



DEVELOPMENT REVIEW ELECTRONIC FILE NAMING CONVENTIONS

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"> • CHECKLIST • LAND USE APPLICATION • GENERAL OVERVIEW APPLICATION • AUTHORIZATION LETTER <i>(IF APPLICABLE)</i> • DEED OR LEGAL INSTRUMENT • PETITION • NARRATIVE • STATEMENT OF COMMUNITY NEED <i>(ANNEXATION ONLY)</i> • LAND USE TABLE <i>(IF APPLICABLE)</i> • CLOSURE CALCULATIONS <i>(IF APPLICABLE)</i> • LEGAL DESCRIPTION <i>(IF APPLICABLE)</i> • SCHOOL DISTRICT LETTER <i>(ANNEXATION ONLY)</i> • WATER CERTIFICATION <i>(ANNEXATION ONLY)</i> 	
*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 <i>(HEIGHT REVIEW, WAIVER, VARIANCE & 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 – MASTER PLAN – GEOTECH REPORT – TRAFFIC STUDY	1-AMND-MPLN-APP 1-AMND-MPLN-MP 1-AMND-MPLN-GEO 1-AMND-MPLN-TIS
	SITE PLAN	– APPLICATION – SITE PLAN	1-AMND-SP-APP 1-AMND-SP-SITE
ANNEXATION		– APPLICATION – PLAT – GEOTECH REPORT – TRAFFIC STUDY	1-ANNX-APP 1-ANNX-PLAT 1-ANNX-GEO 1-ANNX-TIS
APPEAL		– APPLICATION	1-APL-APP
COGCC REFERRALS		– N/A	N/A
CONCEPT REVIEW		– APPLICATION – SITE PLAN	1-CR-APP 1-CR-SITE
CONDITIONAL USE GRANT	STANDARD	– APPLICATION – SITE PLAN	1-CUG-APP 1-CUG-SITE
	OIL & GAS	– APPLICATION – SITE PLAN	1-CUG-OG-APP 1-CUG-OG-SITE
CORRECTION PLAT		– APPLICATION – PLAT	1-COR-APP 1-COR-PLAT
HEIGHT REVIEW		– APPLICATION – SHADOW PLAN – PICTURES, ETC.	1-HR-APP 1-HR-SHDW 1-HR-REND
HISTORIC PRESERVATION	CERTIFICATE OF ALTERATION	– APPLICATION – SITE PLAN – PICTURES, ETC.	1-HIST-APP 1-HIST-SITE 1-HIST-REND
	LANDMARK DESIGNATION	– APPLICATION – PICTURES, ETC.	1-HIST-APP 1-HIST-REND
	STATE/NATIONAL DESIGNATION	– APPLICATION	1-HIST-APP
LAND USE MAP AMENDMENT		– APPLICATION – LAND USE MAP	1-LUMA-APP 1-LUMA-LUMAP

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

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