



WASHINGTON SMART GROWTH ALLIANCE

SMART AND SUSTAINABLE GROWTH RECOGNITION PROGRAM

Application Instructions

What is the Smart and Sustainable Growth Recognition Program?

The Smart and Sustainable Growth Recognition Program provides formal recognition and independent support of specific development proposals that exemplify smart and sustainable growth characteristics. The aim of the program is to encourage support and approval of outstanding smart growth project proposals by informing regulators, public officials, citizen groups, and others of the advantages these projects bring to a community and region. In addition, special recognition is available for those proposals that further affordable and workforce housing goals as well as meeting the smart growth criteria.

What kinds of project proposals are eligible for consideration?

Private-sector residential, commercial, or mixed-use projects (both new construction and rehabilitation) are eligible for consideration. Only developments that are - or shortly will be – under review for development approval and have not completed the entitlement process or broken ground are eligible to apply. Applicants should contact the Alliance Director at 301-986-5959 or dwestbrooke@sgalliance.org before submitting an application.

What are the application deadlines?

The Alliance accepts applications for review on a quarterly basis. The 2010 application deadlines expire at the Close of Business on:

- March 15
- June 15
- September 15
- December 15

Who makes the decision on recognition?

An independent Jury reviews all applications and determines whether recognition will be conferred. The jury consists of representatives of Alliance member organizations and other at-large jurors from throughout the region, who are appointed for their professional expertise and experience in development-related disciplines.

What are the criteria used by the Jury to evaluate applications?

The Jury evaluates each application against a set of demanding recognition criteria relating to these characteristics of a proposed development:

- Location
- Density, design, and diversity of uses
- Transportation, mobility, and accessibility
- Environmental conservation
- Community benefits
- Community participation

The criteria vary depending on the level of recognition sought: **Preliminary, Final, and Exemplary** are the three basic recognition levels. In addition the Alliance offers special recognition for qualifying developments that address the housing needs of low and low-to-moderate income households. See the detailed criteria for more information.

What are the benefits of recognition?

Recognition signifies that the project, as designed, will help the region accommodate anticipated growth in a manner that achieves economic, environmental, and quality-of-life objectives. The purpose of the program is to educate public officials and the public at large about the benefits of recognized projects to the community and region. This is accomplished through:

- A letter of recognition from the Alliance that can be provided to local authorities or others to demonstrate independent recognition of the smart growth characteristics of the proposal
- Permission to use the Alliance's "seal of recognition" on websites and other communications signifying the recognition

- Publicity through press releases, ads, web site summaries and recognition at Alliance events
- Independent testimony at public meetings or hearings by Alliance staff explaining the recognition program and detailing why the proposal gained smart growth recognition
- Presentations at community meetings on smart growth principles and the smart growth criteria used by the Alliance to evaluate developments

Are any risks associated with applying? Applicants whose projects are not granted recognition are notified of this decision in the strictest confidence - this is a no-risk process for the applicant regardless of the jury's decision.

What are the costs of applying?

There is an application fee of \$2,500 for each application. If an applicant for Preliminary Recognition plans to apply for Final Recognition at a later date, a combined fee of \$3,500 may be paid at the time of the first application (versus \$5,000 for two separate applications). Checks should be made out to the "Washington Smart Growth Alliance".

Is there an application form? What information must be submitted?

There is no separate application form. The level of detailed information and materials required to support an application vary somewhat depending on the level of recognition, as shown in Table 1 below.

The applicant should address all applicable questions or information items listed in the applicable recognition criteria in a narrative no longer than 20 letter-sized pages (not including cover pages or images) and submit this in a bound format. Printed materials, such as marketing brochures, as well as any studies or reports by either the applicant or the jurisdiction, may be submitted as attachments.

The application must be accompanied by full-size copies of concept plans, site plans, or other plans or drawings, such as elevations; maps and aerial photographs; site photographs of current conditions; and any graphics that may prove illegible when reduced to letter size. Submit one digital version of the main narrative and 15 hard copies of the application booklet and one copy of each full or oversized plan, map, photograph or drawing.

Where should applications be sent?

Email digital materials to: dwestbrooke@sgalliance.org. Mail or hand-deliver applications to:

Washington Smart Growth Alliance
4909 Cordell Avenue, 2nd Floor
Bethesda, MD 20814

For more information see the Alliance website at www.sgalliance.org or contact us at dwestbrooke@sgalliance.org.



WASHINGTON SMART GROWTH ALLIANCE

Smart and Sustainable Growth Recognition Criteria

Various categories of recognition are available, at the jury's discretion, depending on the stage of the development proposal, the amount of detail available to the jury, the development's location and the extent to which the proposal addresses the housing needs of families with extremely low and low-to-moderate incomes.

- **Preliminary Recognition** recognizes proposals in their early stages and is based on the Preliminary Recognition Criteria set out below. Preliminary Recognition is intended to be used by the developer only to help obtain preliminary or concept approvals required by a local government when a project is at a planning and design stage where many specific details are largely unknown, have yet to be addressed, or are not yet specified, and only indicates that the Plan *conceptually* meets the Alliance's smart growth standards. If, as the project proceeds toward entitlement and approval, the developer elaborates upon the design and specifications in a manner consistent with smart growth principles and the Final Recognition Criteria, the development would likely be qualified for Final Recognition.
- **Final Recognition** must be based on detailed design and specification data and graphics, and indicates that the development meets the Alliance's criteria for Preliminary and Final Recognition and would, if built as planned, help the Washington region accommodate growth in a manner that achieves sustainable economic, environmental and quality-of-life objectives.
- **Exemplary Recognition** is granted to developments that meet the Exemplary as well as the Preliminary and Final Recognition Criteria. Exemplary developments will be those that surpass most or all local requirements. For developments located in local jurisdictions with the highest smart growth and sustainability requirements in the region, the jury may at its discretion accept only applications for Exemplary Recognition, in order to insure that the recognition program and its benefits (publicity, testimony, etc.) have the desired effect of enhancing the sustainability of development in the region.
- **Affordable Housing Distinction** is a special recognition of projects that go beyond local requirements for the provision of low income housing. Low wage working families earning less than 80%, but especially below 60% of area median income (AMI)

face the greatest housing cost burdens. The Washington Smart Growth Alliance will recognize those projects that distinguish themselves with providing for low income housing needs in our region, in addition to meeting our other criteria.

- **Workforce Housing Recognition** is a special category of recognition conferred jointly by the Washington Smart Growth Alliance and the ULI Terwilliger Center in Washington D.C. Recognized projects must have 10 percent of their residential units targeted for households with 60% to 120% of AMI (area median income). New construction and rehabilitation residential and mixed-use projects are eligible for consideration as long as they provide at least eight workforce housing units or the workforce housing units constitute more than 50 percent of the project. Special consideration is given to the proximity of the workforce housing to employment centers and/or transit nodes.

How to address the criteria

Each criterion below is accompanied by several questions. A preponderance of positive answers will be required to win recognition at a given level. However, a simple “yes” answer will not in most cases be a sufficient response. All positive answers should be accompanied by an explanation as to how the criteria will be met, with specific information and examples. Negative answers or issues of applicability may also be explained at the discretion of the applicant. If a question is clearly not applicable, a simple “N/A” will suffice.

Please note that the criteria for various categories of recognition may be cumulative or may overlap considerably.

Location

The development must be in an area designated and appropriate for growth or revitalization, most particularly for infill development or sites adjacent or close to developed residential or commercial areas. It should take advantage of existing or short-term planned public water and sewer service. It should, by its location (such as within walking, bicycle or transit accessibility for employees, residents, users or customers), reduce the number or length of trips required for developments of this nature.

Preliminary/Final Recognition/Workforce Housing

- Is the development in an area designated for growth, intensification, or revitalization by the local jurisdiction?
- Is the project a redevelopment or renovation on a site with previous development or significant disturbance?
- Is the site within or to be annexed to a city or town, or is it within a designated town center or village area, or will it effectively connect to a neighborhood, community, or town center?

- Is the development within a current or short-term planned public sewer and water service area, and when will it be serviced by public sewer and water?
- Does the development, based on location (such as within walking, bicycle or transit accessibility for employees, residents, users or customers), reduce the number or length of automobile trips required?
- Is the project on a designated brownfield? (EPA-designated means: Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant, and also includes Brownfield Site as defined in Public Law 107-118 (H.R. 2869) - "Small Business Liability Relief and Brownfields Revitalization Act" signed into law January 11, 2002.)
- Does the project avoid greenfield sites (generally defined as previously undeveloped parcels in suburban or non-urban locations with limited existing infrastructure and development).
- Is the land disturbance on the site located at least 100 feet away from significant wetlands, outside of 100-year floodplains or sufficiently managed for flood potential, off of steep slopes, and not located within or adversely affecting the habitat for a threatened or endangered species?
- Does the project avoid prime farmland, or land previously used as public park land?

Exemplary Recognition

- Is the project located within ¼ mile radius of adequate existing or planned public transit service, or ½ mile radius from adequate existing or planned fixed rail? For this purpose public transit is adequate if it is fast, frequent, reliable, and comfortable, with a headway of 15 minutes or less.
- Is any residential component of the project located within ¼ mile of at least two, or ½ mile of at least four community and retail facilities? For this purpose, community facilities include such neighborhood-serving uses as: schools, libraries, childcare or daycare, health care facilities, assisted living facilities, community centers, houses of worship, family and human services, parks and recreation facilities, public safety, public buildings and transportation.
- Does the project have at least 50% percent of its perimeter bordering already existing development?

Density, Design, and Mix of Uses

These attributes of smart and sustainable growth development must be present, either within the proposed development or in the vicinity. That is, a development or an area must have sufficient density and scale to support a mix of uses and choices for mobility and access. The development should have overall moderate to high density. The design of the development should be of high quality, should respect the visual character of the surrounding area and be integrated into the existing community fabric. Although mixed-use developments are preferred, at a minimum, the project should add to the mix of interacting, highly-walkable uses in its surrounding area, for example, a mixed-income residential development located in close proximity to employment or retail centers.

Preliminary Recognition

- Will net density¹ exceed the density of the surrounding area?
- Is density sufficient to encourage mixed uses, walking, biking, use of civic spaces, increased public transportation, and the reduction of single-occupancy vehicle trips?
- Will the proposed land uses help to balance the jobs, housing, and services mix of the surrounding community, such as providing housing in a job-rich area?
- Will the development promote vertical integration of land uses, for example, housing above stores, or is there more than one use type in a single building?

Final Recognition/Workforce Housing Recognition

- Will a project located within ½ mile of a fixed-rail station be dense and varied enough (compared with existing uses in the adjacent area) to help the neighborhood support 12- to 18-hour activity?
- Will an infill development located farther than a half-mile from a fixed-rail station or town be dense and varied enough (compared with existing uses in the adjacent area) to enliven the area, support public transportation, and take advantage of existing public infrastructure?

¹ Net density represents the level of concentration (high or low) of buildings, including their total volume, within a given area, excluding land for streets, public playgrounds, and open space. Often expressed as a ratio, residential density is expressed as dwelling units/acre; nonresidential density is expressed as floor/area ratio (FAR).

- In suburban areas, will the residential density of the project or of expanding communities be high enough to support neighborhood-serving retail, employment, civic uses, and increased public transportation in the community, and does it allow for mixed uses?
- Will a project with a workforce housing component be located in close proximity to major employment or retail centers or to transit nodes accessible to residents? (Note this is similar to the previous item, but applies to any location, not just suburban, and also allows the applicant to specifically address this question more fully. DMW)
- In rural/village/small town areas, will density be sufficient to support and enhance existing development and use existing public infrastructure efficiently?
- The density guidelines in the table below are based on typical net densities for each development type shown in the table. These densities will guide the jury's evaluation.

Density Guidelines

Location	Residential Component	Employment Component
Urban areas; within ½ mile of fixed-rail station	Multifamily Exceeds 25 dwelling units per acre	2.5 FAR or greater Highest densities concentrated at rail station
Urban areas; farther than ½ mile from fixed-rail station	Single-family detached units: 6 single-family, detached units per acre if the project consists only of single-family homes; 7-8 single-family detached units per acre for a development with mixed housing types. 15 single-family, attached homes per acre 25 multifamily, attached units per acre	Exceed 1 FAR
Suburban areas	6-7 dwelling units per acre	Some exceed 0.5 FAR
Rural/village/small town area	4 or more dwelling units per acre	No density target

- Does the design demonstrate a competent response to the context of the immediate surroundings including pattern, massing, scale, materials, landscape elements and building arrangement among others?
- Are the architecture and landscape design responsive to local climate, topography, and building practice?
- Is the development organized as neighborhoods and districts, and integrated with the existing urban fabric?
- Does the design of public spaces provide pedestrian scale elements that improve the overall pedestrian access to and experience of the site, such as active spaces, signage, street furniture, lighting, plant materials, pathways, sidewalk scale and material, and sun and shade devices such as canopies and awnings, bus shelters, fountains and public art?
- Does the design discourage or avoid dead spaces and confusing or missing connectivity? Does the design avoid visible parking facilities, blank walls, monotonous materials or lack of variety? Does the design include windows, doorways, interaction between the interior and the sidewalk such as by indoor-outdoor restaurants, indoor-outdoor retail space, or porches at the street level frontage?
- Does the principal functional entry of each building have a front façade that faces public space such as a street, square, park, or plaza?
- Do civic buildings and public gathering places have distinctive form and important sites, due to their special role in establishing and enhancing community identity?
- Does the design use historic buildings in a manner that preserves their historic scale, materials and character?

Exemplary Recognition

- Do the streets, utilities, land use pattern and buildings anticipate future growth and changing nature of place, energy technology and environmental conditions?
- Does the design respond as appropriate to officially adopted development and design goals for the location?
- Do the buildings anticipate future adaptive re-use where appropriate? (For example, lobby could be designed for possible retail use in future; building's lighting or climate control systems could be replaced by more energy efficient technology in future.)

Transportation/Mobility/Accessibility

The development should be designed and programmed to offer alternatives to single occupancy vehicle trips, by offering or supporting transportation types and modes that do the most to enhance air quality and reduce greenhouse gas emissions, such as providing safe and effective pedestrian and bicycle access to a full range of destinations, providing easy access to transit, and demonstrating that these modes will be encouraged.

Preliminary Recognition

- Will the project minimize street widths and off-street parking by using shared parking, on-street parking, and transportation demand management?
- Does the development, by its location and programming, encourage reverse commuting by transit?
- Do project streets fully connect with adjoining community streets?
- Will the development predominantly use structured, below-ground, interior surface or on-street parking?
- Is adequate existing or planned transit readily available? For this purpose, transit is adequate if it is fast, frequent, reliable, and comfortable, with a headway of 15 minutes or less.

Final Recognition/Workforce Housing Recognition

- Will the development use transportation demand management (TDM), on-site information services, and/or provide incentives for transit use?
- If the project is located within a half-mile of transit, will it reduce parking below normal local requirements or below market practices for these uses?
- Are there safe and direct pedestrian and bicycle access points, with wide sidewalks, bicycle lanes and well-marked crosswalks?
- Does the pedestrian/bicycle design include landscaped, lighted routes that connect to adjoining communities and neighborhoods and to other trail systems? Does bicycle parking exceed local standards? Describe.
- Will the development design support and encourage internal circulation and local pedestrian use (i.e., provide sidewalks between residences and other land uses, streetscaping, and traffic calming) and bike travel?

- Are the project's internal transportation connections linked (e.g., do they connect paths, sidewalks, or transit routes with each other?), and will its design and location enable the creation, extension, or improvement of additional public or private transit in the community?

Exemplary Recognition

- Is there preferred parking for low-emission vehicles, bicycles, and carpools?
- TDM Program: will the development provide an on-site manager to promote transit and alternative transportation for residents and workers? Will the project provide discounted transit passes to workers and residents, Smart Benefits, or pay any portion of transit use for building occupants? Will the development charge employees market rates or full cost for parking space use?
- Unbundling car parking: Are parking spaces rented or sold separately from residential units or commercial space?
- Are there dedicated rental car share locations? Are the car sharing vehicles also accessible to the public? Does the project provide free memberships and driving credits to the carsharing company?
- Is bicycle parking convenient, covered, attractive and secure which meet and exceed local standards? If project is commercial, are there shower and changing facilities? What is the ratio of bicycle parking to automobile parking provided?
- Are there attractive and safe stairways, ramps, and through-building accessways that are prominent public elements of the functionality of the buildings?
- Do buildings at Metro or other rail stations include prominent and easy internal connections to transit?
- Does the development provide at least three separate connections from the development to sidewalks or all-weather pathways in surrounding neighborhoods?

Environment

The development should reduce impacts on climate change, air quality, and water quality, and it should, as applicable, conserve or restore green infrastructure to support open space and ecosystem restoration goals. The project should be sensitive to existing environmental features and protect natural resources where feasible. Where possible, sustainable design features should be incorporated into the project's design.

Preliminary Recognition

- Will the development, by its location and design, help reduce air pollution, reduce greenhouse gas emissions, and avoid disturbing or fragmenting important habitats or water resources?
- Will the development protect, or contribute to the protection of, wetlands, forests, agricultural lands, and aquifer recharge areas and sustain areas of unfragmented ecosystems?
- Will the project protect existing stream and river buffers or create new buffers?
- Will the development avoid disturbing steep (15 % or greater) slopes, highly erodible or unstable soils, and floodplains?
- Will the development's open-space areas be connected on and off-site to protect green infrastructure?
- Will the project protect or restore on-site habitat, particularly for threatened or endangered species?
- Will the project use low impact, environmentally sensitive site design, and infiltration and water re-use techniques to reduce stormwater runoff?

Final Recognition/Workforce Housing Recognition

- Does the project reduce stormwater runoff by providing for on-site water infiltration, retention and filtration, harvest and re-use, or staged release (in that order of preference)?
- Does the project employ a green (vegetated) roof?
- Does the development protect existing trees, sufficiently replace/reforest, or add trees to the urban tree canopy?
- Does the project incorporate sustainable site design techniques that will conserve water and energy, protect air quality, and protect open land?
- Has the owner registered this development or any of its phases under the USGBC LEED program?
 - If so, which rating system(s) and what level of certification is expected?
 - If not, is this development meeting or pursuing any additional green building certification programs?

Exemplary Recognition

- Will the development commit to achieving LEED Gold or Platinum certification?
- To what extent will the development reuse existing buildings or recycled materials?
- Will the development, through green building methods and materials, specify the use of green and healthy materials, finishes and energy and water conservation appliances and techniques?
- Will construction materials be sourced from countries or companies that meet climate, wood production and other sustainability goals?
- For a residential, school or community facility, does the development include gardens for local food production or a farmers' market?
- Does the development infiltrate, evapotranspire, or harvest and use the first inch of rainfall that falls in a 24-hour period?
- Does the development contribute to off-site stormwater retrofits or other stormwater reduction solutions within the same sub-watershed or watershed?
- Does the development minimize use of pesticides, fertilizers and potable water by planting indigenous, regionally adapted or drought-tolerant vegetation in natural areas and landscaping? Does the development avoid the use of invasive species?
- Will the development use construction practices that reduce erosion and sedimentation, preserve healthy soils, balance cut and fill, and minimize soil grading and transport?
- Will the development avoid disturbing or removing vegetation, except for the building footprint and for restoration activities?
- Does the development provide on-site or commit to purchase from renewable energy sources a total of at least 20% of the project's estimated electricity demand?
- Does the development use Energy Star-compliant and high-emissive roofing or a green (vegetated) roof for at least 35% of the roof area, or a combination of high-albedo and vegetated roof covering 50% of the roof area?

Affordable Housing / Affordable Housing Recognition Distinction

Affordable housing is generally defined as costing less than 30% of gross household income. For any residential component, a mix of homes affordable for people of all income levels should be encouraged. The following table shows estimates of annual income levels from Extremely Low to low based on current Area Median Income (AMI) limits for a family of four established by HUD for the Washington Metropolitan Area. For 2009, this AMI is \$102,700 (HUD).

Income Level	Definition	2009 Washington Metro
Extremely low income	Families/households earning at or below 30% AMI (for family of 4)	\$30,810
Very low income	Families/households earning at or below 50% AMI (family of 4)	\$51,350
Low income	Families/households earning at or below 80% AMI (family of 4)	\$82,160

Preliminary Recognition

- Will the development provide for-sale or rental homes targeting extremely low to moderate income households? If so, what income levels and/or price points will be targeted?

Final Recognition

- What percentage of housing affordable for the following (AMI) levels will be provided? What percent will be for-sale housing and what percent will be for rental? What are the respective price targets for each category?

Income Level	% affordable	% for sale	% rental	Price target
At or below 30% AMI				
At or below 50% AMI				
At or below 60% AMI				
At or below 80% AMI				
At or below 100% AMI				
At or below 120% AMI				

Exemplary Recognition

- Does the development provide 15% or more affordable housing, with the mix including at least $\frac{3}{4}$ of those units for income levels at 80% or below AMI?
- What proportion of new homes, if any, will be affordable to households earning:
 - 60% AMI or below?
 - 50% AMI or below?
 - 30% AMI or below?
- Based on projected jobs and employee income, will employees who work in the development be able to afford to live there?
- If this is a redevelopment project, will all existing affordable homes be replaced, serving the same or lower income households on site? Will the project displace and households? Will relocation assistance provide displace housedholds with comparable housing costs and location?
- Are the affordable homes provided in excess of local inclusionary housing and affordable housing policies and practice for the jurisdiction in which this development is located? NOTE: The jury can recognize with distinction projects that exceed local policy and pratice in providing housing affordable to low and extremely low income families.
- For any commercial portion of the development, will a local housing trust fund or comparable contribution be made that exceeds local requirements or practice?

Workforce Housing Recognition

Affordability

- Does the development provide 10% or more units targeting income levels associated with workforce housing (60% AMI -120% AMI)?

- What proportion of new homes, if any, will be affordable to households earning:
 - 120% - 100% AMI?
 - 100% - 80% AMI?
 - 80% - 60% AMI?

Innovation

Projects should demonstrate creativity and innovation such as the following, which represent examples, not an exhaustive list:

- Does the project employ creative initiatives to improve unit affordability to ensure long-term sustainability of workforce units?
- Does the proposal involve the resourceful use of land sites such as publicly owned land, brownfield sites, or conversion of land from other uses?
- Does the proposal demonstrate or implement employer/employee housing strategies?
- Does the development represent a partnership between public and private sectors?
- Does the proposal arrange for reduction of costs incurred by the residents, e.g., condo fees or homeowner association dues?
- Does the project incorporate energy-efficient materials and green building principles that help reduce long-term occupancy costs?
- Does the project integrate various income groups within the development? Does the project integrate the workforce units and market rate units into the same buildings without distinction?
- Does the development provide for innovating parking strategies such as space for car-sharing vehicles?

Community Benefits

The development should generate benefits for the surrounding area or the host community. These may include positive economic impacts, affordable homes, support for the school system, historic preservation and adaptive reuse, public access to parks or open

space, support for local efforts to encourage alternative transportation, contributions to the arts or community facilities, or other improvements to the quality of community life. A range of benefits should be considered.

Preliminary/Final Recognition/Workforce Housing Recognition

- Does the development offer the community a significant quality-of-life benefit such as a park, a school site or a civic structure?
- Does the development offer a significant benefit to the arts community by creating exhibition space, theaters, studios, or other usable arts features?
- Will the development help support or benefit existing schools?
- Will the development retain, restore, and incorporate existing historic structures and sites?
- Will the development retain or provide discounted space for local retailers?
- Will the project mitigate its impacts on surrounding less-dense neighborhoods? Explain.

Exemplary Recognition

- Will the development provide for retention or relocation of any displaced businesses or residents? What discounts or compensation will be offered?
- Based on its location, design and safe and convenient connectivity with the surrounding neighborhoods, would neighboring community residents feel welcome in the development, and would residents of the development feel welcome in the surrounding communities?
- Does the development offer safe walk and bicycle routes to schools?
- Does the development offer safe and convenient pedestrian access for seniors to taxi service, transit, nearby stores, community centers or other activities?
- Does the development provide major new public benefits identified by the local jurisdiction as a high priority for the area and site, e.g., a new Metro station entrance, new public park or parks, new street, new library, day care center?

Community Participation

The developer should encourage substantial community participation during the development process.

Preliminary Recognition

- Is the developer working responsibly with local groups to identify and resolve local concerns and needs? Please specify.
- Does the developer have a plan for ongoing community participation? Please specify.

Final Recognition/Workforce Housing Recognition

- Does the developer have written support, e.g., letters from community members and groups? If so, please provide copies.

Exemplary Recognition

- Has the developer engaged key stakeholders and the surrounding community in a planning charrette prior to design of the development?

Table 1 - Application for Smart and Sustainable Growth Recognition – Additional Information and Supporting Materials

Criteria	Information Required	Minimum Supporting Materials All Applications	Additional Supporting Materials for Final/Exemplary Applications
<p>Location: The development must be in an area designated and appropriate for growth or revitalization, most particularly for infill development or sites adjacent or close to developed residential or commercial areas. It should take advantage of existing or short-term planned public water and sewer service. It should, by its location (such as within walking, bicycle or transit accessibility for employees, residents, users or customers), reduce the number or length of automobile trips required for developments of this nature.</p>	<p>Provide information on:</p> <ul style="list-style-type: none"> • current use • distance to/availability of public water/sewer • project site's status on jurisdiction's master plan or comprehensive plan • how the site relates to the surrounding area 	<p>Location map showing:</p> <ul style="list-style-type: none"> • surrounding streets and neighborhoods • distance to transit stations or service • topographic map • aerial photographs • site photographs of current conditions <p>Provide copy of relevant zoning or land use map.</p>	
<p>Density, Design, and Mix of Uses: These attributes of good, smart growth development must be present, either within the proposed development or in the vicinity. That is, a development or an area must have sufficient density and scale to support a mix of uses and choices for mobility and access. The development should have overall moderate to high density. The design of the development should be of high quality, should respect the visual character of the surrounding area and be integrated into the existing community fabric. Although mixed-use developments are preferred, at a minimum, the project should add to the mix of interacting, highly-walkable uses in its surrounding area.</p>	<p>Provide information on:</p> <ul style="list-style-type: none"> • Size of the site • Land use by acreage or gross square footage • Overall density or intensity of development on-site and surrounding areas (units/acre or FAR) • If mixed use, ratio or mix of land uses (office, retail, residential, industrial, etc.); if not mixed use, how land use complements surrounding uses or meets a need (i.e., residential in a job-rich area; retail in residential areas) • Number of for-sale and rental housing units by type, including affordable housing • How the project design respects the surrounding community. • Availability of usable public space on- and off-site 	<p>Provide preliminary or concept plan showing:</p> <ul style="list-style-type: none"> • tentative location and mix of land uses • parking lots or structures • major ingress or egress points to and from the site • proposed streets, sidewalks, bikeways, trails and proposed connections of these to surrounding areas <p>Provide illustrative design drawings.</p>	<p>Detailed site plan showing:</p> <ul style="list-style-type: none"> • location and mix of land uses • location and orientation of buildings, streets, sidewalks • sidewalks, bikeways, trails and proposed connections of these to surrounding areas <p>Building elevations showing:</p> <ul style="list-style-type: none"> • principal functional entries • interface with street • interaction with surrounding land uses <p>Provide building and landscape design details sufficient to illustrate compatibility, scale, streetscape.</p>

Table 1 - Application for Smart and Sustainable Growth Recognition – Additional Supporting Materials

Criteria	Information Required	Minimum Supporting Materials All Applications	Additional Supporting Materials for Final/Exemplary Applications
<p>Transportation/Mobility/Accessibility: The development should be designed and programmed to offer alternatives to single occupancy vehicle trips, by encouraging transportation uses that do the most to enhance air quality and reduce greenhouse gas emissions, such as providing safe and effective pedestrian and bicycle access to a full range of destinations, providing easy access to transit, and demonstrating that these modes will be encouraged.</p>	<p>Provide information on:</p> <ul style="list-style-type: none"> • Site distance to transit stations and bus routes, including current and planned • Frequency of transit service to the site or in close proximity • Anticipated timing of planned transportation or transit improvements • Connection of site to surrounding area, including streets, trails, and crosswalks. • Pedestrian-friendliness of design 	<p>See location map and concept plan above.</p>	<p>See detailed site and design details.</p> <p>Provide detailed traffic and pedestrian circulation plan, showing:</p> <ul style="list-style-type: none"> • Public or private status of streets. • Walking distance/paths to transit. • Street sections and streetscape. <p>Provide information on transportation demand management program, including:</p> <ul style="list-style-type: none"> • Educational programs • Transit pass subsidies • Transit shuttle or other amenities to promote transit ridership.
<p>Environment: The development should reduce impacts on climate change, air quality, and water quality, and it should, as applicable, conserve or restore green infrastructure to support open space and ecosystem restoration goals. The project should be sensitive to existing environmental features and protect natural resources where feasible. Where possible, sustainable design features should be incorporated into the project's design.</p>	<p>Provide information on:</p> <ul style="list-style-type: none"> • Pertinent natural features (soils, topography, existing vegetation, drainage, etc.), and adverse environmental impacts, if any • The amount of open space (acres or percentage of property) • Proposed methods to reduce waste and prevent or reduce pollution during site planning, preparation, design or construction phases • Wetlands restoration, banking or other mitigation measures • LEED or other sustainable certification being sought 	<p>Provide maps of pertinent natural features (soils, topography, existing vegetation, drainage).</p> <p>Include an environmental conditions summary map, if available.</p>	<p>Provide parking and landscaping plans, with numbers</p> <p>Provide stormwater management plans or drawings</p> <p>Level of LEED commitments and copy of LEED checklists</p>

Table 1 - Application for Smart and Sustainable Growth Recognition – Additional Supporting Materials

Criteria	Information Required	Minimum Supporting Materials All Applications	Additional Supporting Materials for Final/Exemplary Applications
<p>Mixed Income: For any residential component, a mix of homes affordable (defined as costing less than 30% of gross household income) for people of all income levels should be encouraged, from Extremely Low to Moderate Income.</p>	<p>For residential developments, provide information on:</p> <ul style="list-style-type: none"> • Number of for-sale and rent residential units by type, target income levels, and projected price points • Income levels, housing costs and types in surrounding area • Local government's affordable housing practices, policies or requirements 	<p>Provide estimates.</p>	<p>Provide final numbers; commitments to provide affordable homes as proposed, subject to local review and acceptance.</p>
<p>Community Benefits: The development should generate benefits for the surrounding area or the host community. These may include positive economic impacts, affordable homes, support for the school system, historic preservation and adaptive reuse, public access to parks or open space, support for local efforts to encourage alternative transportation, contributions to the arts or community facilities, or other improvements to the quality of community life.</p>	<p>Include description of benefits to be provided and how they address community needs.</p>	<p>Describe potential benefits, including those that are still under consideration or negotiation.</p>	<p>Provide final numbers; commitments from developer/owner to provide benefits as proposed, subject to local review and acceptance.</p>
<p>Community Participation: The developer should encourage substantial community participation during the development process.</p>	<p>Provide a description of the public involvement process to date and plans for continuing interaction with surrounding community. Identify neighborhood or community issues that have arisen or are likely to arise in response to the proposed development and explain how they will be addressed.</p>	<p>Describe plans for community involvement.</p>	<p>Provide detailed record of meetings, events, and input opportunities offered.</p> <p>Provide copies of letters of support.</p>

Table 1 - Application for Smart and Sustainable Growth Recognition – Additional Supporting Materials

Criteria	Information Required	Minimum Supporting Materials All Applications	Additional Supporting Materials for Final/Exemplary Applications
<p>Development Team and Track Record (information item)</p> <p>In addition to the above criteria, the development team (developer, designers, engineers, and other consultants) should demonstrate a track record of high-quality performance and proven experience. It also should have a record of completing developments on schedule and according to plan.</p>	<p>Provide contact information for each member of the development team.</p>		
<p>Local Government Process (information item)</p>	<p>Provide information on where the development proposal is in the local government development review process.</p> <p>Provide contact information for local planners or technical staff with knowledge of the development proposal.</p>		<p>Provide <i>summaries of</i> staff reports and recommendations or <i>full copies of reports in electronic form only</i>.</p>