

APPLICATION CHECKLIST

- Cover letter clearly identifying statement of need
- Application
- First draft of deed restriction [Housing, Historic Preservation, Conservation] – samples available at <http://www.town.barnstable.ma.us/CommunityPreservation/ProjectDocuments.asp>

Data

- Identification Map – Assessor’s Records
- Copy of Current Recorded Deed
- Title Examination / Title Insurance / Tax Information
- Appraisal and/or Agreement (Open Space / Recreation)
- Survey Plan (Open Space)
- Reports (21E / Zoning / HazMat / Historic Structure Reports)
- MA Historical Commission Historic Inventory Sheet - Form B (Historic)
- Detailed Set of Plans
- Project Timeline
- Letters of Support

Financial

- Project Costs and Prioritization
- Detailed Budget
- Minimum of 3 quotes from Licensed Contractors
- Matching Fund Correspondence
- Additional Fees (Closing Costs / Legal Fees)

Visual

- Maps
- Natural Resource Limitations (wetlands, flood plain)

Photos

- Renderings/Plans

Submission

- One (1) electronic copy via email to:**
CommunityPreservationCommittee@town.barnstable.ma.us
(No hard copies required if submitted electronically.)