



Community Preservation Act Project Application Checklist

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Chairman

Application Requirements and Attachments

Submit 10 copies of the application and attachments.

1. Previously completed and approved CPA Eligibility Form to be used as a cover sheet.
2. Project Narrative (Complete in Application Below)
 - a. Describes location and proposed use of project, as well as the scope of work.
 - b. Addresses how the project meets Community Preservation Act eligibility requirements.
 - c. Addresses how the project ascribes to the goals outlined in the City of Lowell Community Preservation Plan, Sustainable Lowell 2025 Plan, and the City of Lowell Open Space and Recreation Plan.
 - d. Explains how the proposed project serves a community need.
3. Proof of ownership, or proof of agreement with property owner to use land for the proposed project.
4. Feasibility (Complete in Application Below)
 - a. Explains any further approvals (special permits, variances, etc.) necessary for final project approval.
5. Updated Budget Information
 - a. Provides an outline of overall budget.
 - b. Includes breakdown of how CPA funds will be used (i.e., will this project require multi-year funding?)
 - c. Describes all funding sources for the proposed project.
 - d. If applicable, detail the amount of CPA funds ascribed to each of the four CPA goals (Historic Preservation, Open Space, Recreation, and Community Housing).
 - e. Include cost estimates from contractor/architect/engineer.
6. Project Timeline
 - a. Description of projected major milestones for the project, as well as an estimated completion date.
7. Maps, Architectural Plans, Site Plans, Photographs (if appropriate)
8. Letters of Support from residents, community groups, City departments, boards or commissions. Applicants are encouraged to contact relevant City departments for input.
9. For Historic Preservation Projects Only: Documentation stating historical significance of property.
 - a. Documentation stating the project is listed on the State Register of Historic Places.
 - b. Written determination from Lowell Historic Board stating the resource is significant in the history, archaeology, architecture, or culture of Lowell.
 - c. Documentation of the current conditions of the property.

Project Narrative

General Narrative:

How does this project meet Community Preservation Act eligibility?

Does this project address a community need? How does it address this need?

Feasibility

Will this project require additional approvals (Special Permits, Variances, etc.)? Yes: __ No: __

If yes, please check the additional approvals necessary for the project below:

Planning Board: _____

Zoning Board of Appeals: _____

Site Plan Review: _____

Variance: _____

Special Permit: _____

Special Permit: _____

Preliminary Subdivision Approval: _____

Definitive Subdivision: _____

Planned Residential Development: _____

Conservation Commission: _____

Request for Determination of Applicability (RDA): _____

Notice of Intent (NOI): _____

Historic Board: _____

If yes, in which historic district? _____

Describe any past experience you, your architect, engineer, or contractor have with similar projects which demonstrates your ability to successfully complete the project. (Please include any examples of similar projects you have completed.)

Have you contacted a relevant City Department for input on your application?

Yes: _____ No: _____

If yes, which Department? _____

If no, do you plan to contact a City Department? Yes: _____ No: _____