

Digital File Naming Report

Terms of Reference

Planning Services File Naming Conventions (contained in pre-consultation form)

Digital Copies must be named in an organized and descriptive manner according to the below manner:

[CODE]-Condensed Name-Submission Number-Version Number

For example, the submission would look similar to the following list:

101-ApplicationForm-Sub#-v#	501-AIA-Sub#-v#
201-PJR-Sub#-v#	601-Archaeological-Sub#-v#
301-FSR-Sub#-v#	701-Financial-Sub#-v#
401-TIA-Sub#-v#	801-Species-Sub#-v#

File Naming Conventions:

- No spaces in the file name
 - No special character within the file name
 - ONLY letters, numbers and dashes, as outlines below, are permitted in the file name
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Full Name	Condensed Name	Example File Name
ADMINISTRATIVE MATERIALS – [100]		
Completed Application Form and Fees	<i>Application</i>	101-Application-Sub#-v#
Aerial Photograph(s)	<i>Aerial</i>	102-Aerial-Sub#-v#
Property Survey certified by an OLS	<i>Survey</i>	103-Survey-Sub#-v#
Cover Letter	<i>CoverLetter</i>	104-CoverLetter-Sub#-v#
Parcel Register/ PIN Abstract	<i>PIN</i>	105-PIN-Sub#-v#
Articles of Incorporation / Corporate Profile	<i>Articles</i>	106-Articles-Sub#-v#
Encumbrances and Registered Instruments (e.g. Easements)	<i>Encumbrances</i>	107-Encumbrances-Sub#-v#
PLANNING / URBAN DESIGN – [200]		
Planning Justification Report	<i>PJR</i>	201-PJR-Sub#-v#
Zoning Compliance Review	<i>Zone</i>	201A-Zone-Sub#-v#
Draft Official Plan Amendment	<i>DraftOPA</i>	202-DraftOPA-Sub#-v#
Draft Zoning By-law Amendment	<i>DraftZBA</i>	203-DraftZBA-Sub#-v#
Site Plan	<i>SitePlan</i>	204-SitePlan-Sub#-v#
Draft Plan of Subdivision	<i>DraftSub</i>	205-DraftSub-Sub#-v#
Common Element Plan of Condominium	<i>CommonElement</i>	206-CommonElement-Sub#-v#
Building Elevations & Floor Plans	<i>Elevations</i>	207-Elevations Sub#-v#
Urban Design Brief	<i>UDB</i>	208-DesignReport-Sub#-v#
Colour Rendering	<i>Renderings</i>	209-Renderings-Sub#-v#
Landscaping Plans	<i>Landscape</i>	210-Landscape-Sub#-v#
Lighting Illumination Study/Brief	<i>Lighting</i>	211-Lighting-Sub#-v#
Shadow Impact Study	<i>Shadow</i>	212-Shadow-Sub#-v#
Wind Study	<i>Wind</i>	213-Wind-Sub#-v#
Land Needs Assessment for Employment Conversion	<i>LNA</i>	214-LNA-Sub#-v#
Architectural Guidelines	<i>ArcGuidelines</i>	215-ArcGuidelines-Sub#-v#
Aggregate Potential Assessment and/or Aggregate License Compatibility Assessment	<i>Aggregate</i>	216-Aggregate-Sub#-v#
Affordable Housing Report	<i>Housing</i>	217-Housing-Sub#-v#
ENGINEERING - [300]		
Functional Servicing Report (Includes SWM & Eng (Preliminary Servicing))	<i>FSR</i>	301-FSR-Sub#-v#
Site Grading and Drainage Plan	<i>Grading Drainage</i>	302-Grading-Sub#-v# 302-Drainage-Sub#-v#
Geotechnical/ Soils Study	<i>Geotech</i>	303-Geotech-Sub#-v#
Hydrogeology Study	<i>Hydrog</i>	304-Hydrog-Sub#-v#
Hydraulic Analysis for Floodplain Delineation	<i>Hydraulic</i>	305-Hydraulic-Sub#-v#

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Erosion and Sediment Control Plan	<i>ErosionSediment</i>	306-ErosionSediment-Sub#-v#
Odour Impact Analysis	<i>OIA</i>	307-OIA-Sub#-v#
Noise/Vibration Impact Analysis	<i>NoiseVibration</i>	308-NoiseVibration-Sub#-v#
Stormwater Management Report	<i>SWM</i>	309-SWM-Sub#-v#
Traffic Impact Study (Access Assessment)	<i>TIS</i>	310-TIS-Sub#-v#
Parking Needs Study (Street Parking in Subd.)	<i>Parking</i>	311-Parking-Sub#-v#
TRANSPORTATION - [400]		
Transportation Impact Analysis	<i>TIA</i>	401-TIA-Sub#-v#
Pedestrian Circulation Plan	<i>PedCirc</i>	402-PedCirc-Sub#-v#
Transportation Demand Management (TDM) Strategy	<i>TDM</i>	403-TDM-Sub#-v#
On-Street Parking Plan	<i>Parking</i>	404-Parking-Sub#-v#
ENVIRONMENTAL - [500]		
Agricultural Impact Assessment	<i>AIA</i>	501-AIA-Sub#-v#
D-4 Landfill Study	<i>D4</i>	502-D4-Sub#-v#
Source Water Protection Screening Checklist and Threats and Issues Assessment	<i>SourceWater</i>	503-SourceWater-Sub#-v#
Environmental Site Screening/Environment Protection Act Assessments	<i>ESS</i>	504-ESS-Sub#-v#
Environmental Impact Study / Environmental Impact Statement (EIS)	<i>EIS</i>	505-EIS- Sub#-v#
Natural Heritage Evaluation and System Demarcation	<i>NHE</i>	506-NHE-Sub#-v#
Tree Vegetation Study and Tree Protection Plan	<i>Tree</i>	507-Tree-Sub#-v#
Fish Habitat Assessment	<i>Fish</i>	508-Fish- Sub#-v#
Hazards Lands/Slope and Soil Stability Report	<i>HazardLands</i>	509-HazardLands-Sub#-v#
Record of Site Condition (RSC)	<i>RSC</i>	510-RSC-Sub#-v#
A Site Risk Assessment	<i>SiteRisk</i>	511-SiteRisk-Sub#-v#
Remediation Plan	<i>Remediation</i>	512-Remediation-Sub#-v#
Top of Bank Demarcation Mapping	<i>DemarcationMap</i>	513-DemarcationMap-Sub#-v#
Phosphorus Budget	<i>Phosphorus</i>	514-Phosphorous-Sub#-v#
Floodplain analysis	<i>Floodplain</i>	515-Floodplain-Sub#-v#
Edge Management Plan	<i>EdgeManagement</i>	513-EdgeManagement-Sub#-v#
CULTURAL - [600]		
Archaeological Assessment	<i>Archaeological</i>	601-Archaeological-Sub#-v#
Built Heritage Impact Assessment	<i>BuiltHeritage</i>	602-BuiltHeritage-Sub#-v#
Architectural/Cultural Heritage Impact Assessment	<i>HIA</i>	603-HIA-Sub#-v#

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Conservation Plan for Heritage Resources	<i>Conservation</i>	604-Conservation-Sub#-v#
FINANCIAL- [700]		
Financial Plan	<i>Financial</i>	701-Financial-Sub#-v#
Financial Impact Study	<i>FinancialImpact</i>	702-FinancialImpact-Sub#-v#
Capital Impact Assessment	<i>CapitalImpact</i>	703-CapitalImpact-Sub#-v#
OTHER- [800]		
Species at Risk Assessment	<i>Species</i>	801-Species-Sub#-v#
Post to Pre Water Balance Assessment	<i>WaterBalance</i>	802-WaterBalance-Sub#-v#
Photometric Analysis	<i>Photo</i>	803-Photo-Sub#-v1
NOTES		
In order to determine the required studies for a submission, applicants are required to go through the Town's pre-consultation application.		