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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 Structures  Major Additions | Major Interior Improvements with Change in Function  Minor 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) | | | | |
| **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.*