**BOOKLET ENTRY REQUIREMENTS**

This year, CNU-IL is only accepting Charter Awards entries in an easily accessible digital format. Simply follow the guidelines below in creating your booklet. Entries shall be submitted to **illinois@cnu.org** by midnight Tuesday, November 15, 2016. Entries shall use “Charter Award Entry” in the subject line.

*Please note in addition to the below requirements for your .pdf entry, CNU Illinois requires you to include up-to nine (9) quality (minimum 150 dpi) photos of your project as single files, i.e., outside of the booklet format.*

**MAKE SURE YOUR CHARTER AWARD BOOKLET CONTAINS THE FOLLOWING:**

Please follow below format when incorporating into your booklet.

1. **ENTRY FORM**
2. **PROJECT FACT SHEET**

ONE-PAGE

**PROJECt information**

[ ]  Response to Public Policy or Program [ ]  Involves the Restoration of Historic Structures

[ ]  Regional Planning or Visioning [ ]  Creation of a New Town Center

[ ]  Design Guidelines or Pattern Book [ ]  Downtown Redevelopment

[ ]  Registered as LEED-ND [ ]  Creation or Redevelopment of New Public

[ ]  Transit-Oriented Development Shared Space (parks, plazas, etc.)

[ ]  Greenfield Development [ ]  Employs principals of Universal Design

[ ]  Brownfield or Greyfield Development [ ]  Provides a broad range of housing types or price levels

Has the plan been adopted or the project broken ground?

What percentage has been built/implemented?

Estimated date of completion:

Does this project provide an increase in distributed, walkable, public open space?

Does this project utilize alternative energy sources or energy tax credits?

If so, describe:

Does this project, or any portion of the project, qualify for LEED certification?

If so, please indicate the rating system used and the certification level:

**PROJECt DATA TRANSECT(s)**

Project cost: T1 Natural Zone

Civic uses: *(Type/size/percentage of total project area)* T2 Rural Zone

Parks/Open Space: *(Type/size/percentage of total project area)* T3 Sub-Urban Zone

Residential: *(Type/size/percentage of total project area)* T4 General Urban Zone

Retail: *(Type/size/percentage of total project area)* T5 Urban Center Zone

Office: *(Type/size/percentage of total project area)* T6 Urban Core District

Other: *(Type/size/percentage of total project area)* SD Special District

**C. PROJECT DESCRIPTION**

ONE-PAGE (650 WORDS MAX)

Describe the program, its purpose, goals, scale, and extent, including relevant statistics and project details, such as site features and cost data. Describe the site’s physical, social, and ecological context. Describe how the project was initiated and how the key design concepts respond to the challenges posed by 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 and ingenuity. CNU Illinois recognizes that larger-scale projects take long periods to execute. Please give details of plan implementation strategy and current stage of implementation.

**D. RESPONSE TO CHARTER PRINCIPLES**

ONE-PAGE (650 WORDS MAX)

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.

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 cnu.org/charter.

The Canons of Sustainable Architecture and Urbanism is a companion to the Charter that clarifies and details the relationship between New Urbanism and sustainability. Consider explaining how the project advances the operating principles presented in the Canons. The Canons may be viewed at cnu.org/canons.

**E. LESSONS LEARNED**

HALF-PAGE (325 WORDS MAX)

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.

**F. PRINTED PHOTOGRAPHS AND ILLUSTRATIONS**

PLEASE INCLUDE FIVE TO TWELVE PAGES

These illustrations, included within the .pdf booklet, must 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. It must be clear whether images are photographs or renderings, and whether images represent present site conditions, expected site conditions, previous site conditions, or off-site precedents.

Enter at least five but no more than 12 pages of captioned images. The following two images *are required*:

1. At least one site or area plan showing the project’s land use, street networks, and other elements of its urbanism.

2. A map or aerial photo showing the larger context in which the project is located and clearly identifying the project’s site boundaries.

* For neighborhood-scale projects, we recommend including a context map (covering at least one square mile) showing the project within the built form of the surrounding area.
* For smaller projects, a context map should show the project in relation to areas within walking distance (approximately ¼ mile).

In addition to the above requirements for your entry booklet, CNU Illinois requires you to include up-to nine (9) quality (minimum 150 dpi) photos of your project as separate single files, i.e., outside of the booklet format. These photos should be among the photos included in the entry booklet.

*Note: Entrants are required to obtain permission from copyright holders for permission to use photographs and other printed media.*

**ENTRY BOOKLET CHECKLIST:**

[ ]  Entry Form

[ ]  Project Fact Sheet

[ ]  Project Description

[ ]  Response to Charter Principles

[ ]  Lessons Learned

[ ]  Printed photographs and Illustrations (Minimum 5; maximum 12)

[ ]  Copyright release

To be included in submission but not in the entry booklet:

[ ]  Entry fee

[ ]  Photos (Maximum 9)

 **ENTRY FORM**

By submitting, each entrant agrees that the information contained on the Entry Form is correct and complete, and that the entrant will hold harmless the Congress for the New Urbanism Illinois (CNU Illinois) for any and all damages arising out of its use of the information contained on this sheet and in this submittal. Any errors and omissions are the responsibility of the entrant.

**ELIGIBILITY**

All projects must be located within the State of Illinois or northwestern Indiana (Lake, Porter, LaPorte, Newton, and Jasper Counties) with one exception: students who are currently or were previously enrolled in an institution of higher learning in the State of Illinois or the State of Indiana who have completed design projects within the past three (3) years may submit projects regardless of the location.

**Entrant information**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Submitting Firm/Agency/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the project’s principal designer and owner approved its submission to the

CNU Illinois Charter Awards Program? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . YES [ ]  NO [ ]

**SUBMISSION CATEGORY**

[ ]  The Region: Metropolis, City and Town

[ ]  Neighborhood, District and Corridor

[ ]  Block, Street and Building

[ ]  Urban Citizen *(Nominations for this category need to use the Urban Citizen Nomination Form)*

I certify that permission has been obtained from the owner and photographer to publish and re-license the photographs and information submitted. I release and authorize the Congress for the New Urbanism Illinois to use all such materials.

*Printed Name Signature Date*

 **COPYRIGHT RELEASE**

*Please forward this release form to each owner/copyright holder. The terms of this release likely differ from the terms of your license to use images purchased from contractors. CNU Illinois will not be held liable for entrants’ failure to fully comply with the terms of this release form.*

For good and valuable consideration the exchange of which is hereby acknowledged, I grant CNU Illinois (“CNU-IL”) a non-exclusive license to use my copyrighted work, including any text, drawings, photographs, plans, and graphics submitted in connection with the CNU Illinois Charter Awards.

This license shall include the right to use, reproduce, publicly display, distribute and transmit the works for these purposes:

* Editorial, professional, and educational use by CNU Illinois in its own works in all media, including placement within the CNU Illinois web site image bank.
* Publicity in non-CNU Illinois media, including any releases (exclusive of advertising or other commercial use) to announce the awards, and in materials to educate the public about the CNU Illinois Charter Awards.

If materials submitted are copyrighted, the copyright notice and the credits must appear in the participant recognition and on this release form. Under the terms of this license, CNU Illinois must include credit and any notice of copyright on all materials that CNU Illinois itself publishes, and will provide this information to other media. However, CNU Illinois will not be responsible for the failure of other persons or media to follow the terms of the license. No royalties or other amounts shall be paid by CNU Illinois 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 owners have granted their permission for the use of these materials under the terms and for the purposes stated in this release; and that neither these materials nor the release granted hereby infringes upon the ownership, copyright, trademark, or rights of others.

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(of the text, drawing, photograph, slide, plan, image, or other creative element)*

Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copyright Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(if copyrighted, or indicate if same as owner)*

Drawing, photograph, plan, graphic number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(as indicated on illustration or its file name)*

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

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

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

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

Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ENTRY GUIDELINES & INSTRUCTIONS**

 **JUDGING CRITERIA**

The CNU-IL Charter Awards recognize excellence in architectural, landscape, and urban designs built in harmony with their physical and social context, as well as the policies, plans, and codes that structure them.

Entries are judged on the extent to which they fulfill and advance the principles of the Charter of the New Urbanism, which defines the essential qualities of outstanding buildings and urban places from the scale of the region down to the block and building.

Projects that embody a fuller range of Charter principles are more desirable than ones that embody fewer principles. The judging criteria recognize that implementing high-quality built work is a special achievement while also acknowledging that large-scale plans take years to implement.

 **CATEGORIES**

Entries may be projects, policies, plans and codes for a specific place that are built, planned or envisioned.

Entries are entered into one of three categories corresponding to the three scales addressed by the Charter, and a fourth category for recognizing individual achievement:

1. **The Region: Metropolis, City, and Town**

Comprehensive plans, regional plans, visions, environmental and open space proposals, public policies, transportation plans, and master plans.

1. **Neighborhood, District, and Corridor**

Master plans, urban designs, regulating plans and their codes, and building and landscape designs for specific areas within cities and towns.

1. **Block, Street, and Building**

Detailed urban designs, illustrated regulatory codes, designs for individual or small sets of buildings, and landscapes for individual urban blocks and civic spaces.

The fourth category, **Urban Citizen**, is a special category reserved for the individual or organization whose outstanding advocacy or implementation of projects, strategies, initiatives or policy changes in the State of Illinois that are in alignment with the principles of the Charter of the New Urbanism. A separate nomination form is required for the Urban Citizen category.

Note: Projects for general implementation of planning and design techniques—such as policies, standards, model codes, guidelines, manuals and/or pattern books—can be submitted as long as they strictly adhere to the format and length guidelines for entries.

 **RECOGNITION OF AWARD WINNERS**

CNU Illinois recognizes all award recipients on its website, in a publication that profiles all winning entries, and at an annual awards ceremony. This year’s Charter Awards ceremony will be held during CNU Illinois’ annual

holiday event on December 15, 2016 in Chicago. While winners will be notified beforehand, if their project is chosen for distinction, public announcement of the winners will not be announced until the Charter Awards ceremony.

 **DEADLINES AND FEES**

Entries must be submitted digitally to CNU Illinois at **illinois@cnu.org** no later than midnight Tuesday, November 15, 2016. Entrants shall use “Charter Award Entry” in the subject line.

Entry fees:

CNU Illinois members: $50.00 for the first submission and $25.00 for each additional submission.

Non-CNU members: $65.00 for the first submission and $40.00 for each additional submission.

Students: $20.00 for the first submission

CNU Illinois will e-mail a confirmation after your entry materials have been received. Please make sure that the e-mail address listed on the Entry Form is correct.

 **ENTRY REQUIREMENTS**

**Blind Entries** All entries for the Charter Awards must be blind entries. Do not identify the name of the project or any of the individuals, firms, or agencies involved in the project on any materials—i.e., the individual photo files or the entry booklet submission—except when entering contact information within the Entry Form fields. Booklet entries not conforming to these requirements may be disqualified.

In all project descriptions and all captions, refer to the project as “the entry” or “the project.”

If the proper name and location of the project are the same, please submit the place name.

Where projects create new towns within or adjacent to existing cities or towns, please use the name of the existing city or town.

**Entry Format** CNU Illinois will only accept digital submissions of projects. Complete entries will consist of the successful completion of all Entry Form fields, the uploading of up to nine individual hi-resolution photo files of the project and the full pdf booklet submission.

**Rights** All submitted materials will be retained by CNU Illinois for use as exemplars of the New Urbanism in publications (online or printed), programs or exhibits at the Chapter events and CNU Illinois archives. The online Entry Form includes a waiver granting CNU Illinois rights to the material. CNU Illinois will retain all digital images for its permanent collection.

 **ENTRY MATERIALS AND IN-DEPTH INSTRUCTIONS**

 **TERMS AND CONDITIONS**

The Terms and Conditions listed below apply to all entries received.

**1. GENERAL**

a. CNU Illinois assumes no responsibility for technical or natural conditions that prevent the receipt of entries.

b. Entries shall be submitted digitally to CNU Illinois before midnight, Central Standard Time, Tuesday, November 15, 2016. Charter Award entries shall use “Charter Award Entry” in the subject line.

c. To ensure blind judging, entries must be free of identifying marks, including firm logos or names and names of team members. All identifying information should only be included when completing the Entry Form.

d. In the Entry Form, the entrant must designate the person or entity to whom any awarded prizes should be distributed. CNU Illinois assumes no responsibility for failure of the entrant to identify the proper recipient.

e. Noncompliant entries shall be disqualified. CNU Illinois is under no obligation to notify the entrant of the entry’s disqualification, but will make every attempt to do so.

f. An entry fee of $50.00 for the first per entry and $25.00 for each additional entry for CNU Members, and $65.00 for the first entry and $40.00 for each additional entry for non- CNU Illinois members is. Student and faculty entries are $20 per project. There is no entry fee for Urban Citizen Award nominations.

g. All entry fees are non-refundable and non-transferable.

**2. ELIGIBILITY**

a. Entry is open to any member of the public. As a statewide Chapter, entries are encouraged from anywhere in the State of Illinois and northwestern Indiana (Lake, Porter, LaPorte, Newton, and Jasper Counties) with one exception: students who are currently or were previously enrolled in an institution of higher learning in the State of Illinois or the State of Indiana who have completed design projects within the past three (3) years may submit projects regardless of the location.

b. Entries must be in English.

c. Entries should be projects for a specific place that are built, planned or envisioned and fit within one of the three categories corresponding to the three scales addressed by the Charter.

d. Projects previously entered in earlier Charter Awards are allowed to enter provided they have not already won a Charter Award.

e. There is no time constraint on when the projects were implemented, completed, or published.

f. Anyone involved in the execution of a project, from design professionals and developers and government officials to representatives of civic institutions, are eligible to enter the awards program. However, the entrant must get approval from the project’s principal designer and/or owner and the entrant must acknowledge to this effect on the Entry form.

g. Noncompliant entries shall be disqualified.

h. CNU Illinois assumes no responsibility for failure of the entrant to obtain proper approval.

i. The entrant shall identify the extent of their involvement with a given project and list all entities that participated in the project team and identify their contribution via the Entry Form(s).

j. Entry is prohibited by jury members and their employees.

k. If any member of the 2016 jury, or members of their firm or organization, are or were part of a project's professional team or a participant in its implementation process, that project is ineligible for entry this year.

l. The onus is on the entrant to ensure no connection to the jury. If a connection is found, the entry shall be disqualified.

m. A project team is allowed to submit multiple entries in a given year.

**3. JUDGING PROCESS**

a. All entries will be vetted for eligibility and entry format requirements by CNU Illinois.

b. Qualifying entries shall be advanced to the jury convened by CNU Illinois for the final selection of the Charter Awards. All decisions of the jury are final.

c. Upon request of CNU Illinois, any winner must provide CNU Illinois with any requested document in a timely manner in preparation for the awards announcement and award ceremony.

**4. LICENSE**

a. By entering the Charter Awards and signing the release form, each entrant grants CNU Illinois each entrant grants CNU Illinois a non-exclusive license to use copyrighted works.

b. If materials entered are copyrighted, the copyright notice and the credits must be entered in the online Entry Form before submission of project.

c. Multiple Release Forms (within the Entry Form) may be required if entry materials come from multiple owners or copyright holders.

d. Under the terms of this license, CNU Illinois must include credit and any notice of copyright on all materials that CNU Illinois itself publishes, and will provide this information to other media. However, CNU Illinois will not be responsible for the failure of other persons or media to follow the terms of the license.

e. No royalties or other amounts shall be paid by CNU Illinois for use of these materials.