

PLAN SET & FILE NAMING CONVENTION

| Type of Plans & Reports | Scales | File Names | Example of File Name |
|--|--------------------|--------------|----------------------|
| Mass Grading | (1"=100') max | 20(HTE)-C99 | 2014-0000-C99 |
| Drainage Report | | 20(HTE)-DR99 | 2014-0000-DR99 |
| SWPPP | (1"=40') max | | |
| Narrative | | 20(HTE)-SWP | 2014-0000-SWP |
| Grading & Drainage | (1"=40') max | 20(HTE)-C1 | 2014-0000-C1 |
| Drainage Report | | 20(HTE)-DR | 2014-0000-DR |
| SWPPP | (1"=40') max | | |
| Narrative | | 20(HTE)-SWP | 2014-0000-SWP |
| SWPPP (If submitted separately) | (1"=40') max | 20(HTE)-C2 | 2014-0000-C2 |
| Narrative | | 20(HTE)-SWP | 2014-0000-SWP |
| Sewer & Water | (1"=20' & 1"=4' V) | 20(HTE)-C3 | 2014-0000-C3 |
| Sewer Report | | 20(HTE)-SR | 2014-0000-SR |
| Water Report | | 20(HTE)-WR | 2014-0000-WR |
| Sewer (If submitted separately) | (1"=20' & 1"=4' V) | 20(HTE)-C3 | 2014-0000-C3 |
| Sewer Report | | 20(HTE)-SR | 2014-0000-SR |
| Water (If submitted separately) | (1"=20' & 1"=4' V) | 20(HTE)-C4 | 2014-0000-C4 |
| Water Report | | 20(HTE)-WR | 2014-0000-WR |
| Irrigation (RID) | (1"=20' & 1"=2' V) | 20(HTE)-C5 | 2014-0000-C5 |
| Paving | (1"=20' & 1"=2' V) | 20(HTE)-C6 | 2014-0000-C6 |
| Storm Drain | (1"=20' & 1"=2' V) | | |
| Sign & Striping | (1"=40') max | | |
| Streetlight | (1"=40') max | 20(HTE)-C7 | 2014-0000-C7 |
| Traffic Signal | (1"=40') max | 20(HTE)-C8 | 2014-0000-C8 |
| Traffic Report | | 20(HTE)-TR | 2014-0000-TR |
| Storm Drain (If submitted separately) | (1"=20' & 1"=2' V) | 20(HTE)-C9 | 2014-0000-C9 |
| Drainage Report | | 20(HTE)-DR | 2014-0000-DR |
| Reclaimed Water | (1"=20' & 1"=2' V) | 20(HTE)-C10 | 2014-0000-C10 |
| Reclaimed Report | | 20(HTE)-RWR | 2014-0000-RWR |
| Signing & Striping | (1"=40') max | 20(HTE)-C11 | 2014-0000-C11 |
| (If submitted separately) | | | |
| Miscellaneous | | 20(HTE)-C12 | 2014-0000-C12 |
| Landscape | (1"=20') max | 20(HTE)-LS | 2014-0000-LS |
| Dry Utility Plans | (1"=20') max | 20(HTE)-UT | 2014-0000-UT |
| Commercial Improvement Plans | | 20(HTE)-C1 | 2014-0000-C1 |
| Grading & Drainage | (1"=40') max | | |
| Drainage Report | | 20(HTE)-DR | 2014-0000-DR |
| SWPPP | (1"=40') max | | |
| Narrative | | 20(HTE)-SWP | 2014-0000-SWP |
| Sewer & Water | (1"=20' & 1"=4' V) | | |
| Sewer Design Rpt | | 20(HTE)-SR | 2014-0000-SR |
| Water Design Rpt | | 20(HTE)-WR | 2014-0000-WR |

Notes:

- 1) In the rare case where a single page PDF needs to be uploaded, a 3 digit sheet number will be added to the end of the conventional plan set name (2014-0000-C1-001).
- 2) Include "Reference" in the name if the drawing is not for permit.