



**Central Coast Section
San Luis Obispo, Santa Barbara, and Ventura
Counties**

**2019 APACA PLANNING
AWARDS CENTRAL COAST
SECTION APPLICATION FORM**

Final Deadline:

March 1, 2019

- *Nominations will be evaluated for the award category in which they were submitted. However, the Central Coast Section Award Jury may, upon majority vote, move a nomination to a different category, if appropriate.*
- *Nominations are eligible to receive an Award of Excellence or an Award of Merit. Only one winner for each type of award per category. An Award of Excellence award is eligible to participate in the State APACA Awards Competition.*
- *Award Winners will be notified. The level of award will not be announced until the Awards Program. Anyone not receiving an award will be notified as well.*



**Central Coast Section
San Luis Obispo, Santa Barbara, and Ventura Counties**

2019 Central Coast Section APACA Planning Award Category:
(Use APACA State Award Guidelines and Categories adopted on April 25, 2017)

Name of Project:

Nominated Firm/Agency/Person(s):

Award should be made out to: *(List all recipients – Firm, Agency, Non-Profit, etc)*

(This page should be submitted via Hard-Copy and USB Flash Drive)

NOMINATION INFORMATION: (TO BE INCLUDED IN THE SHEET PROTECTOR and Flash Drive)

It is imperative that all of the following documentation is provided in full, including e-mail and phone numbers. (To be submitted via hard copy and USB Flash Drive)

Award Recipient: If this submission is for an individual, the person's contact information must be listed. (Please list all recipients)

Recipient #1 Name _____

Organization _____

Title _____

Address _____

City _____ Zip Code _____

Phone _____ E-mail _____

Recipient # 2 Name _____

Organization _____

Title _____

Address _____

City _____ Zip Code _____

Phone _____ E-mail _____

Nominator: The Nominator will be considered the primary communications contact to the Chapter for all decisions made on this nomination and will work with Central Coast Section APACA staff to obtain additional information and materials.

Name _____

Organization _____

Title _____

Address _____

City _____ Zip Code _____

Phone _____ E-mail _____

Acknowledgement of Nominator/Award Recipient

I acknowledge that the submitted work was done by the parties credited in this Awards Application Form, and that the work meets the appropriate nomination submittal requirements listed in Section IV and the Criteria in Section V. C. of the most current APACA Awards Program Policy.

Signature of Nominator

Printed Name of Nominator

Date

(This page should be submitted via Hard-Copy and USB Flash Drive)

Summary Page: (TO BE INCLUDED IN THE SHEET PROTECTOR AND USB Flash Drive)
One page summary of the submission or in the case of an individual, a resume will suffice.

(This page should be submitted via Hard-Copy and USB Flash Drive)

INSTRUCTIONS FOR SUBMITTING CENTRAL COAST SECTION APACA PLANNING AWARDS APPLICATIONS

All awards submittals and categories must be in compliance with the APACA Awards Program Policy dated April 25, 2017 which can be found on the APA California website under "Events"

CENTRAL COAST APA NOMINATION SUBMITTAL REQUIREMENTS

(This application is for Central Coast APA only)

1) SIX (6) hard copies of the “2019 APACA Planning Awards Central Coast Application Form and Summary Page” must be submitted with each award submittal. **DO NOT SUBMIT ANY PAPER COPIES OF YOUR APPLICATION MATERIALS OTHER THAN THE TWO-PAGE APPLICATION AND THE ONE-PAGE SUMMARY PAGE. EACH APPLICATION AND SUMMARY PAGE SET SHOULD BE INSERTED INTO ONE THREE-RING PROTECTIVE SLEEVE SO THAT YOU HAVE SIX TOTAL SETS. DO NOT SUBMIT FOLDERS, NOTEBOOKS, OR BINDERS.** *(Each project has its own protective sleeve along with the project hard-copies and USB Flash Drive. Each application is then inserted into a larger binder with the other applications for each juror and the awards chairperson)*

2) All nominations must be submitted in electronic format on an USB Flash Drive (CD/DVDs are no longer accepted):

SIX (6) USB Flash Drives of the following items must be submitted. The USB Flash Drives shall be each clearly labeled and identified and sent in a protective case or envelope.

Please place each of the following information in separate directory folders on the USB Flash Drive. The following items must be submitted:

APPLICATION AND SUMMARY DESCRIPTION: The completed APACA Planning Awards Central Coast Section Application Form (2 pages) and Summary Page. *(Hard copies in protective sleeve and also on USB Flash Drive)*

AWARD CRITERIA: One- or two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category. *(USB Flash Drive only)*

LETTER(S) OF SUPPORT: At least one (1), but no more than five (5) one-page letters in support of the entry from someone familiar with the nomination, but other than the nominator and/or staff and/or consultant. *(USB Flash Drive only)*

PROJECT OR PLAN: A digital copy in PDF Format on USB Flash Drive of the document for which the nomination is submitted. The document may be submitted on a separate USB Flash Drive if you need additional space. *(USB Flash Drive only)*

IMAGES: Up to TEN (10) digital images in JPEG format. PowerPoint presentations may be used, but limited to 10 slides. The images should be representative of the nomination, as they will be used during the Awards Ceremony. Images, such as the front cover of a document, project team or activity or other representative graphics of the project or plan should be provided. Include a brief caption or sentence identifying each image. Leadership award nominations should include photos of the individual. *(USB Flash Drive only)*

3) All submissions must be received by the final deadline of March 1, 2019. They must also and strictly follow the requirements outlined in the APACA Awards Policy and the APACA Planning Awards Central Coast Section Application Form or it may be rejected.

4) Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Awards Officer.

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 APACA Central Coast Section award once unless the project nomination was rejected or withdrawn previously.

MATERIALS WILL NOT BE RETURNED TO YOU.

You are strongly advised to retain a copy of all information submitted to the Central Coast Section APACA in the event that you need to submit to the State APA Awards Nominations Committee. State nominations are due June 1, 2019.

MANDATORY SHIPPING REQUIREMENTS

Submit Nomination Package

Mail SIX (6) USB Flash Drives and SIX (6) hard copies of the application/summary pages in protective sleeves to:

**Hollee L. King, AICP
Central Coast APA Awards-Events Officer
c/o City of Moorpark
799 Moorpark Avenue
Moorpark, CA 93021**

****Please do not require a signature for delivery****

You may also hand deliver package. Must be dropped off by March 1, 2019 by 4:00pm

Contact

805-901-2261

hollee@HLKplanning.com