

TOWN OF TEWKSBURY
COMMUNITY PRESERVATION COMMITTEE
Guidelines for CPA Project Applications

All Forms and Criteria lists are available on the CPC website:
<http://www.tewksbury-ma.gov/community-preservation-committee>

- 1) Each project request must be submitted to the Community Preservation Committee using the **Project Application Summary Form** as a cover sheet.
- 2) Applications should be submitted in eleven (11) multiple copies, unless the Application is filed electronically to the Community Development Office.
- 3) Requests must include a narrative covering all applicable subjects outlined in the **Project Information Sheet** and conform to the CPC General and Category Specific Criteria.

CPA Project Applications may be submitted at any time during the calendar year, however:

- Requests must be received by **January 1** to be considered for recommendation to **Annual Town Meeting**. The Community Preservation Committee may waive this requirement upon review.
- Requests must be received by **July 1** to be considered for the **Fall Special Town Meeting**. The Community Preservation Committee may waive this requirement upon review.

Applicants should be prepared to attend a CPC meeting to answer questions if necessary, and should also be prepared to attend other meetings, including, but not limited to, the Finance Committee, before Town Meeting.

Please keep in mind that there are legal limitations on the use of CPA funds.

Additional information on the CPA can be found on the Massachusetts Community Preservation Coalition website at www.communitypreservation.com,

The committee can be reached through Steve Sadwick, Assistant Town Manager, ssadwick@tewksbury-ma.gov or Caitlin Morris, cmorris@tewksbury-ma.gov or 978-640-4370.

If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to meet with the CPC or submit an application so that the Committee can determine eligibility.

Please submit the items listed above and accompanying documentation to:

Community Preservation Committee
c/o **Community Development Office**
1009 Main Street
Tewksbury, MA 01876

OR Electronically to:
ssadwick@tewksbury-ma.gov