



FILE NAMING CONVENTIONS: DESIGN REVIEW

<u>File Naming Conventions – SINGLE-FAMILY/TWO-FAMILY ATTACHED (DUPLEX)</u>	
Building Elevations	Elevations_YearMonthDay <i>(e.g., Elevations_20211022)</i>
Construction Plans (Grading/Drainage Plan and Erosion/Sediment Control Plan)	Construction_plans_YearMonthDay
Design Review Checklist	Checklist_YearMonthDay
Driveway Permit Application	Driveway_app_YearMonthDay
Floorplans	Floorplans_YearMonthDay
HOA Architectural Control Committee Letter of Approval*	HOA_approval_YearMonthDay
Landscape/Revegetation Plan	Landscaping_YearMonthDay
Lighting Specification Sheets	Lighting_YearMonthDay
Material Board	Materials_YearMonthDay
Narrative	Narrative_YearMonthDay
Single-Family/Two-Family Attached Dwelling Deposit Agreement	SFD_deposit_agreement_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Title Commitment	Title_YearMonthDay

*if required

<u>File Naming Conventions – MULTIPLE-FAMILY</u>	
Building Elevations	Elevations_YearMonthDay <i>(e.g., Elevations_20211022)</i>
Construction Plans (Grading/Drainage Plan and Erosion/Sediment Control Plan)	Construction_plans_YearMonthDay
Design Review Checklist	Checklist_YearMonthDay
Floorplans	Floorplans_YearMonthDay
HOA Architectural Control Committee Letter of Approval*	HOA_approval_YearMonthDay
Landscape/Revegetation Plan	Landscaping_YearMonthDay
Lighting Specification Sheets	Lighting_YearMonthDay
Material Board	Materials_YearMonthDay
Narrative	Narrative_YearMonthDay
Photometric Plan	Photometric_plan_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Title Commitment	Title_YearMonthDay

*if required

<u>File Naming Conventions – COMMERCIAL</u>	
Building Elevations	Elevations_YearMonthDay <i>(e.g., Elevations_20211022)</i>
Construction Plans (Grading/Drainage Plan, Erosion/Sediment Control Plan, and Road Profile/Road Plan)	Construction_plans_YearMonthDay
Design Review Checklist	Checklist_YearMonthDay
Floorplans	Floorplans_YearMonthDay
HOA Architectural Control Committee Letter of Approval*	HOA_approval_YearMonthDay
Landscape/Revegetation Plan	Landscaping_YearMonthDay
Material Board	Materials_YearMonthDay
Narrative	Narrative_YearMonthDay
Photometric Plan	Photometric_plan_YearMonthDay
Site Plan	Site_plan_YearMonthDay
Storm Drainage Study	Storm_drainage_study_YearMonthDay
Street Address Plan	Street_address_plan_YearMonthDay
Title Commitment	Title_YearMonthDay

*if required