

ELECTRONIC FILE NAMING STANDARDS

All files should be named according to their order listed on your provided Title Sheet, Cover Sheet or Table of Contents. ProjectDox displays the files in numeric - alphabetical order, so it is important to name the Drawings with a three digit numeric value followed by the document name before uploading. The numeric value at the beginning of the file name ensures the order in which they are displayed after upload. This only applies to the files in the Drawings folder. Examples of acceptable file names are provided below. Some items shown below may not be applicable to your specific application.

| <u>Document Type:</u> | = | <u>Standard Document File Names:</u> |
|---|---|--------------------------------------|
| Application Form (Completed, signed) | = | Application |
| Residential Density Calculation Worksheet | = | Res Density Calcs |
| Application Narrative | = | Narrative |
| Clean Water Services Service Provider Letter | = | CWS SPL |
| Neighborhood Meeting Documentation | = | Neighborhood Mtg |
| Transportation Study or Traffic Impact Analysis | = | Traffic Report |
| Stormwater Analysis | = | Stormwater Report |
| GeoTechnical Report | = | Geotech Report |

ProjectDox Tip:

Please limit the number of characters in the file name to **35 characters or less** – abbreviations are acceptable. Do not include “-”(dashes) or special characters (&, %, #, etc.) in the file name. Below are examples of acceptable file names. Reminder, file names for Drawings, should start with the appropriate number given the order and content specific to your application and submittal requirements.

The following components make up the file name for Drawings:

| Sequential Display Order No. | Sheet Number | Sheet Title/Name | = | File Name |
|------------------------------|--------------|------------------|---|--------------------------|
| 001 | G001 | Cover Sheet | = | 001 G001 Cover Sheet |
| 002 | 1.0 | Site Plan | = | 002 1.0 Prelim Site Plan |

The following examples highlight acceptable naming standards for drawing sheets uploaded to the Drawings folder:

List of sheets provided on Drawing Cover Sheet:

| 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 |

Standard Drawing File Names:

- 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

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