



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

# **2010 APACA PLANNING AWARDS CENTRAL COAST SECTION APPLICATION FORM**

*Nominations for the Central Coast Section  
APACA Planning Awards  
are to be submitted by 5:00pm on  
**Friday, February 5th, 2009**  
Materials received after this date  
will be not be accepted and will not be returned.*

- *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. An Award of Excellence award is eligible to participate in the State APACA Awards Competition*
- *There will be no announcement of Award winners made prior to the Awards Event. It is recommended that all interested parties attend the Awards Event.*



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

I (we) nominate:

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for a 2010 Central Coast Section APACA Planning Award for the category of:

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**NOMINATION INFORMATION**

It is imperative that all of the following documentation is provided in full, including e-mail and phone numbers.

**Award Recipient:** If this submission is for an individual, the person’s contact information must be listed.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ (Required) Fax \_\_\_\_\_

E-mail \_\_\_\_\_ (Required)

**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 \_\_\_\_\_ (Required) Fax \_\_\_\_\_

E-mail \_\_\_\_\_ (Required)

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Nominator

## INSTRUCTIONS FOR SUBMITTING CENTRAL COAST SECTION APACA PLANNING AWARDS APPLICATIONS

All awards submittals and categories must be in compliance with the latest version of the APACA Awards Program Policy. Please refer to APACA website at:

[www.calapa.org](http://www.calapa.org) → ABOUT US → AWARDS

### CENTRAL COAST APA NOMINATION SUBMITTAL REQUIREMENTS

**1) All nominations must be submitted in electronic format on a CD-ROM.**

**SIX (6)** paper copies of the “2010 APACA Planning Awards Central Coast Application Form” must be submitted with each award submittal. *Each paper copy shall be inserted into a three-hole punched clear protective sleeve.* **DO NOT SUBMIT ANY PAPER COPIES OF YOUR APPLICATION MATERIALS OTHER THAN THE SIX AWARD APPLICATION FORMS WITH PROTECTIVE SLEEVE. DO NOT SUBMIT FOLDERS, NOTEBOOKS, BINDERS, OR OTHER SIMILAR TYPE HOLDERS.**

**2) SIX (6) CD-ROM sets of the following items must be submitted. Each CD-ROM shall be submitted in a protective case.**

**Each award submittal CD-ROM must be labeled with the name of the nomination.**

Please place each of the following information in separate directory folders on the CD-ROM. The following items must be submitted:

- APPLICATION:** The completed APACA Planning Awards Central Coast Section Application Form.
- SUMMARY DESCRIPTION:** One page summary of the submission or in the case of an individual, a one page resume.
- AWARD CRITERIA:** One- or two-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 entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.
- PROJECT OR PLAN:** A 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:** **At least three (3) but not more than 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 identifying or describing each slide. Leadership Award Nominations need only to supply **three (3) images** of the individual nominated.

**3) All submissions must be received by the February 5th, 2010 deadline.** They must also and strictly follow the requirements outlined in the APACA Awards Policy and the APACA Planning Awards Central Coast Section Application Form.

**4)** Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Section 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 APACA Central Coast Section award once.

### **Optional Submittal Requirements**

Supplemental supporting materials, such as audio, video, or electronic presentation are optional; 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.

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 May 28, 2010.**

### **MANDATORY SHIPPING REQUIREMENTS**

**1) You must ship nominations** through any vendor that documents and guarantees receipt, such as UPS, Federal Express, personal delivery, etc.

**2) Submit Nomination Package (6 Sets) to:**

Hollee L. King, AICP  
Central Coast APA Awards Chair  
1746-F S. Victoria Avenue  
Suite 165  
Ventura, CA 93003

**Contact info:**

805-901-2261

[hollee@HLKplanning.com](mailto:hollee@HLKplanning.com)

**3) Submittal Deadline: At 5:00 P.M. on Friday, February 5<sup>th</sup>, 2009.**

**4)** The Central Coast APA Awards Chair will confirm receipt of your submittal, through e-mail, by the following Monday on February 8<sup>th</sup>, 2010.