

File Naming Conventions

Document Name:	File Naming Requirement: submittal #-CASE NO-document name Example: 1-APR18-002-Plan Set	Category
PLANNING RELATED DOCUMENTS		
Address Plat	1-CASE NO-Address Plat	Survey/Mapping Documents
Agreement	1-CASE NO-Agreement	Title/Proof of Ownership
Application Form	1-CASE NO-Application	Application Documents
Approval Criteria Letter	1-CASE NO-Approval Criteria	Letters
Certificate of Taxes Due	1-CASE NO-CTD	Title/Proof of Ownership
Emergency Response Plan	1-CASE NO-ERP	Reports/Studies
Fees/Receipts/Invoices	1-CASE NO-Fees	Receipts
Fire Protection Will Serve Letter	1-CASE NO-Will Serve-Fire	Letters
Historic Records & Research (previously approved/related documents)	1-CASE NO-Research-Doc Type	Application
Invoice	1-CASE NO-Invoice PL	Receipts
Lease	1-CASE NO-Lease	Title/Proof of Ownership
Letter of Authorization from Property Owner	1-CASE NO-Authorization	Letters
Letter of Intent	1-CASE NO-Letter of Intent	Letters
Letter of Support	1-CASE NO-Letter of Support	Letters
Mineral Rights	1-CASE NO-Mineral	Comments/Referrals
Monument Records & Traverse Closure	1-CASE NO-Monument	Survey/Mapping Documents
Natural Hazard Mitigation and Resource Protection	1-CASE NO-Phase 1 Environmental	Reports/Studies
Noticing / Adjacent Property Owner Notification Letters	1-CASE NO-Notification Letter	Public Notice
Noticing / Instructions & Information	1-CASE NO-Noticing Instructions	Public Notice
Noticing / Newspaper	1-CASE NO-Newspaper	Public Notice
Noticing / Posting Instructions Form A	1-CASE NO-Posting A	Public Notice
Noticing / Posting Instructions Form B	1-CASE NO-Posting B	Public Notice
Noticing / Proof of Mailing	1-CASE NO-Mailing	Public Notice
Phasing Plan	1-CASE NO-Phasing Plan	Plans and Exhibits
Photosimulations/Renderings of Proposed Project	1-CASE NO-Photosim	Plans and Exhibits
Plan Set (this will be the SDP, ASP, Plat, L&E, etc.)	1-CASE NO-Plan Set	Plans and Exhibits
Presub Documentation	1-CASE NO-Presub Notes	Presub Docs/Checklist
PUD APPROVAL CRITERIA	1-CASE NO-PUD Criteria	Application Documents
Referrals-Comments	1-CASE NO-Referral Comments	Comments/Referrals
Referrals-Request Form	1-CASE NO-Referral Request	Comments/Referrals
Referrals-Response to Comments	1-CASE NO-Referrals-RTC	Comments/Referrals
Sewage Treatment and Service Capacity	1-CASE NO-Will Serve-Sewer	Letters
Sign posting Documents	1-CASE NO-Sign Posting	Public Notice
Submittal Checklist	1-CASE NO-Checklist	Presub Docs/Checklist
Title Commitment/Proof of Ownership	1-CASE NO-Title	Title/Proof of Ownership
Vacation Petition	1-CASE NO-Vacation	Plans and Exhibits
Vicinity Map	1-CASE NO-Vicinity Map	Plans and Exhibits
Water Source/Service Capacity	1-CASE NO-Will Serve-Water	Letters
Study	1-CASE NO-Study (type of study i.e. noise/vibration)	Studies/ Assessments
Environmental Site Assessment		Studies/ Assessments
Waiver Presub or APR	1-CASE NO-Wavier Presub or Waiver APR	Waivers
ENGINEERING RELATED DOCUMENTS		
Agreement - Intergovernmental Agreement	1-CASE NO-Agmt - IGA	Agreements
Agreement – Collateral for Partner Agency – GESC only	1-CASE NO-Agmt – GESC Col	Agreements

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Agreement – Landscape Agreement	1-CASE NO-Agmt - Landscape	Agreements
Agreement – License Agreement	1-CASE NO-Agmt - License	Agreements
Agreement – Operations and Maintenance Agreement	1-CASE NO-Agmt – O&M	Agreements
Agreement – Subdivision Improvement Agreement	1-CASE NO-Agmt - SIA	Agreements
Acceptance Letter – Probationary	1-CASE NO-PA	PA/FA Letters
Acceptance Letter – Final	1-CASE NO-FA	PA/FA Letters
Acceptance Letter – GESC – Initial Close Out	1-CASE NO-PA - GESC	PA/FA Letters
Acceptance Letter – GESC – Final	1-CASE NO-FA - GESC	PA/FA Letters
Civil Construction Drawings	1-CASE NO-CD	Reports/Studies/Plans
Collateral Letter of Intent	1-CASE NO-Collateral LOI	Collateral Letter of Intent
Collateral Reduction Letter	1-CASE NO-Collateral Red	PA/FA Letters
Contribution Deposit	1-CASE NO-Contribution	Contribution
Deeds - Quit Claim Deed	1-CASE NO-Deed - QC	Deeds and Easements
Deeds - Warranty Deed	1-CASE NO-Deed - Warranty	Deeds and Easements
Drainage Report and Plans	1-CASE NO-Drainage Study	Reports/Studies/Plans
Easement – Access Easement	1-CASE NO-Esmt - Access	Deeds/Easements
Easement – Drainage Easement	1-CASE NO-Esmt - Drainage	Deeds/Easements
Easement – Floodplain Easement	1-CASE NO-Esmt - Flood	Deeds/Easements
Easement – Public Use Easement	1-CASE NO-Esmt - PUE	Deeds/Easements
Easement – Sight Easement	1-CASE NO-Esmt - Sight	Deeds/Easements
Easement – Slope Easement	1-CASE NO-Esmt - Slope	Deeds/Easements
Easement – Temporary Access Easement	1-CASE NO-Esmt – Temp Access	Deeds/Easements
Easement – Temporary Construction Easement	1-CASE NO-Esmt – Temp Const	Deeds/Easements
Easement – Utility Easement	1-CASE NO-Esmt - Util	Deeds/Easements
Engineering Transmittal - 581 Review & Approval Form	1-CASE NO-ESD Transmittal	Application Documents
Escrow Deposit	1-CASE NO-Escrow	Escrow Information
Floodplain Certificate	1-CASE NO-Flood Cert	Reports/Studies/Plans
Floodplain Delineation Analysis	1-CASE NO-Flood Delin	Reports/Studies/Plans
Floodplain Modification Study	1-CASE NO-Flood Mod Study	Reports/Studies/Plans
GESC Cost Estimate – Final	1-CASE NO-GESC Cost Est-Final	Reports/Studies/Plans
GESC Cost Estimate – Initial/Interim	1-CASE NO-GESC Cost Est-Int	Reports/Studies/Plans
Grading, Erosion and Sediment Control (GESC) Report	1-CASE NO-GESC Report	Reports/Studies/Plans
Grading, Erosion and Sediment Control (GESC) Plans	1-CASE NO-GESC Plans	Reports/Studies/Plans
Invoice	1-CASE NO-Invoice - ESD	Receipts
Landscaping and Irrigation Plans	1-CASE NO-L&I Plans	Reports/Studies/Plans
Legal Description	1-CASE NO-Legal Desc	Deeds/Easements
Letter of Credit	1-CASE NO-Letter of Credit	Letters of Credit
Operation and Maintenance Manual	1-CASE NO-O&M Manual	Reports/Studies/Plans
Pavement Design	1-CASE NO-Pavement	Reports/Studies/Plans
Permit – Street Cut ROW Use	1-CASE NO-Permit - SC	Permits
Permit – Public Improvement	1-CASE NO-Permit - PI	Permits
Permit - GESC – Low Impact	1-CASE NO-Permit - GSL	Permits
Permit – GESC - Standard	1-CASE NO-Permit - GS	Permits

Document Name:	File Naming Requirement: submittal #-CASE NO-document name Example: 1-APR18-002-Plan Set	Category
Permit – Traffic, Signalization & Striping	1-CASE NO-Permit - TR	Permits
Permit – Floodplain	1-CASE NO-Permit - FL	Permits
Permit – Oversized Moving	1-CASE NO-Permit - OM	Permits
Permit – Annual Utility	1-CASE NO-Permit - AUT	Permits
Permit - Road Closure	1-CASE NO- Permit – Road Clos	Permits
Permit Request – Street Cut ROW Use	1-CASE NO-Permit Appl- SC	Application Documents
Permit Request – Public Improvement	1-CASE NO-Permit Appl- PI	Application Documents
Permit Request - GESC – Low Impact	1-CASE NO-Permit Appl- GSL	Application Documents
Permit Request – GESC - Standard	1-CASE NO-Permit Appl- GS	Application Documents
Permit Request – Traffic, Signalization & Striping	1-CASE NO-Permit Appl- TR	Application Documents
Permit Request – Floodplain	1-CASE NO-Permit Appl- FL	Application Documents
Permit Request – Oversized Moving	1-CASE NO-Permit Appl- OM	Application Documents
Permit Request – Annual Utility	1-CASE NO-Permit Appl- AUT	Application Documents
Permit Request - Road Closure	1-CASE NO-Permit Appl -Road Close	Application Documents
Public Improvements Engineers Cost Estimate	1-CASE NO-PI Cost Est	Agreements
Receipts	1-CASE NO-Receipt - ESD	Receipts
Referral Comments - CCBWQA	1-CASE NO-Referral- CCBWQA	Comments/Referrals
Referral Comments - CDOT	1-CASE NO-Referral- CDOT	Comments/Referrals
Referral Comments - SEMSWA	1-CASE NO-Referral- SEMSWA	Comments/Referrals
Referral Comments - UDFCD	1-CASE NO-Referral - UDFCD	Comments/Referrals
Response to Comments	1-CASE NO-RTC	Comments/Referrals
Soils Report	1-CASE NO-Soil Report	Reports/Studies/Plans
Staff Report – Engineering Dept	1-CASE NO- ESD Staff Report	Comments/Referrals
Traffic Control Plans	1-CASE NO-TCP	Permits
Traffic Impact Study	1-CASE NO-TIS	Reports/Studies/Plans
Utility Plans	1-CASE NO-Util Plans	Reports/Studies/Plans
Variance Request Documents	1-CASE NO-Variance	Waiver/Variance
Waiver Request Documents	1-CASE NO-Waiver	Waiver/Variance

***All redlines comments will have “REDLINES” as the last part of the name and uploaded to the appropriate category, not a separate redlines category. **[submittal #-CASE NO-[document name] – AC REDLINES/COMMENTS**

***All final documents will have “FINAL” as the last part of the name and uploaded to the appropriate category, not a separate redlines category. **CASE NO-[document name] – FINAL**