



FILE NAMING CONVENTIONS: VARIANCE APPLICATIONS

All submittal items shall be submitted in PDF format in accordance with the Variance File Naming Conventions to permits@wpgov.com.

File Naming Conventions – BOARD OF ADJUSTMENT (BOA) VARIANCE APPLICATION	
Land Use Review Application Form	LUR_app_YearMonthDay <i>(e.g., LUR_app_20230629)</i>
BOA Variance Application Form	BOA_app_YearMonthDay
Narrative	Narrative_YearMonthDay
Electronic Site Plan	Site_plan_YearMonthDay
Electronic Site Survey	Survey_YearMonthDay
Surrounding Property Owner Mailing for Public Notice Affidavit Form	ML_affidavit_YearMonthDay
<u>Additional Info to Support Request</u>	
Building Elevations*	Elevations_YearMonthDay
Floorplans*	Floorplans_YearMonthDay
Photographs*	Photos_YearMonthDay
Letters of Support*	Letters_support_YearMonthDay

**If applicable*