



## TOWN OF SANDWICH

### COMMUNITY PRESERVATION COMMITTEE

#### APPLICATION PROCESS

#### **Submission Requirements**

Proposals for Community Preservation Act funding must be submitted using the attached application form. All information requested on the application form must be included with the proposal. Twelve (12) copies of the proposal, including the completed application form and all supporting documentation, must be submitted to:

Leanne Drake  
CPC Coordinator  
Town of Sandwich  
100 Route 6A  
Sandwich, MA 02563

If the proposed project is on Town owned real estate, either the Applicant or the Co-Applicant must be the Town Board or Department in control of the land **AND** it requires the signature of the Town Manager.

For further information about the application process, contact Leanne Drake at 508-833-8001 [ldrake@sandwichmass.org](mailto:ldrake@sandwichmass.org)

#### **Review by the Community Preservation Committee**

Each proposal will be reviewed for completeness, and the applicant will be notified if additional information is required. All applicants submitting complete applications will be given an opportunity at a public hearing to present the project and to respond to questions from the Community Preservation Committee and the public. Following the public hearing(s), the CPC will schedule open meetings to discuss the merits of complete applications and to make funding recommendations to the Board of Selectmen and to Town Meeting.

#### **Funding Process**

Projects on Town-owned land will be administered by the Town department that is responsible for that land. Please note that projects on Town-owned land are likely to require public bidding under applicable statutes (MGL c. 30, 30B, and 149)

Projects on private land will require a funding agreement between the Town and the applicant. The funding agreement will provide for project timelines and status reports as appropriate.