



**Scappoose Planning Department**  
33568 E. Columbia Ave. Scappoose, OR 97056  
Phone: 503-543-7184  
[www.scappoose.gov](http://www.scappoose.gov)

## CONDITIONAL USE APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS. REFER TO SUBMITTAL CHECKLIST PAGE.**

### Tracking Information (For Office Use Only)

Application Submittal Includes:

- ☐ 2 Hard Copies Required (Initial Submittal)      ☐ Electronic Submittal      ☐ Fee
- ☐ 7 Hard Copies Required (Final Submittal, once deemed complete by City Planner)

Date Submitted with payment: \_\_\_\_\_

Receipt #: \_\_\_\_\_

File # \_\_\_\_\_ Hearing Date \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_ (acres or sq. ft.) Dimensions \_\_\_\_\_

### SUMMARY OF REQUEST

**Proposed Project Name** \_\_\_\_\_

**Project Type/Narrative Summary:** *(Provide a brief summary including the nature of activities, number of students/participants, hours of operation, and specify project type: Single-family Residential, Multi-family Residential, Institution, Commercial, Industrial, Mixed Use)*

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Subject to previous Land-use approval? ☐ Yes ☐ No File No. \_\_\_\_\_ *(attach copy of Notice of Decision)*

# of Buildings \_\_\_\_\_ # of Parking Spaces \_\_\_\_\_ # of Accessible Parking Spaces \_\_\_\_\_ % of Landscaping \_\_\_\_\_

**NOTE:** *The summary provided above must be part of a more extensive written narrative that describes the project and justifies the requested conditional use based on the approval criteria. For more information read Approval Criteria and Submittal Requirements attached.*

CONTINUED ON PAGE 2

## CONDITIONAL USE APPLICATION (CONTINUED)

### DETAILED SITE INFORMATION

Are any of the following present on the site? *If so, please specify number of acres and/or percentage of site affected.*

Flood Plain \_\_\_\_\_ Wetlands \_\_\_\_\_ Significant Natural Resources \_\_\_\_\_

Cultural Resources \_\_\_\_\_ Airport Noise Contours \_\_\_\_\_ Slopes Greater Than 15% \_\_\_\_\_

Water Provider: ☐ City of Scappoose ☐ Well ☐ Other: \_\_\_\_\_

Does the site have access to City street(s) ☐ Yes ☐ No *(Please explain)* \_\_\_\_\_

Does the site have access to County road(s) ☐ Yes ☐ No *(Please explain)* \_\_\_\_\_

Are there existing structures on the site? ☐ Yes ☐ No *(If Yes, briefly explain future status of structures.)* \_\_\_\_\_

**OWNERSHIP AND APPLICANT INFORMATION** (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

**Property Owner(s):** Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No *(If Yes, please list tax map and tax lots)*

Property Owner(s) Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

*(If more than one property owner, please attach additional sheet with names and signatures.)*

**Applicant:** Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

CONTINUED ON PAGE 3

**CONDITIONAL USE APPLICATION  
(CONTINUED)**

**ADDITIONAL PROJECT TEAM MEMBERS**

**Applicant's Representative:** Contact Name \_\_\_\_\_

BusinessName \_\_\_\_\_

Mailing  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Planning Consultant:** Contact Name \_\_\_\_\_

BusinessName \_\_\_\_\_

Mailing  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Additional Personnel:** Role \_\_\_\_\_ Contact \_\_\_\_\_

BusinessName \_\_\_\_\_

Mailing  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Additional Personnel:** Role \_\_\_\_\_ Contact \_\_\_\_\_

BusinessName \_\_\_\_\_

Mailing  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

# RESIDENTIAL DENSITY CALCULATION WORKSHEET

If your proposal includes residential then please complete this Residential Density Calculation Worksheet; to monitor compliance with State regulations, the City must track the net densities of new residential developments in the City. This worksheet must be completed by the applicant and submitted with the preliminary application for any residential or mixed-use subdivision, planned unit development, partition, or development review approval.

Project Name \_\_\_\_\_

Developer / Applicant \_\_\_\_\_

Project Site Address \_\_\_\_\_

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Net residential density is calculated on net acreage, the area on a site which is eligible for development. Net acreage is calculated by subtracting undevelopable land from gross acreage.

**Residential Density Calculations:** Fill in the blanks below to calculate the net residential density.

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): \_\_\_\_\_ square feet

**Less "undevelopable land" square feet: (as applicable)**

Public street right-of-way dedication \_\_\_\_\_

Public or private access easements \_\_\_\_\_

Public or private access easements \_\_\_\_\_

Private street tracts \_\_\_\_\_

Required internal fire access drive areas \_\_\_\_\_

Storm water treatment and detention areas \_\_\_\_\_

Wetlands and required CWS vegetated corridors \_\_\_\_\_

Areas with 20% or greater slopes \_\_\_\_\_

Areas within the 100-year floodplain \_\_\_\_\_

Land dedicated to the City for parks or greenways \_\_\_\_\_

Maneuvering area for truck loading docks \_\_\_\_\_

Electrical transformer platforms, industrial chemical and/or gas storage areas, or other hazardous area where occupancy is Not Permitted for safety reasons \_\_\_\_\_

**Total Net Area** (total gross area minus undevelopable land): \_\_\_\_\_ square feet

**Net Acreage of Subject Site** (total net area divided by 43,560): \_\_\_\_\_ acres

**Total Number of Residential Units Proposed:** \_\_\_\_\_ units

**Net Residential Density** (proposed units divided by net acreage): \_\_\_\_\_ units per net acre

## **APPROVAL CRITERIA AND REVIEW STANDARDS (CONDITIONAL USE)**

The approval criteria and requirements for a **Conditional Use** application are set forth in Section 17.130 of the Scappoose Development Code as follows:

### 17.130.020 Administration and Approval Process.

- A. The applicant of a conditional use proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. Action on the application shall be in accordance with Chapter 17.162.

### 17.130.030 Expiration of Approval.

- A. Approval of a conditional use by the planning commission shall be void if:
  - 1. Substantial construction of the approved plan has not been completed within a one-year period; or
  - 2. Construction on the site is a departure from the approved plan.
- B. The planner may, upon written request by the applicant and payment of the required fee, grant an extension of the approval period not to exceed one year, provided that:
  - 1. No changes are made on the original conditional use plan as approved by the planning commission;
  - 2. The applicant can show intent of initiating construction on the site within the one year extension period; and
  - 3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.
- C. Notice of the decision shall be provided to the applicant.

### 17.130.040 Phased Development or Existing Development.

- A. The planning commission may approve a time schedule for developing a site in phases over a period of time of one year, but in no case shall the total time period for all phases be greater than three years without reapplying for conditional use review.
- B. The following criteria shall be satisfied in order to approve a phased conditional use review proposal
  - 1. All underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy;
  - 2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard; and
  - 3. The phase shall not result in requiring the city or other property owners to construct public facilities that were required by an approved development proposal.

### 17.130.050 Approval Standards and Conditions.

- A. The planning commission shall approve, approve with conditions, or deny an application for a conditional use based on findings of fact with respect to each of the following criteria:
  - 1. The characteristics of the site are suitable for a proposed use considering size, shape, location, topography, and natural features;
  - 2. All required facilities have adequate capacity to serve the proposal;
  - 3. The applicable requirements of the zone are met;
  - 4. The use is compatible with surrounding properties or will be made compatible by imposing conditions.
- B. An enlargement or alteration of an existing conditional use shall be subject to the approval standards of this Chapter.
- C. The planning commission may impose conditions on its approval of a conditional use, which it finds are necessary to ensure the use is compatible with other use in the vicinity. These conditions may include, but are not limited to, the following:
  - 1. Limiting the hours, days, place and manner of operation;
  - 2. Requiring design features which minimize environmental impact such as noise, vibration, air pollution, glare, odor and dust;
  - 3. Requiring additional setback areas, lot area, or lot depth or width;
  - 4. Limiting building height, size or lot coverage, or location on the site;
  - 5. Designating the size, number, location and design, of vehicle access points;

6. Requiring street right-of-way to be dedicated and the street to be improved;
7. Requiring landscaping, screening, drainage and surfacing of parking and loading areas;
8. Limiting the number, location, size, height and lighting of signs;
9. Limiting or setting standards for the location and intensity of outdoor lighting;
10. Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance;
11. Requiring and designating the size, height, location and materials for fences;
12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas;
13. Requiring the dedication of sufficient open land area for a greenway adjoining and within the floodplain when land form alterations and development are allowed within the one hundred-year floodplain.

#### 17.130.060 Major Modification.

A. An applicant may request approval of modification to an approved plan by:

1. Providing the planner a reproducible copy of the proposed modified conditional use plan; and
2. A narrative addressing the proposed changes as listed in subsection B of this section.

B. the planner shall determine that a major modification(s) will result if one or more of the following changes are proposed:

1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
2. A change in ratio or number of different types of dwelling units;
3. A change that requires additional onsite parking in accordance with Chapter 17.106;
4. A change in the use as defined by the Uniform Building Code;
5. An increase in the height of the building(s) by more than twenty percent;
6. A change in the type and location of access ways and parking areas where off-site traffic would be affected;
7. An increase in vehicular traffic to and from the site and the increase can be expected to exceed fifty vehicles a day;
8. An increase in the floor area proposed for a nonresidential use by more than ten percent;
9. A reduction in the area reserved for common open space and/ or usable open space;
10. A reduction of project amenities where specified in the site plan:
  - a. Recreational facilities
  - b. Screening, and/or
  - c. Landscaping provisions,
11. A change in land use, and
12. A modification to the conditions imposed at the time of conditional use approval which are not the subject of subdivisions B (1) through (11) of this subsection.

C. Upon the planner determining that the proposed modification to the conditional use plan is a major modification, the applicant shall submit a new application for conditional use approval.

#### 17.130.070 Minor Modifications.

A. Any modification which is not within the description of a major modification as provided in Section 17.130.060 shall be considered a minor modification

B. An applicant may request approval of a minor modification:

1. Providing the planner with three copies of the proposed modified conditional use plan; and
2. A narrative which indicates the rational for the proposed modification addressing the changes listed in Section 17.130.060 (B).

C. The planner may approve, approve with conditions, or deny a minor modification following the planner's review based on the findings that:

1. No title provisions will be violated; and
2. The modification is not a major modification.

D. Notice of the planner's decision shall be given.

#### 17.130.080 Application Submission Requirements.

A. All applications shall be made on forms provided by the planner and shall be accompanied by:

1. Copies of the development permit proposal and necessary data or narrative which explains how the proposal conforms to the standards; and

2. Site development plans drawn to a standard engineering scale.
- B. The required information may be combined on one map.

17.130.090 Site Development Plans.

A. Site development plan(s), data and narrative shall include the following information:

1. A vicinity map showing the proposed site and surrounding properties;
2. The site size and its dimensions
3. The location, dimensions, and names of all:
  - a. Existing and platted streets and other public ways and easements on the site and on the adjoining properties, and
  - b. Proposed streets and other public ways and easements on the site;
4. The location and dimension of:
  - a. Entrances and exits on the site,
  - b. Parking and traffic circulation areas,
  - c. Loading and services areas, where applicable,
  - d. Pedestrian and bicycle facilities,
  - e. Utilities;
5. The location, dimensions, and setback distances of all:
  - a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
  - b. Proposed structures, improvements, and utilities on the site,
6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
7. A grading plan that includes:
  - a. The identification and location of the benchmark and corresponding datum;
  - b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals; and
  - c. When requested by the planner, a statement from a registered engineer supported by factual data substantiating :
    - i. The validity of the slope stabilization proposal,
    - ii. That other off-site impacts will not be created
    - iii. Stream flow calculations,
    - iv. Cut and fill calculations, and channelization measures proposed;
8. The location of drainage patterns and drainage courses;
9. The location of any natural hazard areas including
  - a. Floodplain areas (only hundred-year floodplain and floodway),
  - b. Slopes in excess of fifteen percent;
  - c. Unstable ground (areas subject to slumping, earth slides or movements),
  - d. Areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year
  - e. Areas having a severe soil erosion potential as defined by the Soil Conservation Service, and
  - f. Areas having severe weak foundation soils;
10. If applicable, the location of resource areas or site features including:
  - a. Wildlife habitat, and
  - b. Wetlands,
  - c. Rock outcroppings, and
  - d. Trees with a six inch caliper or greater measured four feet from ground level;
11. The method for mitigating any adverse impacts upon wetland, riparian or wildlife habitat areas.
12. The location of areas to be landscaped including;
  - a. Location and height of fences, buffers, and screening,
  - b. Location of terraces, decks, shelters, play areas, and common open space where applicable, and
  - c. Location, type, and size of existing and proposed plant materials
  - d. Soil conditions, and
  - e. Erosion control measures that will be used.

## SUBMITTAL REQUIREMENTS CHECKLIST (CONDITIONAL USE)

### **Pre-Submittal Requirements:**

☐ Applicants are required to schedule a pre-application meeting with Planning staff to discuss application prior to submittal of land use application. **Incomplete applications will not be accepted. No loose pages will be accepted, each submittal set must be bound with page numbers.**

### **Application Submittal Requirements:**

The following is a summary of the application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application. **Incomplete applications will not be accepted. No loose pages will be accepted, each submittal-set must be bound with page numbers. Refer to first page for required number of submittal-sets for distribution.**

☐ Application Form, (Completed, and Signed): the original completed, signed application which must include a “wet ink” signature from the property owner or owner’s authorized agent.

☐ Application fees: the appropriate application fee **PAYABLE TO CITY OF SCAPPOOSE**. Please consult the fee schedule for current fees. Use city website to pay with card.

☐ Narrative and Response to Approval Criteria: A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.

☐ Site development plans drawn to a standard engineering scale.

☐ Transportation Impact Analysis

☐ Geotechnical Report

☐ Storm Water Analysis

☐ Will serve letter from Postmaster, Waste Management, CRPUD, NW Natural, and Comcast (as applicable)

☐ Complete Electronic Set of all application materials: a full electronic version of all application materials, including all applicable items listed on the following page, provided on CD, DVD, or thumb-drive (storage device will not be returned to the applicant). The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

### **Site Development Plans.**

Site development plan(s), data and narrative shall include the following information:

☐ A vicinity map showing the proposed site and surrounding properties.

☐ The site size and its dimensions.

☐ The location, dimensions, and names of all; existing and platted streets and other public ways and easements on the site and on the adjoining properties, and proposed streets and other public ways and easements on the site.

☐ The location and dimensions of; entrances and exits on the site, parking and traffic circulation areas, loading and services areas (where applicable), pedestrian and bicycle facilities, and utilities.

☐ The location, dimensions, and setback distances of all:

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- Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
- Proposed structures, improvements, and utilities on the site,

☐ Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;

☐ A grading plan that includes:

- The identification and location of the benchmark and corresponding datum;
- Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals; and
- When requested by the planner, a statement from a registered engineer supported by factual data substantiating :
  - + The validity of the slope stabilization proposal,
  - + That other off-site impacts will not be created
  - + Stream flow calculations,
  - + Cut and fill calculations, and channelization measures proposed;

☐ The location of drainage patterns and drainage courses.

☐ The location of any natural hazard areas including:

- Floodplain areas (only hundred-year floodplain and floodway),
- Slopes in excess of fifteen percent;
- Unstable ground (areas subject to slumping, earth slides or movements),
- Areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year
- Areas having a severe soil erosion potential as defined by the Soil Conservation Service, and
- Areas having severe weak foundation soils;

☐ If applicable, the location of resource areas or site features including:

- Wildlife habitat, and
- Wetlands,
- Rock outcroppings, and
- Trees with a six inch caliper or greater measured four feet from ground level;

☐ The method for mitigating any adverse impacts upon wetland, riparian or wildlife habitat areas.

☐ The location of areas to be landscaped including;

- Location and height of fences, buffers, and screening,
- Location of terraces, decks, shelters, play areas, and common open space where applicable, and
- Location, type, and size of existing and proposed plant materials
- Soil conditions, and
- Erosion control measures that will be used.

## **ELECTRONIC FILE ORDER AND DETAIL (CONDITIONAL USE)**

**File Order and Detail:** Application materials must be provided in the following order on the submitted electronic storage device:

- 1) Application Form (Completed, Signed):** The original completed, signed application form. The original application form must include a “wet ink” signature from the property owner or authorized agent.
- 2) Narrative and Response to Approval Criteria:** A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.
- 3) Plans/Drawings:** Appropriate and necessary plans and/or drawings. A vicinity map showing existing conditions within 500 feet of the proposed subdivision, including topography, lot patterns, utilities and transportation facilities; existing conditions plan; site development plan showing building footprints and on-site circulation, building elevations and floor plans, landscape plan; fencing and lighting plan, grading and erosion control plan, and on site and adjacent infrastructure plan.

### **Plans Saved to Scale:**

All plans must be saved to a legible and reasonable scale. Examples of preferred plan scales include:

Site plans: 1" = 20' (22" x 34"); 1" = 40' (11" x 17")

Landscape plans: 1" = 20' (22" x 34"); 1" = 10' for detailed plans; 1" = 40' (11" x 17")

Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1'; no smaller than 1/16" = 1'; 1/4" = 1' for detailed plans.

# ELECTRONIC FILE NAMING STANDARDS

Submission of electronic files uploaded to an electronic storage device should be numbered and named according to their order listed on the 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.

## **Document File Naming Standards:** (Document files shall start with a two-digit number)

Application Packet Order of Contents	Document File Naming Standards
Application Form (Completed, signed)	01 Application.pdf
Residential Density Calculation Worksheet	02 Res Density Calcs.pdf
Site Activity Statement	04 Activity Statement.pdf
Narrative and Response to Approval Criteria	05 Narrative.pdf
Technical Reports: Storm water Analysis	10 Storm Analysis.pdf
Materials Board	11 Materials Board.pdf
Plans/Drawings	See below for examples

## **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 provided 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.