



APA CALIFORNIA NORTHERN 2010 PLANNING AWARDS APPLICATION FORM

*Nominations for the APA California Northern Planning Awards are **due by 5:00 pm, Friday, March 12, 2010.** Materials received after this date will not be accepted and will not be returned. **NO EXCEPTIONS!***

I nominate:

for an APA California Northern 2010 Award in the category of:

Submissions lacking any materials will be deemed incomplete, will not be considered, and will not be returned. The following submission materials are mandatory: Six (6) electronic copies on CD-ROM and one (1) bound paper copy (for display at the Awards Ceremony if the submittal is selected for an award) of the entire "APA California Northern 2010 Planning Awards Application" submittal. If you need to submit any part of your application in a paper format only, please contact the APA California Northern Awards Co-Director listed herein for prior approval. Six (6) CD-ROM sets and one (1) bound paper set of the following items must be submitted, and one (1) CD-ROM must be labeled **Master Copy**. Each CD-ROM and paper submittal must be labeled with the appropriate award category. Please place each of the following items in separate folders on the CD-ROM. The following items must be submitted:

- APPLICATION:** The completed APA California Northern 2010 Planning Awards Application Form.
- SUMMARY DESCRIPTION:** One (1) page summary of the submission, or in the case of an individual, a one (1) page résumé.
- AWARD CRITERIA:** One (1) or two (2) page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.
- LETTER(S) OF SUPPORT:** A least one (1) but no more than five (5) one-page letters in support of the submission from someone familiar with the nomination but other than the nominator and/or staff/consultant.
- PROJECT OR PLAN:** One (1) digital copy, in PDF format on CD-ROM, of the document for which the nomination is submitted. The document can be submitted as a separate CD-ROM. If submitted as a separate CD-ROM, please make sure to label each CD-ROM. All winning documents may be posted on the APA California Northern website.

- IMAGES:** Ten (10) digital images in JPEG format. **No PowerPoint Presentations.** The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please include a brief one (1) sentence identification or description for each image. Leadership Award nominations need only to supply two (2) to three (3) images of the individual nominated.

Please remember to include one (1) CD-ROM labeled **Master Copy**.

NOMINATION INFORMATION

It is imperative that all of the following documentation be provided in full.

- A. Nominator:** The Nominator will be considered the primary communications contact to the Section for all decisions made on this nomination and will work with APA California Northern Awards Co-Director to obtain additional information and materials.

Will the Nominator receive an Award Certificate? Yes No

A maximum of four (4) awards certificates will be provided to the recipients. Only ONE certificate will be framed.

Name

Organization

Title

Address

City, State and Zip code

Phone

Fax

E-mail

B. Award Recipient(s): If this submission is for an individual, that person must be listed below. Please provide additional awards recipients/organizations on a separate sheet (4 recipients maximum). Please also identify the precise combination of names/organizations to be printed on awards certificates.

PLEASE LIST THE AWARD RECIPIENT THAT WOULD RECEIVE A FRAMED CERTIFICATE BELOW:

Name

Organization

Title

Address

City, State and Zip code

Phone

Fax

E-mail

C. Recognition (optional): Other supporting organization(s) that you wish to be recognized at the Awards Ceremony who worked on the project:

D. Acknowledgement of Nominator/Award Recipient: I understand that all winning documents may be placed on the APA California Northern website.

Signature of Nominator

Date

Printed Name



INSTRUCTIONS FOR SUBMITTING APA CALIFORNIA NORTHERN PLANNING AWARD APPLICATIONS

All award submittals must be in compliance with the latest version of the APA California Northern Awards Program Policy.

NOMINATION SUBMITTAL REQUIREMENTS

- 1) **Submissions lacking any submittal materials will be deemed incomplete, will not be considered, and will not be returned. The following submittal requirements are mandatory:** Six (6) electronic copies on CD-ROM and one (1) bound paper copy (for display at the Awards Ceremony if the submittal is selected for an award) of the entire “APA California Northern 2010 Planning Awards Application” submittal.
- 2) Six (6) CD-ROM sets and one (1) bound paper set of the following items must be submitted, and one (1) CD-ROM must be labeled **Master Copy**. Please place each of the following items in separate folders on the CD-ROM. Each CD-ROM and paper submittal must be labeled with the appropriate award category. The following items must be submitted:
 - ✓ **APPLICATION:** The completed APA California Northern Planning Awards Application Form.
 - ✓ **SUMMARY DESCRIPTION:** One (1) page summary of the submission, or in the case of an individual, a one (1) page résumé.
 - ✓ **AWARD CRITERIA:** One (1) or two (2) page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.
 - ✓ **LETTER(S) OF SUPPORT:** A least one (1) but no more than five (5) one-page letters in support of the submission from someone familiar with the nomination but other than the nominator and/or staff/consultant.
 - ✓ **PROJECT OR PLAN:** One (1) digital copy in PDF format on CD-ROM of the document for which the nomination is submitted. The document can be submitted as a separate CD-ROM. If submitted as a separate CD-ROM, please make sure to label each CD-ROM.
 - ✓ **IMAGES:** Ten (10) digital images in JPEG format. **No PowerPoint Presentations.** The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please include a brief on sentence identification or description for each image. Leadership Award nominations need only to supply four or five images of the individual nominated.

Please remember to include one CD-ROM labeled **Master Copy**.

- 3) All submissions must be received by the 5:00 pm deadline on March 12, 2010, and strictly follow the requirements outlined in the APA California Northern 2010 Awards Policy and Awards Application Form.

- 4) Submissions received before the deadline not meeting the requirements may be resubmitted before the deadline at the discretion of the APA California Northern Awards Co-Director.
- 5) Submissions may be entered in only one awards category or subcategory.
- 6) Specific program, projects, reports, processes, and ordinances may only be nominated for an APA California Northern award once.

OPTIONAL SUBMITTAL REQUIREMENTS

Supplemental supporting materials, such as audio, video, or electronic presentation are optional and may be submitted at the discretion of the APA California Northern Awards Co-Director; however, the materials will not be distributed to the Jury unless six (6) sets are submitted. These materials should be succinct, given the limited time available for Jury deliberations.

MANDATORY SHIPPING REQUIREMENTS

- 1) **All awards submittals must be shipped** through a vendor that documents and guarantees delivery with proof of receipt, such as UPS, Federal Express, personal delivery, etc.
- 2) **Submit Nomination Package** (5 CD-ROM Jury Copies; 1 CD-ROM Master Copy, and 1 Bound Paper Copy) to:

Andrea J. Ouse, AICP
APA California Northern Awards Co-Director
c/o LSA Associates, Inc.
395 Oyster Point Boulevard, Suite 307 (REVISED ADDRESS)
South San Francisco, CA 94080
(650) 238-0015
Andrea.ouse@lsa-assoc.com

- 3) **Submittal Deadline: 5:00 pm, Friday, March 12, 2010.**
- 4) **APA California Northern will confirm receipt** of your submittal, through e-mail or fax, by no later than **5:30 pm on March 19, 2010**. If you have not heard from APA California Northern Awards Co-Director by that time, and your shipper has indicated receipt of your package, feel free to contact andrea.ouse@lsa-assoc.com. In your message, please indicate **who signed for your package**, according to your shipper.
- 5) Due to time and cost factors, incomplete nominations cannot be considered, nor can submitted nomination materials, including digital images, be returned. Therefore, if you ultimately plan to submit a nomination to the Chapter (State) Awards Program, **you are strongly advised to retain a copy of all information submitted to the APA California Northern Awards Program.**