

Electronic File Naming Standards

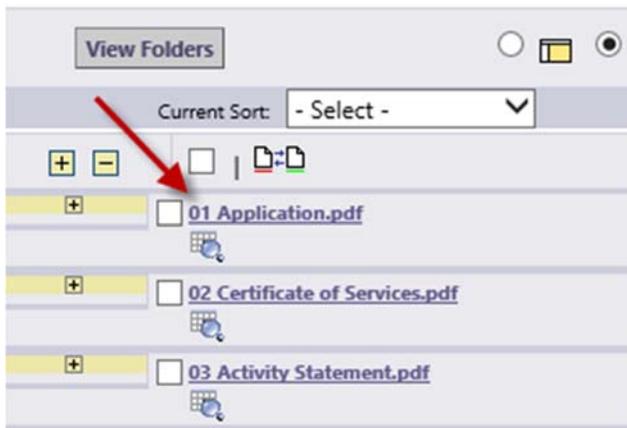
All files should be numbered and named according to their order listed on your provided Title Sheet, Cover Sheet or Table of Contents. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. NOTE: Please limit the number of characters in the file name to 40 characters or less – abbreviations are acceptable and encouraged. Do not include “-” (dashes) or special characters in the file name. Below are examples of acceptable file names. Your file names should start with the appropriate number given the order and content specific to your application and submittal requirements.

Document File Naming Standards: Document files shall start with a two-digit number.

Documents:

Example of Document File Names:

Application Form (Completed, signed) = 01 Application.pdf



Files are listed in order by the number placed in front of the file name

Drawings File Naming Standards: Drawing files shall start with a three-digit number

The following components make up the file name:

Sequential Display Order No.	Sheet Number	Sheet Title/Name	File Name
001	G001	Cover Sheet	001 G001 Cover Sheet

The following examples highlight acceptable naming standards for drawing sheets:

List of sheets on Drawing Cover Sheet:

Examples of Drawing File Names:

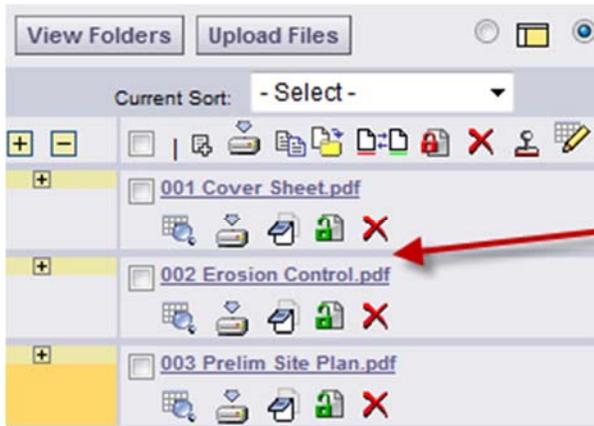
DRAWING INDEX	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
EXISTING CONDITIONS PLAN (ALTA SURVEY)	
1 OF 1	TOPOGRAPHIC SURVEY

- 001 Cover Sheet
- 002 0.1 Erosion Control
- 003 1.0 Prelim Site Plan
- 004 1.1 Evergreen Access
- 005 1.2 Phasing
- 006 1.3 Circulation
- 007 2.0 Grading and Drainage
- 008 3.0 Utility
- 009 3.1 Lighting
- 010 1.0 Landscape
- 011 Topographic Survey

The number value in front of the file name ensures the display order.

Adding Files to Your Completed Upload

After you have completed your initial upload and find that you need to add files in a certain sequence, and the upload task has been returned to you, the following is an example of how to add a file to your uploaded documents in a manner to ensure the new file is in the correct order:



If you want to upload a new document and want it to be listed between the 001 Cover Sheet and 002 Erosion Control documents, name your new file with "001.1" at the beginning of the file name.

Adding "001.1" to the front of the file name of the additional document uploaded, placed it in order between the files "001 Cover Sheet.pdf" and "002 Erosion Control.pdf".

