

PROJECT APPLICATION FORM

Applicant: _____ **Submission**

Date: _____

Address: _____

Telephone: _____

E-mail: _____

Town Committee (if applicable): _____

Project Name: _____

Project Location/Address:

Amount Requested:
\$ _____

Project Summary: In the space below, provide a brief summary of the project.

Estimated Date for Commencement of Project: _____

Estimated Date for Completion of Project: _____

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Submit 1 hard copy of application (including all attachments) to Truro Town Hall – Attention Community Preservation Committee
E-mail 1 electronic copy to Apryl Shenk - CPC Coordinator at ashenk@truro-ma.gov

Attach the following with all applications:

- **Narrative**: A complete and detailed description of the project and, when applicable of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Truro and how the project is consistent with the Community Preservation Plan’s “guidelines for submission” and “Review and Recommendation Criteria”: Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control**: A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner(s) written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Project Scope**: An itemized project scope, with details describing each item and its estimated cost.
- **Cost Estimate**: Applications must include detailed cost estimate with full explanation by line item and back-up material.
- **Feasibility**: List and explain all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Maps**: Assessor’s map showing location of the project and site plan, with detail, if applicable.
- **Photographs** of the site, building, structure or other subject for which the application is made.

Include the following, if applicable and available:

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.)
- Zoning (district, dimensional and use regulations as applies to the land)
- Inspection reports.

- 21E reports and other environmental assessment reports.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.
- Historic inventory sheet