Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not <u>ALL</u> documents may be required.

- **Note**: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do <u>NOT</u> "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

☐ **<u>Owner's Affidavit</u>:**

    File name: AS-OwnersAff.pdf

☐ **<u>Site Plan</u>:**

    File name: SP-SPDwgs.pdf

☐ **<u>Contour Map</u>:**

    File name: EX-CountourMap.pdf

☐ **<u>Cultural Clearance Letter</u>:**

    File name: AS-CulturalLtr.pdf

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