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: Christin Ritz **Submission Date:** October 2, 2026

Applicant's Address, Phone Number and Email

21 Sedgewick Road
Fairhaven, MA 02719
508-542-2264
theromanticpanda@hotmail.com

Purpose: (Please select all that apply)

- [X] Open Space
- [ ] Community Housing
- [ ] Historic Preservation
- [X] Recreation

Town Committee (if applicable) or other sponsoring organization: Sustainability Committee

Project Name: Sconticut Neck Native Plant Garden - Phase 2

Project Location/Address: Macomber Pimental Park, 7 Bernese St, Fairhaven, MA 02719

Amount Requested: $ 23,816

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.

Estimated Date for Commencement of Project: Began June 2025

Estimated Date for Completion of Project: End of year 2027

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

[x] Is the project consistent with the goals of the Town of Fairhaven *Community Preservation Plan*?

Yes, as detailed in the narrative, it is consistent with both Open Space and Recreation goals

[x] Does the project have other sources of funding? If so, indicate percentage.

Yes, the project has received the Keep MA Beautful grant, as well as last year's CPC, and a $4000 private donation. This totals 25% of the anticipated total cost.

[x] Does the project leverage additional or multiple sources of public and/or private funding?

Yes, we have obtained a private donation, a public grant, and continue to apply for others.

[x] Does the project preserve a threatened resource?

Yes, it preserves habitat for native wildlife and pollinators to our coastal wetland, salt marsh environment.

[x] Is the project consistent with existing Planning Documents such as the Master Plan and Open Space Plan?

Yes.

[x] Does the project comply with the zoning regulations?

Yes.

[x] Does the project have a means of support for maintenance and upkeep, such as a defined maintenance plan?

Yes, the Sustainability Committee has a maintenance plan which is detailed in the narrative.

[x] Does the project involve currently owned municipal assets?

Yes, it is in a town park.

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

Yes, the project serves the disabled population and addresses both Open Space and Recreation.

[x] Does the project reclaim abandoned or previously developed lands?

The land was not abandoned, but the bike track previously there was being demolished, and the project gives a meaningful use to the space.

[x] 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?

The project will require an RDA for low impact disturbance. An NOI was done previously for the former gravel bike track.

[x] Does the project have community support?

Yes, this project has the support of the Commission on Disability, Conservation Commission, Sustainability Committee, Community Gardeners, and many residents who have already volunteered their time.

[x] Does the project have sufficient supporting documentation?

Yes, see attached maps and documents.

[x] Does the project provide a positive impact to the community?

Absolutely! This project will be the first handicapped accessible native garden in town and offers many enviormental benefits.

[x] Has the applicant/ team demonstrated the ability and competency to implement the project as proposed?

Yes, since proposing the idea in June 2025 I have followed through with detailed planning, worked with town boards and committees, organized volunteers, and have brought the project as far as funding has allowed.

[x] Does the applicant have site control, or the written consent by the property owner to submit an application?

Yes, the BPW who has jurisdiction of the park and its maintenance has unanimously approved of the project.

Historic Preservation Selection Criteria - Check off and Address each criterion as it applies: NOT APPLICABLE

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

☐ 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)?

☐ Is the property in danger of being demolished?

☐ Are there potential archeological artifacts at the site?

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

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

☐ Are there other potential uses for the property, which could benefit the Town?

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

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

☐ 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?

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

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

[x] Will more than one age group use the project?

Yes, all ages from youth to seniors.

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

Yes, there will be a walking trail, interpretive educational signs, benches for relaxation, and could potentially be a space used for educational events about wetlands, native gardening, etc.

[x] How many participants will normally use the project at once?

The area is approximately 5,000 square feet with a planned 265' walking loop, so perhaps 15 or more.

[x] Is this project the first of its kind in the Town or County?

Yes. This will be the first ADA accessible native plant garden in town, and as far as I know would be the only one in the county.

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

We have applied for other grants including Mass Biodiversity and Blue Stem Native Habitat Project but did not receive them. We continue to search for other grants that we would be eligible for.

[x] Does the project include considerations for additional parking?

Yes, the BPW approved putting a handicapped parking space at the curb ramp if the project is funded.

[x] Can the project be used more than 1 of the 4 seasons per year?

Yes, this garden is designed to have 4 season interest.

[x] Does the project match the character of the surrounding area?

Yes, the plant selection is specifically species native to Fairhaven's specific ecoregion, the Northeastern Coastal Zone, which means they belong in our town's fragile wetland environment.

[x] Does the project include all normal safety considerations?

Yes.

[x] Does the project meet all building and safety codes?

Yes.

[x] Is the project accessible by pedestrians, bicycles, transit?

The project is accessible by pedestrians. It is adjacent to the new bike ramp, however bicycles will not be permitted in the garden area.

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

[x] Is the project within the Nasketucket Watershed Area?

No.

[x] Is the project with 100 feet of wetlands? Is the project with 200 feet of a river?

Yes, it is partially in the 25' Buffer Zone to a wooded swamp.

[x] Is stream and bank protection an issue? Is vernal pool protection a consideration?

No.

[x] Would this proposal enhance protection of any FEMA designated floodway?

Shrubs and vegetation along the perimeter will enhance protection to flood zone. Site sits along line of AE and VE flood zones.

[x] Does the project include any Area of Critical Environmental Concern?

No.

[x] Would this proposal contribute to preservation and/or creation of forested land?

Vegetation will contribute to preservation and protection from storm surge.

[x] Will this proposal protect other parcels? Will this proposal impact other parcels?

The new vegetation may offer protection to the park and adjacent parcels.

[x] Does this parcel abut protected land? Does this parcel support a significant wildlife habitat?

Yes, it is within 25' Buffer Zone of wooded swamp. The garden will support wildlife.

[x] Is this parcel at risk for development? Did this parcel have a past proposal for development? Is it for sale?

No, it was planned to be planted with grass prior to this project.

[x] Are grants available? If so, has application been made?

Yes, we received the 2025 Keep Mass Beautiful for $500, applied but did not receive it in 2026. We applied for the Mass Biodiversity grant from the state but did not receive it.

[x] Does the property or structures have historic significance?

No.

[x] Are there and stonewalls, old foundations, roads, trails, cart paths or scenic vistas?

Yes, the site offers scenic vistas and a water view.

[x] Are there any active or passive recreation possibilities associated with this parcel?

Macomber Park is a recreation space with a ball field, basketball hoops and a bike ramp. This project would create a new type of recreation for the park that all ages and abilities can enjoy.

[x] Is this parcel suitable for a community garden or farm?

Yes.

[x] Is this parcel suitable for nature observation and educational programs?

Yes, this project will greatly enhance the natural beauty and attract native birds and wildlife. The educational signs that have already been funded will create a self-paced educational experience. The walkway will create a venue for nature tours, garden workshops, and more.

Affordable Housing Selection Criteria - Check off and Address each criterion as it applies: NOT APPLICABLE

- ☐ 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?