

**TOWN of LEE, MASSACHUSETTS**  
**COMMUNITY PRESERVATION ACT COMMITTEE**  
**PROJECT APPLICATION FORM - Fiscal Year 2026 Submission**  
Due Date: December 2, 2024

**SUBMISSION GUIDELINES**

There are two steps to the CPA application. Only applicants that successfully complete both steps can be considered for funding. After reviewing the step one project descriptions, the Community Preservation Committee (CPC) will invite the eligible applicants to submit step two of the Application. Only projects that complete step one, and are invited by the CPC to proceed, may submit step two.

Step One: Project Descriptions will be accepted no later than October 1. The CPC will meet on October 18, 2023 to review the applications and invite step two submittals. Applicants must be present.

Step Two: Applications must be received no later than December 2, 2024. The Committee will meet over the following weeks to review step two submittals. Applicants will be notified when their application will be reviewed and must be present at those times.

Out of Cycle Application: The committee may consider an out of cycle application (for a Special Town Meeting) by 2/3 vote. This application only applies to the purchase of real property.

To discuss eligibility of the project or address any questions contact the CPC Chair, Thomas Logsdon Call/Text [413-243-8100](tel:413-243-8100).

**SUBMIT A PROJECT DESCRIPTION OR APPLICATION TO:** [cpa@lee.ma.us](mailto:cpa@lee.ma.us)

**Applicant's Information:**

<b>Name:</b>	<b>Submission Date:</b>
<b>Address:</b>	<b>Purpose:</b> (Please select all that apply)
	<input type="radio"/> Open Space
	<input type="radio"/> Affordable Housing
	<input type="radio"/> Historic Preservation
<b>Phone:</b>	<input type="radio"/> Outdoor Recreation
<b>E-mail:</b>	

**Town Committee (if applicable):** \_\_\_\_\_

**CPA Project Name:** \_\_\_\_\_

**CPA Project Address:** \_\_\_\_\_  
\_\_\_\_\_

**Amount of CPA Funding Requested:** \_\_\_\_\_

**Project Summary:** In the space below, please provide a brief description of the project. Attach any supporting materials such as drawings, photos, maps, etc. Attach additional pages, if needed.

**Estimated Date for the Start of the Project:** \_\_\_\_\_

**Estimated Date for Completion of the Project:** \_\_\_\_\_

**Budget Summary:** In the table below, please provide a summary of the budget for the project. Include funding sources, total cost estimates, and other information that will assist the CPA Committee in its deliberations. Attach additional pages if needed.

Fiscal Year	CPA Funds Request	Other Fund Sources	Total Estimated Cost

**Selection Criteria:** The Lee Community Preservation Plan has established criteria for selecting appropriate and worthwhile CPA Projects for recommendation to the town at the Town Meeting. Objectives for each type of project are listed in the CPA Plan and are available at:

<https://www.town.of.lee.ma.us/community-preservation-act-committee>

Please answer as many of the following questions, which are based upon the selection criteria, as completely as possible. Questions may be completed on a separate page.

1. How does this project benefit or add value to the Town of Lee?

2. How will this project preserve or enhance Town assets or resources? Is this request to acquire a threatened or endangered asset or resource?
3. How is this project consistent with the Town of Lee's long-range plans?
4. Will this project serve multiple needs and populations within Lee? Will this project assist a currently under-served population?
5. How does this project benefit, protect, or preserve the environment?
6. Is it feasible to complete this project in the year for which funding has been requested? If not, please explain.
7. Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?

**Signature of Applicant:** \_\_\_\_\_

## **APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS**

Submission Due Date: December 1, 2023

### **Submit the completed application to the Lee CPA Committee as follows:**

- **Application Form:** Complete the two-page project application and sign at the bottom of the second page.
- **Project Summary:** Provide a brief summary of the proposed project that describes its goals and scope as requested in the application. It should be no more than one page in length and provide information suitable for distribution to other boards, committees, and commissions.
- **Budget Summary:** Complete the project budget summary table as requested in the application. Identify funding sources, amounts requested, and total cost estimates for the next five years.
- **Selection Criteria:** Answer all relevant selection criteria questions listed on page 2 of the application as directly and concisely as possible.
- Send one copy of the complete application in PDF format to: [CPC@town.of.lee.ma.gov](mailto:CPC@town.of.lee.ma.gov).

### **Attach the following with all applications:**

- **Project Narrative:** Expand upon the Project Summary to provide a complete and detailed description of the project and, where applicable, of the property involved as well as its proposed use relative to Community Preservation. Describe how the project will benefit the Town and the citizens of Lee. Explain how the project is consistent with the CPA Plan's "Guidelines for Submission" and "Project Selection Criteria." Include an implementation plan discussing the anticipated steps or phases for completion of the project along with the timing and estimated cost of each phase. Attach an additional page if needed.

- **Project Budget:** If needed, provide a more complete and detailed accounting of the project's funding sources and estimated costs for each year that expenditures would occur. Describe how the CPA funds would be spent and which of the four CPA categories would benefit. Explain how administrative costs would be provided. Attach an additional page if needed.
- **Site Control:** Please include a copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control. If not, include the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Cost Estimate:** Provide a professionally prepared appraisal, or professionally prepared quotes or cost estimate (or detailed cost estimate with full explanation by line item with back-up material).
- **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.
- **Sustainability:** For any project that incorporates sustainable design features, explain how they will reduce environmental impacts by decreasing energy consumption, improving energy or water conservation, preserving vegetation and habitat, or utilizing recycled or recyclable materials.
- **Neighborhood Outreach:** For new development projects, such as new community housing or new recreation facilities, provide evidence that neighbors have been contacted and had an opportunity to comment on the proposed project. Provide documentation describing how the project application is responsive to the neighborhood's comments and concerns.
- **Letters of Support:** Applicants are encouraged to seek and attach letters of support from relevant or appropriate individuals and organizations.
- **Maps:** Identify the location of the project using a Town Assessors GIS map. Include any additional maps that may be helpful to describe the proposed site and its immediate surroundings such as a USGS topographical, Mass GIS, or other maps. Nearby features such as: roads, rivers, railroads, wetlands, forests or other vegetation, and residential, commercial, or other structures should be shown. Zoning districts for the site and adjacent properties should also be identified and labeled.
- **Photographs:** Provide photographs of the site, building, structure, or other subject for which the application is made.
- **Historic Properties:** For projects involving the Rehabilitation of Historic Properties, please include in the project budget a line item for the confirmation by a qualified professional that the completed work meets the Secretary of the Interior Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68.

**Include the following information, if applicable:**

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning regulations that apply to the property in question (ie: district, dimensional, and use regulations).
- Inspection reports.
- 21E reports and other environmental assessment reports.

- Cost estimate for the preparation of baseline documentation and conservation and/or historic preservation restriction.
- Cost estimate for ongoing site monitoring under and potential enforcement of a restriction.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Historic Properties Inventory Form.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful by the Committee consideration of the project.

Notes:

- Following the initial review of all applications, the Community Preservation Committee may request additional or more detailed information from applicants and further clarifications to the submitted proposals.
- The Committee may request a legal opinion from the applicant to help assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to the Lee Town Meeting.
- 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 Lee Town Meeting.
- The Committee reserves the right to attach conditions and to require deed restrictions and additional agreements before its favorable funding recommendation to the Lee Town Meeting or as a condition in the award letter.