**SDAEP Awards Qualification Form**

**OUTSTANDING PLANNING DOCUMENT- PLAN, POLICY, or ORDINANCE**

**Each submission must include a Qualification Form with the following information. The Qualification Form can be in any format but must not exceed three pages:**

| 1. **Contact Person (Name, Title, Organization, Email, Phone)**

**Lead Agency Contact Person (Name, Title, Organization, Email, Phone)** |
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| 1. **A brief summary of your Project including a description of the Project.**
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| 1. **How does your submission meet the award criteria:**
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| 1. Clarity of Organization and Writing – Logical and comprehensive; readable by the public, decision-makers, and professionals alike; concise, direct, and to the point.
2. Completeness – Adequate, reliable, and thorough presentation of documentation and regulations.
3. Public Outreach – Efforts made to engage the public in the creation of the document.
4. Environmental Design – Design elements were included to avoid environmental impacts or enhance the environment.
5. Ease of Use – Electronic document that is easy to navigate and accessible to the public.
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