

Application Package Checklist

The following checklist is provided to assist in submitting a complete application package. Complete and attach this checklist to the original copy the application. If necessary, indicate in the space provided, each item that will be forwarded under a separate cover.

This application is being submitted for the following type of project: (check one only)

New Construction Addition/Renovation
 Joint Public Library Conversion of an Existing Building

Package	Separate Cover	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete original and labeled "Original Copy" and seven additional copies in 1" to 3" binders
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original and dated signatures in "Original Copy"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All sections and questions answered completely
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Massachusetts Historical Commission Notification Form/Approval Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification of Application filled out completely
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of title/deed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City/town map showing proposed site and directions to it
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site plan and topographic survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Library Building Program
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor plan of existing building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary schematic design drawings of proposed building prepared by architect with labeled furniture layouts in each binder (reduced size)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One full-sized set of preliminary schematic design drawings prepared by architect with furniture layouts and done to 1/8" = 1' or large
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of site suitability certification by geotechnical consultant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs of the existing conditions and building/proposed site
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of town meeting or city council votes (May 2011 anticipated date of vote for Schematic Design.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEED for New Construction and Major Renovation 2009 Project Scorecard from for applicants applying for the MPLCP Green Library Incentive
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Outline specifications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: ADA Compliance information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Letters from Town Departments