

Naming Convention for E-docs

DOCUMENTS AND PLANS FOR SUBMISSION	FILE NAME
An application number is assigned after the first submission. Documents shall be named as shown (without a case number) and saved in PDF format.	
GENERAL (Administrative)	
Property Owner Consent Letter	A-LTR_Con
Statement of Justification	A_SOJ
Environmental Checklist	A-CHK_Env
Transportation Checklist	A-CHK_Trans
Archeology Checklist	A-CHK_Arch
Homeowner's Minor Amendment Checklist	A-CHK_HMA
Zoning Sketch Map	A-ZSM
BPIS (signed scoping agreement)	A-BPIS_Agmt
Transportation Scoping Agreement	A-TRA_Agmt
Permit Review Comments	A-PRMT_Comm
State Ethics Commission Affidavit (one PDF per entity/owner)	A_SECA1; A_SECA2; A-SECA3, etc.
Pre-App Conference Summary Form	A-PAC_Sum
Pre-App Neighborhood Mtg Pkg	A-PANM_Pkg
Point-by Point Response to Review Comments	A-COMM_Rsp
Vicinity Map	A-VIC_Map

REQUESTS	
Variance Request to Subtitle 27	REQ-ZO_Variance
Variance Request to Subtitle 25/Woodland Conservation Ordinance Requirements	REQ-WCO_Variance
Variation Request from Subtitle 24	REQ-Variation
Extension Request	REQ-Ext
Waiver Request	REQ-Wav
Reconsideration Request	REQ-Recon
Alternative Compliance Statement/Request	REQ-ALT_Comp
Request/Letter of Justification for Environmental Impacts	REQ-PMA_Imp
PREVIOUS APPROVALS/DECISIONS	
Planning Board Resolution	D-PBR_(insert case number of decision)
Zoning Hearing Examiner Decision	D-ZHE_(insert case number of decision)
District Council Decision	D-DC_(insert case number of decision)
Council Bills & Resolutions	D-(insert council bill or resolution number)
PUBLIC NOTICE	
Mailing List	A-LIST_Mail
Info Mailing Letter	A-LTR_Info
Acceptance Letter	A-LTR_Acp
Sign Posting	A-SIGN_Post
Affidavit Info	A-AFF_Info
Affidavit Accept	A-AFF_Acp
Pre-Application Neighborhood Meeting Notice Letter	A-LTR_PANM

PLANS	*One file for each plan set inclusive of all sheets*
Boundary Survey	PLN-Surv
Existing Conditions Plan	PLN-Ex_Cond
Preliminary Plan of Subdivision	PLN-Sub
Conservation Sketch Plan	PLN-Con_Skh
Tree Conservation Plan 1	PLN-TCP1
Tree Conservation Plan 2	PLN-TCP2
Civil Site Plan	PLN-Site
Landscape & Lighting Plan	PLN-Land&Lgt
Landscape Plan	PLN-Land
Hardscape Plan	PLN-Hard
Architectural Plan	PLN-Arch
Building Floor Plan	PLN-Floor
Photometric Plan	PLN-Photo
Recreation Facilities Plan	PLN-Rec_Fac
Staging Plan	PLN-Stg
Forest Stand Delineation	PLN-FSD
Signage Plan	PLN-Sign
Circulation Plan	PLN-Circ
Chesapeake Bay Critical Area Conservation Plan	PLN-Ches_Bay
SWM Concept	PLN-SWM
Basic Plan	PLN-Basic

Final Plat	PLN-Plat
Phasing	PLN-Phase
Utility Plan	PLN-Util
Natural Resource Inventory	PLN-NRI
Erosion & Sediment Control Plan	PLN-ESC
Floodplain Delineation or Waiver	PLN-Flood
SUPPORTING DOCUMENTS, EXHIBITS, STUDIES and REPORTS	
Truck Exhibit	EXH-Trk
Public Benefits Exhibit (Maps and tables)	EXH-Pub_Ben
Open Space Set Aside Exhibit	EXH-OSSA
Other Exhibit	EXH-(insert subject)
Economic Analysis	RPT-Econ
Public Facilities Statement	RPT-Pub_Fac
Traffic Impact Study or Counts	RPT-Traf
Noise Study	RPT-Noise
Soil Study	RPT-Soil
Geotechnical Study	RPT-Geo
Percolation Test Report	RPT-Perc
Environmental Assessment	RPT-Env
Wetland Study	RPT-Wet
Tree Conservation Plan Exemption Letter	DOC-TCP_Ex
Proposed Planned Development Conditions	DOC-PD_Cond
Estimated Construction Schedule	DOC- Con_Sch

SWM Approval Letter	DOC-LTR_SWM
SWM Exempt	DOC-LTR_SWM-Ex
WSSC Review	DOC-WSSC
Deeds	DOC-Deed
Easements (OSSA, cross access, public use, etc.)	DOC-ESMT_(insert easement type)
Recreational Facilities Agreement	DOC-RFA
Other Legal Documents	DOC-(insert type of legal document)
Record Plat	DOC-Rcd_Plat
Bonds	DOC-Bond
Statement of Finished Square Footage	DOC-SFSF_(insert architectural model name)