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**MASTER PLAN AMENDMENT APPROVAL INSTRUCTIONS**

***04.26.24***

Institution:Click or tap here to enter text.

Date of Submission:Click or tap here to enter text.

Original Master Plan Year:Click or tap here to enter text.

Amendment Name:Click or tap here to enter text.

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| --- | --- | --- |
| **CHECKLIST - SUBMISSION REQUIREMENTS** | **PROPERTY ACQUISITIONS****Not Currently in Master Plan** | **IMPROVEMENT PROJECTS****Not Currently in Master Plan** |
| New StructuresMajor Additions | Major Interior Improvements with Change in FunctionMinor Additions |
| [ ]  **Review meeting with THEC** (min. 2 weeks prior to SBC/ESC prep calls) | **X** | **X** |  |
| [ ]  **Letter of recommendation/justification from Master Planner or Consultant**  | **x** | **x** |  |
| * Define how the amendment supports goals of current MP (programs, enrollments, space needs and opportunities)
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| [ ]  **Letter of request from the Institution** |  **x** | **x** | **x** |
| [ ]  **Property Acquisitions Letter and Documents:**Note: Properties must be specifically identified as being recommended for acquisition, or in an acquisition zone, prior to proceeding for ESC approval.[ ]  Property map and proximity location, with acreage[ ]  Site plan if new building is planned showing footprint[ ]  Justification for inclusion in MP (purpose for acquisition, programs served)[ ]  Description of amenities/improvements on the property, future planned infrastructure[ ]  Plans and timelines for planned use of existing facilities, and/or planned future improvements or demolitions[ ]  Facilities condition survey if existing facilities are on site[ ]  Features of the site(s)[ ]  **Improvement Projects Letter and Documents:**[ ]  Site plan showing location on campus and footprint[ ]  How the project advances the Strategic Plan[ ]  Description of scope and scale of project, potential cost[ ]  Purpose of the project, programs & enrollment served (current and future) & justification |

**What is a Master Plan (MP) Amendment?**

**THEC will review the amendment for consistency with the intent and concept of the original MP. This does not impact the 10-year cycle.**

* The original MP continues as an Amended MP
* Addresses one element or a limited group of related elements
* Is of limited scope, replacing or supplementing only specific parts of the MP
* Consistent with the concept of the overall MP

**When is an MP amendment required?**

**Required When:**

* Property: Addition of planned acquisition not identified in acquisition zone or not specifically recommended for acquisition
* Improvements: New construction, or improvement renovations that change the use of the building
	+ **not** identified in the MP, including project requests for planning
	+ **identified** in the MP, but proposed project substantially changes the intended use of the building, substantially increases scope of the project, or alters intent of the MP

**Delegated to the Campus When:**

* Full project cost (design and construction) has already been funded by the State
* Solely a Capital Maintenance project
* Improvement renovations that maintain use of the building and adhere to intent of MP

**Requirements for Submittals to THEC**

Submittal documents should be in one email, and accompanied with this checklist for the submittal, letter of approval from consultant (if required) and request for presentation meeting. *Note: THEC may alter the requirements for submission on a per submission basis and may request reviews and/or approvals as requested by Executive Director and/or State Building Commission.*