

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

## Engineering Projects

File Extensions will be .pdf or .dwf

Full Sheet Name	Comments	Required File Name
Application for Permit to Construct		Application for PTC
Final Submittal Checklist		Final Submittal Checklist
Geotechnical & Subsurface Investigation Report		Geotechnical Report
Sanitary Sewer Design Report		Sewer Design Report
Water System Design Report	Water System Model	Water Design Report
Drainage Design Report	Runoff Calcs & Detention Sizing	Drainage Report
Traffic Impact Analysis (T.I.A.)		Traffic Impact Analysis
Cover Sheet	Typically a single sheet	CS-1
Notes & Legends		NL-1 to NL-x
Final Plat	Typically a single sheet	FP-1
Overlot Grading Plan		OG-1 to OG-x
Detailed Grading Plan		DG-1 to DG-x
Erosion & Sediment Control Plan		EC-1 to EC-x
Final Drainage Plan		FD-1 to FD-x
Overall Utility Plan		OU-1 to OU-x
Electrical & Dry Utility Plan		EL-1 to EL-x
Temporary Traffic Control	During construction	TR-1 to TR-x
Signing & Striping Plan		SI-1 to SI-x
Sanitary Sewer Plan & Profiles		SA-1 to SA-x
Water Plan & Profiles		WA-1 to WA-x
Storm Sewer Plan & Profiles		SW-1 to SW-x
Erosion & Sediment Control Details		DT-1a to DT-1x
Street Details		DT-2a to DT-2x
Signing & Striping Details		DT-3a to DT-3x

Engineering Permits To Construct

## Document Upload Accepted Files Names

	Sanitary Sewer Details		DT-4a to DT-4x
	Water Details		DT-5a to DT-5x
	Storm Sewer Details		DT-6a to DT-6x

File Extensions will be .pdf or .dwf

	Full Sheet Name	Comments	Required File Name
<b>Permits To Grade</b>	Application for Permit to Grade		Application for PTG
	Cover Sheet	<i>Typically a single sheet</i>	CS-1
	Overlot Grading Plan		OG-1 to OG-x
	Detailed Grading Plan	<i>More detail, spot elevations</i>	DG-1 to DG-x
	Erosion & Sediment Control Plan		EC-1 to EC-x
	Erosion & Sediment Control Details		DT-1a to DT-1x

END of Engineering Project Naming Convention Assignments