

# Community Preservation Committee Town of Belmont

## Standard Application Process

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### Step One

Applicants must submit ten copies of the **Preliminary Application** to the **Community Preservation Committee (CPC)** by **September 6, 2013**. Applications will be date stamped and assigned a control number in the order that they are received. The CPC will review submitted applications to ensure the proposed projects can be legally funded from Community Preservation funds, and are consistent with the goals for CPA funding as set forth by the Town of Belmont's Community Preservation Act Selection Criteria.

Please review the CPA legislation and the Belmont CPA Bylaw prior to submitting CPA funding applications.

([http://www.belmont-ma.gov/public\\_documents/BelmontMA\\_BComm/cpa](http://www.belmont-ma.gov/public_documents/BelmontMA_BComm/cpa)).

Applicants are invited to attend the CPC's Public Meeting on August 28, 2013 to ask any questions they may have regarding the application process.

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### Step Two

If a project is determined to be eligible for CPC funds, the applicant will be asked to complete a **Final Application**.

Please note that an invitation to submit a **Final Application** does not imply project approval or endorsement from the **CPC**. Only after reviewing all final applications will the **CPC** determine which projects to recommend at **Town Meeting**.

The following information will be required to complete the final application:

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project?
- **Success Factors:** How will the success of this project be measured?
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
- **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

Additional information, as applicable, may also be required. Such as:

- **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.
- **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
- **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
- **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
- **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
- **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
- **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

- **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
- **Further Attachments:** Assessor's map showing location of the project.

**Applicants will present their projects at the CPC Public Meeting on October 10, 2013 and address questions from Belmont residents.** It is required that information about the project be in writing and copied for distribution and review at the Public Meeting. This is also an opportunity for project sponsors to ask the CPC any questions regarding the application process.

**Ten copies of the Final Application must be submitted to the CPC by November 1, 2013 in order to be considered for the Spring 2014 Town Meeting.** Applications will be date stamped and assigned a control number in the order that they are received.

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, preliminary applications and final applications will not be accepted after their respective deadlines.

The CPC will review the Final Applications. Applicants will be contacted if additional information or an interview is required. The CPC may also request to visit the site of the proposed project. Applicants will be notified by December 13, 2013 whether the CPC plans to recommend their project at the Spring 2014 Town Meeting.

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### **Step Three**

The CPC will consult with the Board of Selectmen, Warrant Committee, and Capital Budget Committee regarding the selected projects. The CPC will then reassess each project during the CPC Meeting on March 12, 2014. The CPC will review the outcome of the Town board advisory meetings and examine whether sponsors have performed sufficient research to identify the secondary budgetary effects of their projects. **The CPC reserves the right to withdraw its support for any proposed project at this CPC Meeting or at any point prior to the Spring 2014 Town Meeting.**

**The selected applicants will be present at the League of Women Voters Meeting in April 2014 to assist with answering questions regarding their projects.**

The CPC will make its final recommendations for funding in the form of one or more warrant articles to be voted on at the Spring 2014 Town Meeting.

The CPC may recommend:

- the project as proposed by the applicant,
- a modified version of the original project,
- partial funding for the project,
- or funding for only a portion or phase of the proposed project.

The CPC's recommendations to Town Meeting may include detailed project scopes, conditions, and other specifications, as the CPC deems appropriate to ensure CPA compliance and project performance.

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## **Step Four**

**The CPC will present its recommendations to Town Meeting for discussion and vote.** Town Meeting has the final authority to award the CPC's recommended funds from Belmont's Community Preservation Act Fund.

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## **Step Five**

**Funding will be available for Approved Projects following an affirmative vote of Town Meeting, during the applicable fiscal year.**

Projects financed with CPA funds must comply with all applicable State and municipal requirements, including the State procurement law, which requires special procedures for the selection of products, vendors, services, and consultants.

**All CPA funds are administered and disbursed by the Town of Belmont.** Project management, oversight, execution, and financial control will be under the control of the Town Administrator or his designee.

The CPC requires periodic status updates from the recipients of CPC funding. Updates will occur no less than annually and upon project completion. Written updates will be coordinated by the Staff Liaison. The purpose of such an update is to aid the CPC in refining the CPA Plan, in identifying issues that may assist future applicants, and in reporting progress to the Town.

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## Projected 2013/2014 CPA Timeline

June 13, 2013	Preliminary Applications Available
August 28, 2013	Public Meeting [7:00 pm]
September 6, 2013	Preliminary Applications Due
October 10, 2013	Public Meeting [7:00 pm]
November 1, 2013	Final Applications Due
December 13, 2013	CPC Selects Projects

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If you have additional questions about this process, please contact:

**The Community Preservation Hotline**  
617-993-2774

-or-

**Michael Trainor**  
mtrainor@belmont-ma.gov

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The following is a list of the appointed committee members:

**Paul Solomon, Chair**  
Selectmen Appointee

**Anne Marie Mahoney, Vice Chair**  
Selectmen Appointee

**Floyd Carman, Clerk**  
Selectmen Appointee

**Donna Brescia**  
Housing Authority Designee

**Joseph DeStefano**  
Planning Board Designee

**Lisa Harrington**  
Historic District Commission Designee

**John Owens**  
Recreation Commission Designee

**Andres Rojas**  
Board of Parks Commissioners

**Margaret Velie**  
Conservation Commission Designee



## TOWN OF BELMONT COMMUNITY PRESERVATION ACT

SELECTION CRITERIA Adopted by CPC 05/09/12

### GENERAL CRITERIA

The Belmont Community Preservation Committee will give preference to eligible projects under the Community Preservation Act (CPA) that meet one or more of the following criteria:

- Preserve or utilize currently owned Town assets.
- Preserve the essential character of the Town as described in the Comprehensive Plan.
- Demonstrate consistency with other current and widely scrutinized planning documents that have been adopted by the Town.
- Receive endorsement from other municipal boards or departments.
- Save resources that would otherwise be threatened.
- Benefit a currently under-served population.
- Serve more than one CPA purpose (especially those that link open space, recreation and community housing).
- Demonstrate practicality and feasibility (especially those that can be expeditiously implemented within budget).
- Produce an advantageous cost/ benefit value.
- Leverage additional public and/or private funds.
- Provide long-term contributions to the Town.

#### SPECIFIC CRITERIA: OPEN SPACE

The project should acquire, create or preserve:

- Land that is undeveloped.
- Land that is considered open space.
- Land containing natural resources, including: surface water bodies, wetlands, vernal pools and riparian zones, other lands subject to the Wetlands Protection Act.
- Land of habitat or wildlife significance.
- Land with geologic features.
- Land adjacent to existing open space or conservation lands that may promote connectivity of habitat; protect or enhance wildlife, water, and human corridors; provide a buffer for existing open space.
- Land connecting open space or conservation lands such as bike trails or pedestrian paths.
- Land that provides flood control or water storage, especially land bordering Belmont's ponds, rivers and streams and their watersheds.
- Land that could provide pollution control.
- Land that has historic significance, is scenic, provides scenic vistas, protects the character of the town, or that meets the Town's recreation needs.
- Land that creates pocket parks in densely settled areas of the Town, especially where they are currently scarce.
- Land that is listed in the Open Space and Recreation Plan.

#### SPECIFIC CRITERIA: RECREATION

The project should acquire or preserve:

- Land that has historic significance, enhanced scenery, ecological contribution, or additional recreation sites for Belmont residents.
- Land that is contiguous to a recreation site and/or structure.
- Land that may offer protection to wildlife within the recreation site.
- Land that connects the recreation site to open space.
- Land that enhances the public spaces surrounding a recreation site and/or structure.
- Land that provides flood control and/or water storage at a recreation site and/or structure.

- Land that acts as a natural buffer to a recreation site and/or structure.

#### SPECIFIC CRITERIA: AFFORDABLE HOUSING

The project should:

- Lengthen the useful life of existing affordable housing by meeting one or more capital need(s) of a property.
- Assist in the financing or construction of new affordable housing especially:
  1. multi-family rental sites,
  2. homeownership programs with limited equity,
  3. single-room occupancy programs for a specific class of individuals.
- Enable modification of existing affordable housing sites' communal areas in order to accommodate individuals with physical disabilities and allow access to meeting spaces.

#### SPECIFIC CRITERIA: HISTORIC PRESERVATION

The project should:

- Identify, document, protect, preserve, restore and/or rehabilitate historic resources such as:
  1. historic structures
  2. historic districts
  3. historic sites
  4. historic landscapes
  5. historic objects.
- Support the adaptive reuse of historic properties.
- Fall within the Belmont Historic District, appear on a State or National Historic Register or qualify for placement on such registers.
- Demonstrate a public benefit.
- Protect a threatened or vulnerable historic resource through acquisition or a preservation restriction.
- Contribute to the long term maintenance and sustainability of a historic resource.



USE ONLY:  
Application# \_\_\_\_\_  
Received \_\_\_\_\_  
Control # \_\_\_\_\_

**Community Preservation Committee  
Town of Belmont**

**CPA Funding - Preliminary Application**

Ten copies of the completed Preliminary Application must be submitted to the following address by **September 6, 2013**:

Community Preservation Committee  
c/o Floyd S. Carman, Treasurer  
Town of Belmont  
PO Box 56  
Belmont, MA 02478

**Project Title** \_\_\_\_\_  
**Applicant/Contact Person** \_\_\_\_\_  
**Organization** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

CPA Category (*check all that apply*):

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

**Amount Requested** \_\_\_\_\_

**Total Project Cost** \_\_\_\_\_





USE ONLY: Application# _____ Received _____ Control # _____
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## Community Preservation Committee Town of Belmont

### **CPA Funding – Final Application**

Ten copies of the completed Final Application must be submitted to the following address by **November 1, 2013**:

Community Preservation Committee  
c/o Floyd S. Carman, Treasurer  
Town of Belmont  
PO Box 56  
Belmont, MA 02478

**Project Title** \_\_\_\_\_

**Applicant/Contact Person** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**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.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

5. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
6. **Credentials:** How will the experience of the applicant contribute to the success of this project?
7. **Success Factors:** How will the success of this project be measured? Be as specific as possible.
8. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)
9. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
10. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
11. **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

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

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.
2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
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5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.

7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
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9. **Further Attachments:** Assessor's map showing location of the project.