

## Approved Document Names and File Conventions for Draft Plan of Condo 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
CDM Plan Original Submission	CDM_R0_ Document Name
CDM Plan Revision 1	CDM_R1_ Document Name
CDM Plan Revision 2	CDM_R2_ Document Name

### Approved Document Names/Saving Conventions are as follows:

Document Name	Document Category	Notes/Details
Arborist Report	Arborist Report	Report and any drawings as 1 PDF
Comment Response Table	Comment Response Table	1 PDF file
Condo Survey Results	Condo Survey Results	1 PDF file
Condominium Declaration (Draft)	Condominium Declaration	1 PDF file
Condominium Declaration (Final)	Condominium Declaration	1 PDF file
Cover Letter	Cover Letter	Cover Letter written according to the Cover Letter terms of Reference as 1 PDF file
Draft Plan Approval Report	Draft Plan Approval Report	Report and any drawings as 1 PDF

<b>Document Name</b>	<b>Document Category</b>	<b>Notes/Details</b>
Draft Plan of Condo	Draft Plan of Condo	Proposed draft plan of condo, if there are multiple plans they should all be combined as 1 PDF.
Final Plan of Condo	Final Plan of Condo	Proposed draft plan of condo, if there are multiple plans they should all be combined as 1 PDF. This should be the final version for approval.
Hydrogeological Report	Hydrogeological Report	Report and any drawings as 1 PDF
Landscape Plan	Landscape Plan	Full size, reduced, details, etc. as 1 PDF
Parcel Abstract	Property Information	1 PDF file
Pre Consultation Checklist	Initial Documentation	1 PDF file
Public Consultation Strategy	Public Consultation Strategy	1 PDF file
Reference Plan (43R-#)	Reference Plan	Each deposited reference plan should be a separate PDF, with the # being filled in as appropriate.
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.
Registered Owner's Authorization	Registered Owner's Authorization	Scan of the filled in application form, any separate authorization letters, etc. as 1 PDF
Servicing Cost Estimate	Servicing Cost Estimate	1 PDF file
Servicing Options Report	Servicing Options Report	Report and any drawings as 1 PDF
Site Clean-Up report	Site Clean-Up Report	Report and any drawings as 1 PDF
Site Servicing and Grading Plan	Site Servicing and Grading Plan	Full size, reduced, details, etc. as 1 PDF
Structural Assessment	Structural Assessment	Report and any drawings as 1 PDF
Survey	Survey	All relevant surveys as 1 PDF
Tree Inventory and Inventory Study	Tree Inventory and Preservation Study	Report and any drawings as 1 PDF