

TOWN OF YARMOUTH  
COMMUNITY PRESERVATION COMMITTEE

**2023 PROJECT APPLICATION FORM**  
**FOR CONSIDERATION AT APRIL 2023 ANNUAL TOWN MEETING**  
*Funding to be provided in FY24*

Project Name:

Date:

Project Location:

Assessor Map/Lot:

Deed: Book                      Page

Total Cost of Project: \$  
(leave amount blank for land acquisitions.)

CPA Funding Request: \$

Fiscal Year:

Project Proponent:

Title:

Business Name:

Mailing Address:

Telephone Number:

E-mail Address:

Community Preservation Categories:

Community Housing  
 Historic Resource

Open Space  
 Recreation

**FOR PROJECTS UTILIZING TOWN RESOURCES:**

\_\_\_\_\_  
Robert L. Whritenour, Jr., Town Administrator

\_\_\_\_\_  
Date

NOTE: Some projects may be subject to a permanent deed restriction that meets the requirements of MGL c. 44B §12 and MGL c. 184 §23 to 31. The deed restrictions run with the land in perpetuity and are enforceable by a governing agency.

**OBJECTIVE.** State the purpose of the project.

**PROJECT SUMMARY.** Include statement of community needs, how the project meets the criteria for funding, and how the project benefits the Town of Yarmouth. Describe the site, including zoning, number of acres, natural features of the property, and how the property is being used now and its proposed use.

**COMMUNITY BENEFIT.** How does the project benefit Yarmouth? Include number of visitors, if appropriate.

**CONTROL OF SITE.** Indicate if applicant owns or has a purchase agreement for the property. If under agreement, attach a copy. Attach the current deed to the application.

**PERMITTING REQUIREMENTS.** List permits needed for completion of project and anticipated timeline, including any special permit, variance or other approval required.

**IMPLEMENTATION.** Who will implement the project and is there a project manager?

**PROJECT WORKPLAN AND TIMELINE.** Include estimated timeline or anticipated phases for completion of project.

**MAINTENANCE.** CPA Funds cannot be used for maintenance. If ongoing maintenance is required, who will be responsible and how will it be funded?

**COMMUNITY SUPPORT.** What is the nature and level of support for this project?

**SUCCESS FACTORS.** How will the success of this project be measured? List identifiable outcomes.

**BUDGET.** Itemize the project budget. Expenditures and estimated costs must be clearly identified and back-up documentation provided. A minimum of two cost estimates for the project must be included in the application.

**Town license and permit fees are not waived for CPA projects and should be included in budget estimates.**

		<i>Cost Estimates</i>	
Item	Description	CPA Funds	Other Funds
1			
2			
3			
4			
5			
6			
7			
8			
<b>Subtotal</b>			
<b>GRAND TOTAL</b>		\$ _____	

**OTHER FUNDING.** List additional or alternate sources of funding for this project. (Required)

Grant Name/Organization	Date Applied	Amount Requested	Status of Your Application	Date grant is awarded

Please list any donated labor and/or materials and the value for each.

- | <u>Labor/Materials</u> | <u>Value</u> |
|------------------------|--------------|
| 1. _____               | \$ _____     |
| 2. _____               | \$ _____     |
| 3. _____               | \$ _____     |
| 4. _____               | \$ _____     |

**SUPPLEMENTAL INFORMATION CHECKLIST:**

The application should contain the following supplemental information in order to be processed:

- \_\_\_ List of Board of Directors
- \_\_\_ Site plan: stamped by a Registered Professional
- \_\_\_ Project budget
- \_\_\_ Project costs (include a minimum of two cost estimates)
- \_\_\_ Assessor’s Field Card (go to <https://gis.vgsi.com/yarmouthma/> and click *Enter Online Database*; enter address into search box; click address; select *Field Card*)
- \_\_\_ Title and deed to the property
- \_\_\_ Photographs or renderings of existing site and conditions (size 8 ½ x11 or 11x17)
- \_\_\_ Architectural plans and specifications (size 8 ½ x11 or 11x17)
- \_\_\_ Letters of support
- \_\_\_ Town Administrator’s signoff for projects utilizing Town resources

**FOR AFFORDABLE HOUSING RENTAL PROJECTS:**

- \_\_\_ Affordable Rental Housing Price Proposal Sheet (Attached)
- \_\_\_ letter of recommendation from the [Community Housing Committee](#)

**FOR HISTORIC RESOURCES:**

- \_\_\_ documentation of historical significance from one or more of the following sources:
  - a. the [Massachusetts Historical Commission](#)
  - b. the [National Register of Historic Places](#)
  - c. the [Yarmouth Historical Commission](#)
- \_\_\_ letter of recommendation from [Yarmouth Historical Commission](#)

**FOR OPEN SPACE ACQUISITIONS:** Please contact [Dawn-Marie Flett](#) for additional guidance. Town acquisitions must adhere to [Yarmouth Land Acquisition Procedures](#) re: Due Diligence Checklists.

- \_\_\_ Written report from the [Health Department](#) on the environmental quality of the site and whether a 21E study is necessary.
- \_\_\_ Written report from the [Fire Department](#) regarding any possible underground storage tanks or possible contamination
- \_\_\_ Written report from the [Conservation Administrator](#) on the environmental quality of the site.
- \_\_\_ Account of any taxes or other bills owed from [Collectors](#).
- \_\_\_ Appraisal(s) on the property.
- \_\_\_ Title Search
- \_\_\_ Possible letters of support from Open Space Committee; Community Preservation Committee; Conservation Commission; Yarmouth Conservation Trust; The Compact of Cape Cod Conservation Trusts; Yarmouth Police Department; Yarmouth Recreation Commission; property abutters

**FOR RECREATION PROJECTS:**

- \_\_\_ letter of recommendation from the [Recreation Commission](#)

**ONE COPY OF MOST RECENT:**

- \_\_\_\_\_ Tax Determination Letter (IRS)
- \_\_\_\_\_ W-9 Form
- \_\_\_\_\_ Form PC (Massachusetts Office of Attorney General)
- \_\_\_\_\_ Annual Corporate Report (Massachusetts Secretary of State)
- \_\_\_\_\_ Form 990 (IRS)