

# *Community Preservation Act Project Application Checklist*

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Chairman

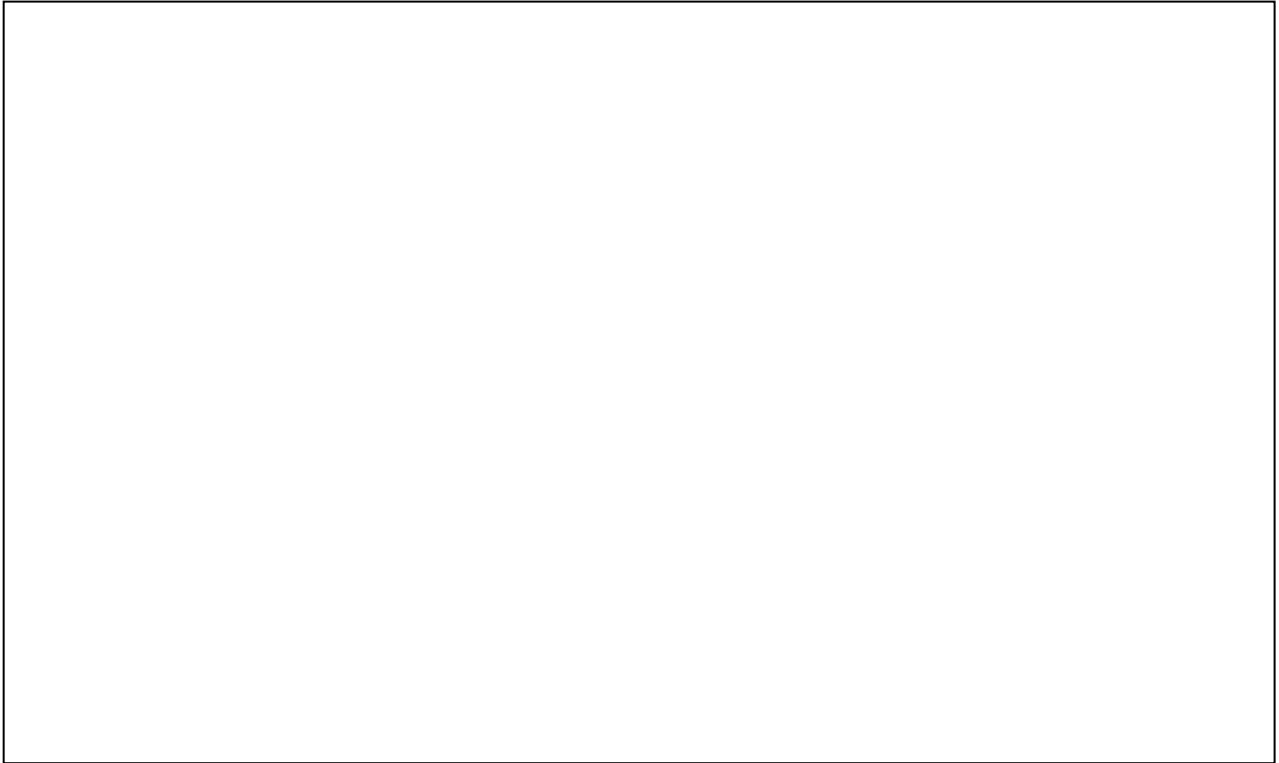
## **Application Requirements and Attachments**

Submit 10 copies of the application and attachments.

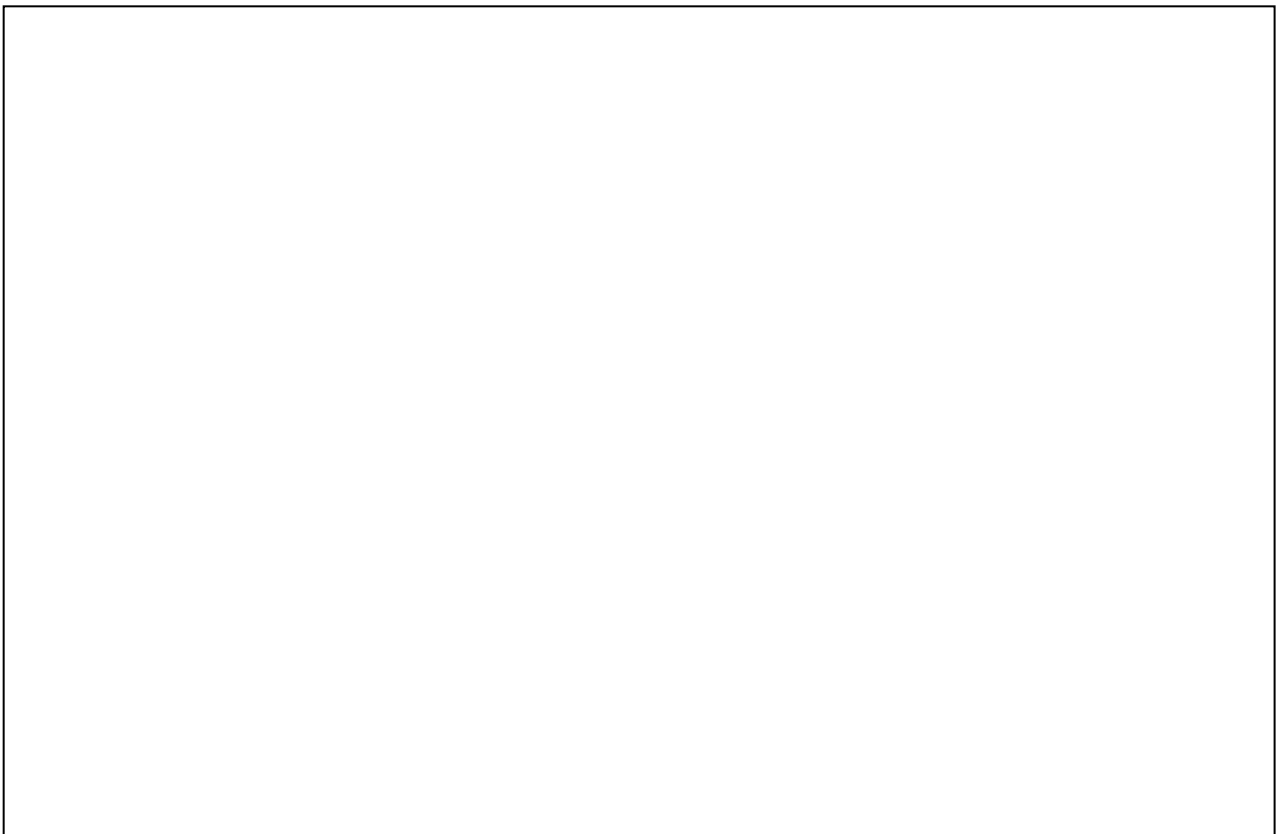
1. Previously completed and approved CPA Eligibility Form to be used as a cover sheet.
2. Project Narrative (Complete in Application Below)
  - a. Describes location and proposed use of project, as well as the scope of work.
  - b. Addresses how the project meets Community Preservation Act eligibility 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.
  - f. States whether or not funds can be accepted over multiple years.
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:

A large, empty rectangular box with a thin black border, intended for the user to write the general narrative of the project.

How does this project meet Community Preservation Act eligibility?

A large, empty rectangular box with a thin black border, intended for the user to describe how the project meets the eligibility requirements of the Community Preservation Act.

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

**Budget**

Can you accept funds for the project over multiple years? Yes: \_\_\_\_ No: \_\_\_\_

Breakdown of how CPA funds will be used:

# 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: \_\_\_\_

All application materials should be submitted both electronically and as a hard copy. Electronic copies can be submitted to Serena Gonzalez at [SGonzalez@lowellma.gov](mailto:SGonzalez@lowellma.gov). Hard copies should be submitted to the Department of Development Services, 375 Merrimack Street, Room 51, Lowell, MA, 01852.