

The following file names are required when uploading documents into ePlans



Each sheet type shall be uploaded individually

*****In instances where there are multiple sheets, include a sequence number or letter*****

Example: For the Engineering Water Plan & Profile

WA-1 for a single page or WA-2 if there are 2 pages, WA-3 if there are 3 pages and so on

Example: For the Engineering Sanitary Sewer Details

DT-4a for a single page or DT-4b if there are 2 pages, DT-4c if there are 3 pages and so on

Planning Projects

File Extensions will be .pdf or .dwf

Full Sheet Name	Comments	Required File Name
Annexation Plat		AP-1 to AP-x
Development Plan	<i>Includes title page, site development plan and landscape plan</i>	DP-1 to DP-x
Commercial Site Plan - Minor		CSPM-1 to CSPM-x
Commercial Site Plan - Major		CSP-1 to CSP-x
Final Plat - Minor Subdivision		SFPM-1 to SFPM-x
Sketch Plat - Major Subdivision		SSP-1 to SSP-x
Preliminary Plat - Major Subdivision		SPP-1 to SPP-x
Final Plat - Major Subdivision		SFP-1 to SFP-x
Sketch Plat - Planned Unit Development		PUD SSP-1 to PUD SSP-x
Preliminary Plat - Planned Unit Development		PUD SPP-1 to PUD SPP-x
Final Plat - Planned Unit Development		PUD SFP-1 to PUD SFP-x
Condominium Plat		CP-1 to CP-x
Easement Vacate	<i>Map showing area to be vacated</i>	EVM-1 to EVM-x
Right of Way Vacate	Map	ROWV-1 to ROWV-x

END of Planning Project Naming Convention Assignments