

TOWN OF TEWKSBURY COMMUNITY PRESERVATION COMMITTEE

**PROJECT INFORMATION**

**Project Title:** \_\_\_\_\_

*Please attach a narrative on all applicable subjects.*

- \_\_\_\_\_ 1. Scope or concept of project:
  
- \_\_\_\_\_ 2. Project goal and objectives: (Indicate how the Category Specific Criteria for the CPA are met.)
  
- \_\_\_\_\_ 3. Copy of property deed or proof of site control.
  
- \_\_\_\_\_ 4. Projected action plan and timeline: (List steps needed to complete project. These steps will be critical to completing Project Status Reports that will be due in time to report back to Town Meeting each year until the project is complete.)
  
- \_\_\_\_\_ 5. Anticipated project cost: (Provide a budget, with line itemization.)
  
- \_\_\_\_\_ 6. Other funding sources, including private/public/in-kind:
  
- \_\_\_\_\_ 7. CPA funding request:
  
- \_\_\_\_\_ 8. Budget justification: (Provide an explanation for why each type of expense is needed.)
  
- \_\_\_\_\_ 9. List and describe any comparable projects by applicant:
  
- \_\_\_\_\_ 10. Relevance to community: (Indicate how project is relevant to the current and/or future needs of Tewksbury.)
  
- \_\_\_\_\_ 11. Supporting documents: (Provide supporting letters, references, studies, maps, and statistics.)

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**PROJECT APPLICATION SUMMARY FORM**

Project Title: \_\_\_\_\_

**APPLICANT INFORMATION**

Submitter: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Group or Committee Affiliation (if any): \_\_\_\_\_

Submitter's address, contact phone number, and email: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION**

Project Site Address: \_\_\_\_\_ Purpose (please check all that apply)  
\_\_\_\_\_ Open Space

\_\_\_\_\_ Recreation

Project Site Assessors Map/Parcel: \_\_\_\_\_ Historic

Project Site Deed Book/Page: \_\_\_\_\_ Housing

Current Owner: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COSTS**

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
Total			

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PROJECTS ON TOWN/ SCHOOL PROPERTY:**

Town Manager or School Superintendent: \_\_\_\_\_

For Community Preservation Committee Use:

Form Received on: \_\_\_\_\_

Project Presented to CPC on: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Determination: \_\_\_\_\_