

City of Waltham
Community Preservation Committee
Waltham Community Preservation Funding Application Form CPA -1

Name of Applicant ⁽¹⁾ _____

Name of Co-Applicant, if applicable ⁽¹⁾ _____

Contact Name _____

Mailing Address _____

Daytime Phone (i.e. of Proposal Applicant) _____

Address of Proposal (or Assessor's Parcel ID) _____

CPA Category (circle all that apply): Open space Historic preservation
Community Housing Open Space Recreation

CPA Funding Requested _____

Total Cost of Proposed Project _____

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

Goals: What are the goals of the proposed project?

Community Need: Why is this project needed? Does it address needs identified in existing City plans?

Community Support: What is the nature and level of support for this project?

Include letters of support and any petitions.

Timeline: What is the schedule for project implantation? Include a timeline for all critical items for their completion.

Credentials: How will the experiences of the Applicant(s) contribute to the success of this project?

Success Factors: How will the success of this project be measured? Be specific.

Budget: What is the total budget for this project? How will the CPA funds portion be spent? All items of expenditure must be clearly identified and justified. Detail the hard and soft costs. Identify contingencies.

Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters if available. Identify all sources of other funding which have been sought for this project and the status of the requests.

Maintenance: If ongoing maintenance is required for your project, how will it be funded?

(Note that CPA Funds may not be used for maintenance, but maintenance is an important consideration for all projects.)

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

Documentation: Provide written documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.

Construction or Rehabilitation: ⁽²⁾ For projects with construction or rehabilitation, provide floor plans, elevations including the existing and proposed site plan(s), and any additional drawings or photographs which visually describe the project.

Zoning: Provide evidence that the project is in compliance with the current City Zoning Ordinance as Amended, as well as all other laws and regulations . If zoning relief is required, note the parts of the proposal not in compliance with the Zoning Ordinance , and when an application will be made to the Zoning Board of Appeals.

City Approvals: Provide evidence that the appropriate City Boards and Commissions approve of the project. As an example, a project in a City park would require that the Recreation Board accept the project.

Hazardous Materials: Provide evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.

Professional Standards: Provide evidence that appropriate professional standards will be followed if construction, restoration, or rehabilitation is proposed.

Leveraged Additional Benefits: Provide information indicating how this project can be used to achieve additional community benefits.

Superscripted Notes:

- (1) **City Property:** If the proposal is located on City-owned land, either the Applicant or Co-Applicant must be the City Board, Commission or Department that has custody of the land.
- (2) **Appraisals:** If the requested funds are for a real estate acquisition, an independent appraisal will be required which the Applicant will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.