

Hadley, MA  
Community Preservation Committee  
**CPA Project Application**

*Please provide the information requested in this application via e-copy and one hard copy to the committee chair before the requested deadline. The hard copy may be submitted to the CPA mailbox at the Town Hall on the first floor.*

*Application due dates:*

- *February 1 for Annual Town Meeting*
- *August 1 for Special Town Meeting*

*All applicants should complete Section A and Section C. Only complete the relevant category questions for your project in Section B.*

*Please feel welcome to reach out to the CPA chair or committee members with questions or for application assistance.*

## **Section A**

### **I. Project Information**

Application Date: \_\_\_\_\_

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

Project Address: \_\_\_\_\_

One sentence summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated start date: \_\_\_\_\_

Estimated finish date: \_\_\_\_\_

### **II. Applicant Information**

Organization receiving funds: \_\_\_\_\_

Contact Person 1: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Contact Person 2: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Applicant relationship to project: \_\_\_\_\_

Property owner name: \_\_\_\_\_

*\*be prepared to provide proof of ownership documentation\**

Professional resources and qualifications (*example: architect, engineer, town employee*)

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### **III. Request**

Amount requested from CPA funding: \$ \_\_\_\_\_

Total project cost: \$ \_\_\_\_\_

CPA request as a percentage of total budgets: \_\_\_\_\_ %

List other funding sources and amounts: \_\_\_\_\_

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### **IV. Category** (*check the one that best describes your project*)

- ☐ Historic Preservation
- ☐ Open Space or Outdoor Recreation
- ☐ Affordable Housing

### **V. Detailed Project Information**

Please include a detailed description of the work you are going to perform using CPA funds for this project or program. Also submit all pertinent information including, maps, photographs, diagrams, designs or renderings, engineer's drawings, professional study, descriptions of similar projects and endorsements, budget and funding sources.

## Section B

### VI. Category Questions

*Only complete the questions in Section B that pertain to the category (historical preservation, open space or outdoor recreation, OR affordable housing) that you selected in part IV.*

#### Historic Preservation

*The listing (or designation) status of the historic resource can be located by searching the project location on MACRIS maps here: <https://maps.mhc-macris.net/>. Hadley Historical Commission volunteers can also assist you in confirming your project's historic designation status. Reach out if you are unsure or need assistance.*

1. What is your project's designation? *(check all that apply)*

- ☐ Listed on the State Register of Historic Places
- ☐ Listed on the National Register of Historic Places
- ☐ No listing at this point
- ☐ Don't know
- ☐ Non-profit
- ☐ For-profit
- ☐ Public property
- ☐ Private property
- ☐ Historic object (rather than land/property)
- ☐ Other: \_\_\_\_\_

2. If this project is the preservation of an historic object (rather than land/property), explain the object's provenance, current ownership, history of display, and any other relevant information:

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*A Preservation Restriction (PR) is a legal agreement that protects a significant historic, archaeological, or cultural resource. It provides assurance that a historic or culturally significant property's intrinsic values will be preserved through subsequent ownership by restricting the demolition or alteration of its significant historic features. A Preservation Restriction is filed at the Registry of Deeds and runs with the land. It usually focuses on exterior architectural features, but can also address significant interior spaces. Though a Preservation Restriction does not necessarily require public access, it may include provisions for annual open houses or similar public events if deemed appropriate. To learn more about preservation restrictions visit <https://www.communitypreservation.org/historic-restrictions>.*

3. Is there a preservation restriction on this property? Yes No Funding will be used for PR

4. Who holds/will hold your preservation restriction? \_\_\_\_\_ or N/A

*For project locations applying for acquisition using CPA funds, please be advised that an appraisal of the parcel(s) must be included.*

5. Have you completed an appraisal of the property? Yes No N/A

6. If yes, what is the appraisal value of the property? \_\_\_\_\_

7. Is the work that you are seeking to fund on the exterior of the structure?  
Alternatively, is the work critical to the structural integrity of the  
building/vessel/etc.? Yes No

*Work on historical buildings using CPA funds must adhere to the Secretary of the Interior's Standards for Rehabilitation. The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.*

- *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
- *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
- *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- *Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
- *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

- *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment.*

8. Will this project adhere to the Secretary of the Interior's Standards for Rehabilitation? Yes   No   N/A
9. Do you have a letter of support from the Hadley Historical Commission? *(if yes, include it in your submission)* Yes   No
10. Can this project be completed in 3 years? Yes   No
11. Will this project be maintained for at least 15 years? Yes   No
12. Is this project open to the public? Yes   No

Please explain: \_\_\_\_\_

### Open Space or Outdoor Recreation

1. Assessor's Parcel Number: \_\_\_\_\_
2. Total number of acres: \_\_\_\_\_
3. Was this project created with CPA funds? Yes   No
4. If yours is an open space project, what type of open space resource is it? *(check all that apply)*
- ☐ Agricultural Preservation Restriction (APR)
  - ☐ Agricultural land
  - ☐ Land to protect existing and future well fields, aquifers, or recharge areas
  - ☐ Watershed land
  - ☐ Grasslands, fields, or forest land
  - ☐ Wetlands
  - ☐ River, streams, lake, or pond frontage
  - ☐ Lands to protect scenic vistas
  - ☐ Land for wildlife or nature preserve
  - ☐ Other open space resource \_\_\_\_\_

5. If yours is a recreation project, what type of recreational resource is it? (*check all that apply*)

- ☐ Community Garden
- ☐ Trails
- ☐ Land for youth and adult sports
- ☐ Park
- ☐ Playground
- ☐ Athletic field
- ☐ Public School recreation resources
- ☐ Other outdoor recreation resource \_\_\_\_\_

*A Conservation Restriction (CR) is a legal instrument whose purpose is to ensure permanent protection of specific conservation values while permitting limited land uses consistent with the protection of said conservation values. Conservation restrictions may be granted by public or private landowners to qualified organizations. To learn more about conservation restrictions visit <https://www.mass.gov/service-details/conservation-restriction-review-program>*

6. Is there a conservation restriction on this parcel? Yes No Funding will be used for CR

7. Who holds/will hold your conservation restriction? \_\_\_\_\_ or N/A

*For project locations applying for acquisition using CPA funds, please be advised that an appraisal of the parcel(s) must be included.*

8. Have you completed an appraisal of the open space parcel? Yes No N/A

9. If yes, what is the appraisal value of the property? \_\_\_\_\_

10. Can this project be completed in 3 years? Yes No

11. Will this project be maintained for at least 15 years? Yes No

12. Is this project open to the public? Yes No

Please explain: \_\_\_\_\_

## **Affordable Housing**

1. Will your program or project support affordable rental or homeownership? Yes No

2. Is this program or project for a housing trust? Yes No

3. Is this program or project for rental assistance? Yes No

4. Please include the Area Median Income (AMI) levels your affordable housing program or project will support: \_\_\_\_\_

5. How many people are affected by this project or program? \_\_\_\_\_
6. Total unit count of the project: \_\_\_\_\_ or N/A
7. Number of affordable units: \_\_\_\_\_ or N/A
8. Percentage of affordable units of total project: \_\_\_\_\_% or N/A
9. Can this project be completed in 3 years? Yes No

## Section C

### VII. Additional Questions

1. What exactly is being preserved and how does this project or program benefit the community (2-5 sentences)

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### VIII. Submission

Application due dates:

- February 1 for Annual Town Meeting
- August 1 for Special Town Meeting

To submit your application, email it, including all relevant information and attachments, to the CPA chair at CPAHadleyMA@gmail.com, and one hard copy to the CPA mailbox at the Town Hall on the first floor. Be prepared to attend two CPA committee meetings to answer questions about your application, provide additional information and make required changes, if any. If approved by the CPA committee your proposal will be placed on the town meeting warrant for a vote. You will need to present your proposal at Town Meeting before the vote.

## **CPA Resources and Reference Materials:**

- **Hadley CPA Website:**  
<https://www.hadleyma.org/community-preservation-committee>
- **CPA Coalition Website:** <https://www.communitypreservation.org/>
- **CPA Statue:**  
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44B>
- **Secretary of Interior's Standards:** <https://www.nps.gov/tps/standards.htm>
- **DOR Information Guideline Release:**  
[https://5777c9fd-9da2-4771-ba62-f9078d6c5682.filesusr.com/ugd/957c71\\_cc58908bcaf34e9191b44a634d2e448d.pdf](https://5777c9fd-9da2-4771-ba62-f9078d6c5682.filesusr.com/ugd/957c71_cc58908bcaf34e9191b44a634d2e448d.pdf)