



**Town of Granville, Massachusetts
COMMUNITY PRESERVATION COMMITTEE**

Application Packet for Community Preservation Act Funding

The Community Preservation Committee (CPC) is pleased to offer citizens of Granville the opportunity to apply for Community Preservation funds. The Community Preservation Act (CPA) was adopted by Granville voters at the Annual Election of April, 2008. The Act authorizes a surcharge with certain exemptions on property tax bills and the funds are to be segregated and used for specific purposes. The funds are available for the acquisition, preservation, restoration, rehabilitation or creation of

- (1) Open Space
- (2) Historical Resources
- (3) Community Housing
- (4) Recreational Resources

The 2009/2010 schedule is as follows: A public meeting will be held on **September 17 2009** at 6:30 p.m. at the Town Hall. At this meeting the Committee will explain the process for application and spending of Community Preservation Act funds. The deadline for submission of the Funding Request Form for 2010 is January 31, 2010.

The CPC will make its recommendations via the Town Warrant for submission to the annual Town Meeting. All projects must be presented to and voted on at a town meeting.

In order to make good recommendations to the voters, it is important that the CPC be made aware of all potential projects. This application packet contains submission forms and questionnaires in order to guide the development of each proposed project. Questions may be directed to any member of the CPC, or the applicant may attend a CPC committee meeting. A list of members of the Committee is attached on page 3 of the application.

Guidelines for Project Submission: Please review all information in this packet before completing the Funding Request Form. Each project request must be submitted separately. The use of maps, photos, visual aids and other supplemental information is encouraged. Quotes for project costs must be fully explained. Applicants may be requested to attend a CPC meeting to answer questions.

Completed applications (the Funding Request Form) and accompanying documentation can be submitted by mail or hand delivered to: Granville Community Preservation Committee, Town Office, 707 Main Road, P. O. Box 247, Granville, MA 01034. The announced due date will not be waived.

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PERMITTED USES OF COMMUNITY PRESERVATION FUNDS

1. **Acquisition, preservation and creation 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.

2. **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, archaeology, architecture or culture of Granville. 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. Funds can be used to repair churches and cemeteries that are “historic resources.”

3. **Acquisition, 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 are wide median) housing for individuals and families including low or moderate income senior housing. Proposals can be designated for current Granville seniors. Community preservation funds may be used for low interest loan 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.

4. **Public Recreation:** Recreational use is defined to include active or passive recreational use, including community gardens, trails, non-commercial youth and adult sports, parks, playgrounds, and athletic fields. Funds may be used for acquisition, creation, and preservation of land for recreational use that is acquired or created under the CPA. Examples include:

Acquisition: purchase of land to create new athletic fields for noncommercial youth and adult sports; purchase of existing privately owned recreational facilities for municipal use, such as a tennis court.

Creation: convert existing structures such as a railroad bed to a recreational use such as walking, biking, or inline skating trails; convert underutilized municipal lot to community gardens, clean up a contaminated industrial site or cap landfills to create new soccer or baseball

fields.

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PERMITTED USES OF COMMUNITY PRESERVATION FUNDS (con't)

Preservation: Install an irrigation system at a public park, install new drainage at existing athletic field to prevent flooding and water damage; provide new drainage at an existing athletic field that has severely deteriorated. Funds cannot be used for routine maintenance or capital improvement for which municipal funding has already been committed.

Please keep in mind that there are legal limitations on the use of CPA funds. Extensive information from the statewide Community Preservation Coalition is at their website: www.communitypreservation.org. This includes projects in other towns and sample deed restrictions. If you are in doubt about your project's eligibility, you are encouraged to talk with members of the Granville CPC and submit an application so that the CPC can determine eligibility.

COMMITTEE MEMBERS 2008-2009

Karen Farrington, Chair	357-8664
Linda Blakesley	357-6150
Rosy Campell	357-8765
Brian Falcetti	357-6102
Fran Gleason	357-8578
Sarah Meiklejohn	357-6342
Rich Pierce	357-6403
John Woodruff	357-3003

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Funding Request Questionnaire

Please respond to all relevant questions and expand as necessary with attached pages or by adding lines to this MS word document. Do not delete any questions.

General Questions

- 1) How would the project preserve the character of Granville?
- 2) Does the project have other sources of funding? If so, indicate percentage and type (grant, donation, inkind services).
- 3) Does the project require urgent attention?
- 4) Does the project serve a currently underserved population?
- 5) Does the project preserve a threatened resource?
- 6) Does the project fit within the current zoning, environmental, building and other regulations?
- 7) Does the project have a means of support for maintenance and upkeep?
- 8) Does the project involve currently owned town assets?
- 9) What community support does the project have?
- 10) Does the project have support from another Board or Committee?
- 11) Does the project have support of the majority of immediate abutters?
- 12) Does the project reclaim abandoned or previously developed resources?
- 13) Does the project require special permitting?
- 14) What volunteer possibilities exist?
- 15) What volunteer work has been completed or pledged?

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Recreation Selection Questions

- 1) What age groups would use the project?
- 2) How many people could use the project at once?
- 3) Can the project be used for more than one activity (multiuse)?
- 4) In what way would the project protect endangered resources?
- 5) What town resources (Highway Dept., etc) would be needed for maintenance?
- 6) In what ways might the project increase appreciation for Granville's resources?
- 7) Could the project be used by young people unsupervised by an adult?
- 8) Does the project include considerations for parking?
- 9) During what times of the year could the project be used?
- 10) Does the project match the surrounding areas' character?
- 11) What are the project's safety considerations?
- 12) Does the project meet all building and safety codes?
- 13) Would the project be handicap accessible?
- 14) Does the project take advantage of connections to other resources?

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Affordable Housing Questionnaire

- 1) Will this involve the renovation of an existing building? If so,
____ is the building structurally sound?
____ is it free of lead paint? (This would be necessary if children are to live there)
____ is it free of asbestos, pollutants, and other hazards?
____ is the septic system in compliance with Title 5?
____ is it handicap accessible?
____ is this a conversion of market rate to affordable housing?
____ is this a tax title property?
- 2) Does this project involve the building of a new structure? If so,
____ will the structure be built on tax title property?
____ will it be built on Town owned land?
____ will it be built on donated land?
____ are there other grants available to help fund this project? Explain.
____ are there other programs such as Habitat for Humanity involved?
____ will the project be built on a previously developed site?
- 3) Does the project provide housing that is similar in design and scale with the surrounding community?
- 4) What income level(s) would the project serve?
- 5) What age group(s) would it serve?
- 6) Will it be located near conveniences?
- 7) Will there be multiple units?
- 8) Can long term affordability be assured?
- 9) Will priority be given to local residents, town employees, or employees of local

businesses?

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Historic Preservation Questions

- 1) Is the property eligible for listing on the National Register of Historic Places?
- 2) Is the property eligible for listing on the State Historic Register?
- 3) Is the property in danger of being demolished?
- 4) Are there potential archaeological artifacts at the site?
- 5) Has the property been noted in published histories of the town or county?
- 6) Are there other potential uses for the property which could benefit the town?
- 7) Could the building be converted for affordable housing use while still retaining its historic character?
- 8) Is the owner also interested in preserving the historic integrity of the property?
- 9) Is there an opportunity for other matching funding to preserve the property?
- 10) What are the particularly important historic aspects of the property?
- 11) Was a known architect of the era involved in the design of the structure?
- 12) Did the property ever play a documented role in the history of the town?

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Open Space Questions

- 1) Is the property within a delineated wellhead protection area?
- 2) Would it enhance protection of a public water supply?
- 3) Is wetland protection a consideration?
- 4) Is vernal pool protection a consideration?
- 5) Is stream and bank protection an issue?
- 6) Is this an Area of Critical Environmental Concern?
- 7) Is this project within the Natural Heritage Endangered Zone?
- 8) Would this proposal contribute to forested land?
- 9) Will this purchase protect other parcels?
- 10) Does this parcel abut protected land?
- 11) Does this parcel support a significant wildlife habitat?
- 12) Is this parcel at risk for development?
- 13) Is this parcel listed for sale?
- 14) Did this parcel have a past proposal for development?
- 15) Are grants available? If so, has application been made?
- 16) Is there a historic significance to this parcel?
- 17) Are there any old foundations located in this parcel?
- 18) Does this parcel house any old roads, trails, cart paths, or scenic vistas?
- 19) Are there any active or passive recreation possibilities associated with this parcel?
- 20) Is this parcel suitable for a community garden or farm?

21) Is this parcel suitable for nature observation and educational programs?

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Funding Request Form

Date: _____ Project Title: _____

Full Name of Entity Submitting Application: _____

(If submitting on behalf of an organization, please include a statement from an officer of the organization certifying the organization's approval)

Contact Person Name:

Address: _____

Telephone(s): _____

Email: _____

Purpose (check all that apply) Open Space Community housing
 Historic Preservation Recreation

Full description of project (attach a separate sheet if necessary)

Requested attachments:

Property address including Granville Assessor's map, lot and parcel number

Name of current owner

Copy of deed to current owner if available

Description of the property

Maps if relevant

Surveys if available

Appraisals and agreements if available

Budget, detailing construction and maintenance costs, funding and revenue sources if any

Amount of funding requested \$ _____

Time line of project

If this project is projected to continue beyond the current fiscal year please provide a planning schedule.