



# FILE NAMING CONVENTIONS: SUBDIVISION APPLICATIONS

All submittal items shall be submitted in PDF format in accordance with the Subdivision File Naming Conventions to [permits@wpgov.com](mailto:permits@wpgov.com).

<b>File Naming Conventions – SUBDIVISION EXEMPTION PLAT APPLICATION</b>	
<b>Subdivision Exemption Plat Application Form</b>	Sub_ex_plat_app_YearMonthDay <i>(e.g., Sub_ex_plat_app_20221006)</i>
<b>Land Use Review Application Form</b>	LUR_app_YearMonthDay
<b>Letter of Authorization</b>	Letter_authorization_YearMonthDay
<b>Title Commitment</b>	Title_YearMonthDay
<b>Narrative</b>	Narrative_YearMonthDay
<b>Subdivision Exemption Plat</b>	Plat_YearMonthDay
<b>Proof of Accuracy of Plat</b>	Proof_accuracy_plat_YearMonthDay

<b>File Naming Conventions – MINOR PLAT APPLICATION</b>	
<b>Minor Plat Application Form</b>	Minor_plat_app_YearMonthDay <i>(e.g., Minor_plat_app_20221006)</i>
<b>Land Use Review Application Form</b>	LUR_app_YearMonthDay
<b>Letter of Authorization</b>	Letter_authorization_YearMonthDay
<b>Development Improvements Agreement (DIA) Form</b>	DIA_YearMonthDay
<b>Title Commitment</b>	Title_YearMonthDay
<b>Narrative</b>	Narrative_YearMonthDay
<b>Minor Plat</b>	Plat_YearMonthDay
<b>Proof of Accuracy of Plat</b>	Proof_accuracy_plat_YearMonthDay
<b>Construction Plans</b>	Construction_plans_YearMonthDay
<b>Tree Removal and Protection Plan</b>	Tree_plan_YearMonthDay
<b>Colorado Department of Transportation (CDOT) Access Permit</b>	CDOT_access_permit_YearMonthDay
<b>Geologic Hazard Mitigation Study</b>	Geo_hazard_mitigation_study_YearMonthDay
<b>Phase III Drainage Report</b>	Drainage_report_phase3_YearMonthDay
<b>Final Geotechnical Report</b>	Geotech_report_final_YearMonthDay
<b>Engineer’s Estimate of Probable Cost</b>	EEOPC_YearMonthDay
<b>Wetland Delineation</b>	Wetland_delineation_YearMonthDay
<b>Wildfire Hazard Mitigation Study</b>	Wildfire_hazard_mitigation_study_YearMonthDay
<b>Hillside and Ridgeline Development Study</b>	Hillside_ridgeline_study_YearMonthDay
<b>Ability to Serve Letter</b>	Ability_to_serve_YearMonthDay
<b>Letter of Evidence from Developer</b>	LOE_developer_YearMonthDay
<b>Declaration of Covenants and Bylaws for Proposed HOA</b>	HOA_covenants_bylaws_YearMonthDay
<b>Proof of Filing of Articles of Incorporation for Proposed</b>	HOA_proof_filing_YearMonthDay

HOA	
Surrounding Property Owner Mailing for Public Notice Affidavit Form	ML_affidavit_YearMonthDay

<b>File Naming Conventions – PRELIMINARY PLAT APPLICATION</b>
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Preliminary Plat Application Form	Preliminary_plat_app_YearMonthDay <i>(e.g., Preliminary_plat_app_20221006)</i>
Land Use Review Application Form	LUR_app_YearMonthDay
Letter of Authorization	Letter_authorization_YearMonthDay
Certification of Notification of Mineral Estate Owner Form	Certification_notification_mineral_estate_owner_YearMonthDay
Development Improvements Agreement (DIA) Form	DIA_YearMonthDay
Colorado Geological Survey Application Form	CGS_app_YearMonthDay
Title Commitment	Title_YearMonthDay
Narrative	Narrative_YearMonthDay
Preliminary Plat	Plat_YearMonthDay
Proof of Accuracy of Plat	Proof_accuracy_plat_YearMonthDay
Construction Plans	Construction_plans_YearMonthDay
Tree Removal and Protection Plan	Tree_plan_YearMonthDay
Colorado Department of Transportation (CDOT) Access Permit	CDOT_access_permit_YearMonthDay
Geologic Hazard Mitigation Study	Geo_hazard_mitigation_study_YearMonthDay
Phase II Drainage Report	Drainage_report_phase2_YearMonthDay
Final Geotechnical Report	Geotech_report_final_YearMonthDay
Engineer's Estimate of Probable Cost	EEOPC_YearMonthDay
Traffic Impact Study or Traffic Impact Analysis (as required)	TIS_YearMonthDay OR TIA_YearMonthDay
Wetland Delineation	Wetland_delineation_YearMonthDay
Wildfire Hazard Mitigation Study	Wildfire_hazard_mitigation_study_YearMonthDay
Hillside and Ridgeline Development Study	Hillside_ridgeline_study_YearMonthDay
Ability to Serve Letter	Ability_to_serve_YearMonthDay
Letter of Evidence from Developer	LOE_developer_YearMonthDay
Surrounding Property Owner Mailing for Public Notice Affidavit Form	ML_affidavit_YearMonthDay

<b>File Naming Conventions – FINAL PLAT APPLICATION</b>
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Final Plat Application Form	Final_plat_app_YearMonthDay <i>(e.g., Final_plat_app_20221006)</i>
Land Use Review Application Form	LUR_app_YearMonthDay
Letter of Authorization	Letter_authorization_YearMonthDay
Development Improvements Agreement (DIA) Form	DIA_YearMonthDay
Title Commitment	Title_YearMonthDay
Colorado Geological Survey Application Form	CGS_app_YearMonthDay
Final Plat	Plat_YearMonthDay

<b>Proof of Accuracy of Plat</b>	Proof_accuracy_plat_YearMonthDay
<b>Construction Plans</b>	Construction_plans_YearMonthDay
<b>Tree Removal and Protection Plan</b>	Tree_plan_YearMonthDay
<b>Colorado Department of Transportation (CDOT) Access Permit</b>	CDOT_access_permit_YearMonthDay
<b>Geologic Hazard Mitigation Study</b>	Geo_hazard_mitigation_study_YearMonthDay
<b>Phase III Drainage Report</b>	Drainage_report_phase3_YearMonthDay
<b>Final Geotechnical Report</b>	Geotech_report_final_YearMonthDay
<b>Engineer's Estimate of Probable Cost</b>	EEOPC_YearMonthDay
<b>Wetland Delineation</b>	Wetland_delineation_YearMonthDay
<b>Wildfire Hazard Mitigation Study</b>	Wildfire_hazard_mitigation_study_YearMonthDay
<b>Hillside and Ridgeline Development Study</b>	Hillside_ridgeline_dev_study_YearMonthDay
<b>Ability to Serve Letter</b>	Ability_to_serve_YearMonthDay
<b>Letter of Evidence from Developer</b>	LOE_developer_YearMonthDay
<b>Declaration of Covenants and Bylaws for Proposed HOA</b>	HOA_covenants_bylaws_YearMonthDay
<b>Proof of Filing of Articles of Incorporation for Proposed HOA</b>	HOA_proof_filing_YearMonthDay
<b>Surrounding Property Owner Mailing for Public Notice Affidavit Form</b>	ML_affidavit_YearMonthDay

<b>File Naming Conventions – CONDOMINIUM PLAT APPLICATION</b>	
<b>Condominium Plat Application Form</b>	Condo_plat_app_YearMonthDay <i>(e.g., Condo_plat_app_20221006)</i>
<b>Land Use Review Application Form</b>	LUR_app_YearMonthDay
<b>Letter of Authorization</b>	Letter_authorization_YearMonthDay
<b>Condominium Plat</b>	Plat_YearMonthDay
<b>Letter of Evidence from Developer</b>	LOE_developer_YearMonthDay