

Digital Submissions

Service Area Infrastructure, Development & Enterprise Services

Subject Document and File Naming Conventions

Description

Below is a list of document and file saving conventions for digital submissions. When submitting your application, all digital documents must be named according to the instructions below. **If the digital submission does not adhere to these standards, the planning application will be rejected.**

This document is intended to help the applicant organize and substantiate the application and to assist staff in the review of the proposal.

When is it required?

- Pre-Consultation Application;
- Site Plan Approval;
- Official Plan Amendment;
- Zoning By-law Amendment;
- Plan of Subdivision; and
- Plan of Condominium.

Required Contents

- Each drawing plan sheet must be an individual PDF file. For example, architectural sets must be separated into individual PDF files and labeled appropriately
- All files are to be unsecured (allowing for mark-ups) and not password protected
- Each report or study must be in one PDF (including attachments/appendices)
- Drawings and documents should be saved in the correct view orientation
- Capitalize each word.
- All formats shall be accessible, as per [AODA requirements](#).
- File names for all drawings, reports or studies should include:

“Property Address – Drawing Name – Month Year”. Please ensure the Month and Year corresponds to the revision date, if applicable.

Ex: 1 Carden Street – Grading Plan – June 2022

Ex: 1 Carden Street - Planning Justification Report – June 2022