

APPLICATION CHECKLIST

The planning demonstration sites application submittal should be comprised of the sections below, clearly marked and in the following order:

√	Requirements
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Complete Planning Demonstration Site Application Form (1 page maximum)
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Planning Demonstration Site Area maps and a narrative description of the proposed area. Ensure that all maps include a scale and north arrow. (11" x 17" maximum size – two copies). Provide one parcel map (11"x 17" maximum) of the site showing the primary land owners. Please verify that the planning demo site area is located primarily within the boundaries of the designated CAMPO Activity Center. (4 pages maximum; 3 maps, 1 narrative page)
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Issue Statement that addresses the following questions (2 pages maximum): <ul style="list-style-type: none"> ○ Why should your Activity Center be selected as a planning demonstration site? ○ What is the vision for your Activity Center? ○ How will having your Activity Center designated as a demonstration site impact your community's planning goals and vision? ○ How will the technical and professional assistance for developing detailed plans and implementation strategies make a difference in your community's efforts to establish a successful and sustainable Activity Center? ○ What aspects of the Sustainable Activity Center Goals are being considered or have been included in your community's planning efforts to date?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Detailed explanation of Local Resources dedicated to the process (2 pages maximum). Including identification of the primary point of contact and support staff dedicated to the two (2) year process; identification of planning information and infrastructure inventory databases; and identification of the electronic media and media format on land use, zoning, parcel boundaries and infrastructure capacity/location.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Display of Local Commitment or political will to implement recommended initiatives and strategies in support of the proposed planning demo site that reflects the Sustainable Activity Center Goals (provide requested information in the Appendices to the application). Required local commitment activities include the following: <ul style="list-style-type: none"> ○ Provide an adopted and signed Sustainable Places Project Resolution from the local government acknowledging long-term commitment to this endeavor. (refer to attached example resolution; place adopted resolution in the Appendices as described below) ○ Provide a list of specific stakeholders (bankers, developers, local business owners, realtors, large landowners, minority and faith based community representatives, etc.) that are dedicated to be involved throughout the entire process, and will serve as members of a Sustainable Places Stakeholders Committee. (place in the Appendices as described below) ○ Provide letters of support from local organizations, civic clubs and businesses. (place letters in the Appendices as described below) ○ Provide letters of support from primary landowners within the planning demo site area. (place letters in the Appendices as described below)

<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Provide the following substantive indicators that show Local Capacity to undertake the proposed planning demo site process and the ability to support and implement the desired outcomes (2 pages maximum). <ul style="list-style-type: none"> ○ Describe a project or elements of a plan that your community has implemented including staffing, funding, development of regulations, community support, and formal actions by the governing body. ○ Describe the community's past efforts in using financing tools, capital improvement projects, bond issues, and other programs (grants, pass-through tolling, loans, etc.) to implement projects supporting transportation, housing and economic development.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Appendices may include relevant supporting documentation as necessary; e.g. photographs, letters of support, related study summaries, supporting comprehensive plan policies.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Provide one (1) signed unbound original and two (2) copies of the complete application and one (1) complete PDF version on disk or USB device to CAPCOG.

Submit one (1) signed, unbound original and two (2) copies of the complete application along with one (1) complete PDF version on disk or USB device to Chad Coburn, Sustainable Places Project Manager, CAPCOG, 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744 by 5:00 p.m., Wednesday, August 31, 2011.

The Sustainable Places Project/CATS Review Committee will receive complete applications as a PDF only. Please ensure the PDF version that you provide with your submittal is a full package, including application form and checklist, completed responses to all information requests, resolution, letters of support, photos, and any other supporting material. Any materials not submitted as a PDF will not be distributed to the CATS Review Committee. If you have problems providing a PDF copy, please contact CAPCOG staff at (512)-916-6012.