

## CNU NEW ENGLAND AWARDS 2007

### Open Submission Package

#### INTRODUCTION

Please do not include these instructions in your submission binder. Submit Entry form and Submission Material only. Note that instructions on the actual forms sometimes expand on the information given here. Read all instructions carefully before beginning to work on the submission.

This packet contains instructions and all necessary forms to submit a project to the CNU New England Awards 2007 in the open category. Please complete the requested information and print all pages on 8.5" by 11" paper. All submission material should be placed in a binder with the Entry Form attached to the outside. Images should also be printed on 8.5" by 11" paper or inserted in plastic sleeves in the binder.

All entries for the CNU New England Awards 2007 must be blind submissions. Entry Forms are separated upon receipt from binders and images presented to jurors to preserve strict confidentiality of project identity and authorship. Do not identify the name of the project or any of the individuals, firms, or agencies involved in the project on any materials except for the Entry Form. We suggest that the project be referred to as "the submission" or "the project" when mentioned in materials to be viewed by the jurors. Credits on images may be concealed with tape or by other simple means. The Submission Material forms, which are viewed by jurors, ask for the location (city/town and state) of the project. If the proper name and location of the project are the same, please continue to submit the place name.

Customized pages with clearly labeled headings that follow the content and sequence of the provided Submission Material are acceptable replacements for all submission forms except the Entry Form. **Jurors will not have time to view any additional materials such as CD-ROMs, pamphlets, or books, so they should not be submitted.**

Text should be in a clear and legible font and size. Digital Image CDs or zip disks should be sent in the same package as the binder.

#### EXPLANATION OF SUBMISSION PACKET CONTENTS

Following these instructions is a two-page **Entry Form** that includes space for project information and participant identification, followed by a one-page **Release Form**. Please supply all requested information and attach the Entry Form to the outside of your binder. Jurors will not see the Entry Form.

The **Submission Material** forms (or an equivalent series of sheets designed by the submitter) should be included in your binder and include the following sections:

# CNU NEW ENGLAND AWARDS 2007

## Open Submission Package

### *Project Description (one page)*

Describe the program, its purpose, goals, scale and extent, including relevant statistics and project details, such as site features and cost data. Describe how the project was initiated and how the key design concepts respond to the program and context. Please use descriptive information to assist the jury in quickly developing a sound understanding of both the general characteristics of the project and how it demonstrates design excellence.

Note regarding regional and other plans: CNU New England recognizes that these projects take long periods to execute. Please give details of plan implementation strategy and current stage of implementation.

### *Response to Charter Principles (one page)*

After a brief statement of the key design or policy concepts, describe the ways in which the design, plan, or policy responds to and advances the principles of the Charter of the New Urbanism. While it is acceptable to briefly cite all the principles that apply in any of the Charter categories, please concentrate on a few Charter principles that this project best exemplifies. It is the responsibility of the entrant to explain, in terms of intentions and resolution, how the project exceeds the requirements of competent design and illuminates the principles of the Charter. The Charter can be found online at <http://www.cnu.org/cnureports/Charter.pdf>.

### *Lessons Learned (half page)*

Provide details on lessons learned or expertise gained over the course of this project that will help this project serve as an example. Cite innovative ways this project overcomes common barriers to the creation of good urbanism and advances project excellence in areas such as policy, regulations, the development process, design, and construction.

### *Illustrations (five - twelve pages)*

Submit at least five but no more than 12 pages of captioned illustrations. These illustrations should explain the context of the project, the major elements of the proposal, and the character and quality of places created or envisioned. If appropriate, include photographs of pre-existing conditions and of built results. Illustrations should be clear and their captions concise. Include at least one plan, map, or aerial photo showing the larger context in which the project is located. The print images will be the jury's first glimpse of the project. Feel free to design your submission in a creative way and use the images to illustrate the project description and response to Charter principles.

If a submission involves more than one copyright holder, then illustrations should be numbered corresponding with numbers identified on the Release Form.

### *Digital Images (six total)*

Send six digital images on CD or zip disk. Please name the files with the project's location, numbered from one to six in the order in which they should be shown. (Example: Haverhill\_1 .jpg, Haverhill\_2.jpg etc.) The first image must be a title image indicating the submission category and project location (city/town and state). Do not include the submitting firm's name or the project's formal name on this or any image.

# CNU NEW ENGLAND AWARDS 2007

## Open Submission Package

The subsequent five images should be selected from the submitted print illustrations. Any of the five images can be composed of related sub-images, but submitters should remember that judges look at many projects. Large, uncomplicated images often perform best. The digital images will be used in later phases of the judging to discuss individual projects at length.

You may submit a one-page sheet of brief captions to accompany the digital images. Remember that all illustrations must follow the blind submission format.

CNU New England will retain all digital images for its permanent collection.

### **SUBMISSION DEADLINE AND MAILING ADDRESS**

Attach the Entry Form to your completed submission binder and mail to:

CNU New England  
Attention: CNU New England Awards 2007  
8 Winter Street, 3<sup>rd</sup> Floor  
Boston, MA 02108

Submissions must be received at CNU New England by **5:00 pm on February 15, 2007**. CNU New England will email a confirmation after your submission materials have been received. Please make sure that the email address listed on the Entry Form is correct, since much correspondence regarding the program will be conducted via e-mail.

### **NOTIFICATION AND RECOGNITION OF WINNERS**

Winners will be notified in March 2007.

CNU New England will recognize award recipients in press releases, a publication that profiles all winning entries and at an annual awards ceremony. This year's ceremony will be held during CNU New England's regional conference, March 30, 2007, in Lowell, MA.

Winners can expect to be asked by representatives of CNU New England and the media for information about their projects and the project team.

All submitted materials will be retained by CNU New England for use as exemplars of the New Urbanism in New England in publications (online or hard copy), programs or exhibits at the Congress and CNU New England archives. The Entry Form includes a waiver granting CNU New England rights to the material.

# CNU NEW ENGLAND AWARDS 2007

## Open Entry Form

By making a submission, each entrant agrees that the information contained on the Entry Form is correct and complete, and that the entrant will hold harmless CNU New England, Inc., for any and all damage arising out of its use of the information on this sheet and in this submittal. Any errors or omissions are the responsibility of the entrant.

### Submission Information

Project Name		Project Location
Firm Name		
Contact Person	Title	
Mailing Address		
City/Town	State	Zip/Postcode
Telephone	Fax	Email Address

### Submission category

- I. The Region: Metropolis, City, and Town
- II. Neighborhood, District, and Corridor
- III. Block, Street, and Building

*Have both this project's principal designer(s) and owner approved of its submission to the CNU Charter Awards?*

- Yes       No

### Release Statement

I certify that permission has been obtained from the owner and photographer to publish the photographs and information submitted and to take further photographs and obtain further information about the project named above. I release and authorize CNU New England, Inc., to use all such materials.

Signature and Date: \_\_\_\_\_, 2007

# CNU NEW ENGLAND AWARDS 2007

## Open Entry Form

### **Participant Identification**

List all entities that participated in the project team along with contact information below (e.g. architects/firms, planners, public agencies, owners, developers, engineers, landscape architects, consultants, contractors, photographers, and other). We recognize the complexity of projects and intend to properly identify all entities that have helped to advance a project. If your involvement with a project is part of a larger, multi-phase effort, please identify the extent of your involvement and list entities responsible for prior phases.

# CNU NEW ENGLAND AWARDS 2007

## Release Form

### Release Form

*NOTE: Please forward this release form to each owner/copyright holder.*

The owners and copyright holders of the text, drawings, photographs, plans, and graphics submitted to CNU New England, Inc., in connection with the CNU New England Awards 2007 program, hereby grant permission to CNU New England, Inc., to use and reproduce this material for the following purposes:

- Editorial and professional/educational use by CNU New England, Inc., in its own works in all media.
- Publicity in non-CNU New England publications media for one year from the date of the CNU New England Awards 2007 press release, including any releases (exclusive of advertising or other commercial use) to announce the awards, and in all material used to educate the public about the CNU New England Awards.

If materials submitted are copyrighted, the copyright notice and the credits must appear in the participant recognition and on this release form. CNU New England, Inc., will include credit and any notice of copyright on all drawings, photographs, graphics, brochures, plans, books, slides, or transparencies that CNU New England, Inc., itself publishes and will include this information with all material distributed to other media or retained in its library archives. However, CNU New England, Inc., will not be responsible for the failure of other persons or media to identify this information in their publications.

No royalties or other amounts shall be payable by CNU New England, Inc., for use of these materials.

I affirm that I am sole owner of the materials identified on this release form; that they are original works; that all copyright holders and other owners have granted their permission for use of these materials for the purpose stated in this release; and that neither these materials nor the permission granted hereby infringes upon the ownership, copyright, trademark, or rights of others.

Owner: \_\_\_\_\_  
(of the text, drawing, photograph, slide, plan, graphic, transparency)

Signature and Date: \_\_\_\_\_, 2007

Copyright Holder: \_\_\_\_\_  
(if copyrighted, or indicate if same as owner)

Drawing, photograph, plan, graphics number(s): \_\_\_\_\_  
(as indicated on the back of the illustration) \_\_\_\_\_

Firm or individual: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature and Date: \_\_\_\_\_, 2007

# CNU CHARTER AWARDS 2007

## Open Submission Material

### PROJECT INFORMATION SHEET

**Submission Category** — Check the most appropriate box for one of the three Charter categories. This selection does not constrain your project in an absolute category but rather serves as a reference point for our jurors.

- I. The region: Metropolis, city, and town
- II. The neighborhood, the district, and the corridor
- III. The block, the street, and the building

### Project Characteristics

Check all those that apply to your submission:

- Public Policy Program
- Regional/Town Plan
- Transit-Oriented Development
- Greenfield Development (previously undeveloped land)
- Infill Development (previously developed land)
- Traditional Neighborhood Development
- Features Affordable/Subsidized Housing
- Public Space (parks, plaza, streetscapes, etc.)
- Green/Sustainable Urbanism

Has your plan been adopted or your project broken ground?

- Adopted                       Broken Ground                       Neither

If adopted or broken ground, what percentage has been built or implemented? \_\_\_\_\_

Estimated date of completion, if applicable: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Project Cost (optional): \_\_\_\_\_

Civic Uses (indicate type and size): \_\_\_\_\_

Parks/Open Space (indicate type and size): \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_

Commercial Square Footage: \_\_\_\_\_

Industrial Square Footage: \_\_\_\_\_

Location of project (city/town and state): \_\_\_\_\_

# CNU CHARTER AWARDS 2007

## Open Submission Material

### **Project Description (one page)**

Describe the program, its purpose, goals, scale, and extent, including relevant statistics and project details, such as site features and cost data. Describe how the project was initiated and how the key design concepts respond to the program and context. Please use descriptive information to assist the jury in quickly developing a sound understanding of both the general characteristics of the project and how it demonstrates design excellence.

Note regarding regional and other plans: CNU New England recognizes that these projects take long periods to execute. Please give details of plan implementation strategy and current stage of implementation.

# CNU CHARTER AWARDS 2007

## Open Submission Material

### **Response to Charter Principles (one page)**

After a brief statement of the key design or policy concepts, describe the ways in which the design, plan, or policy responds to and advances the principles of the Charter of the New Urbanism. While it is acceptable to briefly cite all the principles that apply in any of the Charter categories, please concentrate on a few Charter principles that this project best exemplifies.

# CNU CHARTER AWARDS 2007

## Open Submission Material

### **Lessons Learned (half page)**

Provide details on lessons learned or expertise gained over the course of this project that will help this project serve as an example. Cite innovative ways this project overcomes common barriers to the creation of good urbanism and advances project excellence in areas such as policy, regulations, the development process, design, and construction.

# CNU CHARTER AWARDS 2007

## Open Submission Material

(Please remove this page from your binder.)

### **Illustrations (five to twelve pages)**

Please insert the illustrations into the binder at this point and remove this page.

Submit at least five but no more than 12 pages of captioned illustrations. These illustrations should explain the context of the project, the major elements of the proposal, and the character and quality of places created or envisioned. If appropriate, include photographs of pre-existing conditions and of built results. Include at least one plan, map, or aerial photo showing the larger context in which the project is located. The print images will be the jury's first glimpse of the project.

Images should be printed on 8.5" by 11" paper or inserted in plastic sleeves and maybe black and white or color. Illustrations may include photographs, plans, renderings, charts, and print-outs of presentation slides. The images may include text in addition to separate captions. Pages or illustrations should be numbered to designate the viewing order.

Jurors tend to appreciate one large, clear image per page but it is acceptable to compile multiple images and/or texts on one page.

Remember that all illustrations must follow the blind submission format. Proper names must be blocked out electronically, with opaque tape or white-out.

# CNU CHARTER AWARDS 2007

## Open Submission Material

(Last page of binder)

### **Digital Images (six total)**

Place your CD or zip disk in the front of your binder.

Your first digital image must be a title image indicating the submission category and project location (city and state). Do not include the submitting firm's name or the project's formal name on this or any image. The subsequent five images should be selected from the submitted print illustrations.

Any of the five images can be composed of related sub-images. Please name the files with the project's location, numbered from one to six in the order in which they should be shown (Example: Haverhill\_1 .jpg, Haverhill\_2.jpg etc.).

You may use the space below for brief captions for the images.

### **Captions**

1. Title Image: (project category and location.)
- 2.
- 3.
- 4.
- 5.
- 6.