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## Community Preservation Funds Application

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Thank you for considering the Plainville Community Preservation Act (CPA). This guide provides an overview of the application process for the CPA, enabling Massachusetts cities and towns to fund various community projects through a real estate tax surcharge. Plainville adopted the CPA with a 1% surcharge, exempting low-income housing, moderate-income senior housing, and the first \$100,000 of residential, commercial, and industrial property values.

The Plainville Community Preservation Committee (CPC) evaluates applications for funding projects that acquire, create, preserve, and support community housing, open space, historic resources, and recreational land. Detailed project proposals, including cost estimates and a comprehensive description, should be submitted to the CPC for review.

Criteria for selection favor projects that leverage additional funds, serve multiple CPA purposes, align with town plans, use town assets effectively, cater to diverse populations, and are ready for implementation. Proposals should be consistent with the Town of Plainville's strategic plans and demonstrate feasibility within budget constraints.

Submit two complete copies of your application to the Community Preservation Committee at Plainville Town Hall by the last day of January each year for consideration at the Annual Town Meeting. Late submissions will be deferred to future meetings.

Application details should include the applicant's contact information, project description, funding requested, eligibility check against CPA categories, and a detailed project plan with a timeline and budget. Indicate any permits required and consultations with town boards. Highlight how the project benefits Plainville and meets CPA goals. List other funding sources and any non-financial support needed.

Signatures from the applicant, property owner (if different), and co-applicant are required.

The CPC will review submissions for completeness and compliance with CPA criteria before making recommendations for town meeting consideration.

All applications are carefully reviewed by the CPC, which then votes concerning which projects will be recommended to go before the Town Meeting in the form of an Article placed on the Warrant.

**Applications should be complete. Please include as many detailed cost estimates as possible, along with a comprehensive description of the project.**



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## REVIEW & RECOMMENDATION CRITERIA

Preference will be given to proposals that address as many of the following criteria as possible:

- The project leverages other public or private funds
- The project serves more than one CPA purpose
- The project designates a time sensitive opportunity which will be lost if not acted upon promptly
- The project is consistent with the Town of Plainville's Master Plan, Open Space and Recreational Plan, and Affordable Housing Production Plan
- The project enhances or utilizes currently owned Town assets.
- The project meets multiple needs and serves multiple populations
- The project is fully developed and does not need further definition
- The project displays practicality and feasibility, demonstrating that it can be implemented expeditiously and within budget
- The project is supported by relevant Town Boards and Committees

## SUBMISSION

**EACH INDIVIDUAL APPLICATION PACKAGE SHOULD BE FULLY COMPLETED.**

**PLEASE SUBMIT TWO COPIES OF THE ENTIRE APPLICATION PACKAGE TO:**

COMMUNITY PRESERVATION COMMITTEE  
PLAINVILLE TOWN HALL  
190 SOUTH STREET, PLAINVILLE, MA 02762

**SIGNED AND COMPLETED APPLICATIONS ARE DUE NOT LATER THAN THE LAST DAY OF JANUARY IN EVERY YEAR TO BE CONSIDERED FOR ANNUAL TOWN MEETING**

*APPLICATIONS RECEIVED AFTER THE DUE DATE WILL NOT BE CONSIDERED FOR THE JUNE TOWN MEETING. THEY CAN BE RESUBMITTED IN THE FOR A FOLLOWING SPECIAL OR ANNUAL TOWN MEETING.*



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**Deadline: LAST DAY OF JANUARY**

### **GENERAL INFORMATION**

Name of Applicant/Organization: \_\_\_\_\_

Name of Co-Applicant (if any): \_\_\_\_\_

**PLEASE NOTE:** If the proposal involves town-owned land or a town-owned structure, either the applicant or the co-applicant must be the department, and/or committee in control of the property.

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner of Property (if different than applicant):

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Organization \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Property Owner Signature if not Town of Plainville: \_\_\_\_\_

### **PROJECT INFORMATION**

Project Name:

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Brief Description:

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Project Location/Address:

(street address or map and lot number)

Amount of Funding Requested: \$ \_\_\_\_\_ When required: \_\_\_\_\_



# Community Preservation Funds Application

## Is Your Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: Open Space, Recreation, Community Housing, and Historic Preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding.

### Definitions:

**OPEN SPACE:** Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grassland, fields, forest land, fresh and salt water marshes, and other wetlands, ocean, river, stream, lake and ponds frontage, beach, dunes, other coastal land, land to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

**HISTORIC RESOURCES:** Building, structure, vessel, or real property listed on the state register of historic places or determined by the local historic commission to be significant to the history, archeology, architecture, or the culture of the town.

**RECREATION/PARK LAND:** Land for active or passive recreational use including but not limited to, the use for land for community gardens, trails and non-commercial youth and adult sports, and the use of land as parks, playgrounds, or athletic fields.

**COMMUNITY HOUSING:** Housing for moderate and low-income individuals and families, including moderate and low-income seniors. Moderate income is less than 100%, and low-income is less than 80% AMI of US HUD Area Median Income.

Projects are only eligible for CPA funding if they fit in a **green** box below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (as of 7/8/2012)	Yes, if acquired or created with CPA funds



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*Chart adapted from "Community Preservation Fund Budgeting and Finance Issues", Massachusetts Department of Revenue, October 2005. It has been updated to reflect changes made by the 2012 CPA legislation.*

**CPA Request category(ies): (check all that apply)**

Open Space \_\_\_\_\_ Historical \_\_\_\_\_ Recreation \_\_\_\_\_ Community Housing \_\_\_\_\_

Number of acres in parcel: \_\_\_\_\_ If Housing, Number of housing units proposed: \_\_\_\_\_

**Name of Project:**

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**Detailed Description of Project:**

*(Including an estimated budget and timeline. Please provide additional details if completion of project will take 2 or more years):*

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**Describe any time constraints:**

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## Community Preservation Funds Application

### What are the goals of the proposed project:

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### Summarize how this request will benefit the Town of Plainville and meet the goals of the Community Preservation Act:

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### Timeline For Permits and Approvals

(What permits and approvals are required? Have they been obtained or have you filed for them?)

Name of Permit	Not filed (Y/N)	Filed (Date)	Obtained (Date)

Have you met with any other Town Boards or committees? If so, what were the outcomes of those meetings?

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What non-financial support is necessary, and how will this be provided?

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## Community Preservation Funds Application

### Funding/Budget

Describe the proposed funding for this project. Identify other sources from which you are seeking funds, and whether those funds are secured. Identify any funds you or your organizations are willing to provide.

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Sources of Funds other than CPA	Amount	Funding Requested (Y/N)	Funding Secured* (Y/N)

*\*If your application is still outstanding, when do you expect to hear a decision?*

**Other Comments:** Provide any other information you think the CPC should be aware of in evaluating your request for funding.

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**EFFECTIVE: MARCH 27, 2024**  
Replaces Drafted Dated: All Previous

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## Community Preservation Funds Application

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### SIGNATURES:

APPLICANT: \_\_\_\_\_ Signature: \_\_\_\_\_

- If a Committee- signature of Committee Chair
- If a Department- Head of Department

OWNER: \_\_\_\_\_ Signature: \_\_\_\_\_  
(If Different than applicant)

CO-APPLICANT: \_\_\_\_\_ Signature: \_\_\_\_\_



## Community Preservation Funds Application

### *For Community Preservation Committee Use*

This request received by Plainville CPC on \_\_\_\_\_

Copies provided to CPC Members on \_\_\_\_\_

CPC Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Is sufficient detail provided to consider the request? \_\_\_\_\_

If not, sponsor informed on \_\_\_\_\_

Additional information required:

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### Committee Votes

Votes	Yes/No	Votes (Yes/No/Abstain)	Date	Sponsor Informed (date, by whom & how)
Meets CPA criteria				
Accepted for consideration				
Recommend to Town Meeting				

Other:

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