

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

- **Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.
- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plan Final Approval Letter OR Simultaneous Review Request Form:

File name: AS-SPFinalApprovalLetter.pdf, AS-SPSimultReview.pdf

Project Narrative:

File name: AS-ProjectNar.pdf

Owner's Affidavit:

File name: AS-OwnersAff.pdf

Plans – to include:

- **Coversheet** - "EMP-Coversheet.pdf"
- **Site Plan** - "SP-SPDwgs.pdf"
- **Sediment and Erosion Control** - "EMP-SedimentErosionControl.pdf"
- **Grading and Drainage** - "EMP-GradingDrainage.pdf"
- **Utility Plan** - "EMP-UtilityPlans.pdf"
- **Roadway Typical Sections** - "RW-RWTyp.pdf"
- **Roadway Plan and Profiles** - "RW-RWPlanProfile.pdf"
- **Roadway Cross Sections** - "RW-RWXS.pdf"
- **Landscape Plan** - "EMP-LandscapePlan.pdf"
- **Irrigation Plan** - "EMP-IrrigationPlan.pdf"

Stormwater Management Design Report:

File name: R-StormwaterMgtDesignRpt.pdf

ENVIRONMENTAL MANAGEMENT GENERAL PERMITS:

Required Documentation:

- **Owner's Affidavit** – "AS-OwnerAff.pdf"
- **Procedures Manual** – "AS-ProceduresManual.pdf"