



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
www.wayland.ma.us

WAYLAND COMMUNITY PRESERVATION COMMITTEE

Since adopting the Community Preservation Act (CPA) in 2002, the Town of Wayland has collected a 1.5% surcharge on Wayland real estate tax bills. Those monies are deposited in the Wayland Community Preservation Act Fund (CPF). The Wayland CPF also receives contributions from the Commonwealth of Massachusetts and earns interest on deposited funds.

The Wayland Community Preservation Committee (CPC) administers the CPA Fund by seeking and evaluating proposals and making recommendations to Town Meeting for the expenditure of CPA funds. The CPC welcomes requests for funding from Town departments, boards, committees, and commissions, as well as organizations, for projects in Wayland. Please review this information and refer to the 2021 Wayland Community Preservation Plan (on the Community Preservation Committee webpage at wayland.ma.us) to learn about eligibility, timelines, and the process.

Mission Statement (adopted by CPC April 2002)

The mission of the Wayland Community Preservation Committee is to create, maintain, and implement a Community Preservation Plan to preserve, expand, and enhance open space, historic resources, community housing, and specified recreational uses. The Plan serves as the basis for the Committee's recommendations to Town Meeting for the disposition of Community Preservation Funds.

Eligible Uses (per the Community Preservation Act, M.G.L. c. 44B, as amended July 2012)

The Wayland CPC can only consider proposals that are eligible for CPA funding according to the use and purpose requirements described in the CPA legislation. These are limited to

- acquisition, creation, and preservation of open space
- acquisition, preservation, rehabilitation, and restoration of historic resources
- acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use
- acquisition, creation, preservation, and support of community housing
- rehabilitation or restoration of open space and community housing that is acquired or created using monies from the fund.

Application for Funding (adopted by CPC September 2014)

The Wayland Town Meeting determines the use of CPA funds. To be considered at Town Meeting, an application for an eligible project or use must be submitted to the CPC along with supporting information, such as surveys, estimates, plans, etc. After deliberation, if the CPC approves the project for consideration by Town Meeting, the CPC must approve an article that recommends funding for the proposed activity. Please provide as much information as possible so that the CPC is able to make an informed decision on funding requests.

The CPC highly recommends that applicants meet with the Community Preservation Committee to discuss potential proposals. The CPC generally meets once a month from September through April. Please submit your application and supporting information at least one week prior to the CPC meeting at which the application will be considered.

If you are using this fillable Word form, please save with a file name referencing your board or committee and the project (e.g., HistComm_OldBarn_2022). Submit your signed application and supporting information and materials to the CPC mail slot at Town Building by hand or mail; or by email to BOTH the CPC Chair at swenstein@wayland.ma.us and the CPC Vice-Chair at dstotz@wayland.ma.us. **The deadline for submissions is 5:00pm ET on Thursday, November 30, 2023.**



WAYLAND COMMUNITY PRESERVATION ACT PROJECT APPLICATION FORM

Note: You have the option of downloading and completing a .pdf or fillable Word document of this Project Application Form. Visit the Community Preservation Committee page on the Town's website (<https://www.wayland.ma.us/community-preservation-committee>). If you are using the fillable Word form, please save with a file name referencing your board or committee and the project (e.g., HistComm_OldBarn_2022).

Please provide all applicable information to help the CPC evaluate your proposal. Submit your signed application and supporting information and materials to the Community Preservation Committee mail slot at Town Building by hand or mail; or by email to BOTH the CPC Chair at sweinstein@wayland.ma.us and the CPC Vice-Chair at dstotz@wayland.ma.us. **The deadline for submissions is 5:00pm ET on Thursday, November 30, 2023.**

SECTION 1: PROJECT INFORMATION

Project Title:		
Project Summary:		
Map #	Parcel #	Estimated completion date:
CPA Program Area (check all that apply):		
<input type="checkbox"/> Open Space <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Community Housing <input type="checkbox"/> Recreation		

SECTION 2: APPLICANT/DEVELOPER INFORMATION

Contact Person and/or Primary Applicant:	
Property Owner (if applicable):	
Organization (if applicable):	
Mailing Address:	
Daytime phone #:	Other phone #:
E-mail address:	
Website (if applicable):	

SECTION 3: BUDGET SUMMARY

A. Total budget for project	\$
B. CPA funding request	\$
CPA request as percentage of total budget (<i>Calculate as (B/A)*100</i>)	

Applicant Signature:
Date Submitted:

Your application is not complete unless you provide the information requested on the following page. Please make sure you address each of the issues.

PLEASE ATTACH PAGES TO PROVIDE THE REQUESTED INFORMATION, IN ORDER.

You are welcome to use this form but may address any or all of the issues in one or more separate document(s)

PROJECT DESCRIPTION

1. Scope or concept of project: Be specific about the scope of work. Provide photographs of existing conditions and proposed plans, if applicable.

2. Projected action plan and timeline: List the steps needed to complete the project along with an estimated timeline. The CPC will rely on this information, plus your periodic updates, to prepare its annual Project Status Report to the Town Meeting.

FINANCES

3. Anticipated project cost: Provide a budget with line itemization (e.g., real property acquisition, preservation consultant, etc.). Also indicate why each type of expense is needed. *This is an example of how it might look. You are encouraged to attach your own spreadsheet.*

Expense category/description	Justification/explanation	Budgeted amount
1)		\$
2)		\$
3)		\$
4)		\$

4. Other funding sources: Include private, public, in-kind, and other, and the anticipated amounts and/or percent of the total cost.

5. CPA funding request amount (should be the same as application 3-B): \$

PURPOSE OF PROJECT

6. Relevance to community: Indicate how the project is relevant to the current and/or future needs of Wayland. Does it serve multiple needs?

7. Support of CPC category: Explain how the project will meet goals and objectives of the category (or categories) under which you are applying (at least one of these: Community Housing, Historic Preservation, Open Space, and Recreation):

8. Supporting documents: Applicants are strongly encouraged to seek support from relevant Town entities (e.g., commissions, boards, committees). Report the outcome of such efforts. Provide supporting letters, references, studies, Town plans, maps, and statistics.

Wayland Community Preservation Committee