Chapter Members:

It is that time again where we honor the great planning work performed by professionals throughout the State. Our 2019 Awards Ceremony will take place on the evening of **Monday, October 7th** during the 2019 Biennial Conference at the Rocky Gap Resort • Casino in Cumberland, MD. All Chapter members are encouraged to attend.

Attached is the nomination form for the 2019 APA Maryland Planning Awards. Included with the application is a list of the awards that are up for consideration this year. Also included are the criteria for nominations and awards. If there are any questions concerning eligibility, contact Helen Spinelli, Awards Committee Chair, at hspinelli13@gmail.com and she will work with the Awards Committee to best answer your questions.

Below is a timeline showing the deadline for submittals and the committee’s timeline for review and notification to applicants.

- August 30th – Nominations deadline
- August 30th through September 6th – Committee review of nominations
- September 6th – Notify winners
- October 7th – Awards ceremony

APA Maryland will accept **sponsorships** for individual awards or to assist in holding the awards banquet. Sponsorships will help pay for catering, awards and other ceremony-related expenses. Contact Erin McMichael at erin.mcmichael@apamaryland.org if you are interested.

In order to encourage nominations, there is no fee required to submit a nomination. We look forward to receiving your nominations and seeing everyone at the 2019 Biennial Conference!
I nominate ______________________________________ for a 2019 Maryland Planning Award. This submission is to be entered in the category of: (please check only one category)

❑ Outstanding Plan

❑ Outstanding Project or Program

❑ Outstanding Planner

❑ Outstanding Volunteer

❑ Lifetime Achievement

❑ Outstanding Student Project or Paper

**Nominator Information:**

Name: ___________________________________ Title: ___________________________________

Company / Organization: ______________________________________________________________

Address: ___________________________________________________________________________

City/State/Zip Code: __________________________________________________________________

Phone: _____________________ Email: ________________________________________

**Submission Deadline:** All entries must be received by 4:30 PM on Friday, August 30, 2019.
Submission Requirements: Electronic submissions are preferred. If electronic submissions are not possible, then five (5) copies of all materials are required. Please submit the following:

❑ This Submission Form

❑ A one-page Executive Summary for projects or a one-page resume for individuals

❑ At least two letters of recommendation for the Outstanding Planner, Lifetime Achievement and New Planner nominations. One letter of recommendation for all other categories

❑ Related documents or plans

❑ A list of all individuals or groups who worked on the project (include contact info)

Electronic submissions: contact@apamaryland.org

Mailing Address: 10421 Stevenson Road, P. O. Box 95
Stevenson, MD 21153-0095

Questions: Helen Spinelli, Chair, Awards Committee
hsinelli13@gmail.com

Submission Fee: None

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

Signature of Nominator: ___________________________ Date: ___________
2019 AWARD CATEGORIES AND DESCRIPTIONS

Eligibility: The Maryland Planning Awards recognize outstanding planning work for projects or programs in Maryland or individuals. Nominations are deemed eligible if they meet the descriptions listed below for each award category. Additionally, if a plan or project is submitted for an award, the plan or project must have been adopted by the jurisdiction prior to submittal for an award. For any individual awards, the nominee must be a member of the American Planning Association and the Maryland Chapter.

Notice for Firms Outside of APA Maryland’s Jurisdiction: The Awards Committee has decided to accept nominations for all work performed in the State of Maryland by in-state and out-of-state consultants. The Committee will not consider nominations by Maryland firms for work performed outside of Maryland.

Award Descriptions:

Outstanding Plan: This award is for master plans, social initiatives, small area plans, economic development strategies, preservation initiatives and transportation plans, etc. These plans must have received formal adoption from their jurisdiction since 2017.

Outstanding Project or Program: This award is for planning efforts that are not intended for formal adoption such as parking and feasibility studies, site plans, PUD's, redevelopment / adaptive reuse projects, etc. Final deliverables must have been completed since 2017.

Lifetime Achievement: This award recognizes a planner who has devoted his/her career to the planning profession and who has retired or is near retirement.

Outstanding Planner: This category recognizes a professional planner who has made significant contributions in planning through distinguished practice or leadership.

New Planner: This award will be given to someone who has entered the planning field within the past three years. The nominator for this award must be the person’s supervisor or someone who works closely with the nominee.

Outstanding Student Project or Paper: This award recognizes a project, plan, or paper completed by a planning student or group of students. The student project or paper must have been completed during the last three years.