

Approved Document Names and File Conventions (OZS 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
M-Plan Original Submission	M_R0_Document Name
M-Plan Revision 1	M_R1_Document Name
M-Plan Revision 2	M_R2_Document Name

Approved Document Names/Saving Conventions are as follows:

Document Name	Document Category	Notes/Details
Aboveground Servicing Drawing	Site Servicing and Grading Plan	All drawings as 1 PDF
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	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



Document Name	Document Category	Notes/Details
Commemoration/Interpretation Plan	Commemoration/Interpretation Plan	Full size, reduced, details, etc. as 1 PDF
Concept Plan	Concept Plan	All drawings relating to the concept plan (underground, site plan, etc. Excluding master plan) as 1 PDF
Cover Letter	Cover Letter	1 PDF file
Comment Response Table	Comment Response Table	1 PDF file
Draft Official Plan Amendment	OPA/ZBA Draft Amendments	1 PDF file
Draft Plan	Draft Plan of Subdivision	Proposed draft plan of subdivision, if there are multiple plans they should all be combined as 1 PDF. This is the DPOS submission for before draft plan approval is granted.
Draft Zoning By-law Amendment	OPA/ZBA Draft Amendments	1 PDF file
Dust/Odour Study	Dust/Odour Study	Report and any drawings as 1 PDF
Easement Documentation	Property Information	1 PDF file
Environmental Impact Study	Environmental Impact Study/Report	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

Document Name	Document Category	Notes/Details
Home Buyers Information Map	Home Buyers' Information Map	1 PDF file
Home Buyers Information Map (Preliminary)	Home Buyers' Information Map	1 PDF file
Hydrogeological Report	Hydrogeological Report	Report and any drawings as 1 PDF
Landscape As-Built Drawings	Landscape As-Built Drawings	All appropriate as built 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	LightingPlan/Photometric Plan, Light Spread Pattern	Full size, reduced, details, etc. as 1 PDF
Lighting Plan	LightingPlan/Photometric Plan, Light Spread Pattern	Full size, reduced, details, etc. as 1 PDF
Lot and Block Schedule	Lot and Block Schedule	1 PDF file
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 and/or Tertiary Plan	Should only contain the master plan and phasing plan, concept/site plans, etc. are to be saved under the concept plan.
Microclimate Study	Microclimate Study	Report and any drawings as 1 PDF
MPLAN (Draft)	MPlan	Proposed draft plan of subdivision, if there are multiple plans they should all be combined as 1 PDF. This is the DPOS submission for after draft plan approval is granted.
MPLAN (43M-#)	MPlan	Other draft plans of subdivision being provided for reference, not the MPlan being approved for the application. If multiple plans are being submitted, each should be separate PDF files with the # being filled in as appropriate.
Noise Attenuation Statement	Acoustical Report (aka Noise Study)	Report and any attachments as 1 PDF

Document Name	Document Category	Notes/Details
Parcel Abstract	Property Information	All relevant documents 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	LightingPlan/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
Public Consultation Strategy	Public Consultation Strategy	1 PDF file
Public Notice Sign (Draft)	Initial Documentation	1 PDF File
Record of Site Condition	Record of Site Condition	Report and any drawings as 1 PDF
Reference Plan (Draft) <i>description</i>	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
Servicing Cost Estimate	Site Servicing And Grading Plan	1 PDF file
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



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
Subdivision Pavement Markings Plan	Pavement Markings Plan	Full size, reduced, details, etc. 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 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
Tree Inventory and Preservation Study	Tree Inventory and Preservation Study	Report and any drawings as 1 PDF
Tree Preservation Plan	Tree Preservation Plan	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/Civic Design Brief	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