



# Town of Sudbury

## Community Preservation Committee

cpc@sudbury.ma.us

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314  
www.sudbury.ma.us/cpc

### PROJECT SUBMISSION FORM

Applicant:

Submission Date:

Group or Committee Affiliation (if any):

Applicant Address:

Purpose (please select all that apply):

☐ Open Space & Recreation

☐ Community Housing

☐ Historic Resource

Applicant Email & Phone Number:

Project Manager Email & Phone Number:

Project Name:

Project Description:

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2027			
2028			
2029			
2030			
2031			
<b>Total</b>			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

For Community Preservation Committee Use:

Form Received On: \_\_\_\_\_

Project Presented to CPC On: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Determination: \_\_\_\_\_

## TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

### Guidelines for Project Submission

- 1) Each project request must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in five (5) multiple copies and as an electronic PDF file.
- 2) Requests must include a statement of need and be documented with appropriate supporting information. The use of maps, visual aids, and other supplemental information is encouraged.
- 3) Obtain written proposals, estimates, quotes, and such other evidence to document project scope and cost.
- 4) If the request is part of a multi-year project, include the total project cost and allocations.
- 5) Describe the endorsement, support, or other recommendations, if any, by other Town Boards, Committees, Commissions, and Departments.
- 6) Provide examples of similar project proposals in other communities, if any, including examples of project scope, project cost, and status of completion.
- 7) For Applicants that have multiple project requests, please prioritize projects.
- 8) Requests must be received by **Sunday, September 21, 2025** to be considered for recommendation at the May 2026 Annual Town Meeting.
- 9) Applicants must be present at a Community Preservation Committee meeting to answer questions. The Community Preservation Committee meeting schedule has been announced and is posted on the Town's website.

Please keep in mind there are legal limitations on the use of Community Preservation Act funds. Additional information on the Community Preservation Act and the Community Preservation Committee can be found on the Town's website at [www.sudbury.ma.us](http://www.sudbury.ma.us), under Committees. The Community Preservation Committee can be reached by email at [cpc@sudbury.ma.us](mailto:cpc@sudbury.ma.us). If you are in doubt about your project's eligibility after consulting these resources, you are encouraged to submit an application so the Community Preservation Committee can determine eligibility.

Please submit the Project Submission Form and accompanying documentation to:

Ryan Poteat, Community Preservation Coordinator  
c/o Planning and Community Development Department  
Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
[PoteatR@sudbury.ma.us](mailto:PoteatR@sudbury.ma.us)

## **TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE**

### **General Criteria**

The Sudbury Community Preservation Committee will give preference to proposals that address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation;
- Are consistent with the Town's Master Plan, Open Space and Recreation Plan, Land Use Priorities Committee Report, Town-wide Comprehensive Facility Study, Community Housing Plan, and other planning documents that have received wide scrutiny and input and have been adopted by the Town;
- Receive endorsement by other municipal boards, committees, commissions, or departments.
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation, and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality, feasibility, urgency;
- Demonstrate that the project can be implemented expeditiously and within budget;
- Demonstrate that project alternatives, and alternative funding mechanisms, have been fully explored;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds; and
- Preserve or utilize currently owned Town assets.

### **Category Specific Criteria**

**Open Space** proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that:
  - are of local significance for biodiversity;
  - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
  - contain a habitat type that is in danger of vanishing from Sudbury; or
  - preserve habitat for threatened or endangered species of plants or animals;
- Preserve Sudbury's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic views;
- Border a scenic road;
- Protect drinking water quantity and quality;
- Provide flood control/storage;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones; and
- Preserve a parcel identified in the Open Space and Recreation Plan.

**Recreation** proposals that address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Sudbury residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Sudbury (e.g. school property); and
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

**Community Housing** proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Conform to the Town's Housing Production Plan;
- Promote a socioeconomic environment that encourages a diversity of income;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; and
- Give priority to local residents, and Town employees.

**Historic Resource** proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore, and/or rehabilitate historic, cultural, architectural, or archaeological resources of significance, especially those that are threatened; and in the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
- Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore, and/or rehabilitate the historical function of a property or site;
- Project is within a Sudbury Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Sudbury Historic Properties Survey;
- Project demonstrates a public benefit; and
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource; and in the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.