

**Town of Rockport
Community Preservation Committee**

**Preliminary Application for Community Preservation Funding
Due June 1, 2003**

The Community Preservation Committee is pleased to be able to offer to citizens of Rockport the opportunity to apply for Community Preservation funds. Under the Community Preservation Act, the town may use these funds for the following purposes:

- **Acquisition, creation and preservation of open space.** Open space includes land protecting scenic vistas, forested land, land protecting wells, aquifers and recharge areas, and land for active or passive recreation use including playgrounds, trails, parks, and community gardens. Community preservation funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions.
- **Acquisition, preservation, rehabilitation and restoration of “historic resources”.** “Historic resources” are defined as a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the Historical Commission to be significant in the history, archeology, architecture or culture of Rockport. Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation restriction and must provide public benefit.
- **Creation, preservation and support of “community housing”** defined as low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loans programs to income-eligible first-time home buyers, for financial assistance to income-eligible home-owners, for gap funding for non-profit community development corporations or for-profit developers, to match state or federal low-income housing grants, or for other “support” of community housing. The Town’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

If you have any questions about the preliminary application or the information required for your project please call Chairperson **Frances Fleming at 978-546-9956** or Vice-Chairman **Eric Hutchins at 978-546-6425**.

Application Process

Step 1. Complete Preliminary Application by Monday, June 2, 2003*.

Submit completed application to:

Rockport Community Preservation Committee
Rockport Town Hall
34 Broadway
Rockport, MA 01966

*The Community Preservation Committee may accept late applications after the deadline, for emergency or other appropriate reasons, according to the committee's discretion.

Step 2. Community Preservation Committee Review and Public Comment.

A. Application Review: The Rockport Community Preservation Committee (RCPC) will review submitted applications to determine whether:

- Proposed projects are eligible for Community Preservation funding; and
- Proposed projects are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration.

B. Public Comment: The RCPC will seek public comments on proposed projects at a public hearing to be scheduled in July, 2003.

C. Invitation: The RCPC will invite applicants for further consideration by July 31, 2003. RCPC will ask applicants for invited projects to provide additional information.

D. RCPC Recommendations: RCPC will make its final recommendations for funding in the form of warrant articles to be voted on at the 2003 Fall Town Meeting.

Step 3. Town Meeting Approval

Town Meeting has the final authority to award funds from Rockport's Community Preservation Fund. RCPC will recommend funding in the form of warrant articles. A majority vote is required to approve funding.

Step 4. Funding Award

Funding for approved projects will be available following Town Meeting, subject to satisfaction of any closing conditions established by the Committee.

Preliminary Application for Community Preservation Funding

Project Name

Property Location

Project Proponent

Contact Name:

Address:

Telephone Number:

e-mail address:

Date: _____, 2003

Community Preservation Category (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Community Housing |
| <input type="checkbox"/> Historic Resources | <input type="checkbox"/> Recreation |

Project Summary Include below or attach a description of the Project and its benefits to the Town. Include a description of the property involved and its proposed use. Include a work plan showing the anticipated steps or phases for completion of the Project and their timing and estimated cost.

Control of Site Indicate below whether the applicant owns or has a purchase agreement for the property in the Project. If the property is under agreement, include below or attach a description of the agreement, including timing and conditions. If the applicant does not have site control, please explain.

Attachments

Include the following with ALL applications

- Assessors’ map showing location of the Project
- Photographs of Project site

Include the following, if applicable and available:

- Architectural plans and specifications, for new construction or rehabilitation
- Maps, renderings, etc.
- Historic Structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Other information useful for the Committee to consider the project

Feasibility List below all further action or steps that will be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.

Project Timeline

Provide estimated date for commencing of project:

Provide estimated date of completion of project:

If the proposed project is a phase of a larger project, please describe the overall project timeline as well as the proposed phase:

Funding

Cost Categories	CPC Funds Requested	Other Available Funding and Type*	Total
Total			

* Indicate type of match here; “C” for cash, “K” for in-kind, “O” for other. Include source of match in the budget detail with documentation supporting whether the match is promised, in-hand, or requested.

Important

Please provide in an attachment a detailed breakdown of costs identified in the above table and a justification for those costs.