



Town of Timnath Electronic File Naming Convention

File Name: Submittal No.-Application-Drawing Type-File Type
 Example: 1-FP-CD
 (First Submittal – Final Plat – Construction Drawings)

Applications must be submitted using this file naming convention. Applications submitted not using this convention will be rejected. If there is an application or document/drawing type that is not on this list that is trying to be submitted, please contact the planning department for proper naming. All documents being uploaded must be in PDF, Word, and DWF (if applicable) format.

Application	Abbreviation
Administrative Plat	AP
Administrative Waiver	AW
Annexation	AX
Appeal	AP
Change of Use	CO
Comprehensive Plan Amendment	CP
Concept Review	CR
Conditional Use	CU
Development Site Plan	ST
Final Plat	FP
Home Occupation Permit	HO
Modification to Prior Approval	MA
Planned Development Overlay	RZ
Pre-Application Meeting	PA
Preliminary Plat	PP
Sign Permit	SG
Sketch Plan	SP
Subdivision – Minor	MS
Time Extension	TE
Variance	VA
Wireless Telecom Facility	WF
Zoning Map Amendment	RZ



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Document/Drawing Type	Abbreviation
Land Use & Project Specific Application	APP
Plat	PLAT
Public Improvements/Construction Drawings	CD
Concept Plan	CP
Site Plan	SITE
Landscape Plan	LSP
Drainage Report	DR
Geotech/Soils Report	GR
Traffic Report/Compliance Letter	TR
Building Elevations	ELEV
Title Commitment	TC
Surrounding Property Report*	SIPOR
Fee Agreement	FA
General Development Information	NAR
Comment Response	RESP
Annexation Impact Report	AIR
Annexation Application	AXA
Annexation Petition	AXP
Mineral Rights	MR
Covenants	COV

*Public Hearing Notification Envelopes must be submitted within 7 days of the acceptance of application. 1 set of stamped, addressed envelopes with the Town's address as the return address.

File Naming Example:

This is an example as to how documents/drawings should be named and labeled for submittal. This is intended to be a guide when naming files. This list represents a 1st submittal, subsequent submittals should be numbered accordingly.

Application Type	Drawing Type	File Naming
Final Plat	Application	1-FP-APP
	Plat	1-FP-PLAT
	Landscape Plans	1-FP-LSP
	Public Improvements/Construction Drawings	1-FP-CD
	Drainage Report	1-FP-DR
	Traffic Study	1-FP-TR