



# Naming Convention

Planning and Zoning Division

## Important Notice:

### **DRAWINGS/PLANS MUST BE VECTOR PDF**

We do not accept scans of paper sheets. Plans must be vector PDFs. Vector format images are the original images outputted by the drawing software.

### **DRAWINGS/PLANS MUST BE DIGITALLY SIGNED & SEALED**

The engineer or architect must place valid digital signatures on each of their drawings. Architects can self-sign using a program like Adobe Acrobat. Engineers must sign through a 3rd party such as CoSign, Adobe Entrust, IdenTrust, etc.

### **DRAWINGS/PLANS SCALE**

All plans must be drawn to scale. Each sheet must have a typical graphic scale. If more than one scale is used on a plan, an independent graphic scale must accompany the applicable detail.

### **KEEP FILE NAMES SIMPLE**

Documents and Plans should have short and simple names. **Revised drawings must be uploaded with the EXACT same filename as the original file. This will allow our software to automatically overlay the sheets and record new changes.**

### **NO MULTIPAGE DRAWINGS/PLANS ALLOWED**

Drawings must be uploaded as individual sheets. Please upload each and every sheet of a plan as its own PDF. Regular documents such as truss packets, product approval details, and product data submittals CAN be multipage.

### **UPLOAD DRAWINGS/ PLANS IN THE CORRECT ORIENTATION**

Please ensure that ALL files are uploaded in the correct orientation. This usually means drawings are in landscape mode, and documents are in portrait mode. Remember to rotate or change the file name of a drawing BEFORE digitally signing it.

### **CHARACTERS NOT ALLOWED IN FILE NAMING**

The following characters are NOT ALLOWED when naming your plans or documents: \ / : \* < > |

## DRAWINGS/PLANS:

All plans/ drawings and surveys should be uploaded in this folder. If you are uploading documents that need to be signed and sealed, you must affix a digital signature to the document. Please use the Doc ID shown below for naming conventions of all plans/drawings. Page numbering for each plan/drawing must be unique.

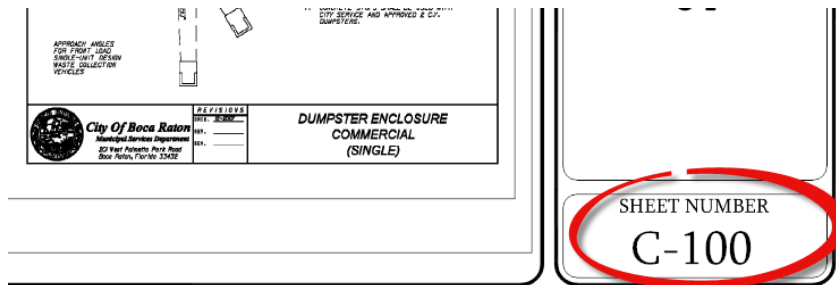
<b>DOCUMENT TYPE</b>	<b>DOC ID</b>
Architecture	A
Civil	C
Cover Sheet	CS
Elevations	AE
Final Plat	FP
Fire Protection	F
Floor Plans	AF
General	G
Index Plans	CI
Irrigation	IR
Landscape	L
Massing Plan	AM
Master Plan	MP
Open Space Plan	OS
Renderings	AR
Roof Plan	RP
Site Plan	SP
Structural	S
Survey	SUR
Telecommunications	T
Tentative Plat	TP

Format should be similar to below:

1. 1 or 2 letter Doc Id/ Discipline Designator
2. Sheet Type
3. Sequence Number

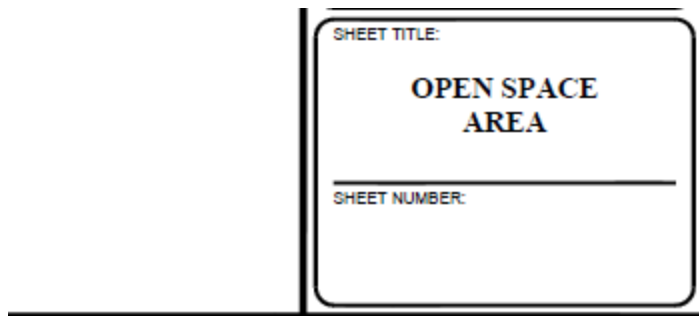
Ex. 1

C-100 where C could be any of the previous Disciplines



Ex. 2

OS-1: Open Space Plan



**Optional:** If you would like your plans to be viewed in a specific order, you may use a 3 digit prefix to sequence the pages of each plan.

Ex. 001 C-100, 002 AS-1.00.01, 012 A-1

## DOCUMENTS:

All documents including application, authorization, project narrative, traffic study etc. should be uploaded in this folder. Documents may be submitted in a multi-page format. Document should be named with a short descriptive name that depicts exactly what they signify. Please use the Doc ID below for naming conventions of all documents.

<b>DOCUMENT TYPE</b>	<b>DOC ID</b>
Agent Authorization	AG
Application	AP
Approval Letters	AL
Comp Plan Analysis	CP
Corporate Filings (Sunbiz or Other)	CF
Declaration of Restrictive Covenants	DEC
Declaration of Unity of Control	DUC
Deeds/Grants	DG
Disclosure of Property Ownership Interests	DO
Drainage Studies	DS
Easements	EA
Executive Summary	ES
Exhibits	EX
Final Plat Checklist	FC
HOA documents	HOA
Justification Letter (Variances, Conditional Uses, etc)	JL
Legal Description	LEG
Master Sign Plan/Program	MS
Narrative (Project Narrative)	NR
Papa	PP
PAR Response Letter	RL
Parking Agreement	PG
Parking Plan	PA
Parking Structure Functional Analysis	PSF
Parking Study	PS

Planned Mobility Analysis	PMA
Planned Mobility Matrix Evaluation	PME
Pre-Application	PRE
Traffic Study	TS
Transfer Assessment Report	TAF
Transmittal Sheet (Re-submittals)	TRN

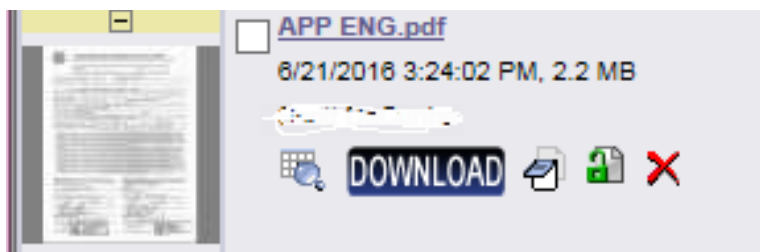
Format should be similar to:

1. 2 or 3 Letter Document Id
2. 2-3 word Description

Ex. 1

Community Appearance Board Application = AP CAB

Universal Condition = AP UC



Ex. 2

Property Appraiser = PAPA



## EXHIBITS:

Any previously approved Plans or Documents should be uploaded in this folder. Files should be labeled 'EX' then the document type.

Please note, Drawings should be a single page pdf and Documents may be multi-page pdf.

## GRAPHIC SCALE

1. Each sheet must have a typical graphic scale as shown in the image below.
2. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
3. All Plans must be drawn to scale.

