

**Town of Hingham**  
**Community Preservation Committee**

**Application for Community Preservation Funding**  
**Due: October 15, 2010**

The Community Preservation Committee (CPC) is pleased to be able to offer to citizens of Hingham the opportunity to apply for Community Preservation funds. Under the Community Preservation Act, the Town may use these funds for the following purposes:

- ❑ **Acquisition, creation and preservation of open space:** Open space includes land protecting scenic vistas, forested land, land protecting wells, aquifers and recharge areas, fields, and land for active or passive recreational use including playgrounds and athletic fields for non-commercial sports, trails, parks, and community gardens. Community Preservation funds may be used to protect open space by outright purchase or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions.
  
- ❑ **Acquisition, preservation, rehabilitation and restoration of historic resources:** Historic resources are defined as a building, structure, vessel or real property that is listed or eligible for listing on the State Register of Historic Places or has been determined by the Hingham Historical Commission to be significant in the history, archaeology, architecture or culture of Hingham. Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources, but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation restriction.
  
- ❑ **Creation, preservation and support of community housing:** Low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first time home buyers, for financial assistance to income-eligible homeowners, for gap funding, to match state or federal low-income housing grants, or for other support of community housing. The Town's investment in community housing not owned by the Town must be protected by a permanent affordability restriction.

If you have any questions about the application or the information required for your project, please call Andrea Young 781.741.1492.



## APPLICATION PROCESS

### **Step 1. Complete and Submit the Application by Friday, October 15, 2010**

Submit 1 (one) original and 9 (nine) copies for a total of 10 (ten) copies of a completed application to:

Hingham Community Preservation Committee  
c/o Andrea Young  
210 Central Street  
Hingham, MA 02043

\*\*\*\*Late Submissions – Due to the length and complexity of the process leading to Town Meeting recommendations, the Community does not generally consider applications submitted after the deadline.

### **Step 2. Community Preservation Committee Review and Public Comment**

#### **A. The CPC will review applications to determine whether:**

- Proposed projects are eligible for Community Preservation funding;
- Proposed projects are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration; and
- Proposed projects are consistent with town goals and plans and will provide a benefit to citizens of Hingham (see attached criteria).

**B. Public Comment:** The CPC will seek public comments on proposed projects at an initial public hearing to be scheduled in December 2010 or January 2011.

**C. CPC Recommendations:** The CPC will make its final recommendations for funding in the form of warrant articles to be voted on at the 2011 Town Meeting.

### **Step 3. Town Meeting Approval**

Town Meeting has the final authority to award funds from Hingham's Community Preservation Fund. The CPC will recommend funding in the form of warrant articles. A majority vote is required to approve funding. A two-thirds vote is required to approve acquisition of real property by the Town.

### **Step 4. Funding Award**

Funding for approved projects will be available following Town Meeting, subject to satisfaction of any closing conditions established by the Community Preservation Committee and Town Meeting. Funds will not be released until any required restrictions have been recorded at the Registry of Deeds. Upon approval by Town Meeting, CPC will send applicants a written grant award letter notifying grantees of the decision, outlining any conditions, and specifying a time framework for the expenditure of CPC funds.



**Town of Hingham, MA**  
**Application for Community Preservation Funding**

**Project Name:**

**Property Address:**

**Map** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Project Proponent:**

**Contact Name:**

**Address:**

**Telephone Number:**

**e-mail address:**

**Date:**

Community Preservation Category: Check all that apply.

Historic Preservation     Open Space/Recreation     Community Housing

**Project Summary:** Include below or attach a description of the Project and its benefits to the Town. Include a description of any property involved and its proposed use. Include a work plan showing the anticipated steps or phases for completion of the project and their timing and estimated cost.

**How will the Project benefit Hingham?**

**Control of Site:** Indicate below whether the applicant owns or has a purchase agreement for the property in the Project. If the property is under agreement, include below or attach a description of the agreement, including timing and conditions. If the applicant does not have site control, please explain.

**Attachments:**

**Include the following with ALL applications**

- Assessor's map showing location of the Project
- Photographs of the site and any existing structures located on the site

**Include the following, if applicable and available:**

- Architectural plans and specifications (for new construction or rehabilitation)
- Maps, renderings, etc.
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Other information useful for the Committee to consider the project

**Feasibility:** List below all further action or steps that will be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any known or potential barriers to moving forward.

**Project Timeline:**

Estimated Date for Commencement of Project:

Estimated Date for Completion of Project:

If the proposed project is a phase of a larger project, please describe the overall project timeline as well as the proposed phase:

**Funding:**

Amount of Hingham Community Preservation Funding Requested: \$ \_\_\_\_\_  
When required?

Other Sources of Funding Available:

Source of Funding	Amount Requested	Status	Timing Considerations	Contingent on CP Funding?

# **Town of Hingham**

## **Criteria for Evaluation of Projects Seeking Community Preservation Funding**

### **Decision Guidelines:**

#### **A. All proposals must meet certain threshold requirements.**

- Completeness
- Eligibility for funding under the Community Preservation Act
- Feasibility within reasonable time frame
- Compliance with legal and zoning requirements
- Benefits the Town at large

#### **B. Proposals rank higher if they:**

- Preserve community character
- Have a demonstrated level of community support
- Are consistent with the Town's Master Plan
- Serve more than one CPA purpose
- Save a resource that would otherwise be lost
- Leverage other public or private funds
- Show that the project will achieve its goal and is feasible, cost effective and prudent
- Create incentive for private projects
- Are supported by the relevant Town boards or committees

#### **C. Specific category projects rank higher if they:**

##### **Community Housing**

- Contribute to 10% Chapter 40B affordability goal
- Ensure affordability in perpetuity
- Promote reuse of existing buildings or new construction in previously developed areas
- Give priority to current or former residents and qualified Town employees
- Convert market rate housing to affordable rental or owner occupied housing
- Are affordable by persons or families with annual incomes less than 80% of the area-wide median income

##### **Historic Preservation**

- Preserve Town owned historic resources
- Preserve the exterior or structural integrity of endangered historic resources owned by non-profit organizations
- Preserve endangered structures and features, such as barns, outbuildings and fences that are important to the Town's character
- Preserve historic landscapes or enhance the public's ability to use and enjoy such landscapes

##### **Open Space and Recreation**

- Protect water resources
- Preserve Hingham's character
- Abut or link up existing conservation lands
- Provide or improve public access to open space, especially waterfront and shorelines, rivers and streams
- Preserve or enhance distinctive streetscapes, views or vistas
- Preserve important wildlife or vegetation habitat
- Provide needed active or passive recreational opportunities
- Are consistent with Hingham's Open Space Plan