

File Name Standardization

Don'ts:

- Do not include any of the following in the file names:
- Dates
- Checklist section heading numbers or titles
- Numerical information of any kind
- Single plan sheets. Plan pages are to be submitted in the sets as outlined within the checklist. No single pages will be accepted.

Dos:

Plan Sets:

- Plan Set
- Architectural Plan Set
- Civil Plan Set

Reports:

- Report_ReportNAME
 - **Example:**
 - Report_Stormwater
 - Report_TreeHealthAssessment

Deviations:

- Deviation_Subjectof Deviation
 - **Example:**
 - Deviation_ParkingReduction

SEPA:

- SEPA_DocumentName
 - **Example:**
 - SEPA_Application
 - SEPA_CAO Worksheet
 - SEPA_Checklist

Public Notice Items:

- Notice_DocumentName
 - **Example:**
 - Notice_SitePlan
 - Notice_Tree Preservation
 - Notice_SupplementalOutreachDocs

All others:

- By Title name only:
 - **Example:**
 - General Application
 - Memorandum of Understanding
 - Design Review Materials

