

Electronic Plan Submission File Naming Guidelines

To ensure successful submission of your application, please follow the guidelines below when uploading documents. If documents do not follow these guidelines, they may be rejected. Thank you!

Purpose:

This document will provide basic steps involved in using ProjectDox software for the purpose of ePlan submittal. This process will replace the paper-based review process of all Planning applications and allow everyone participating in the review process to enter comments and exchange ideas within a secure digital environment.

This document will act a general reference guide of tasks necessary to upload documents using ProjectDox and serve as a basic foundation of the process. Following these standards will allow for easy identification of drawings by using a naming convention as laid out in this document.

Required Documents:

Drawing Files:

- All plan files are required to be uploaded as single page files (Plans will be rejected if uploaded as a multi-page file or the incorrect orientation)
- All drawings and index pages should be uploaded in landscape orientation
- Preferred drawing size is 24x36

Supporting Documents:

- All other documents required as part of the application may be uploaded as multi-page files
- Example of supporting documents: Application, Project Narratives, Stormwater Reports, Ect.

To see more information on what is required for your type of application, please refer to our Development Review Handbook located on our website.

Reserved Space Requirements:

Please leave a 3" width x 5" height blank space on the top right corner of all documents. This blank space must be .5" from the edge of the paper in both directions.

This location will be used for Final Approval Stamp to ensure it is visible and not truncated.

File Naming Standards:

All drawings submitted though Project Dox should include the first character(s) of the discipline name, followed by a 3- digit sheet number and drawing type.

Discipline: First character(s) in the file name represents the discipline are followed by the page number and type of drawing (example: Floor plan, Architectural: A001 – Floor Plan).

Sheet Number: Must be a 3- digit number with leading zeros. Note: if decimals are needed, place decimal after third digit (example: A001.99)

The following **examples** highlight correctly named drawing sheets uploaded to the **drawings** folder:

Drawing Type:	Discipline:	Sheet Number:	Example File Name:
Civil Plans	Civil	001-999	C001- Civil
Cover Sheet	Civil	001-999	C002- Cover
Site Plan	Civil	001-999	C003- Site Plan
Drainage/ Grading Plan	Civil	001-999	C004- Grading
Landscape Plan	Landscape	001-999	L001- Landscape
Survey	Survey	001-999	S001-Survey
Exterior Elevations	Architectural	001-999	A001- Elevations

Supporting documents do not need to be in a defined order. Instead, just name the file by what it is.

The following **examples** highlight correctly named supporting documents uploaded to the **documents** folder:

Supporting Document Title:
Land Development Application
Deposit Agreement
Title Commitment
Legal Description
Phase I Environmental Assessment
Geotechnical Analysis
Traffic Study

*****When uploading revised files, file names for all drawings and documents, they MUST BE UPLOADED USING THE SAME NAME AS THE ORIGINAL UPLOAD, please do not make any changes or additions to the file names. This is important as it allows the system to automatically version files.*****

ProjectDox Tip: Abbreviations are acceptable. Do not include “-” (dashes) or special characters (&,%,#,;,ect.) in the file name.

ProjectDox Tip: Please limit the number of characters in the file name to 40 characters or less

Approved Plans:

After a final decision has been made, Planning staff will electronically stamp final approved plans (in the top right corner). Once plans have been stamped, you will receive a notification that the stamped plans are available for download and print from the Final Approved Plans folder.