

**TOWN OF EASTHAM • COMMUNITY PRESERVATION COMMITTEE**  
**PROJECT APPLICATION and INFORMATION FORM for FY17 PROJECTS**

**ATTACHMENTS CHECKLIST**

**Required for All Proposals**

- Photographs of project site or resource (1-3 may be enough)
- Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate)
- Letters of support/comment from relevant Town departments, Town officials, Town boards/commissions,

**Priority Will Be Given to Proposals that Include:**

- Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses, etc
- Demonstrated notice to all direct project abutters
- Letters of support from all direct project abutters or explanation of why support is not demonstrated.

**Required for Historic Preservation Proposals**

- If your project site is not listed on the State Register of Historic Places then the application must include a letter from the Eastham Historical Commission designating the property or resource as locally significant "in the history, archeology, architecture, or culture" of Eastham. This is required by Section 2 of MGL c.44B.
- Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards, as required by Section 2 of MGL c.44B under the definition of "rehabilitation."

\* Note: Official versions of these Standards may be found at the following links:

- Standards and Guidelines for the Treatment of Historic Properties, especially "Choosing an Appropriate Treatment", [www.nps.gov/history/hps/tps/standguide/overview/choose\\_treat.htm](http://www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm)
- Guidelines for Cultural Landscapes (considered part of the Standards above) [www.nps.gov/history/HPS/hli/landscape\\_guidelines/index.htm](http://www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm)

**Required for Proposals Involving Real Property**

\* Note: Funding requests by the Eastham Affordable Housing Trust are exempt from the requirements in this section.

- Demonstrate site control/ownership:
  - For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site.
  - For other properties: Submit a copy of a legally-binding option, purchase and sale agreement, or deed.  
\*Note: In cases with no option or p&s in place, the application must include a letter of authorization from the property owner to submit the CPA application. If property owner is an organization or corporation, then letter of authorization must provide documentation of appropriate authorization by entity's executive body and copy of relevant section of governing bylaw that establishes this authority. (In case of taking by eminent domain, this requirement may be waived.)

**Required for Proposals Involving Design & Construction**

- Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.
- Development pro-forma and operating budget for the planned use of the site (if applicable)
- Site Plans, both existing and proposed; floor plans and elevations (if applicable)
- Describe any sustainable materials and/or techniques and/or energy reduction measures that will be used and estimate net costs/benefits over the life of the project (if applicable)
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Check out the CPC's webpage for more information:

[www.eastham-ma.gov/Public\\_Documents/EasthamMA\\_CommPreservation/index](http://www.eastham-ma.gov/Public_Documents/EasthamMA_CommPreservation/index)

If you have questions, please contact Peter Wade, CPC Chair by email at [phwade@comcast.net](mailto:phwade@comcast.net) or by phone at 508-255-6328.