CPC FY28 APPLICATION INSTRUCTIONS, FORM, CHECKLISTS & REQUIRED ATTACHMENTS

Final CPC Applications are Due Friday, October 2, 2026 by 11:00 am.

Submit two (2) printed copies and one (1) digital copy of the application, including all attachments, to:

Community Preservation Committee
c/o Department of Planning & Economic Development
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

Attach the following with all final applications: Please note additions to this year's application
Address each item as it applies:

- **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 Fairhaven 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.
- **Checklist:** Check off and address each criterion that applies to your proposal on the checklists that are on pages 4-8 of this Application.
- **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:** Professionally prepared appraisal; or professionally prepared cost estimate (or detailed cost estimate with full explanation by line item and back-up material). Large projects, historic preservation projects in particular, may require the assistance of a professional consultant.
- **Feasibility:** List and explain all further action 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:** USGS topographical map, assessors map, and/or other map as appropriate, showing the location of the project.
- **Photographs:** Of the site, building, structure, and/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.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful for the Committee in considering the project.

Notes:

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals. If the eligibility of the proposal for CPA funds is uncertain, the Committee may request from the applicant a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting. If the Applicant has any questions about the eligibility of their proposal for CPA funding they may find detailed guidance in the Massachusetts General Laws for Community Preservation (Chapter 44B) at https://malegislature.gov/laws/generallaws/parti/titlevii/chapter44b

or the Community Preservation Coalition website: https://www.communitypreservation.org/ or

the Fairhaven Community Preservation Committee website:

https://www.fairhaven-ma.gov/community-preservation-committee

- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting.

PROJECT APPLICATION FORM – FY28

Applicant: Fairhaven Historical Commission **Submission Date: 9/28/2026**

Applicant's Address, Phone Number and Email

Purpose: (Please select all that apply)

- ☐ Space Community
- ☐ Housing Historic
- ☐ Preservation
- ☐ Recreation

Town Committee (if applicable) or other sponsoring organization: Historical Commission

Project Name: Historical Property Survey- Part 2

Project Location/Address: Pre determined areas of town

Amount Requested: $ 30,000. Verbal bid provided- awaiting written bid early/ mid October

Project Summary: In the space below, or attached sheets if necessary, provide a detailed summary of the project citing the elements of the Guidelines for Submission and Review and Recommendation Criteria found in the Application Guidelines.

This is Part 2 of the Historic Survey begun in FY 2027.

Part 2 will continue with the identification and documentation of historic places in the town. This will include residential homes, parks, burial grounds, businesses, sections of town that are appropriate as a key area, as well as other places as discovered during the survey.

It is important that we continue to document the history of the town as we strive to maintain and the beautiful historic spaces in town for future generations and to maintain the beautiful character of the town.

The identification of these buildings will also assist in the prevention of a key building being greatly renovated changing the character of the building or being demolished without at least a hearing and a determination as to the relevance of the town's history. Once a building's facade is greatly renovated or it is demolished it can not be returned back to what it once was. One building changed or removed can alter the look and feel of an entire neighborhood forever. This will assist in future planning needs for the town.

As part of the survey proper and appropriate paperwork will be maintained by the town and will also be filed with the appropriate state and national historic registers.

Estimated Date for Commencement of Project: July 2028

Estimated Date for Completion of Project: June 2029 at the latest

General Criteria for All Projects – Check off and Address each criterion as it applies:

☐ Is the project consistent with the goals of the Town of Fairhaven *Community Preservation Plans* Yes ☐

☐ Does the project have other sources of funding? If so, indicate percentage. No

☐ Does the project leverage additional or multiple sources of public and/or private funding? No

☐ Does the project preserve a threatened resource? Yes

☐ Is the project consistent with existing Planning Documents such as the Master Plan and Open Space Plan ☐

☐ Does the project comply with the zoning regulations? N/A

☐ Does the project have a means of support for maintenance and upkeep, such as a defined maintenance plan? No ☐

☐ Does the project involve currently owned municipal assets? Yes

☐ Does the project serve underserved populations or address more than one focus area of the CPA? ☐

☐ Does the project reclaim abandoned or previously developed lands? No

☐ Does the project require a Special Permit, NOI, Building Permit or other permitting? Please list all local and State permits you are aware of that the project will need? No

☐ Does the project have community support? Yes

☐ Does the project have sufficient supporting documentation? ☐ Does

☐ the project provide a positive impact to the community? Yes

☐ Has the applicant/ team demonstrated the ability and competency to implement the project as proposed? Yes

☐ Does the applicant have site control, or the written consent by the property owner to submit an application? Yes

N/A

Historic Preservation Selection Criteria - Check off and Address each criterion as it applies:

☐ Is the building on the National or State Register of Historic

☐ Is the property eligible for listing on the National or State Register of Historic Places?

☐ Has the property been included in the local Survey of Historic Properties (MACRIS)? N/A

☐ Is the property in danger of being demolished? N/A

☐ Are there potential archeological artifacts at the site? N/A

☐ Did the property ever play a documented role in the history or is it noted in published histories of the Town?Yes

☐ Are there any particularly important historic aspects about the property?Yes

☐ Are there other potential uses for the property, which could benefit the Town? No

☐ Could the building be converted for affordable housing use while still retaining its historic character?N/A

☐ Is the owner interested in preserving the historic integrity of the property? N/A

☐ Does the proposal conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties? Has previous work on the building conformed to the Standards? yes

☐ Was the structure built before 1921? Has it otherwise been identified as being historic or have cultural value? Yes

Recreation Criteria - Check off and Address each criterion as it applies:

☐ Will more than one age group use the project?

☐ Can the project be used by more than one activity (multi-use)?

☐ How many participants will normally use the project at once?

☐ Is this project the first of its kind in the Town or County?

☐ Are grants available to help pay for the construction? If so, has application been made for the grant?

☐ Does the project include considerations for additional parking?

☐ Can the project be used more than 1 of the 4 seasons per year?

☐ Does the project match the character of the surrounding area?

☐ Does the project include all normal safety considerations?

☐ Does the project meet all building and safety codes?

☐ Is the project accessible by pedestrians, bicycles, transit?

Open Space Criteria for Parcel Selection - Check off and Address each criterion as it applies:

☐ Is the project within the Nasketucket Watershed Area?

☐ Is the project with 100 feet of wetlands? Is the project with 200 feet of a river?

☐ Is stream and bank protection an issue? Is vernal pool protection a consideration?

☐ Would this proposal enhance protection of any FEMA designated floodway?

☐ Does the project include any Area of Critical Environmental Concern?

☐ Would this proposal contribute to preservation and/or creation of forested land?

☐ Will this proposal protect other parcels? Will this proposal impact other parcels?

☐ Does this parcel abut protected land? Does this parcel support a significant wildlife habitat?

☐ Is this parcel at risk for development? Did this parcel have a past proposal for development? Is it for sale?

☐ Are grants available? If so, has application been made?

☐ Does the property or structures have historic significance?

☐ Are there and stonewalls, old foundations, roads, trails, cart paths or scenic vistas?

☐ Are there any active or passive recreation possibilities associated with this parcel?

☐ Is this parcel suitable for a community garden or farm?

☐ Is this parcel suitable for nature observation and educational programs?

Affordable Housing Selection Criteria - Check off and Address each criterion as it applies:

☐ Will this involve the renovation of an existing building? If so,

- ☐ Is the building structurally sound?
- ☐ Is it free of lead paint? Is it free of asbestos, pollutants, and other hazards?
- ☐ Is there Town sewerage? Or is the septic system in compliance with Title 5?
- ☐ Does the building comply with building, sanitary and handicap accessibility codes?
- ☐ Is this a conversion of market rate to affordable housing?
- ☐ Is this a tax title property?

☐ Does this project involve the building of a new structure? If so,

- ☐ Will the structure be built on tax title property, on Town owned land or donated land?
- ☐ Will the building be free of environmental hazards?
- ☐ Are there programs such as Habitat for Humanity involved?
- ☐ Will the project be built on a previously developed site?

☐ Does the project provide housing that is similar in design and scale with the surrounding community?

☐ Does this serve the 60% income level population? Does this serve the 80% income level population?

☐ Is long-term affordability assured? Will this be geared to one age group?

☐ Will there be more than two bedrooms? Will there be multiple units?

☐ Will it be located near services (grocery, mass transit, etc.)?

☐ Will priority be given to local residents or employees of local businesses?