

# Town of Oakville Digital File Naming Conventions

Please follow the file naming conventions as outlined for the area to which you are submitting your application package:

- Planning Services
- Development Engineering
- Building Services

## Planning Services File Naming Conventions (contained in pre-consultation form)

Digital copies must be named in an organized and descriptive manner according to the below format:

- **File Number \_ Condensed Name \_ Version Number \_ Date** (with no spaces)

For Example, your set of files should look like the following list:

- 00\_CoverLetter\_v1\_2020-02-28
- 01\_Aerial\_v1\_2020-02-14
- 02\_Survey\_v1\_2020-02-23
- 03\_SitePlan\_v1\_2020-02-23
- 04\_SitePlanDetails\_v1\_2020-02-23
- 05\_FloorPlan\_v1\_2020-02-23
- 06\_Landscape\_v1\_2020-02-18
- 07\_LandscapeDetails\_v1\_2020-02-18
- 08\_Servicing\_v1\_2020-02-15
- 09\_Grading\_v1\_2020-02-15
- 10\_SWM\_v1\_2020-01-30
- 11\_TIS\_TruckTurning\_v1\_2020-02-20
- 12\_NoiseVibration\_v1\_2020-02-20
- 13\_ESSQ\_v1\_2020-02-28
- 14\_ESS1\_v1\_2020-02-28

File Naming Conventions:

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- NO special characters within the file name (i.e. @ # \$ % & \* / \ | )
- ONLY Letters, Numbers, Dashes, Underscores and Periods are permitted in the file name
- Please ensure all plans are marked with the date and version number

## Condensed Names List

| Full Name   | Condensed Name         | Example File Name  |
|---|------------------------|--|
| <b>PLANS</b>  |                        |  |
| Aerial Photograph(s)  | Aerial                 | 01_Aerial_v1_2020-02-23                                  |
| Survey/Legal Plan   | Survey                 | 02_Survey_v1_2020-02-23                                  |
| Concept Plan  | Concept                | 03_Concept_v1_2020-02-23                                 |
| Draft Plan of Subdivision and/or Draft Plan of Condominium (individual lots and/or units to be shown on draft Plan) | DraftSub<br>DraftCondo | 04_DraftSub_v1_2020-02-23<br>05_DraftCondo_v1_2020-02-23 |
| Site Plan   | SitePlan               | 06_SitePlan_v1_2020-02-23                                |
| Site Plan Details   | SitePlanDetails        | 07_SitePlanDetails_v1_2020-02-23                         |
| Park/Open Space Concept Plan  | ParkConcept            | 08_ParkConcept_v1_2020-02-23                             |
| Building Elevations & Renderings  | Elevations             | 09_Elevations_v1_2020-02-23                              |
| Building Renderings   | Renderings             | 10_Renderings_v1_2020-02-23                              |
| Building Floor Plans  | FloorPlan              | 11_FloorPlan_v1_2020-02-23                               |
| Building Roof Plan  | RoofPlan               | 12_RoofPlan_v1_2020-02-23                                |
| Landscape Plan  | Landscape              | 13_Landscape_v1_2020-02-23                               |

|  |                                   |   |
|--|-----------------------------------|---|
| Landscape Details  | LandscapeDetails                  | 14_LandscapeDetails_v1_2020-02-23                     |
| Pedestrian Circulation Plan  | PedCirculation                    | 15_PedCirculation_v1_2020-02-23                       |
| Streetscape Plan   | Streetscape                       | 16_Streetscape_v1_2020-02-23                          |
| Site Servicing Plan  | Servicing                         | 17_Servicing_v1_2020-02-23                            |
| Grading & Drainage Plan (including topographic information)                                  | Grading<br>Drainage               | 18_Grading_v1_2020-02-23<br>19_Drainage_v1_2020-02-23 |
| Erosion and Sediment Control Plan  | ErosionSediment                   | 20_ErosionSediment_v1_2020-02-23                      |
| Lighting Plan and/or Photometric Plan  | Lighting <i>or</i><br>Photometric | 21_Photometric_v1_2020-02-23                          |
| Truck Turning Plan   | TruckTurning                      | 22_TruckTurning_v1_2020-02-23                         |
| Pavement Markings and Signage Plan   | MarkingSignage                    | 23_MarkingSignage_v1_2020-02-23                       |
| Construction Storage and Staging Plan  | ConstructionSS                    | 24_ConstructionSS_v1_2020-02-23                       |
| Demarcation of limits of natural features (i.e. top-of-bank and/or natural hazards)          | NaturalLimit                      | 25_NaturalLimit_v1_2020-02-23                         |
| Tree Canopy Cover Plan & calculation   | CanopyCover                       | 26_CanopyCover_v1_2020-02-23                          |
| Waste Management Plan  | WasteManagement                   | 27_WasteManagement_v1_2020-02-23                      |
| <b>REPORTS AND STUDIES</b>   |                                   |   |
| Completed Application Form and Fees  | ApplicationForm                   | 01_ApplicationForm_v1_2020-02-23                      |
| Planning Justification Report/Letter   | PJR                               | 02_PJR_v1_2020-02-23                                  |
| Character Impact Analysis  | CharacterImpact                   | 03_CharacterImpact_v1_2020-02-23                      |
| Draft Zoning By-law Amendment  | DraftZBLA                         | 04_DraftZBLA_v1_2020-02-23                            |
| Draft Official Plan Amendment  | DraftOPA                          | 05_DraftOPA_v1_2020-02-23                             |
| Urban Design Brief   | DesignBrief                       | 06_DesignBrief_v1_2020-02-23                          |
| Tree Vegetation Study/Arborist Report  | ArboristReport                    | 07_ArboristReport_v1_2020-02-23                       |
| Tree Protection Plan   | TPP                               | 08_TPP_v1_2020-02-23                                  |
| Functional Servicing Study/Report  | FSS <i>or</i> FSR                 | 09_FSR_v1_2020-02-23                                  |
| Stormwater Management Study/Report   | SWM                               | 10_SWM_v1_2020-02-23                                  |
| Environmental Impact Study/Report  | EIS <i>or</i> EIR                 | 11_EIR_v1_2020-02-23                                  |
| Transportation Impact Analysis   | TIS <i>or</i> TIA                 | 12_TIS_v1_2020-02-23                                  |
| Heritage Impact Assessment   | HIA                               | 13_HIA_v1_2020-02-23                                  |
| Archaeological Assessment  | Archaeological                    | 14_Archaeological_v1_2020-02-23                       |
| Market Impact Study  | MarketImpact                      | 15_MarketImpact_v1_2020-02-23                         |
| Capital Impact Study   | CapitalImpact                     | 16_CapitalImpact_v1_2020-02-23                        |
| Noise & Vibration Study  | NoiseVibration                    | 17_NoiseVibration_v1_2020-02-23                       |
| Geotechnical/Soils Report  | Geotech                           | 18_Geotech_v1_2020-02-23                              |
| Environmental Site Assessment (i.e. Phase 1)   | ESS1 <i>and/or</i> ESS2           | 19_ESS1_v1_2020-02-23                                 |
| Shadow Impact Analysis   | ShadowImpact                      | 20_ShadowImpact_v1_2020-02-23                         |
| Wind Study/Micro-Climate   | WindStudy                         | 21_WindStudy_v1_2020-02-23                            |
| Minutes and attendance list of Applicant-initiated "Public Information Meeting" (see Note g) | PIMMinutes                        | 22_PIMMinutes_v1_2020-02-23                           |
| Sample Materials Board   | MaterialBoard                     | 23_MaterialBoard_v1_2020-02-23                        |
| 3D Model   | 3DModel                           | 24_3DModel_v1_2020-02-23                              |
| <b>NORTH OAKVILLE</b>  |                                   |   |
| Environmental Implementation Report/Functional Servicing Study                               | EIRFSS                            | 01_EIRFSS_v1_2020-02-23                               |

|  |                            |  |
|--|----------------------------|--|
| Map and Accompanying Tables Showing Densities and Designations | DensityMap<br>DensityTable | 02_DensityMap_v1_2020-02-23<br>03_DensityTable_v1_2020-02-23 |
| NOUFSMP/Tree Canopy Cover Plan & Calculation                   | NOUFSMP-TCCP               | 04_NOUFSMP-TCCP_v1_2020-02-23                                |
| Planning Statistics Spreadsheet                                | PlanningStats              | 05_PlanningStats_v1_2020-02-23                               |
| Sustainability Checklist                                       | SustainabilityChecklist    | 06_SustainabilityChecklist_v1_2020-02-23                     |
| Transit Facilities Plan  | TransitFacilities          | 07_TransitFacilities_v1_2020-02-23                           |
| Area Design Plan   | AreaDesign                 | 08_AreaDesign_v1_2020-02-23                                  |
| Executed Adhesion Agreement                                    | AdhesionAgmt               | 09_AdhesionAgmt_v1_2020-02-23                                |

## Development Engineering File Naming Conventions

Digital copies must be named in an organized and descriptive manner according to the below format:

- **Address\_Condensed Name\_Version Number\_Date** (with no spaces)

For Example, your set of files should look like the following list:

- 253BirchDr\_ApplicationForm\_v1\_2020-02-28
- 253BirchDr\_Survey\_v1\_2020-02-23
- 253BirchDr\_SitePlan\_v1\_2020-02-23
- 253BirchDr\_LandscapeTPP\_v1\_2020-02-18
- 253BirchDr\_Servicing\_v1\_2020-02-15
- 253BirchDr\_Grading\_Drainage\_v1\_2020-02-15

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## Condensed Names List

| Full Name   | Condensed Name     | Example File Name                     |
|---|--------------------|---------------------------------------|
| <b>PLANS – Residential Projects</b>   |                    |                                       |
| Completed Application Form and Fees   | ApplicationForm    | Address_ApplicationForm_v1_2020-02-23 |
| Authorization Letter to act as Agent  | AgentAuthorization | Address_AgentAuthorisze_v1_2020-02-23 |
| Tree Vegetation Study/Arborist <b>Report</b>  | ArboristReport     | Address_ArboristReport_v1_2020-02-23  |
| Survey/Legal Plan   | Survey             | Address_Survey_v1_2020-02-23          |
| Site Plan (incl building layout servicing, grading, drainage elements)                                      | SitePlan           | Address_SitePlan_v1_2020-02-23        |
| Site Plan Details   | SitePlanDetails    | Address_SitePlanDetails_v1_2020-02-23 |
| Landscaping and Tree Protection Plan  | LandscapeTPP       | Address_LandscapeTPP_v1_2020-02-23    |
| Tree Canopy Preservation Cover Plan & calculation (must include building excavation limit delineation line) | CanopyCover        | Address_CanopyCover_v1_2020-02-23     |
| <b>Servicing Report</b>   | SR                 | Address_SR_v1_2020-02-23              |
| Tree Canopy Preservation Cover Plan & calculation (must include building excavation limit delineation line) | CanopyCover        | Address_CanopyCover_v1_2020-02-23     |

|  |  |                                       |
|--|--|---------------------------------------|
| Stormwater Management Study/ <b>Report</b>                         | SWM  | Address_SWM_v1_2020-02-23             |
| Geotechnical/Soils <b>Report</b>                                   | Geotech                                      | Address_Geotech_v1_2020-02-23         |
| Erosion and Sediment Control Plan                                  | ErosionSediment                              | Address_ErosionSediment_v1_2020-02-23 |
| Construction Access, Storage, Staging Plan and Trades Parking Plan | ConstructionSS                               | Address_ConstructionSS_v1_2020-02-23  |
| Site Plan (DESP) Agreement   | SPAgmt                                       | Address_SPAgmt_v1_2020-02-23          |
| <b>PLANS, REPORTS, NOTICES – Utility Providers</b>                 |  |                                       |
| Completed Application Form and Fees                                | ApplicationForm                              | Street_ApplicationForm_v1_2020-02-23  |
| Utility Works Plan (include name of Utility Service in naming)     | BellUtilPlan<br>HydroUtilPlan<br>GasUtilPlan | Street_Bell_UtilityPlan_v1_2020-02-23 |
| Utility Works Notice   | UtilityNotice                                | Street_Notice_v1_2020-02-23           |
| MC Approval  | MCApproval                                   | Street_MCApproval_v1_2020-02-23       |
| <b>Other Files (as appropriate)</b>                                |  |                                       |
| Site Access Agreement (if using neighbours property for access)    | NeighbourAccessAgree                         | Address_NAA_v1_2020-02-23             |
| Boundary Tree Agreement (Remove)                                   | BTAR   | Address_BTAgmt_v1_2020-02-23          |

## Building Permit Application File Naming Conventions

Please ensure all plans are marked with date and version number.

| <b>Building Services - Naming Convention Requirements</b> |  |  |
|---|--|--|
| <b>Full Name</b>  | <b>Required Naming Convention</b>  | <b>Example</b>   |
| <b>Forms</b>  |  |  |
| Agent Authorization Form                                  | AgentAuthorization_Property Address  | AgentAuthorization_1 Trafalgar Road  |
| Building Permit Application                               | PermitApplication_Property Address   | PermitApplication_1 Trafalgar Road   |
| Schedule -1 Form for Designers                            | Schedule1_Designer_Property Address<br>Schedule1_HVAC_Property Address   | Schedule1_Designer_1 Trafalgar Road<br>Schedule1_HVAC_1 Trafalgar Road   |
| General Review Form (If in one file)                      | GRF_Property Address   | GRF_1 Trafalgar Road   |
| General Review Forms (for Separate Disciplines)           | GRF_Arch_Property Address<br>GRF_Mech_Property Address<br>GRF_Elect_Property Address<br>GRF_Struct_Property Address<br>GRF_Fire_Property Address | GRF_Arch_1 Trafalgar Road<br>GRF_Mech_1 Trafalgar Road<br>GRF_Elect_1 Trafalgar Road<br>GRF_Struct_1 Trafalgar Road<br>GRF_Fire_1 Trafalgar Road |
| Energy Efficiency Design Summary (EEDS) form              | EEDS_Property Address  | EEDS_1 Trafalgar Road  |
| SB 10 Forms   | SB10_Property Address  | SB10_1 Trafalgar Road  |
| Water Service Pipe Sizing Form                            | WSPS_Property Address  | WSPS_1 Trafalgar Road  |

|  |   |   |
|--|---|---|
| Controlled Flow Roof Drain Declaration Form                                | CFRD_Property Address                   | CFRD_1 Trafalgar Road                   |
| Demolition Permit Clearances   | DemoClearances_Property Address         | DemoClearances_1 Trafalgar Road         |
| Precautions During Excavation form, Including The Supporting Documentation | PrecautionsDeclaration_Property Address | PrecautionsDeclaration_1 Trafalgar Road |
| Miscellaneous Form   | Misc_Property Address                   | Misc_1 Trafalgar Road                   |
| <b>Drawings</b>  |   |   |
| Site Plan / Grading Plan   | SiteGradingPlan_Property Address        | SiteGradingPlan_1 Trafalgar Road        |
| Site Survey  | SiteSurvey_Property Address             | SiteSurvey_1 Trafalgar Road             |
| Site Servicing Plan  | SiteServicing_Property Address          | Site Servicing_1 Trafalgar Road         |
| Landscaping  | LandScaping_Property Address            | LandScaping_1 Trafalgar Road            |
| Civil Drawing Set  | Civil_Property Address                  | Civil_1 Trafalgar Road                  |
| Architectural Drawing Set  | Architectural_Property Address          | Architectural_1 Trafalgar Road          |
| Structural Drawing Set   | Structural_Property Address             | Structural_1 Trafalgar Road             |
| Mechanical Drawing Set   | Mechanical_Property Address             | Mechanical_1 Trafalgar Road             |
| Plumbing Drawing Set   | Plumbing_Property Address               | Plumbing_1 Trafalgar Road               |
| Electrical Drawing Set   | Electrical_Property Address             | Electrical_1 Trafalgar Road             |
| Fire Protection Drawing Set  | FireProtection_Property Address         | FireProtection_1 Trafalgar Road         |
| <b>Calculations and reports</b>  |   |   |
| HVAC Load Calculations   | HVACload_Property Address               | HVACload_1 Trafalgar Road               |
| Sprinkler Hydraulic Calculations   | HydraulicCalcs_Property Address         | HydraulicCalcs_1 Trafalgar Road         |
| Building Energy Modelling Report   | ModellingReport_Property Address        | ModellingReport_1 Trafalgar Road        |
| Fire Protection Report   | FireReport_Property Address             | FireReport_1 Trafalgar Road             |
| GeoTechnical Report  | GeoTechnical_Property Address           | GeoTechnical_1 Trafalgar Road           |
| GeoThermal Calculations  | GeoThermal_Property Address             | GeoThermal_1 Trafalgar Road             |
| Site Servicing Fee Calculation Sheet                                       | SiteServicingCalcs_Property Address     | SiteServicingCalcs_1 Trafalgar Road     |
| Structural Report  | StructuralReport_Property address       | StructuralReport_1 Trafalgar Road       |
| <b>Other</b>   |   |   |
| Specifications   | Specs_Type_Property Address             | Specs_Railings_1 Trafalgar Road         |
| DESP   | DESP_Property Address                   | DESP_1 Trafalgar Road                   |
| DENG   | DENG_Property Address                   | DENG_1 Trafalgar Road                   |
| Cover Letter   | CoverLetter_Property Address            | CoverLetter_1 Trafalgar Road            |
| Response Letter  | ResponseLetter_Property Address         | ResponseLetter_1 Trafalgar Road         |
| Property Owner Single Dwelling Unit Affirmation                            | SDUAffirmation_Property Address         | SDUAffirmation_1 Trafalgar Road         |
| Ontario Building Code Matrix   | OBC_Matrix_Property Address             | OBC_Matrix_1 Trafalgar Road             |