

## New Ordinance Naming Convention for E-docs

DOCUMENTS AND PLANS FOR SUBMISSION	FILE TYPE	FILE NAME
<b>GENERAL (ADMINISTRATIVE)</b>		Include the case number in naming
Application Form	PDF or Microsoft Word	A-APF-PPS-####
Variance & variations requests	PDF or Microsoft Word	A-VRQ-PPS-####
Alternative Compliance	PDF or Microsoft Word	A-ACRQ-ACL-####
Statement of Justification	PDF AND Microsoft Word	A-SOJ-DET-####
Environmental Checklist	PDF	A-ENV-PPS-####
Transportation Checklist	PDF	A-TRA-PPS-####
Archeology Checklist	PDF	A-ARC-PPS-####
Zoning Sketch Map	PDF	A-ZSM-PPS-####
BPIS (signed scoping agreement)	PDF	A-BPIS-PPS-####
Pre-submission meeting info -ETOD only	PDF	A-ETOD-DET-####
Pre-Application Neighborhood Meeting Package	PDF or Microsoft Word	A-PANM-DET-####
State Ethics Commission Affidavits	PDF	A-SECA-DET-####
Pre-Application Conference Summary Form	PDF	A-PACS-DET-####
<b>PREVIOUS APPROVALS (FINAL DECISIONS ONLY)</b>		
Planning Board Resolution (conceptual and preliminary plan)	PDF	D-PBR-PPS-#####
ZHE Decision (site plan cases)	PDF	D-ZHD-SPE-#####
District Council decision (conceptual and site plan cases)	PDF	D-DCD-DET-#####
Council Zoning Ordinance (zoning cases)	PDF	D-DCZO-SPE-#####
<b>OUTREACH (ADMINISTRATIVE)</b>		
Mailings Address list	PDF or Microsoft Excel	A-MAL-PPS-#####
Informational Mailing Letter	PDF or Microsoft Word	A-IML1-PPS-#####
Acceptance Mailing Letter	PDF or Microsoft Word	A-AML2-PPS-#####
Sign Posting Information	PDF	A-POST-PPS-#####
Affidavit of Informational Mailing	PDF or Microsoft Word	A-AFM1-PPS-#####
Affidavit of Acceptance Mailing	PDF or Microsoft Word	A-AFM2-PPS-#####
<b>PLANS</b>		
Property Boundary Survey	PDF	PBS-PPS-#####
Preliminary Plan Subdivision	Layered PDF (individual pages)	PPS-PPS-#####_001,_002,_003 etc.
TCP 1	Layered PDF (individual pages)	TCP1-PPS-#####_001,_002,_003 etc.
Civil site plan (topo-grading)	Layered PDF (number each page)	CIVP-DET-####
Landscape and lighting Plan	Layered PDF (number each page)	LSLP-DET-####
Hardscape Plan	Layered PDF (number each page)	HRDP-DET-####
Architectural Plan	Layered PDF (number each page)	ARCP-DET-####

Multifamily Buildings	Layered PDF (number each page)	MFB-DET-####
Community Buildings	Layered PDF (number each page)	CB-DET-####
TCP 2	Layered PDF (number each page)	TCP2-DET-####
photometric plan	Layered PDF (number each page)	PHOP-DET-####
Staging Plan (CDZ)	PDF	STAG-DET-####
Public facilities Statement (CDZ)	PDF	PFS-DET-####
Forest Stand Delineation (CDZ)	PDF	FSD-DET-####
Economic Analysis (M-A-C)	PDF	ECON-DET-####
Estimated Construction Schedule (M- A-C, L-A-C, V-L, V-M, E-I-A of 100 or more acres to the R-L, R-S, R-U)	PDF	ECS-DET-####
<b>SUPPORTING DOCS AND PLANS</b> (As required or requested)		
Existing Conditions Plan	PDF	ECP-PPS-#####_001,_002,_003 etc.
TCP Exemption Letter	PDF	TCPX-DET-####
Approved NRI	PDF	NRI-#####_001,_002,_003 etc.
Approved FSD	PDF	FSD-#####_001,_002,_003 etc.
"Letter of Justification for impacts to regulated environmental features"	PDF	ELOJ-PPS-#####
Stormwater Management Concept Plan	Layered PDF (individual pages)	SWMP-PPS-#####_001,_002,_003 etc.
Stormwater Management Approval Letter	PDF	SWML-PPS-#####
Stormwater Management Plan Exemption Letter	PDF	SWXL-PPS-#####
Transportation Scoping Agreement	PDF	TSA-PPS-#####
Noise Study	PDF	NOIS-PPS-#####
Soil Study	PDF	SOIL-PPS-#####
Geotechnical Study w/grading plan	PDF	GEO-PPS-#####
Perc Test Report	PDF	PERC-PPS-#####
Environmental Assessment	PDF	ENV-PPS-#####
Wetland Study	PDF	WET-PPS-#####
Traffic Impact study	PDF	TRIS-PPS-#####
WSSC Review	PDF	WSSC-PPS-#####
Color Coded Utility Plan	Layered PDF (individual pages)	UTLP-PPS-#####
Legal Doc (dead, easements, legal restrictions, RFA's, etc.)	PDF	LEGL-PPS-#####
Proposed Final Plat	PDF	PFPL-PPS-####
Existing Record Plat	PDF	XRPL-PPS-####

## Previous Ordinance Naming Convention for E-docs

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Statement of Justification	PDF <b>AND</b> Microsoft Word	A-SOJ-DSP####
Environmental Checklist	PDF	A-ENV-4####
Transportation Checklist	PDF	A-TRA-4####
Archeology Checklist	PDF	A-ARC-4####
Zoning Sketch Map	PDF	A-ZSM-4####
BPIS (signed scoping agreement)	PDF	A-BPIS-4####
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Sign Posting Information	PDF	A-POST-4#####
Affidavit of mailings Info Mailing	PDF or Microsoft Word	A-AFM1-4#####
Affidavit of mailings Acceptance Mailing	PDF or Microsoft Word	A-AFM2-4#####
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