



## DEVELOPMENT REVIEW ELECTRONIC FILE NAMING CONVENTIONS

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**FILE NAME:** SUBMITTAL NO.-APPLICATION-SUBTYPE-DRAWING TYPE.PDF

**EXAMPLE:** 1-MAJS-FIN-LNDSP.PDF

*(First Submittal – Major Subdivision – Final – Landscape Plan)*

| APPLICATION                | ABBREVIATION |
|----------------------------|--------------|
| AMENDMENT                  | AMND         |
| ANNEXATION                 | ANNX         |
| APPEAL                     | APL          |
| COGCC REFERRALS            | OGR          |
| CONCEPT REVIEW             | CR           |
| CONDITIONAL USE GRANT      | CUG          |
| CORRECTION PLAT            | COR          |
| HEIGHT REVIEW              | HR           |
| HISTORIC PRESERVATION      | HIST         |
| LAND USE MAP AMENDMENT     | LUMA         |
| LOT LINE ADJUSTMENT        | LLA          |
| MAJOR SUBDIVISION          | MAJS         |
| MASTER PLAN                | MPLN         |
| MINOR SUBDIVISION          | MINS         |
| OIL AND GAS DRILLING PLANS | OGDP         |
| PUBLIC IMPROVEMENT PLANS   | PIP          |
| REFERRALS                  | REF          |
| REZONING                   | REZ          |
| SEASONAL SALES             | SEAS         |
| SIGN PERMIT                | SIGN         |
| SITE PLAN                  | SP           |
| TELECOMMUNICATIONS         | TEL          |
| VACATION                   | VAC          |
| VARIANCE                   | VAR          |
| WAIVER                     | WAV          |

| COMMON SUBTYPES | ABBREVIATION |
|-----------------|--------------|
| PRELIMINARY     | PRE          |
| FINAL           | FIN          |
| QUALIFIED       | QUAL         |
| ADMINISTRATIVE  | ADMIN        |
| OIL & GAS       | OG           |

| COMMON DOCUMENT/DRAWING TYPES  | ABBREVIATION |
|--|--------------|
| APPLICATION <i>(PACKAGED IN THE FOLLOWING ORDER)</i>   | APP          |
| <ul style="list-style-type: none"> <li>• CHECKLIST</li> <li>• LAND USE APPLICATION</li> <li>• GENERAL OVERVIEW APPLICATION</li> <li>• AUTHORIZATION LETTER <i>(IF APPLICABLE)</i></li> <li>• DEED OR LEGAL INSTRUMENT</li> <li>• PETITION</li> <li>• NARRATIVE</li> <li>• STATEMENT OF COMMUNITY NEED <i>(ANNEXATION ONLY)</i></li> <li>• LAND USE TABLE <i>(IF APPLICABLE)</i></li> <li>• CLOSURE CALCULATIONS <i>(IF APPLICABLE)</i></li> <li>• LEGAL DESCRIPTION <i>(IF APPLICABLE)</i></li> <li>• SCHOOL DISTRICT LETTER <i>(ANNEXATION ONLY)</i></li> <li>• WATER CERTIFICATION <i>(ANNEXATION ONLY)</i></li> </ul> |              |
| *APPLICANT RESPONSE FORM   | RESP         |
| PLAT <i>(ANNEXATION, REZONING, SUBDIVISION, ETC.)</i>  | PLAT         |
| CIVIL /IMPROVEMENT DRAWINGS  | IMP          |
| MASTER PLAN <i>(MASTER PLAN ONLY)</i>  | MP           |
| LAND USE MAP <i>(LAND USE MAP AMENDMENT ONLY)</i>  | LUMAP        |
| SITE PLAN  | SITE         |
| LANDSCAPE PLAN   | LNDSP        |
| DRAINAGE PLAN  | DP           |
| DRAINAGE REPORT  | DR           |
| GEOTECH/SOILS REPORT   | GEO          |
| TRAFFIC IMPACT STUDY/REPORT  | TIS          |
| FLOODPLAIN REPORT  | FLOOD        |
| EASEMENT DOCUMENTS   | EASMNT       |
| SHADOW PLAN <i>(HEIGHT REVIEW ONLY)</i>  | SHDW         |
| PICTURES, ELEVATIONS & REDERINGS<br><i>(HEIGHT REVIEW, WAIVER, VARIANCE &amp; HISTORIC PRESERVATION ONLY)</i>  | REND         |

\*The Applicant Response Form shall be required with each resubmittal addressing every comment. If a comment is not addressed, it is the applicant’s responsibility to state the reason.

NOTE: If you are submitting a document that does not fit one of the “Common Document/Drawing Types”, please contact Planning for Document Naming.

**EXAMPLE:**

The following table illustrates common File Names and Drawings associated with particular Application Types and Subtypes. This list is not all inclusive, but is intended to serve as a guide when naming files. The example file names are given a (1) at the beginning to represent the first submittal; subsequent submittals will be numbered accordingly.

**FILE NAME: SUBMITTAL NO.-APPLICATION-SUBTYPE-DRAWING TYPE.PDF**

| APPLICATION TYPE       | SUBTYPE                    | DRAWINGS  | FILE NAMES  |
|------------------------|----------------------------|---|---|
| AMENDMENT              | MASTER PLAN                | – APPLICATION<br>– MASTER PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-AMND-MPLN-APP<br>1-AMND-MPLN-MP<br>1-AMND-MPLN-GEO<br>1-AMND-MPLN-TIS |
|                        | SITE PLAN                  | – APPLICATION<br>– SITE PLAN  | 1-AMND-SP-APP<br>1-AMND-SP-SITE   |
| ANNEXATION             |                            | – APPLICATION<br>– PLAT<br>– GEOTECH REPORT<br>– TRAFFIC STUDY        | 1-ANNX-APP<br>1-ANNX-PLAT<br>1-ANNX-GEO<br>1-ANNX-TIS                   |
| APPEAL                 |                            | – APPLICATION   | 1-APL-APP   |
| COGCC REFERRALS        |                            | – N/A   | N/A   |
| CONCEPT REVIEW         |                            | – APPLICATION<br>– SITE PLAN  | 1-CR-APP<br>1-CR-SITE   |
| CONDITIONAL USE GRANT  | STANDARD                   | – APPLICATION<br>– SITE PLAN  | 1-CUG-APP<br>1-CUG-SITE   |
|                        | OIL & GAS                  | – APPLICATION<br>– SITE PLAN  | 1-CUG-OG-APP<br>1-CUG-OG-SITE   |
| CORRECTION PLAT        |                            | – APPLICATION<br>– PLAT   | 1-COR-APP<br>1-COR-PLAT   |
| HEIGHT REVIEW          |                            | – APPLICATION<br>– SHADOW PLAN<br>– PICTURES, ETC.                    | 1-HR-APP<br>1-HR-SHDW<br>1-HR-REND                                      |
| HISTORIC PRESERVATION  | CERTIFICATE OF ALTERATION  | – APPLICATION<br>– SITE PLAN<br>– PICTURES, ETC.                      | 1-HIST-APP<br>1-HIST-SITE<br>1-HIST-REND                                |
|                        | LANDMARK DESIGNATION       | – APPLICATION<br>– PICTURES, ETC.                                     | 1-HIST-APP<br>1-HIST-REND   |
|                        | STATE/NATIONAL DESIGNATION | – APPLICATION   | 1-HIST-APP  |
| LAND USE MAP AMENDMENT |                            | – APPLICATION<br>– LAND USE MAP                                       | 1-LUMA-APP<br>1-LUMA-LUMAP  |

| APPLICATION TYPE           | SUBTYPE     | DRAWINGS   | FILE NAMES  |
|----------------------------|-------------|--|---|
| LOT LINE ADJUSTMENT        |             | – APPLICATION<br>– PLAT  | 1-LLA-APP<br>1-LLA-PLAT   |
| MAJOR SUBDIVISION          | PRELIMINARY | – APPLICATION<br>– PLAT<br>– IMPROVEMENT PLAN<br>– LANDSCAPE PLAN<br>– DRAINAGE REPORT<br>– DRAINAGE PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-MAJS-PRE-APP<br>1-MAJS-PRE-PLAT<br>1-MAJS-PRE-IMP<br>1-MAJS-PRE-LNDSP<br>1-MAJS-PRE-DR<br>1-MAJS-PRE-DP<br>1-MAJS-PRE-GEO<br>1-MAJS-PRE-TIS         |
|                            | FINAL       | – APPLICATION<br>– PLAT<br>– IMPROVEMENT PLAN<br>– LANDSCAPE PLAN<br>– DRAINAGE REPORT<br>– DRAINAGE PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-MAJS-FIN-APP<br>1-MAJS-FIN-PLAT<br>1-MAJS-FIN-IMP<br>1-MAJS-FIN-LNDSP<br>1-MAJS-FIN-DR<br>1-MAJS-FIN-DP<br>1-MAJS-FIN-GEO<br>1-MAJS-FIN-TIS         |
|                            | QUALIFIED   | – APPLICATION<br>– PLAT<br>– IMPROVEMENT PLAN<br>– LANDSCAPE PLAN<br>– DRAINAGE REPORT<br>– DRAINAGE PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-MAJS-QUAL-APP<br>1-MAJS-QUAL-PLAT<br>1-MAJS-QUAL-IMP<br>1-MAJS-QUAL-LNDSP<br>1-MAJS-QUAL-DR<br>1-MAJS-QUAL-DP<br>1-MAJS-QUAL-GEO<br>1-MAJS-QUAL-TIS |
| MASTER PLAN                |             | – APPLICATION<br>– MASTER PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY  | 1-MPLN-APP<br>1-MPLN-MP<br>1-MPLN-GEO<br>1-MPLN-TIS   |
| MINOR SUBDIVISION          |             | – APPLICATION<br>– PLAT  | 1-MINS-APP<br>1-MINS-PLAT   |
| OIL AND GAS DRILLING PLANS |             | – SITE PLAN  | 1-OGDP-SITE   |
| PUBLIC IMPROVEMENT PLANS   |             | – IMPROVEMENT PLAN   | 1-PIP-IMP   |
| REFERRALS                  |             | – APPLICATION<br>– PLAT  | 1-REF-APP<br>1-REF-PLAT   |
| REZONING                   |             | – APPLICATION<br>– PLAT  | 1-REZ-APP<br>1-REZ-PLAT   |
| SEASONAL SALES             |             | – APPLICATION  | 1-SEAS-APP  |

| <b>APPLICATION TYPE</b> | <b>SUBTYPE</b> | <b>DRAWINGS</b>   | <b>FILE NAMES</b>   |
|-------------------------|----------------|---|---|
| SIGN PERMIT             | PERMANENT      | – APPLICATION   | 1-SIGN-APP  |
|                         | TEMPORARY      | – APPLICATION   | 1-SIGN-APP  |
| SITE PLAN               | PRELIMINARY    | – APPLICATION<br>– SITE PLAN<br>– DRAINAGE REPORT<br>– DRAINAGE PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-SP-PRE-APP<br>1-SP-PRE-SITE<br>1-SP-PRE-DR<br>1-SP-PRE-DP<br>1-SP-PRE-GEO<br>1-SP-PRE-TIS       |
|                         | FINAL          | – APPLICATION<br>– SITE PLAN<br>– DRAINAGE REPORT<br>– DRAINAGE PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-SP-FIN-APP<br>1-SP-FIN-SITE<br>1-SP-FIN-DR<br>1-SP-FIN-DP<br>1-SP-FIN-GEO<br>1-SP-FIN-TIS       |
|                         | QUALIFIED      | – APPLICATION<br>– SITE PLAN<br>– DRAINAGE REPORT<br>– DRAINAGE PLAN<br>– GEOTECH REPORT<br>– TRAFFIC STUDY | 1-SP-QUAL-APP<br>1-SP-QUAL-SITE<br>1-SP-QUAL-DR<br>1-SP-QUAL-DP<br>1-SP-QUAL-GEO<br>1-SP-QUAL-TIS |
| TELECOMMUNICATIONS      | TEL            | – APPLICATION<br>– SITE PLAN  | 1-TEL-APP<br>1-TEL-SITE   |
| VACATION                | VAC            | – APPLICATION<br>– IMPROVEMENT PLAN   | 1-VAC-APP<br>1-VAC-IMP  |
| VARIANCE                | VAR            | – APPLICATION<br>– SITE PLAN<br>– PICTURES, ETC.  | 1-VAR-APP<br>1-VAR-SITE<br>1-VAR-REND   |
| WAIVER                  | WAV            | – APPLICATION<br>– PICTURES, ETC.   | 1-WAV-APP<br>1-WAV-REND   |