



Scappoose Planning Department

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Phone: 503-543-7146 Fax: 503-543-7184

www.ci.scappoose.or.us

PARTITION APPLICATION - MODIFICATION OF APPROVAL

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. Applicants are required to schedule a pre-application meeting with the staff prior to submitting final application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

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 #: _____

Final Submittal Date: _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Site Size _____ acres sq. ft.

Dimensions _____

SUMMARY OF REQUEST

Proposed Project Name _____

Project Type/Narrative Summary: (Provide a brief summary and specify project type: Single Family Residential (SFR), Multi-family Residential (MFR), Commercial (C), Industrial (I)) _____

Please indicate the dimensions of proposed parcels in feet:

	Parcel Area	Parcel Width	Parcel Depth
Parcel 1 measurements			
Parcel 2 measurements			
Parcel 3 measurements			

Note: If a residential project is proposed, a Residential Density Calculation Worksheet (page attached) must be submitted.

Is a Variance Requested? Yes No If Yes, identify type of request: Minor Variance Major Variance

Note: Procedures and applicable criteria for variances may be found in SDC Chapter 17.134

**PRELIMINARY PARTITION
(CONTINUED)**

Detailed Site Information

Are any of the following present on the site? (**NOTE:** If any of the below are present on-site, 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 street/road improvements requested or required? Yes No (*Please explain*) _____

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

Are there existing wells or septic drain fields on the site? Yes No (*If Yes, briefly explain future status.*) _____

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 _____

ADDITIONAL PROJECT TEAM MEMBERS

Applicant's Representative: Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Civil Engineer: Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Architect: Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Landscape Architect: Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

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": (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 (PRELIMINARY PARTITION)

The approval criteria and review standards for a **Preliminary Partition** application are listed in Chapter 17.152 of the Scappoose Development Code (SDC) as follows:

17.152.020 Partition Review Required.

A. A major land partition review is required when a division of land creates a street or road (public or private), within one calendar year.

B. A minor land partition review is required when three lots or fewer are created without the creation of a street or road, within one calendar year.

17.152.030 General Provisions.

A. An application for a major or minor partition shall be processed through a two-step process: (1) the tentative plan, and (2) the final plat:

1. The tentative plan for a major partition shall be approved by the planning commission before the final plat can be submitted for approval consideration; the tentative plan for a minor partition shall be approved by the planner before the final plat can be submitted for approval consideration; and
2. The final plat shall reflect all conditions of approval of the tentative plan.

B. All partition and property line adjustment proposals shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.

C. When partitioning tracts into large lots, the approval authority shall require that the lots be of such size and shape as to facilitate future re-division in accordance with requirements of the zoning districts and this title.

D. When landfill and/or development is allowed within the floodway fringe, the city may require the dedication of sufficient open land area for a greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/ bicycle pathway within the floodplain.

E. All partition proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage

F. All partition proposals shall have adequate drainage provided to reduce exposure to flood damage.

G. All land partition proposals shall include neighborhood circulation plans that conceptualize future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicle/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycles/ pedestrian paths and destination points. A circulation plan is conceptual in that its adoption

does not establish a precise alignment. An applicant for a partition is required to submit a circulation plan unless the applicant demonstrates to the planner one of the following.

3. An existing street or proposed new street need not continue beyond the land to be divided in order to complete or extend an appropriate street system or to provide access to adjacent parcels within five hundred feet of the proposed development; or
4. The proposed street layout is consistent with a street pattern adopted as part of the city's transportation system plan, or a previously adopted circulation plan.

17.152.040 Administration and Approval Process.

A. The applicant of a partition or property line adjustment proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.

B. Any application for a major or minor land partition or property line adjustment shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivision and Partitions.

C. No lot or parcel to be created through the partitioning process shall be sold until approval and filing of final partition plat.

D. Upon receipt of a completed application, the planner shall furnish copies of the proposed tentative plan to affected city departments and affected government agencies or utilities in accordance with Chapter 17.164.

E. Upon receipt of a completed application for a major partition, the planner shall:

1. Schedule a limited land use decision pursuant to Chapter 17.164, to be held by the planning commission within sixty days from the time the complete application is filed and shall provide a notice of the hearing;
2. Incorporate all staff recommendations into a staff report to the planning commission;
3. The planning commission shall approve, approve with conditions, or deny any application for tentative plan. The planning commission shall apply the standards set forth in section 17.152.070 when reviewing an application for participation.

F. Upon receipt of a completed application for a minor partition or property line adjustment, the planner shall process according to Chapter 17.164 and the planner shall be the approval authority.

G. An applicant may request approval of a modification to an approved preliminary partition plan prior to final partition plat approved by:

4. Submitting an application for modification of approval and providing the planner with a reproducible copy of a revised preliminary plan or illustration of the proposed modification accompanied by a written narrative detailing the rationale for the proposed modification;
5. The planner shall determine whether the proposed change is a major or minor modification. Generally, any modification that alters the preliminary plan by making significant language changes within conditions of approval, shall be considered a major modification, and is subject to administration and approval process detailed within this section, the approval authority shall be the planning commission. A minor modification shall be approved, approved with conditions or denied following the planner's review based on findings that:

- a. No title provisions will be violated;
- b. The modification is not a major modification.

17.152.050 Expiration of Approval—Standards of Extension of Time.

A. Approvals for major partitions, minor partitions and property line adjustments shall be effective for a period of one year from the date of approval.

B. The approval shall lapse if:

1. The partition or property line adjustment has been improperly recorded with Columbia County without the satisfactory completion of all conditions attached to the approval;
2. The final recording is a departure from the approved plan

C. The planner may, upon written request by the applicant, grant an extension of the approval period not to exceed one year provided that:

1. No changes are made on the original plan as approved by the planner;
2. The applicant can show intent of recording the approved partition or property line adjustment within the one year extension period; and
3. There have been no changes in the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

D. Notice of the decision regarding the extension shall be provided to the applicant. The planner's decision may be appealed.

17.152.60 Phased Development.

A. The planning commission may approve a time schedule for developing a partition in phases, but in no case shall the actual construction time period for any phase be greater than two years without submitting the final plat for each completed phase. In no case shall the total time for construction of the development exceed five years. The planning commission may require a new application for a tentative plan for subsequent phases following the final plat approval.

B. The following criteria shall be satisfied in order to approve a phased partition 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 phased development shall not result in requiring the city or other property owners to construct public facilities that were required as part of the approval of the tentative plan.

C. The application for phased development approval shall be heard concurrently with the tentative plan application and the decision may be appealed in the same manner as the tentative plan.

17.152.070 Partition Approval Criteria. A Request to partition land shall meet all of the following criteria:

A. The proposed partition complies with all statutory and ordinance requirements and regulations;

B. Adequate public facilities are available to serve the proposal;

C. All proposed lots conform to the size and dimensional requirements of this title; and

D. All proposed improvements meet city and applicable agency standards.

E. Streets or roads are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects, including conformance with submitted neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern.

17.152.080 Special Provisions for Lots Created Through Partition Process.

A. The minimum width of the building envelope area shall meet the lot requirement of the applicable zoning district.

B. The lot area shall be as required by the applicable zoning district. In the case of a flag lot, the accessway may not be included in the lot area calculation.

C. Each lot created through the partition process shall front a public right-of-way as specified by the zoning designation. All flag lots shall be considered to be major variances and shall be subject to planning commission review and approval.

D. Setbacks shall be as required by the applicable zoning district.

E. When the partitioned lot is a flag lot, the developer may determine the location of the front yard, provided that no side yard is less than ten feet. Structures shall generally be located so as to maximize separation from existing structures.

F. Screening to the standards included in Section 17.100.090, may be required along the property line of a lot of record where the paved drive of an accessway is located within ten feet of an abutting lot. Screening to the same standards included in Section 17.100.090 may also be required to maintain privacy for abutting lots and to provide usable outdoor recreation area for proposed development. G.

G. The Scappoose fire district may require the installation of a fire hydrant where the length of an accessway would have a detrimental effect on firefighting capabilities and may require provision of an emergency vehicle turnaround.

H. No greater than three single-family detached dwelling units may be served by a common drive. Use of a common drive for access to more than three dwelling units other than single-family detached may be required and shall be subject to the approval of the planner, public works director and the planning commission. Where a common drive is to be provided, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved partition map.

I. Any access way shall be paved and shall comply with the standards set forth in public works design standards.

J. Where landfill and/or development is allowed within the floodway fringe, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain.

17.152.100 Preliminary Application Submission Requirements.

A. All applications shall be made on forms provided by the planner and shall be accompanied by copies of the preliminary partition map or property line adjustment map and necessary data or narrative.

B. The preliminary partition map and necessary data or narrative shall include the following:

1. Name(s)
 - a. Name of the owner(s) of the subject parcel,
 - b. Name of the owner(s) authorized agent (if applicable), and
 - c. Name, address and phone number of the land surveyor,
2. The map scale, north arrow and date;
3. Sufficient description to define the location and boundaries of the proposed area to be partitioned or adjusted;
4. The scale shall be an engineering scale sufficient to show the details of the plan related data;
5. The location, width and names of streets or other public ways and easements within and adjacent to show the details of the plan and related data;
6. Other important features, to include:
 - a. The location of all permanent buildings on and within twenty-five feet of all property lines,
 - b. The location and width of all water courses,
 - c. Any trees with a diameter of six inches or greater at four feet above ground level
 - d. All slopes greater than fifteen percent, and
 - e. The location of existing utilities and utility easements;
7. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
8. Any deed restrictions that apply to the existing lot;
9. A plan outlining how utilities, public services, and utility easements will serve newly created parcels; and
10. Where it is evident that the subject parcel can be further partitioned, the applicant must show that the land partition will not preclude the efficient division of land in the future.
11. Unless specifically exempted by the planner, a neighborhood circulation plan that conceptualizes future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular, bicycle, pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points.

C. The tentative plan shall be as accurate as possible to ensure proper review by affected agencies.

D. Upon acceptance of a complete application, the planner shall transmit copies of the preliminary land partition application or property line adjustment map to affected city staff and other government agencies and utilities in accordance with Chapter 17.164.

E. The planner shall review the proposal for compliance with the provision of this title and coordinate the review conducted by applicable regulations.

F. Except as provided in ORS 92.040, the review of the tentative plan or property line adjustment does not guarantee the applicant that the final application for land partition or property line adjustment will be approved nor that additional information or revisions will not be required by the city.

17.152.110 Final Application Submission Requirements.

A. All final applications for major and minor land partitions and property line adjustments shall be provided to the planner and shall be accompanied by a reproducible copy of the partition plat or the final property line adjustment survey map prepared by a land surveyor licensed to practice in Oregon, and necessary data or narrative.

B. The partition plat or property line adjustment survey map and data or narrative shall be drawn to the minimum standards set forth by the Oregon Revised Statutes and by Columbia County and shall include:

1. The final partition map shall be drawn on an eighteen inch by twenty-four inch mylar sheet. The final property line adjustment map must be eighteen inches by twenty-four inches and may be on vellum or mylar;
2. The scale of the map shall be an engineering scale approved by the county surveyor;
3. Name(s)
 - a. Name of owner(s) of the subject parcel,
 - b. Name of the owner(s) authorized agent (if applicable), and
 - c. Name, address and phone number of the land surveyor ;
4. The assessor's map and lot number and a copy of the deed, sales contract or document containing a legal description of the land to be partitioned;
5. The map scale, north arrow and date;
6. Dimensions and legal descriptions of the parent parcel and all proposed parcels;
7. Boundary lines and names of adjacent partitions and subdivisions, and the tract lines abutting the site;
8. The locations, width and names of streets or other public ways and easements within and adjacent to the proposed partition;
9. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
10. Any deed restrictions that apply to existing or proposed lots; and
11. Signature blocks for city approval and acceptance of public easements and rights-of-way.

17.152.140 City Acceptance of Dedicated Land.

A. The city manager shall accept by signature on the final plat the proposed right-of-way dedication prior to recording a land partition.

B. The city manager shall accept by signature on the final plat all public easements shown for dedication on partition plat maps.

17.152.150 Centerline Monumentation— Monument Box Requirements.

The centerlines of all streets and roadway rights-of-way shall be monumented as prescribed in ORS 92.060 (2) before city acceptance of street improvements. Centerline monuments are required to have monument boxes approved by the public works director and the tops of all monument boxes shall be set to finished pavement grade.

17.152.150 Recording of Partitions and Property Line Adjustments.

A. Within ten days of the planner's approval of the partition or property line adjustment and the city manager's acceptance of any dedicated land to the city, the applicant shall record the partition plat or property line adjustment survey map with Columbia County and submit the recordation numbers to the city, to be incorporated into the record.

B. The applicant shall submit a recorded plain paper copy of the final partition plat of property line adjustment survey map to the city within fifteen days of recording.

SUBMITTAL REQUIREMENTS CHECK LIST

PARTITION APPLICATION

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, all documents 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, all documents must be bound with page numbers.**

- 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. This will be the 1st page.
- Application fees:** the appropriate application fee **PAYABLE TO CITY OF SCAPPOOSE**. Please consult the fee schedule for current fees.
- 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.
- A plan outlining how utilities**, public services, and utility easements will serve newly created parcels.
- A neighborhood circulation** plan that conceptualizes future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular, bicycle, pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points.
- Site plans** meeting the specifications below.
- 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 Plan Specifications:

GENERAL INFORMATION

- Map context information including date, north arrow, and scale of drawing.
- Vicinity map showing the general location of the property in relation to the nearest major street or highway.
- Contact information including names, addresses, telephone numbers, fax numbers and e-mail addresses.
- Contacts should include owners, applicants, architects, engineers and surveyors.
- Identification as a tentative partition plat.
- Legal Description of the proposed partition sufficient to define the location and boundaries.

EXISTING CONDITIONS

- Location, name and present width of all streets, alleys and rights-of-way on and abutting the tract.
- Location, purpose and present width of all existing easements of record on and abutting the tract.
- Areas of the site that have been filled with soil or debris from the site or from off-site sources.
- All utilities on and abutting the tract. If water mains and sewers are not on or abutting the tract, the drawing must indicate the direction and distance to the nearest ones. If a septic tank or well is on site indicate their locations. Line sizes for all existing utilities serving the property.
- Ground elevations shown by contour lines at 2-foot intervals for ground slopes of 0% to 10% and 5-foot intervals for slopes over 10%.
- Natural features such as watercourses, rock outcroppings, wetlands, wooded areas (other than brush and scrub), and areas of the site within the 100-year floodplain.
- Existing uses including the scaled location and present use of all existing structures on the property. Identification of which structures will remain and which will be removed after partitioning.

PROPOSED IMPROVEMENTS

- Location, width and purpose of proposed easements.
- Number of lots proposed, square footage of each lot, dimensions of each lot, and lot numbers. Each lot shall abut upon a public street.
- Proposed use of property, type of building: single-family, duplex, multifamily, other.
- Narrative statement of the partition improvements proposed. Include a timeline of the improvements to be made or installed.
- Proposed domestic water system. Connection to existing lines, line sizes and fire hydrant locations must be shown. Relationship of water supply on subject site to adjacent sites. P
- Proposed method of sewage disposal. Connection to existing lines and line sizes must be shown. Relationship of sewage disposal on subject site to service adjacent sites
- Proposed method of storm water disposal. Connection to existing lines, line sizes and drainage ways must be shown. Relationship of storm water disposal on subject site to adjacent sites.
- Proposed method and location of storm water management conforming to Clean Water Services rules.
- Approximate Centerline profile showing the finished grade of all streets.
- Scaled cross-sections of the proposed street rights-of-way

ELECTRONIC FILE ORDER AND DETAIL

(PARTITION APPLICATION)

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) Residential Density Calculation Worksheet:** One completed form if a residential project is proposed.
- 3) 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.
- 4) Plans/Drawings:** Appropriate and necessary plans and/or drawings.

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

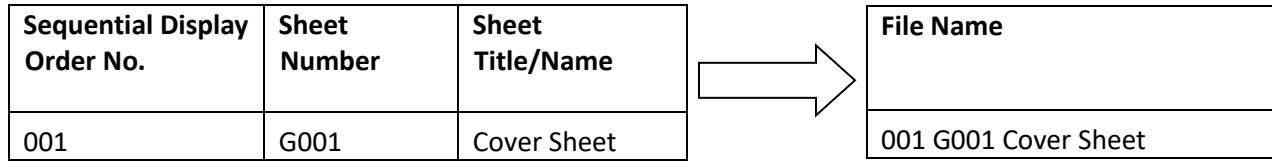
Submission of electronic files provided on an electronic storage device, should be numbered and named according to their order listed on the provided Title Sheet, Cover Sheet or Table of Contents. File names should start with a numeric value followed by the document name. The numeric value at the beginning 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
Certificate of Service Availability	03 Cert of Services.pdf
Site Activity Statement	04 Activity Statement.pdf
Narrative Response to Approval Criteria	05 Narrative.pdf
Transportation Study or Traffic Impact Analysis	06 Traffic Report.pdf
Technical Reports: Geotechnical Report	07 Geotech.pdf
Technical Reports: Storm water Analysis	08 Storm Analysis.pdf
Plans/Drawings	See below for examples

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

The following components make up the file name:



The following examples highlight acceptable naming standards for drawing sheets:

Lists 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
<u>EXISTING CONDITIONS PLAN (ALTA SURVEY)</u>	
1 OF 1	TOPOGRAPHIC SURVEY

Examples of Drawing File Names:

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

- 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

