

Approved Document Names and File Conventions for Site Plan Applications

Below is a list of approved document names and file saving conventions (document packages vs. individual plans, etc.). All submitted digital documents should be named according to the list of approved names below. **If the digital submission does not adhere to these conventions, the submission will be rejected.** If you are submitting a plan that is not captured in the approved list of document names, please contact the assigned development planner for further instruction.

Furthermore, all document names shall be prefixed based on what stage the application is at, with accepted prefixes being:

Application Stage	Accepted Prefix/Naming Convention
Original Submission	R0_ Document Name
Revision 1	R1_ Document Name
Revision 2	R2_ Document Name
Revision 3	R3_ Document Name
Revision 4	R4_ Document Name
Revision 5	R5_ Document Name

Approved Document Names/Saving Conventions are as follows:

Document Name	Document Category	Notes/Details
Acoustical Report	Acoustical Report (aka Noise Study)	Report and any drawings as 1 PDF
Arborist Report	Arborist Report	Report and any drawings as 1 PDF
Archaeological Assessment and/or Study	Archaeological Assessment and/or Study	Report and any drawings as 1 PDF
Architectural Drawings	Architectural Drawings	Architectural elevations, architectural details, Excluding Site Plan as 1 PDF
Commemoration/Interpretation Plan	Commemoration/Interpretation Plan	Full size, reduced, details, etc. as 1 PDF
Comment Response table	Comment Response table	1 PDF file
Cover Letter	Cover Letter	Cover Letter written according to the Cover Letter terms of Reference as 1 PDF file

Document Name	Document Category	Notes/Details
Environmental Impact Study	Environmental Impact Study	Report and any drawings as 1 PDF
Environmental Implementation Report	Environmental Implementation Report	Report and any drawings as 1 PDF
Facility Fit Plan	Facility Fit Plan	Full size, reduced, details, etc. as 1 PDF
Financial Impact Study	Financial Impact Study	Report and any drawings as 1 PDF
Functional Servicing Report	Functional Servicing Report	Report and any drawings as 1 PDF
Geotechnical Report	Geotechnical Report	Report and any drawings as 1 PDF
Heritage Building Protection Plan	Heritage Building Protection Plan	Report and any drawings as 1 PDF
Heritage Conservation Plan	Heritage Conservation Plan	Report and any drawings as 1 PDF
Heritage Impact Assessment	Heritage Impact Assessment	Report and any drawings as 1 PDF
Hydrogeological Report	Hydrogeological Report	Report and any drawings as 1 PDF
Landscape Cost Estimate	Landscape Cost Estimate	1 PDF file
Landscape Plan	Landscape Plan	Full size, reduced, details, etc. as 1 PDF
Light Spread Pattern	Lighting Plan/Photometric plan, Light Spread Pattern	Full size, reduced, details, etc. as 1 PDF
Lighting Plan	Lighting Plan/Photometric plan, Light Spread Pattern	Full size, reduced, details, etc. as 1 PDF
Market Impact/Planned Function Study	Market Impact/Planned Function Study	Report and any drawings as 1 PDF
Master Environmental Servicing Plan	Master Environmental Servicing Plan	Full size, reduced, details, etc. as 1 PDF
Master Plan	Master Plan and/or Tertiary Plan	Should only contain the master plan and phasing plans. Site Plan and details are to be saved under the site plan.
Noise Attenuation Statement	Acoustical Report (aka Noise Study)	Report and any attachments as 1 PDF

Document Name	Document Category	Notes/Details
Pavement Marking Plan	Pavement Marking Plan	Full size, reduced, details, etc. as 1 PDF
Parcel Abstract	Property Information	1 PDF file
Parking Study	Traffic Impact Study	Report and any attachments as 1 PDF
Park Concept Plan	Park Concept Plan	Report and any drawings as 1 PDF
Phase I Environmental Site Assessment	Environmental Site Assessment	Report and any drawings as 1 PDF
Phase II Environmental Site Assessment	Environmental Site Assessment	Report and any drawings as 1 PDF
Photometric Plan	Lighting Plan/Photometric plan, Light Spread Pattern	Full size, reduced, details, etc. as 1 PDF
Planning Justification Report	Planning Justification Report	Report and any drawings as 1 PDF
Pre-Consultation Checklist	Initial Documentation	1 PDF file
Record of Site Condition	Record of Site Condition	Report and any drawings as 1 PDF
Reference Plan (Draft	Reference Plan	Each draft reference plan should be a separate PDF. A brief (~5 word) description of the plan, if necessary, should be filled in.
Reference Plan (43R-#)	Reference Plan	Each deposited reference plan should be a separate PDF, with the # being filled in as appropriate.
Registered Owner's Authorization	Registered Owner's Authorization	Scan of the filled in application form, any separate authorization letters, etc. as 1 PDF.
Remedial Work Plan	Remedial Work Plan	Report and any drawings as 1 PDF
Removals Plan	Site Servicing and Grading Plan	Full size, reduced, details, etc. as 1 PDF
Sediment/Erosion Control Plan	Sediment/Erosion Control Plan	Full size, reduced, details, etc. as 1 PDF
Site Clean-up Report	Site Clean-up Report	Report and any drawings as 1 PDF
Site Plan	Site Plan	Full size, reduced, details, etc. as 1 PDF
Site Servicing and Grading Plan	Site Servicing and Grading Plan	Full size, reduced, details, etc. as 1 PDF

Document Name	Document Category	Notes/Details
Storm Water Management Brief and/or Report	Storm Water Management Brief and/or Report	Report and any drawings as 1 PDF
Sun/Shadow Study or Diagram	Sun/Shadow Study or Diagram	Full size, reduced, details, etc. as 1 PDF
Survey	Survey	All relevant surveys as 1 PDF
Sustainability Score	Sustainability Score and Summary	1 PDF file
Sustainability Summary	Sustainability Score and Summary	1 PDF file
Tertiary Plan	Master Plan and/or Tertiary Plan	Full size, reduced, details, etc. as 1 PDF
Top of Bank Demarcation	Top of Bank Demarcation	Full size, reduced, details, etc. as 1 PDF
Traffic Impact Study	Traffic Impact Study	Report and any drawings as 1 PDF
Transfer Deed	Property Information	1 PDF file
Tree Inventory and Preservation Study	Tree Inventory and Preservation Study	Report and any drawings as 1 PDF
Tree Preservation Plan	Tree Inventory and Preservation Study	Full size, reduced, details, etc. as 1 PDF
Truck Swept Path Plan	Truck Swept Path Plan	Report and any drawings as 1 PDF
Urban Design Brief/Report	Urban Design Brief/Report	Report and any drawings as 1 PDF
Vegetation Study	Vegetation Study	Report and any drawings as 1 PDF
Vibration Analysis	Vibration Analysis	Report and any drawings as 1 PDF