



# Digital File Naming Conventions for Subdivisions

Planning and Development

To assist with the review and processing of a complete subdivision application, please follow the below file naming conventions outlined for submitting your digital package to Planning and Development.

Planning & Development File Naming Conventions (referenced in pre-consultation package).

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

## Planning

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**[File Number]–[AODA]–[Condensed Name]–[Version Number]–[Date]**

Notes:

- NO spaces in the file name
- NO special characters within the file name (e.g., @\_#%&\*^|.())
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- If the file number is not known use **T#####**
- Only use the **AODA** tag for files that are AODA compliant
- Please ensure all plans are marked with a version number
- Please ensure the date format follows YYYY-MM-DD

Example: Planning

- T#####-SubAppl-yyyy-mm-dd
- T#####-AODA-GeotechnicalRpt-v1-yyyy-mm-dd
- T#####-AODA-GeotechnicalRpt-ExecSum-v1-yyyy-mm-dd
- T#####-AODA-EIS-v1-yyyy-mm-dd
- T#####-AODA-TransportationImpactStudy-v1-yyyy-mm-dd
- T#####-AODA-UrbanDesignBrief-v1-yyyy-mm-dd
- T#####-AODA-WaterServicingReport-v1-yyyy-mm-dd
- T#####-DraftPlan-v1-yyyy-mm-dd

## Engineering

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### [File Number]–[Submission Number]–[Phase Number]–[Condensed Name]– [Version Number]

Notes:

- NO spaces in the file name
- NO special characters within the file name (e.g., @\_#\$%&\*^|.|.)
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- Submission, Phase, and Version Numbers where applicable.

Examples: Engineering

- T#####-S#-DesignStudy-V##
- T#####-Ph#-S#-Drawings

## Inspections

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### [Subdivision Number]–[Compliance Milestone]–[Condensed Name]–[Date]

Notes:

- NO spaces in the file name
- NO special characters within the file name (e.g., @\_#\$%&\*^|.|.)
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- Please ensure the date format follows YYYY-MM-DD
- For milestone staging, when applicable, add “ St# ” after the milestone in the file name to identify the stage number (e.g. MXXX-Assu-St2-..., MXXX-Cond-St2-..., MXXX-EoW-St2-...)

Examples: Inspections

- M###-Cond-DeveloperRequirements-YYYY-MM-DD
- M###-Assu-EngineersRequirements-YYYY-MM-DD
- M###-EoW-InspectionReq-YYYY-MM-DD
- M###-ESC-Report-YYYY-MM-DD
- M###-SecurityReductionX-Request (X is the reduction number)
- M###-WaterAlterationRequestX (X is the request number, when applicable)
- M###-Lot-X (FLGC Submission; X is the Lot number)