



APPLICATION PROCESSES AND DOCUMENT NAMING

Application and document Submittal:

All applications, checklists, required documents and plans shall be submitted through the online portal. [Application fees](#) may also be paid for through the online portal.

NOTE: All plans and documents shall be labeled correctly by using the standard naming schematic and shall be tied to the correct “document source” as specified in Table 1 below.

The software provider recommends utilizing Google Chrome. If you have any issues uploading documents on the portal, please contact the support line at 1-800-325-9818.

Revised Plans or Document Submissions:

All revised plans shall be submitted through the online portal by going to your original application and clicking on it, then hitting the "upload documents" button.

NOTE: All revised plans shall be labeled correctly by using the standard naming schematic and shall be tied to the correct “document source” as specified in Table 1 below.

Application Prescreening:

Once your application and required documents have been submitted, submittals will go through an initial pre-screening process to check to ensure all required documents as listed on the checklists have been completed in their entirety and that all documents and plans are in a high-quality legible format. An application submission WILL NOT be considered accepted, and date stamped until it has completed the pre-screening process.

Scheduling Initial Hearing Dates:

The date of acceptance of an application is the date used to meet hearing deadlines for scheduling the initial TENTATIVE public hearing date.

Land use applications are not accepted until all required documentation has been submitted, fees have been paid, and the application submission has completed the “pre-screening” process.

NOTE: Hearing dates ARE NOT GUARANTEED AND ARE SUBJECT TO CHANGE OR DELAY based on the following:

- Current application backlog
- Number of hearings already scheduled for a particular date (only 2-3 hearings are scheduled per meeting)
- Outstanding redlines or correction items.
- A land use application that was continued to a future hearing date (this may cause your application to get bumped out further)

Online Submission Troubleshooting:

1. I am having trouble uploading documents online?

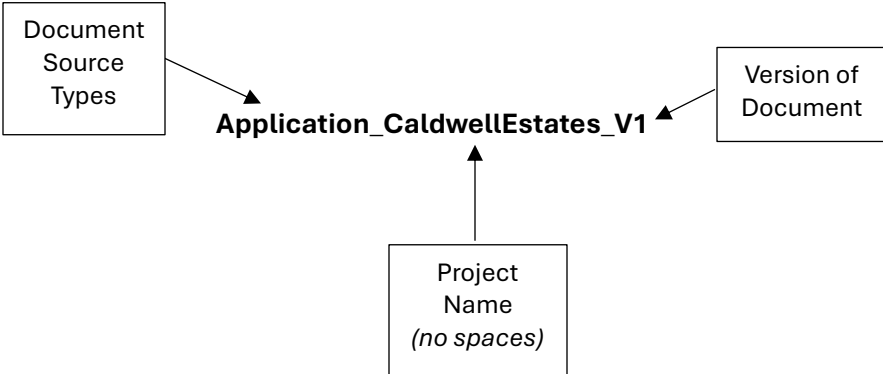
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APPLICANT DOCUMENT NAMING MATRIX

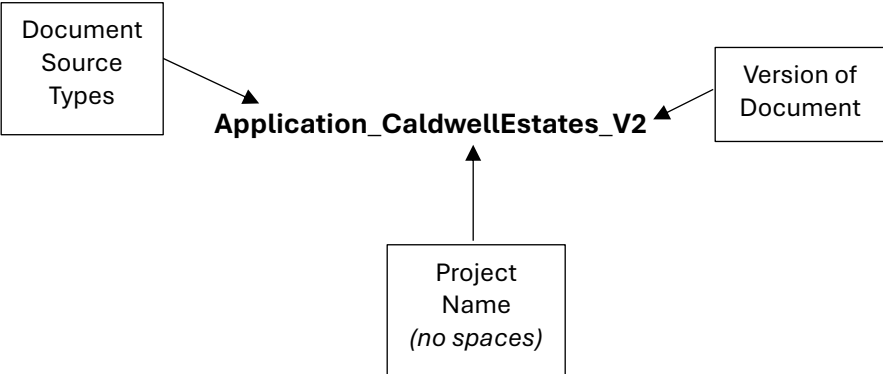
Note:

- All documents are required to follow the naming conventions listed in this document
- All naming conventions start with the “type of document source” as specified in the matrix on the following pages
- The document source shall be followed by an underscore and then the “project name” spelled out with no spaces
- The project name shall be followed by an underscore and the version of the document shown by a V1, V2, V3. Some documents will utilize a date at the end. Date format shall be YYYY-MO-DY
- Examples have been provided below

Example #1: (Original Submission Naming Schematic)



Example #2: (Revised Document Naming Schematic)



*****See Document Naming Convention Matrix on Page 2 thru Page 5*****

DOCUMENT NAMING CONVENTION MATRIX

Document Source	Document Submittal Naming Convention	Notes
(LLC, S, or C Corp) Agent Proof	CorporateAgent__"InsertProjectName"_"InsertDocumentVersion"	
Annexation Exhibit	AnnexationExh__"InsertProjectName"_"InsertDocumentVersion"	
Alcohol License Acknowledgement	AlcoholAck__"InsertProjectName"_"InsertDocumentVersion"	
Application	Application__"InsertProjectName"_"InsertDocumentVersion"	
Building Elevations	BldgElevations__"InsertProjectName"_"InsertDocumentVersion"	
Checklist	Checklist__"InsertProjectName"_"InsertDocumentVersion"	
Deeds / Proof of Ownership	Deeds__"InsertProjectName"_"InsertDocumentVersion"	
Dev Agreement (draft)	DA_Draft__"InsertProjectName"_"InsertDocumentVersion"	
Dev Agreement (recorded copy)	DA_Recorded__"InsertProjectName"_"InsertDateRecorded"	Date Format YYYY-MO-DY
Final Plat	FinalPlat__"InsertProjectName"_"InsertDocumentVersion"	
Floor Plans	FloorPlans__"InsertProjectName"_"InsertDocumentVersion"	
Gates and/or Private Roads Exhibit	PrivateRoadsExh__"InsertProjectName"_"InsertDocumentVersion"	
Landscape Exhibit (colored)	LandscapeExh__"InsertProjectName"_"InsertDocumentVersion"	
Landscape Plans (detailed)	LandscapePlan__"InsertProjectName"_"InsertDocumentVersion"	
Landscape Renderings (3D)	LandscapeRenderings__"InsertProjectName"_"InsertDocumentVersion"	
Lease Agreement	Lease__"InsertProjectName"_"InsertDocumentVersion"	
Legals (metes and bounds)	LegalDescription__"InsertProjectName"_"InsertDocumentVersion"	
Narrative	Narrative__"InsertProjectName"_"InsertDocumentVersion"	
Neighborhood Mtg Sign-in Sheet / Cert	NeighborhoodMtgCert__"InsertProjectName"_"InsertDocumentVersion"	
Neighborhood Mtg Mailing List	NeighborhoodMtgList__"InsertProjectName"_"InsertDocumentVersion"	
Neighborhood Mtg Letter Sent	NeighborhoodMtgLetter__"InsertProjectName"_"InsertDocumentVersion"	
Open Space Exhibit	OpenSpaceExh__"InsertProjectName"_"InsertDocumentVersion"	
Order of Decision / Findings (signed)	FCO__"InsertDecidingBody" InsertProjectName"_"InsertDateSigned"	Date Format YYYY-MO-DY Deciding Body = City Council = CC Design Review = DR Hearing Examiner = HE Historic Preservation = HP P&Z Commission = PZ
Ordinance (recorded)	Ord#_"InsertProjectName"_"InsertDateofRecording"	Date Format YYYY-MO-DY
Pathways Exhibit	PathwayExhibit__"InsertProjectName"_"InsertDocumentVersion"	
Phasing Plan (subdivision or development)	PhasingPlan__"InsertProjectName"_"InsertDocumentVersion"	
Plat (recorded copy)	Plat_Recorded__"InsertProjectName"_"InsertDocumentVersion"	

Plat Ext Decision Ltr	PlatExt_”InsertProjectName”_”InsertApprovedorDenied”	Date of upload shall be date of approval or denial
Plat Renewal Decision Ltr	PlatRenewal_”InsertProjectName”_”InsertApprovedorDenied”	Date of upload shall be date of approval or denial
Preliminary Plat	PrelimPlat_”InsertProjectName”_”InsertDocumentVersion”	
Property Owner Acknowledgement	OwnerAck_”InsertProjectName”_”InsertDocumentVersion”	
PUD Amenities Exhibit	AmenitiesExh_”InsertProjectName”_”InsertDocumentVersion”	

Public Hearing – Site Posting Photos	PostingPhotos_”InsertDecidingBody”_”InsertProjectName”	Deciding Body = <i>City Council = CC</i> <i>Design Review = DR</i> <i>Hearing Examiner = HE</i> <i>Historic Preservation = HP</i> <i>P&Z Commission = PZ</i>
Public Hearing – Statement of Site Posting	PostingCert_”InsertDecidingBody”_”InsertProjectName”	Deciding Body = <i>City Council = CC</i> <i>Design Review = DR</i> <i>Hearing Examiner = HE</i> <i>Historic Preservation = HP</i> <i>P&Z Commission = PZ</i>
Record of Survey	Survey_ProjectName_V1	
Resolution (signed)	Res#_”InsertProjectName”_”InsertDateSigned”	Date Format YYYY-MO-DY
Roundtable Minutes	RTMinutes_”InsertProjectName”_”InsertDateofMeeting”	Date Format YYYY-MO-DY
Sign Calculations	SignCalcs_”InsertProjectName”_”InsertDocumentVersion”	
Sign Elevations	SignElevations_”InsertProjectName”_”InsertDocumentVersion”	
Site Photos	SitePhotos_”InsertProjectName”_”InsertDocumentVersion”	
Site Plan	SitePlan_”InsertProjectName”_”InsertDocumentVersion”	
State Business Entity License	StateLic_”InsertProjectName”_”InsertDocumentVersion”	
Street Level Renderings (3D)	StreetElevations_”InsertProjectName”_”InsertDocumentVersion”	
Street Name List (approved)	StNameList_Approved_”InsertProjectName”	
Street Name List (proposed)	StreetNameList_Proposed_”InsertProjectName”_”InsertDocumentVersion”	
SUP Ext Decision Ltr	SUPExtLtr_”InsertProjectName”_”InsertApprovedorDenied”	Date of upload shall be date of approval or denial
Traffic Impact Study (submittal)	TIS_”InsertProjectName”_”InsertDocumentVersion”	

Vicinity Map	VicinityMap__"InsertProjectName"_"InsertDocumentVersion"	
Withdrawal Request Ltr	WithdrawalRequest__"InsertProjectName"_"InsertDocumentVersion"	