each project request must be submitted on the Community Preservation Committee Project Submission Sheet (this form).
- 2) Requests should be within a 5-year period from FY 2011 to FY 2015
- 3) Requests must include the need for the item and be documented with appropriate support information.
- 4) Obtain quotes for project costs wherever possible, if not, cost estimates may be used provided the basis of the estimate is fully explained.
- 5) If request is part of a longer-term project, include the total project cost.
- 6) For Departments or Committees that have multiple project requests, prioritize projects.

Please keep in mind there are legal limitations on what CPA funds can be used for. For example the funds cannot be used to build gymnasiums, stadiums, or any similar structure.

The Community Preservation Committee may require a formal presentation for projects requesting funding. Applicants for funds may be required to provide additional information depending on the nature of the project. Such additional Information may include, but not be limited to, the following:

- Site Plans and Surveys
- Engineering/Architectural Plans
- Structural Survey
- Geotechnical Investigation
- Hazardous Waste Site Assessment (21E)
- Contractors Estimate (Construction, demolition, repair, architectural and engineering fees, etc.)
- Property Appraisal
- Legal and related expenses (Title Search, Deed Restrictions, Property Transfer)
- Any other costs directly associated with the project

Applicants may request funding for all or part of these fees. The Community Preservation Committee will evaluate funding for such expenses on a case-by-case basis.

If you are in doubt about your project's eligibility, please submit it so we have the opportunity to review it. A Community Preservation Act - Question and Answers page can be found at:

<http://www.state.ma.us/envir/cpaqa.htm>

Thank you for your input.

Community Preservation Committee  
Cohasset, MA