

Naming Convention for E-doc submission to M-NCPPC Planning, Development Review Division

Documents and Plans for submission	File type	File name
GENERAL (ADMINISTRATIVE)		Include the case number in naming
Application Form	PDF or MS Office File	A-APF-4####
Variance & variations requests	PDF or MS Office File	A-VRO-4####
Alternative Compliance	PDF or MS Office File	A-ACRO-AC####
Statement of Justification	PDF AND MS Office File	A-SOJ-DSP####
Environmental Checklist	PDF	A-ENV-4####
Transportation Checklist	PDF	A-TRA-4####
Archeology Checklist	PDF	A-ARC-4####
Zoning Sketch Map	PDF	A-ZSM-4####
BPIS (signed scoping agreement)	PDF	A-BPIS-4####
Pre-submission meeting info - ETOD only	PDF	A-ETOD-DSP####
State Ethics Commission Affidavits	PDF	A-SECA-CDP####
PREVIOUS APPROVALS (final decisions only)		
Planning Board Resolution (conceptual and preliminary plan)	PDF	D-PBR-4#####
ZHE Decision (site plan cases)	PDF	D-ZHD-SE#####
District Council decision (conceptual and site plan cases)	PDF	D-DCD-DSP#####
Council Zoning Ordinance (zoning cases)	PDF	D-DCZO-SE#####
OUTREACH (ADMINISTRATIVE)		
Mailings Address list	PDF or MS Office File	A-MAL-4#####
Informational Mailing Letter	PDF or MS Office File	A-IML1-4#####
Acceptance Mailing Letter	PDF or MS Office File	A-AML2-4#####
Sign Posting Information	PDF	A-POST-4#####
Affidavit of mailings Info Mailing	PDF or MS office File	A-AFM1-4#####
Affidavit of mailings Accept Mailing	PDF or MS office File	A-AFM2-4#####
PLANS		
Property Boundary Survey	PDF	PBS-4#####
Preliminary Plan Subdivision	Layered PDF (indiv pages)	PPS-4#####_001,_002,_003 etc.
TCP 1	layered PDF (indiv pages)	TC1-4#####_001,_002,_003 etc.
Civil site plan (topo-grading)	Layered PDF (number each page)	CIVP-CDP####
Landscape and lighting Plan	Layered PDF (number each page)	LSLP-DSP####

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Hardscape Plan	Layered PDF (number each page)	HRDP-DSP####
Architectural Plan	Layered PDF (number each page)	ARCP-DSP####
Multifamily Buildings	Layered PDF (number each page)	MFB- DSP####
Community Buildings	Layered PDF (number each page)	CB- DSP####
TCP 2	Layered PDF (number each page)	TCP2- DSP####
photometric plan	Layered PDF (number each page)	PHOP- DSP####
Staging Plan (CDZ)	PDF	STAG-CDP####
Public facilities Statement (CDZ)	PDF	PFS- CDP####
Forest Stand Delineation (CDZ)	PDF	FSD- CDP####
Economic Analysis (M-A-C)	PDF	ECON- CDP####
Estimated Construction Schedule (M-A-C, L-A-C, V-L, V-M, E-I-A of 100 or more acres to the R-L, R-S, R-U)	PDF	ECS- CDP####
SUPPORTING Docs and Plans (as required or requested)		
Existing Conditions Plan	PDF	ECP-4#####_001,_002,_003 etc.
TCP Exemption Letter	PDF	TCPX-DSP-####
Approved NRI	PDF	NRI-####_001,_002,_003 etc.
Approved FSD	PDF	FSD-#####_001,_002,_003 etc.
"Letter of Justification for impacts to regulated environmental features"	PDF	ELOJ-4#####
Stormwater Management Concept Plan	layered PDF (indiv pages)	SWMP-4#####_001,_002,_003 etc.
Stormwater Management Approval Letter	PDF	SWML-4#####
Stormwater Management Plan Exemption Letter	PDF	SWXL-4#####
Transportation Scoping Agreement	PDF	TSA-4#####
Noise Study	PDF	NOIS-4#####
Soil Study	PDF	SOIL-4#####
Geotechnical Study w/grading plan	PDF	GEO-4#####
Perc Test Report	PDF	PERC-4#####
Environmental Assessment	PDF	ENV-4#####
Wetland Study	PDF	WET-4#####
Traffic Impact study	PDF	TRIS-4#####
WSSC Review	PDF	WSSC-4#####

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Color Coded Utility Plan	layered PDF (indiv pages)	UTLP-4#####
Legal Docs (deed, easements, legal restrictions, RFA's, etc...)	PDF	LEGL-4#####
Proposed Final Plat	PDF	PFPL-4####
Existing Record Plat	PDF	XRPL-4####