**Applicants are encouraged to start the application process as early as possible.**

 **APPLICATION PROCESS**

**STEP 1:**

* Submit an application and all supporting documentation to the CPAC.
* Deadline for Annual Town Meeting recommendations is November 1st.

 Applications may be:

* Emailed to the CPAC Administrative Assistant CPAC@townofberlin.com
* Mailed to Town Offices, 23 Linden Street, Room 215, Berlin, MA 01503.
* Handed delivered to Town Offices, Room 215 during CPAC office hours.

 **STEP 2:**

* Request placement on a CPAC meeting agenda for a preliminary meeting. The CPAC normally meets on the first and third Tuesday of the month. Email CPAC Administrative Assistant at CPAC@townofberlin.com for assistance.

**STEP 3:**

* Attend Preliminary meeting, to review the application with the CPAC to determine proposed project is eligible for CPA funding according to MGL Chapter 44B.
* Receive guidance and recommendations to strengthen application.
	+ Applicants will be advised of additional information required, approvals needed from other Town entities and other recommendations *such as letters of support.*
* Schedule/Agree on follow up meeting date.

**STEP 4:**

* Applicant will submit updated information and/or additional documents to the CPAC administrative assistant prior to scheduled follow up meeting.

**STEP 5**:

* Follow up meeting to review updated/revised application.

**STEP 6:**

* January CPAC meeting scheduled for votes to recommend the Projects to Town Meeting. Applicants should be in attendance to response to public questions and any last questions from the committee on their application.

**STEP 7:**

* February CPAC to submit the warrant articles for Annual Town Meeting.

**STEP 8:**

* Applicant expected to attend a Town Meeting; to present the proposed project and respond to questions.

**STEP 9**:

* If project is approved at Town Meeting, CPA funding agreement is signed.

**STEP 10:**

* Status reports are required to the CPAC until the project is completed.

*The Community Preserve Act is a smart growth tool that assists in the preservation of open space, historic preservation, housing and developing outdoor recreation. Under extraordinarily special circumstances the CPAC may consider out of order cycle funding request.*