

Policy Regarding Late Applications
Deerfield Community Preservation Committee

It is incumbent upon the Applicant to submit their fully completed application prior to the deadline of November 1.

This is a necessary requirement to enable the Committee adequate time to thoroughly review and collaborate with the Applicant to ensure that the application is complete and in compliance with all applicable requirements.

The Committee recognizes that bureaucratic problems may impede the timely submission of applications, and therefore, has established this policy to address the assessment of tardy submissions.

The application deadline shall only be waived if all of the following conditions are met:

1. The Applicant's failure to submit prior to the deadline is attributable to errors committed by the Administration of the Town.
2. The application is comprehensive and complete in all its facets.
3. The waiver of the deadline is supported by both the Finance Committee and the Selectboard.
4. The waiver of the deadline is supported by the member of the CPC under whose jurisdiction it applies.
5. The Committee has determined, by a majority vote, that the waiver and additional review is merited by the fact that:
 - a. it addresses an urgent need, and
 - b. it has a valid purpose, and
 - c. despite placing an added burden on the Committee, it is deemed "worthy" of the additional effort.
6. Late applications will only be considered if funding is available once timely applications have been considered.