PLAN SET & FILE NAMING CONVENTION

Type of Plans & Reports	Scales	File Names	Example of File Name
Mass Grading	(1”=100’) max	20(HTE)-C99	2008-0000-C99
Drainage Report		20(HTE)-DR99	2008-0000-DR99
SWPPP	(1”=40’) max		
Narrative		20(HTE)-SWP	2008-0000-SWP
Grading & Drainage	(1”=40’) max	20(HTE)-C1	2008-0000-C1
Drainage Report		20(HTE)-DR	2008-0000-DR
SWPPP	(1”=40’) max		
Narrative		20(HTE)-SWP	2008-0000-SWP
SWPPP (If submitted separately)	(1”=40’) max	20(HTE)-C2	2008-0000-C2
Narrative		20(HTE)-SWP	2008-0000-SWP
Sewer & Water	(1”=20’ & 1”=4’V)	20(HTE)-C3	2008-0000-C3
Sewer Report		20(HTE)-SR	2008-0000-SR
Water Report		20(HTE)-WR	2008-0000-WR
Sewer (If submitted separately)	(1”=20’ & 1”=4’V)	20(HTE)-C3	2008-0000-C3
Sewer Report		20(HTE)-SR	2008-0000-SR
Water (If submitted separately)	(1”=20’ & 1”=4’V)	20(HTE)-C4	2008-0000-C4
Water Report		20(HTE)-WR	2008-0000-WR
Irrigation (RID)	(1”=20’ & 1”=2’V)	20(HTE)-C5	2008-0000-C5
Paving	(1”=20’ & 1”=2’V)	20(HTE)-C6	2008-0000-C6
Storm Drain	(1”=20’ & 1”=2’V)		
Sign & Striping	(1”=40’) max		
Streetlight	(1”=40’) max	20(HTE)-C7	2008-0000-C7
Traffic Signal	(1”=40’) max	20(HTE)-C8	2008-0000-C8
Traffic Report		20(HTE)-TR	2008-0000-TR
Storm Drain (If submitted separately)	(1”=20’ & 1”=2’V)	20(HTE)-C9	2008-0000-C9
Drainage Report		20(HTE)-DR	2008-0000-DR
Reclaimed Water	(1”=20’ & 1”=2’V)	20(HTE)-C10	2008-0000-C10
Reclaimed Report		20(HTE)-RWR	2008-0000-RWR
Signing & Striping (If submitted separately)	(1”=40’) max	20(HTE)-C11	2008-0000-C11
Miscellaneous		20(HTE)-C12	2008-0000-C12
Landscape	(1”=20’) max	20(HTE)-LS	2008-0000-LS
Dry Utility Plans	(1”=20’) max	20(HTE)-UT	2008-0000-UT
Commercial Improvement Plans		20(HTE)-C1	2008-0000-C1
Grading & Drainage	(1”=40’) max		
Drainage Report		20(HTE)-DR	2008-0000-DR
SWPPP	(1”=40’) max		
Narrative		20(HTE)-SWP	2008-0000-SWP
Sewer & Water	(1”=20’ & 1”=4’V)		
Sewer Design Rpt		20(HTE)-SR	2008-0000-SR
Water Design Rpt		20(HTE)-WR	2008-0000-WR

Notes:

1) Submit **one** multi-page PDF for each plan set under a single cover sheet.
   - Scanned plans should be scanned from a 24”x 36” sheet, at a resolution of 200 dpi.
   - Drawing’s plotted to PDF’s directly from CAD should be plotted as 24”x 36” sheets, rotated to landscape view, and plotted at a resolution of 200 dpi.
2) In the rare case where a single page PDF’ needs to be uploaded, a 3 digit sheet number will be assigned by applicant and added to the end of the conventional plan set name (001-999).