

To fully utilize Pdox’s electronic document review capabilities, a standardized digital file naming convention has been established. This convention combines the series, sheet type, and county file number to ensure efficient file identification and maintain consistency throughout the review process. The table below outlines the series and sheet types. The county file number will be provided following a pre-submittal conference with the Development Review Division.

Example:

File Name	Sheet numbers on drawings	Include “1 of x,” “2 of x,” etc. sheet numbers on drawings in FINAL REVIEW PHASE ONLY
0100-TTL-S-22-0001.pdf	0100-TTL (concept & design phase)	Partial or alphanumeric sheet numbers (e.g., “Sheet 2.1” or “Sheet 2A”) not permitted. *See PDoX Guidelines for examples of sheet numbering: concept, design, final phase)

Series	Sheet Type	Description
0001	PLT	Plat
0100	TTL	Plan set title sheet
0200	EXT	Existing conditions
0300	DEM	Demolition plans and details
0400	STE	Overall site layout sheet
0500	DET	Site Details
0600	SCP	Erosion and sediment control plan sheets
0700	SCD	Erosion and sediment control detail sheets, including sequence of construction.
0800	GRA	Proposed grading plans
0900	SWP	Proposed stormwater management plans
1000	SWD	Proposed stormwater management details including sections and profiles
1100	SDR	Storm drain plans, profiles, and details
1200	UTL	Utility profiles and details other than stormdrain
1300	LSC	Landscape plans and details
1400	FSP	Forest conservation and forest stewardship plans + Water resource protection plans
1500	BLD	Building elevations
1600	PHT	Photometric plans
1700	UIC	Use in common driveway plans and details
1800	RDP	Roadway plans
1900	RDD	Roadway details including profiles and typical sections
2000	RDX	Roadway crosssections
2100	TCP	Maintenance of traffic plans and details
2200	WSP	Water / sewer plans