

## **Electronic File Submittal Standards**

**Your electronic submittal must meet these minimum requirements to be deemed complete, or your submittal will not be accepted, and you will be asked to restart the application process.**

**NOTE:** This handout shall NOT be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether described in this document or not.

### **All electronic files must be:**

- ✓ Submitted via a **OneDrive Link** provided by the Permit Center. Zip files are not accepted.
- ✓ **Searchable** (not scanned) and in **.PDF** (Portable Document Format) format, except where noted.

### **PDF files must be:**

- ✓ Unlocked or unprotected, so City Staff can make comments.
- ✓ Reduced, flattened and full-size, one-to-one format (layers must be merged or flattened).
- ✓ Rotated with the pages in the upright position.

### **Plans must be:**

- ✓ Labeled and bookmarked to clearly identify the content of the page.
- ✓ Drawn to scale. Each sheet should state the scale.
- ✓ Designed to reserve space for City approval stamps.
- ✓ In "Landscape" format in the horizontal position.
- ✓ Legible and to scale. Illegible plans (scanned or otherwise) will be deemed incomplete.
- ✓ All sheets must be consolidated into one plan set.
  - Due to file size limitations, separate PDF documents for the different portions of a plan are acceptable (e.g. architectural, structural, civil, etc.).
  - All reports and other documents must be submitted as a separate PDF document for each document type (e.g. Drainage Technical Information Reports, Geotechnical Reports, Wetland Reports, etc.)

## Electronic File Naming Conventions

**Applications with files that do not follow these naming conventions may be rejected.**

### File Name Format

[ABR]\_[File Name]\_YYMMDD\_v[Review Version].PDF

#### **File Names must:**

- ✓ Begin with the appropriate **abbreviation** (see table below).
- ✓ Describe the **contents** of the document in a concise manner.
- ✓ Include the **date** and **version number** of the file.
- ✓ Use an **underscore** ( \_ ) in lieu of spaces. Spaces are not allowed anywhere in the file name.
- ✓ **Resubmittals** must use the same file name, with an **updated date** and **version number**.
- ✓ Each Abbreviation Type must be saved as a separate, complete file.

### File Name Examples

- ❖ C\_Response\_Letter\_ABC\_Company\_200505\_v1
- ❖ P\_Civil\_Construction\_Plans\_170130\_v1
- ❖ F\_Approved\_Site\_Plan\_170130\_v1
- ❖ RS\_Wetland\_Assessment\_17013\_v2

ABR	Type	File Examples
<b>A</b>	<b>Applications/Resubmittals</b>	Any application: new applications, Resubmittals, Revisions, and Deferred Submittal Forms.
<b>APL</b>	<b>Appeals</b>	All documents associated with appeals.
<b>C</b>	<b>Correspondence</b>	Letter of Understanding Geologic Risk, Traffic Concurrency Test, All project correspondence such as from the: Project Applicant, Public, Other Agencies, City (i.e. Application Acceptance, Project Expiration, Project Hold, Project Off-Hold, etc.)
<b>CA</b>	<b>Calculations</b>	Density Worksheet, Landscape Analysis, Parking Analysis, Plat Calculations, Structural Calculations
<b>CM</b>	<b>Constr. Mitigation</b>	Construction Mitigation Description
<b>D</b>	<b>Decisions</b>	Project Decision (Administrative, Hearing Examiner, Council)
<b>ECF</b>	<b>Environmental</b>	Environmental Checklist
<b>F</b>	<b>Final</b>	Final Approved Plans
<b>J</b>	<b>Justifications</b>	Written Justification for: Adjustment, Conditional Use Permits (CUP), Modification, Variance
<b>L</b>	<b>Legal Documents</b>	CCRs (Covenants, Conditions, and Restrictions), Bill of Sale, Declaration of Covenants, Deed of Dedication, Easements, Impact Fee Deferrals, Lot Combinations, Plat Certificate, Proof of Plat Name Reservation, Real-estate Excise Tax Form (REETA), Title Report
<b>M</b>	<b>Miscellaneous</b>	Miscellaneous
<b>MAP</b>	<b>Maps</b>	Aerial Photography, Assessors Map, Binding Site Plan (BSP), Boundary Line Adjustment (BLA), Existing Neighborhood Detail Map, Plat Map, Short Plat Map, Site Conditions Map (if separate from civil plans Topo Map)
<b>NOA</b>	<b>Public Notice</b>	Affidavits of Sign Installation, Proof of Neighborhood Meeting, etc.
<b>P</b>	<b>Plan Drawings</b>	Alarm, Civil Construction Plans (Existing Conditions, Grading, Road, Utilities, Street Lighting, Landscape, Tree Retention, Wetland Mitigation, etc.), Color Plans, Elevations, Floor Plans, IFC, Landscape Plans, Plan Reductions, Renderings, Site Plans, Small Site CSWPP Plan, Suppression, Tanks, Tree Retention Map, Plans Independent of Civil Construction Plans: Drainage Control Plan, Details (Cross-sections, On-site Flow Control, etc.)
<b>PN</b>	<b>Project Narrative</b>	Project Narrative
<b>PRE</b>	<b>Pre-Application</b>	Pre-Application Submittal, Pre-Application Meeting Summary
<b>RS</b>	<b>Reports/Studies</b>	Biological Assessment/Critical Areas Study, CCTV Report, Drainage Assessment, Engineering Report, Flood Hazard Data, Geotechnical (Soils) Report, Habitat Data Report, Special Inspection Report (Compaction, Structural, etc), Stream/Lake Study, Drainage Technical Information Report (TIR), Traffic Impact Analysis (TIA), Traffic Study, Wetland Assessment
<b>S</b>	<b>Surety Devices</b>	Bond, Bond Quantities Worksheet (.xls), Assignment of Funds, Cash Deposit Receipt, Fees, Landscape Cost Estimate Worksheet, Maintenance and Defect Agreement, Public Agency Agreements
<b>SC</b>	<b>Submittal Checklists</b>	Building Permit Checklist, Construction Permit Checklist, Land Use Checklist
<b>SR</b>	<b>Staff Rec.</b>	Hearing Examiner (HEX) Report
<b>TR</b>	<b>Tree Related</b>	Arborist Report, Tree Retention Worksheet, etc.
<b>W</b>	<b>Waivers</b>	Waiver Form