



American Planning Association
Northern New England Chapter

Making Great Communities Happen

ANNUAL AWARDS NOMINATION FORM

Every year, planners and their work are acknowledged through the Northern New England Chapter of the American Planning Association (NNECAPA) awards program. The program is designed to recognize a special person, organization, or project for its contribution to the field of planning. Award categories are **Citizen Planner, Professional Planner, Planner Emeritus, Project of the Year, and Plan of the Year.**

The Awards Committee is actively seeking nominations for this year which will be awarded at the NNECAPA Conference. The Committee will work with the winners on preparations for press releases as well as nomination materials and submissions for possible submission to APA.

Please submit one digital copy of this form and necessary attachments (as PDF) to the attention of the Awards Committee by emailing awards@nne capa.org on or before the due date listed at: <https://nne.planning.org/chapter/awards/>

Questions regarding the awards process or any nomination materials can also be referred to the Awards Committee.

Nominator Information

The nominator will work with the NNECAPA awards committee in obtaining additional information as needed and will serve as a liaison between the nominee and the committee.

Name: _____ Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I hereby nominate _____ for a NNECAPA Annual Award

Name of Planner/Project/Plan

Award Category

- | | | |
|---|---|--|
| <input type="checkbox"/> Professional Planner of the Year | <input type="checkbox"/> Planner Emeritus** | <input type="checkbox"/> Project of the Year |
| <input type="checkbox"/> Citizen Planner of the Year | | <input type="checkbox"/> Plan of the Year |

Nominee Information

Please provide the names of the individual, other than the nominator, to be notified in the event this submission is selected to receive an award.

Name: _____ Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Email: _____

Submission Requirements

- NNECAPA Award Nomination Form
- Summary of the submission or the individual's qualification (one-page maximum)
- Explanation demonstrating how the individual or submission meets the applicable awards criteria listed on the following pages (three-page maximum)
- Letter(s) of recommendation in support of the individual or submission (one minimum, nominations with multiple letters of support are encouraged)
- Optional: Supporting documentation to help the awards committee in reviewing the application, such as copies of documents, maps, plans, photographs, newspaper articles, etc.

***For Planner Emeritus nominations, please only complete this nomination form and fill out the online form at: <https://form.jotform.com/92414554861157>*

Signature

I certify that the submitted work was done by the parties credited and meets all eligibility requirements. I understand that any entry that fails to meet submission requirements may be disqualified.

Signature of Nominator: _____ Date: _____

NNECAPA AWARD CATEGORIES & CRITERIA

DISTINGUISHED LEADERSHIP/SERVICE AWARDS

Citizen Planner of the Year

ELIGIBILITY: For a non-professional, citizen who has made a distinguished contribution to planning such as members of planning boards/commissions, zoning boards of adjustment/ appeals, economic development boards/commissions, or other elected or appointed officials. It could also include the more non-traditional roles of citizen activists or neighborhood leaders.

CRITERIA:

- **Support of Planning:** To what extent has the nominee's time and dedication increased the understanding of planning principles and the planning process, as well as the goals of the organization of which he/she is a part?
- **Effectiveness:** How has the nominee promoted the cause and advanced the merits of planning?

Professional Planner of the Year

ELIGIBILITY: A professional who has made a sustained contribution to the field of planning through distinguished practice, teaching, or writing.

CRITERIA:

- **Support of Planning:** To what extent has the nominee's work increased the understanding of planning principles and the planning process?
- **Effectiveness/Results:** To what extent has the nominee been effective in formulating and implementing his/her plans and furthered the cause of planning?

Planner Emeritus

ELIGIBILITY: A professional who has dedicated thirty or more years of service to the planning profession and is/was a member of NNECAPA.

CRITERIA:

- **Dedication to Public Service:** To what communities, organizations, and people has the nominee dedicated their career?
- **Membership in the Chapter:** Is the nominee currently, or has the nominee ever been a member of NNECAPA?

OUTSTANDING PLANNING AWARDS

Project of the Year

ELIGIBILITY: For a project, bylaw, ordinance, document, program, guidelines, tax abatement or tool that is of unusually high merit.

CRITERIA:

- **Originality:** To what extent does the project incorporate creative and innovative ideas?
- **Transferability:** How does the project provide example for others?
- **Quality:** To what extent does the project show excellence of thought, analysis, writing, graphics, etc.?
- **Comprehensiveness:** Does the project implement elements of the community's Comprehensive Plan or other master planning efforts?
- **Public Participation:** How has the project encouraged participation and included those left out of similar efforts in the past?
- **Results:** How has the project made a difference in the lives of the people affected?

Plan of the Year

ELIGIBILITY: For a plan, program, or process of unusually high merit such as comprehensive/master plans, housing plans, capital improvement plans, environmental/resource conservation plans, park and recreation plans, transportation plans, redevelopment plans, economic development plans, or rails-to-trails plans.

CRITERIA:

- **Originality:** To what extent does the plan incorporate creative and innovative ideas?
- **Transferability:** How does the project provide example for others?
- **Quality:** To what extent does the project show excellence of thought, analysis, writing, graphics, etc.?
- **Comprehensiveness:** How have planning principles been observed and to what extent does the plan include elements important to the local community?
- **Public Participation:** How has the project encouraged participation and included those left out of similar efforts in the past?
- **Implementation:** Does the plan incorporate measurable implementation tasks and goals and has the plan been supported by those responsible for implementation tasks?