

# COVENANT SELLERS' ROADMAP

*Approximate timeline 3-6 months*

Contact Housing Nantucket  
for further information  
[info@housingnantucket.org](mailto:info@housingnantucket.org)  
or 508-228-4422

## Prepare

**1. Meet with HN staff** to learn more about programs, discuss the specifics of your lot, and determine what assistance you may need

**2. Apply for CFAP loan** (if desired). Submit a [completed CFAP application](#) to HN for approval at the next AHT meeting

**3. Hire a Permitting Professional** if you need help through the permitting process

**4. Hire a surveyor** to create a plot plan for your subdivision

## Define the lot

**5. Create plans** with the help of your surveyor. When you receive a bill, submit it to HN for payment under CFAP loan.

**6. Apply to Planning Board.** Determine what waivers are required (ground cover, setbacks, 2nd driveway) and include them on your application

**7. Submit your [Covenant Seller's application](#) to HN.** Receive Covenant presentation. Obtain Qualified Seller's Certificate

**8. Prepare to sell** your Covenant property. List w/ a real estate broker or create a for-sale-by-owner webpage

## Market the Property

**9. List and show your property.** HN will help by marketing on social media, in our newsletters, and on [our website](#)

**10. Negotiate with buyers.** Save time by requiring a valid Qualified Purchaser Certificate with all offers to purchase

**11. Accept an offer,** schedule a closing, and notify HN

**12. Transact.** Pay back CFAP loan

## Sold!



# PLANNING BOARD PROCESS

Approximate timeline 2-3 months

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Start

1. Complete **Special Permit application**, and get it stamped by Town Clerk

2. Submit stamped application to Planning Board (with all materials and fees) by **deadline for next public hearing meeting**

3. Planning Board approves application at monthly meeting

4. **ANR (approval not required) Plan application** is submitted to the Planning Board\*\* (with all materials/fees)

5. Special permit drafted and filed with Town Clerk by PLUS staff

6. Special Permit remains with Town Clerk for at least 21 days

7. Special permit then **picked up by applicant and brought** to Registry of Deeds to get recorded

8. Planning Board approves/endorse ANR plan at their monthly ANR meeting –typically Thursday before regular monthly Planning Board meetings

9. Applicant or surveyor **picks up endorsed mylar plan** after meeting – generally available same afternoon

10. Applicant or representative must **record endorsed plan** with Registry of Deeds

Lot defined!

Go to Step #7 on Covenant Roadmap

PLUS = Planning and Land Use Services Dept. \*\* ANR process can begin after approval at Planning Board meeting (Step #3)– no need to wait for filing, appeal period, and recording of Special Permit