

**Community Preservation Act
Town of Norfolk**

**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

Contact Name: _____

Organization: _____

Address: _____

Telephone: _____

Owner of Property (if different than applicant)

Contact Name: _____

Organization: _____

Address: _____

Telephone: _____

Project Information

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: _____

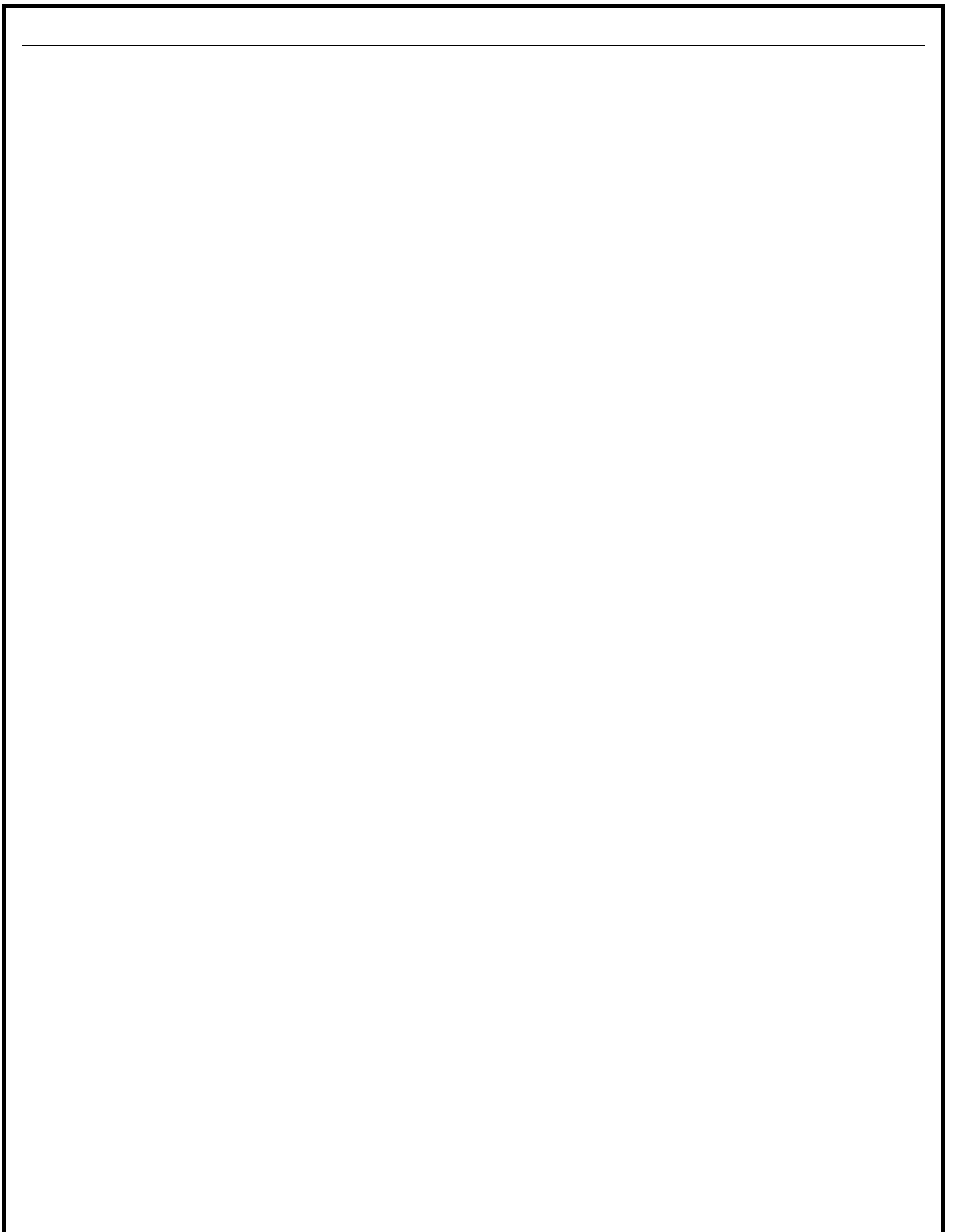
How does this project help preserve Norfolk's character? _____

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.

Proposed Funding				
Fiscal Year	Total Cost	CPC Funds requested	Other Funds	Sources
2003				
2004				
2005				
2006				
2007				

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

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Guidelines for Submission

- 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 2003 to FY 2007
- 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.
- 7) Requests should be received by December 31, 2002 to be considered for recommendation at the March 2003 Annual Town Meeting.

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://commpres.env.state.ma.us/index.asp>

Thank you for your input.

Community Preservation Committee
Norfolk, MA