

All files must use the following naming convention: **Name of Document – Date (year-month-day)**

Example: Letter of Intent – 2019-07-12

Name of Document – Date (year-month-day)

- Comp Plan Checklist – Date (year-month-day)
- Design Standards Checklist – Date (year-month-day)
- Drainage Analysis Letter – Date (year-month-day)
- Drainage Study – Conceptual – Date (year-month-day)
- Final Plat – Date (year-month-day)
- Materials Board – Date (year-month-day)
- Narrative – Design Standards – Date (year-month-day)
- Neighborhood Outreach – Date (year-month-day)
- Notice to Mortgage Holder – Date (year-month-day)
- Open Space Exhibit – Date (year-month-day)
- Parcel Closure Sheet – Date (year-month-day)
- Preliminary Plat – Date (year-month-day)
- Project Narrative – Date (year-month-day)
- Site Plan – Date (year-month-day)
- Title Commitment – Date (year-month-day)
- Traffic Study – Date (year-month-day)
- Traffic Update Letter – Date (year-month-day)
- Will-serve letters – Date (year-month-day) [water, sewer, gas/electric]
- Comp Plan Checklist – Date (year-month-day)
- Additional materials may be required and requested as part of the application review (Examples may include, but are not limited to: floor plans, parking study, noise study, shadow study, site impact analysis, tenant roster, etc.)

For Wireless Facility Applications (see checklist for required documents)

- Site Plan - Signed and Sealed – Date (year-month-day)
- Signal Interference Letter – Date (year-month-day)
- Photo Simulations – Date (year-month-day)
- Structural Analysis – Signed and Sealed – Date (year-month-day)