



# DESIGN/BUILD

## ENVIRONMENTAL ENHANCEMENT AWARDS

# 2023-24



## DETAILS FOR ENTRY

## Contact LINLA



516.249.0545



[Info@LINLA.org](mailto:Info@LINLA.org)



PO Box 832,  
Sayville, NY 11782

# PREPARING YOUR ENTRY

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ELIGIBILITY



APPLY FOR ENTRY - DEADLINE Nov 20, 2023



INSTRUCTIONS FOR SUBMITTING



SELECT A CATEGORY



COMPILING YOUR ENTRY



SUBMITTING YOUR ENTRY - DEADLINE Dec 1, 2023



JUDGING

# ELIGIBILITY

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This program is open to LINLA members only.  
If you are unsure, please check with the LINLA office.

- » This program is mainly intended for design/build projects, with the exception of 'Bid/Build', the new category. Projects are eligible where the applicant has performed (or responsible for) substantially all of the work in this submission from the design through project completion.
- » Each entering firm must designate the designer of record and their company affiliation. In the event the entering firm is not the designer of the project, the designer or their firm must be a member of LINLA or have been **hired and supervised by the entering firm**. In the event the designer is not under the direct supervision of the entering firm, the project may be submitted as a joint entry, provided the designer is a of LINLA and the installation is carried out by a LINLA member.
- » The submitted project must have been completed during the period of **October 2019 through October 2023**. [Note: 4 year window is for this year only, future years will be 2 year time limited].
- » No project or portion of a project that has previously been entered into a LINLA Awards competition may be re-submitted.

# TIMELINE

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- » Accepting Applications for Entry -
  - » **NOW OPEN thru November 20, 2023**
- » Completed Submission Deadline -
  - » **December 1, 2023**
- » Judging Complete and Winner Notification -
  - » **December 15, 2023**
- » Award Presentation Event -
  - » **Late January**

# APPLY FOR ENTRY

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The entry process starts with an Application and Payment. A simple form on the New Competition Portal that declares your intent to enter the contest and collects information about your Company and Categories you will be entering.

**Entry Application Deadline is November 20, 2023.**

**The Entry Fee for each project is \$150.**

**This Fee is Non-Refundable.**



[APPLY HERE](#)

You will be asked to create an Account and Sign In. Please bookmark this page and document your Password.

## INSTRUCTIONS for SUBMITTING

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As part of our re-boot of the program. We have moved to a new, more modern competition process. Many of the steps, from application to judging, will now be online.

### Instructions and Videos are Built into the Portal

After applying for entry, you will receive access to the Online Submission portal. This easy to use portal will house all of your project information and photos.

Judges will use this portal to assess your project while concealing your identity. The following is a description of the information you will enter into the portal.

#### NOTE:

- All your Entries will be accessed through your Entry Page.
- You can also change Categories from this page as well.

# AWARD CATEGORIES

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Consider and choose a category for your Entry from the following categories. No portion or phase of a project may be entered in more than one category. Enter each completed entry to the appropriate section of the online entry portal.

**RESIDENCE greater than 1/2 Acre** - Includes those single-family projects in which the entire residential project is developed. - For this project, continuity and balance are important.

**RESIDENCE 1/2 Acre or less** - Includes those single-family projects of less than 1/2 acre in which the entire residential project is developed. For this project, continuity and balance are important. Property dimension lines must be included on the submitted plans.

**ENTRANCE** - (Residential Entry) Includes front walks and plantings, driveway approaches, parking areas, etc.

**ACTIVE USE AREA less than \$150,000** - Includes swimming pools, tennis courts, play areas and other areas used for active recreation.

**ACTIVE USE AREA above \$150,000** - Includes swimming pools, tennis courts, play areas, and other areas used for active recreation.

**PASSIVE USE AREA** - Includes patios, vegetable / hobby gardening, fire / water features and those areas designed strictly for viewing, sitting and other forms of passive recreation. (Swimming pools and related areas are not to be included in this category).

**MINI-SCAPE** - For small projects, (must be 2,500 square feet or less), including all aspects of landscape development on a smaller scale. Plan must show overall dimensions of area submitted to establish eligibility. Entry can be a small part of a larger project, but it must have its own plan, photos, and meet square footage requirements. Photos should capture only the 2500 sq. ft area.

**COMMERCIAL** - Projects such as multi-family residences, including condo common spaces, office buildings, shopping centers, etc.

**NEW ENTRANT** - This category is open to all members, old and new, who have never entered a LINLA awards competition. New entrants are not obligated to enter this category. Each project is judged on its own merits, regardless of the size or type of project. A small project, well-designed and wonderfully executed, would fare better than an elaborate project of mediocre design and installation.

**SUSTAINABLE LANDSCAPE** - Projects in this category may be of any size. The focus is on projects that make a conscientious effort to minimize their impact on the environment, conserve and protect natural resources, and source native plants and local materials. These efforts must be outlined in the 'Problem Statement'.

**NEW CATEGORY - BID / BUILD** - This category was added to acknowledge excellence in execution. Projects entered will have been designed by an outside firm, gone through the bidding process, and built by the entering company. Judging will not focus on design, but on attention to detail and superior execution of that design.

# COMPILING YOUR ENTRY

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## 1. DESIGN PROBLEM STATEMENT:

In 800 words or less, describe:

- 1) The purpose of the project;
- 2) Role of the designer;
- 3) Special factors (obstacles, construction techniques, special client desires or demands, budget constraints, etc.).

**Please note:** This statement of the design problem and solution is the only clue that the judges will have as to the client's requirements, and the reasons for your solution. Please take the time to note aspects of the project over which you may have had little or no control, such as other contractors or existing construction.

## 2. LANDSCAPE PLAN:

This copy should contain base information including: north arrow, remaining existing vegetation, existing structures, property lines, work limit lines and setback requirements.

Plan must also include: numbered directional arrows showing where each "after" photograph was taken; with photos numbered to correspond to this plan. This plan file should be fully rendered to best present your project submission. **Plans MUST reflect the finished project.**

## 3. PLANTING PLAN:

Provide a planting plan file at a level of detail which properly reflects the finished project. This plan must be readable to the judges.

**REMOVE ALL COMPANY IDENTIFICATION FROM ALL DRAWINGS.**

## 4. PHOTOS:

A maximum of eight (8) color or black and white photos representing different views of the finished project will be allowed, numbered to correspond with the numbered arrows on the design pan, as stated above. Additional photos will be removed from the entry at random.

One of the photos should show an "overall" view of the project when possible. "Before" shots are optional and very helpful to the judges. Up to four "before" photos will be accepted in addition to the eight "after" photos. Where projects are in close proximity to existing structures, one or more photos should show the relationship of the landscaping to these existing structures (house, cabana, etc.).

Digitally altered photos are not permitted. Images deemed by the LINLA Awards Committee to have been altered will subject the entry to disqualification.

**Please note:** Projects entering the "**Residence**" categories ONLY may submit up to 12 color or black and white photos representing different views of the project. Additionally up to four "before" photos will be accepted in addition to the 12 "after" photos.

## 5. IMAGE DESCRIPTION:

Please Provide a Description for each Image. [Limit these to under 50 words]

There must be **NO COMPANY IDENTIFICATION** in the files or Descriptions.

## 6. IMAGE AUTHORIZATION:

All images must be cleared for publication. You may use your own form or the Image Release template provided. You do not have to submit these forms, but be prepared to provide them if needed.

# DEADLINE

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All entries **MUST** be complete and submitted to the portal on or before;

**FRIDAY, DECEMBER 1, 2023**

If all the requirements described in Steps 1–6 are not met, the entry will be considered incomplete and therefore will not be judged, and the entry fee will not be refunded.

**If you need clarification as to any of these requirements please contact the LINLA office at 516-249-0545 or [Info@LINLA.org](mailto:Info@LINLA.org).**

# JUDGING

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All awards are determined based on a 100-point scoring system. Points are awarded by a judging panel that is comprised of industry professionals from various regions of the United States. Projects are judged based on appearance, degree of difficulty, execution of design and other category specific criteria. Entries are judged anonymously and do not compete against each other; they are judged on their own merit.

Awards will be granted solely at the discretion of the judges. Awards may not be given in all categories if they do not meet the judging criteria.

# Property Image Release Form [SAMPLE]

To the Contractor:

YOUR COMPANY NAME / ADDRESS HERE

From the Property Owner:

PROPERTY OWNER NAME / ADDRESS HERE

Photographs taken or to be taken on:

I hereby authorize YOUR COMPANY NAME HERE, unrestricted use of the photos for whatever purpose, taken on my property, described at address / location:

I attest that I have full authorization to consent to publication of these photos. Further, I hereby release and hold harmless YOUR COMPANY NAME HERE from any reasonable expectation of privacy or confidentiality associated with the above-specified images.

I further acknowledge that neither I nor any other party who may share ownership of the property described above (whether in the past or future), will receive financial compensation of any type associated with the taking or publication of these photographs or participation in publications (both print and digital). I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever and that participation is voluntary.

I hereby release YOUR COMPANY NAME HERE, its contractors, its employees and any third parties involved in the creation or publication of marketing materials from liability for any claims by me or any third party in connection with my participation.

Signed: \_\_\_\_\_ (property owner)

Date: \_\_\_\_\_