



FILE NAMING CONVENTIONS: SKETCH PLAN; PRELIMINARY PLAT; FINAL PLAT; SUBDIVISION EXEMPTION PLAT; AND MINOR SUBDIVISION PLAT

<u>File Naming Conventions – SKETCH PLAN</u>	
Analysis Report:	Analysis_report_YearMonthDay <i>(e.g., Analysis_report_20211022)</i>
CDOT Letter	CDOT_letter_YearMonthDay
Land Use Review Application:	Land_use_app_YearMonthDay
Narrative:	Narrative_YearMonthDay
Phase I Drainage Report:	Drainage_report_phase1_YearMonthDay
Site Plan:	Site_plan_prelim_YearMonthDay
Title Insurance Opinion	Title_insurance_opinion_YearMonthDay
Transportation Impact Analysis:	TIS_YearMonthDay

<u>File Naming Conventions – PRELIMINARY PLAT</u>	
Certification of Notification of Mineral Estate Owner:	Certification_notification_mineral_estate_owner_YearMonthDay <i>(e.g., Certification_notification_mineral_estate_owner_20211022)</i>
Colorado Geological Survey Application:	CGS_app_YearMonthDay
Construction Plans:	Construction_plans_YearMonthDay
<ol style="list-style-type: none"> 1. Roadway Plan/Profile 2. Grading/Drainage Plan 3. Revegetation/Erosion/Sediment Control Plan 4. Phasing Plan 	
Disclosure of Ownership:	Title_YearMonthDay
Draft copy of HOA Declaration of Covenants:	HOA_declarations_draft_YearMonthDay
Land Use Review Application:	Land_use_app_YearMonthDay
Landscape Plan:	Landscaping_YearMonthDay
Letter of Evidence, Attorney:	LOE_attorney_YearMonthDay
Letter of Evidence, Developer:	LOE_developer_YearMonthDay
Letter of Evidence, Engineer:	LOE_engineer_YearMonthDay
Narrative:	Narrative_YearMonthDay
Phase II Drainage Report:	Drainage_report_phase2_YearMonthDay
Preliminary Engineer’s Estimate of Probable Cost:	EEOPC_prelim_YearMonthDay
Preliminary Geotechnical Report:	Geotech_report_prelim_YearMonthDay
Preliminary Plat Referral Agency Checklist:	RAC_YearMonthDay
Preliminary Plat:	Plat_YearMonthDay
Traffic Impact Study:	TIS_YearMonthDay

Water and Sanitation District “Ability to Serve” Letter:	Water_san_ability_serve_YearMonthDay
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<u>File Naming Conventions – FINAL PLAT</u>	
Construction Plans: 1. Roadway Plan/Profile 2. Grading/Drainage Plan 3. Revegetation/Erosion/Sediment Control Plan 4. Phasing Plan	Construction_plans_YearMonthDay (e.g., Construction_plans_20211022)
Disclosure of Ownership:	Title_YearMonthDay
Executed copy of HOA Bylaws:	HOA_bylaws_executed_YearMonthDay
Executed copy of HOA Declaration of Covenants:	HOA_declarations_executed_YearMonthDay
Proof of filing of HOA Articles of Incorporation	HOA_filing_articles_incorp_YearMonthDay
Executed Development Improvements Agreement	DIA_executed_YearMonthDay
Final Engineer’s Estimate of Probable Cost:	EEOPC_final_YearMonthDay
Final Geotechnical Report:	Geotech_report_final_YearMonthDay
Final Plat:	Plat_YearMonthDay
Land Use Review Application:	Land_use_app_YearMonthDay
Landscape Plan:	Landscaping_YearMonthDay
Letter of Evidence, Attorney:	LOE_attorney_YearMonthDay
Letter of Evidence, Developer:	LOE_developer_YearMonthDay
Letter of Evidence, Engineer:	LOE_engineer_YearMonthDay
Narrative:	Narrative_YearMonthDay
Phase III Drainage Report:	Drainage_report_phase3_YearMonthDay
Proof of Accuracy for Plat:	Plat_accuracy_proof_YearMonthDay
Stormwater Management Plan	Stormwater_management_plan_YearMonthDay

<u>File Naming Conventions – SUBDIVISION EXEMPTION PLAT</u>	
Disclosure of Ownership:	Title_YearMonthDay (e.g., Title_20211022)
Exemption Plat:	Plat_YearMonthDay
Land Use Review Application:	Land_use_app_YearMonthDay
Narrative:	Narrative_YearMonthDay
Proof of Accuracy for Plat:	Plat_accuracy_proof_YearMonthDay

File Naming Conventions – MINOR SUBDIVISION PLAT

Construction Plans: 1. Roadway Plan/Profile 2. Grading/Drainage Plan 3. Revegetation/Erosion/Sediment Control Plan 4. Phasing Plan	Construction_plans_YearMonthDay (e.g., Construction_plans_20211022)
Disclosure of Ownership:	Title_YearMonthDay
Executed copy of HOA Bylaws:	HOA_bylaws_executed_YearMonthDay
Executed copy of HOA Declaration of Covenants:	HOA_declarations_executed_YearMonthDay
Executed Development Improvements Agreement	DIA_executed_YearMonthDay
Final Engineer’s Estimate of Probable Cost:	EEOPC_final_YearMonthDay
Final Geotechnical Report:	Geotech_report_final_YearMonthDay
Final Plat:	Plat_YearMonthDay
Land Use Review Application:	Land_use_app_YearMonthDay
Landscape Plan:	Landscaping_YearMonthDay
Letter of Evidence, Attorney:	LOE_attorney_YearMonthDay
Letter of Evidence, Developer:	LOE_developer_YearMonthDay
Letter of Evidence, Engineer:	LOE_engineer_YearMonthDay
Narrative:	Narrative_YearMonthDay
Phase III Drainage Report:	Drainage_report_phase3_YearMonthDay
Proof of Accuracy for Plat:	Plat_accuracy_proof_YearMonthDay
Proof of filing of HOA Articles of Incorporation:	HOA_filing_articles_incorp_YearMonthDay
Stormwater Management Plan	Stormwater_management_plan_YearMonthDay