

# TOWN OF TEWKSBURY

## COMMUNITY PRESERVATION COMMITTEE

### Guidelines for Project Submission

- 1) Each project request must be submitted to the Community Preservation Committee using the Project Application Summary Form as a cover sheet.
- 2) Applications should be submitted in eleven (11) multiple copies.
- 3) Requests must include a narrative covering all applicable subjects outlined in the Project Information sheet and conform to both the General and Category Specific Criteria developed by the CPC.
- 4) Requests must be received by **January 1** to be considered for recommendation to Annual Town Meeting. The Community Preservation Committee may waive this requirement upon review.
- 5) Requests must be received by **July 1** to be considered for the Fall Special Town Meeting.
- 6) Applicants may be asked to attend a CPC meeting to answer questions if necessary, and should also be prepared to attend the Public Hearing.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA can be found on the Massachusetts Community Preservation Coalition website at [www.communitypreservation.com](http://www.communitypreservation.com), The committee can be reached **through the Community Development Office, 978-640-4370**. If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the Project Application Summary Form and accompanying documentation to:

Community Preservation Committee  
c/o **Community Development Office**  
999 Whipple Road  
Tewksbury, MA 01876