

American Planning Association Washington Chapter Community Planning Assistance Request Form

The Washington Chapter of the American Planning Association offers communities (cities, towns, neighborhoods, or rural villages) no-cost assistance of professional planners and other specialists in articulating visions, solving problems or resolving issues. The following briefly describes our program, how you can participate, and how we can create a partnership.

What APA Washington can bring

APA Washington members include planners with expertise in land use, transportation, economic development, urban design, natural resources, parks and recreation, historic preservation, and other areas. There are members all over the state. In addition, we are affiliated with the planning schools across the state and we are accustomed to working with diverse community groups, leading to progressive solutions.

APA Washington will organize teams suited to your local needs, sized to your community, and committed to leaving you with tangible products. We promise to be objective in our outlook, inclusive in our process, and available to offer advice afterwards.

Here's how it works

1. Community Sponsorship – An organization (City Council, Planning Commission, Community Council, etc.) elects to be the sponsor.
2. Identify the Problem – The sponsor completes the short form below.
3. Meet with the "Advance Team" – APA Washington members will meet with you to discuss the preliminary problem statement, the sponsors' obligations, and plan the event.
4. Schedule the Event – Once a date is picked, the sponsor will reserve the work space, arrange for catering and supplies and most importantly – publicize the event in the community.
5. Do It! - While the actual agenda will depend upon the community and the problem, a general outline of activities may include group brainstorming, walking and/or driving tours, small group work on solutions, and a public open house.
7. Implementation – APA Washington produces a final report on the event and submits it to the sponsor approximately one month later. Team members are on-call to offer advice.

Contact Information

The short form below is designed to give APA Washington more information about your need for Community Planning Assistance. Be sure to answer each question clearly and with as much detail as possible. After reading the application, please contact CPAT Co-Chairs Bob Bengford and/or Patrick Lynch with questions you may have at bobb@makersarch.com and/or patrick.lynch@transpogroup.com

Section 1: Identify the Planning Need

Please give a brief description of your need for planning assistance. Discuss the primary areas or issues your community is most interested in getting assistance with (e.g., economic development, the environment, transportation issues, re-development, historic preservation, sustainability, etc.)

Section 2: Contact Information

Primary Contact	
Name	
Title	
Mailing Address	
City	
State	
Zip Code	
Telephone Number	
Fax Number	
Email	

Section 3: Describe Desired Assistance

What type of assistance are you most interested in receiving (e.g., site planning, sub-area planning, visioning, downtown planning, etc...)?

What are your goals or desired outcomes for a Community Planning Assistance Team One-Day Workshop?

Why is this the most appropriate time to work with a Community Planning Assistance Team?

Section 4: Discuss Commitment

Describe the support within your community for a Community Planning Assistance Team workshop (e.g., Council Support, Council Resolution, Stakeholder Support, etc...)

Are you willing to organize and publicize a Community Planning Assistance Team event?

Discuss any prior work that may support the Community Planning Assistance Team.