



Town of Timnath

Electronic File Naming Convention

Applications must be submitted using this naming convention. Applications not submitted using this convention will be rejected. If there is an application or document/drawing type that is not on this list, please contact the planning department for proper naming. All documents being uploaded must be in PDF.

- Naming Scheme: Submittal Number – Application Type – File Type
- Example: 2-FP-CD
(Second Submittal – Final Plat – Construction Drawings)

Application	Abbreviation
Administrative Plat	AP
Annexation	AX
Appeal	AP
Bed & Breakfast	BB
Change of Use	CO
Comprehensive Plan Amendment	CP
Concept Review	CR
Conditional Use	CU
Site Plan	ST
Final Plat	FP
Minor Subdivision	MS
Modification to Prior Approval	MA
Planned Development Overlay	PDO
Pre-Application Meeting	PA
Preliminary Plat	PP
Sketch Plan	SP
Vacation	VC
Variance	VA
Waiver	WA
Wireless Telecom Facility	WF
Zoning Map Amendment	RZ



Town of Timnath Electronic File Naming Convention

Document/Drawing Type	Abbreviation
Development & Land Use Application	APP
Plat	PLAT
Public Improvements/Construction	CD
Concept Plan	CP
Site Plan	SITE
Landscape Plan/Open Space Plan	LSP
Address Map	ADM
Drainage Report	DR
Geotech/Soils Report	DR
Traffic Report/Compliance Letter	TR
Building Elevations	ELEV
Title Commitment/O&E Report	TC
Fee Agreement	FA
General Development Information/Narrative	NAR
Phasing Map	PHS
Comment Response	RESP
Improvement Location Certificate	ILC
Annexation Impact Report	AIR
Annexation Application	AXA
Annexation Petition	AXP
Mineral Rights	MR
Covenants	COV



Town of Timnath Electronic File Naming Convention

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 – 1 st Submittal	Application	1-FP-APP
	Plat	1-FP-PLAT
	Landscape Plans	1-FP-LSP
	Public Improvement/Construction Drawings	1-FP-CD
	Drainage Report	1-FP-DR
	Traffic Study	1-FP-TR