

DOCUMENT NAMES WHEN SAVING TO DISC – DO NOT USE FORM NUMBER

FORM NAME TO BE USED ON DISC	FILE TYPE	FORM #S	Orientation of document
Community Development Applications			
General Application	pdf	1	N/A
Affidavit of Completeness and Accuracy	pdf	2	N/A
Consent(s) by name (ie Consent – Smith, E.)	Pdf	3	N/A
General Tabular	pdf	4	N/A
Liens and Fines Determination or Liens and Fines Certification	pdf	5 or 6	N/A
Disclosure Form - Applicant	Tif	8	N/A
Disclosure Form - Owner	Tif	9	N/A
Conditional Use Supplement	Pdf	11	N/A
Planned Development District and Tabular Supplement	Pdf	13 & 13a	N/A
Development Order Amendment / Expedited Application Consideration Supplement	Pdf	14	N/A
Development Order Abandonment Supplement	Pdf	15	N/A
TDR Supplement	Pdf	16	N/A
TDR Contract for Sale (Public Hearing)	Pdf	16a	N/A
TDR Escrow (Public Hearing)	Pdf	16b	N/A
TDR Deed (Public Hearing)	Pdf	16c	N/A
TDR Contract for Sale (DRO)	Pdf	16d	N/A
TDR Escrow (DRO)	Pdf	16e	N/A
TDR Deed (DRO)	Pdf	16f	N/A
Tower Review	Pdf	18	N/A
Tower Waiver Supplement	Pdf	19	N/A
DRO Supplement	Pdf	22	N/A
Concurrency Supplement	Pdf	30	N/A
Separate Concurrency	Pdf	31	N/A
Buildable Lot Review	Pdf	32	N/A
Legal Lot Review	Pdf	33	N/A
Type II ZC Variance	Pdf	43	N/A
Pre-Application Supplement	Pdf	100	N/A
Master Plan (MP) each page separately (i.e. MP p1)	Tif / dwf		North arrow up or pointed to left
Site Plan (SP) each page separately (i.e. SP p1; SP p2)	Tif / dwf		North arrow up or pointed to left
Regulating Plan (RP) each page separately (i.e. RP p1; RP p2)	Tif / dwf		North arrow up or pointed to left
Traffic Report/Statement	Pdf		N/A
Drainage Report	Pdf		N/A
Warranty Deed(s) by name (i.e. Smith, E.)	Pdf		N/A
Survey or Plat each page separately (i.e. survey p1; survey p2)	tif		North arrow up or pointed to left
Elevations each page separately (ie Elevation p1; elevation p2)	Tif / dwf		Top of building to the left
Shared Parking Study	Pdf		N/A
Phase I Audit	Pdf		N/A
Phase II Audit	Pdf		N/A
School Concurrency Supplement	Pdf		N/A
Justification Statement	Pdf/WORD		N/A
Zoning Confirmation letter	Pdf		N/A
Planning Letter	Pdf		N/A
Dust Control Plan	Pdf		N/A
Legal Description in WORD	WORD		N/A
Conditions of Approval (legal size paper)	Pdf		N/A

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FORM NAME TO BE USED ON DISC	FILE TYPE	REFERS TO FORM #S
Administrative Review and Public Information applications		
General Application (includes Affidavit of Completeness and Accuracy, General Tabular, Liens and Fines Determination or Liens and Fines Certification)	Pdf	1, 2, 4 -6
Supplemental Application (one of those listed to the right)	Pdf	45/46/47/70/71/ 72/ 73/74/75/77
Consent(s) by name (ie Consent – Smith, E.)	Pdf	3
Administrative Amendment Supplement	Pdf	23
Administrative Amendment Affidavit of Consent	Pdf	24
Master Plan (MP) each page separately (i.e. MP p1)	Tif / dwf	
Site Plan (SP) each page separately (i.e. SP p1; SP p2)	Tif /dwf	
Regulating Plan (RP) each page separately (i.e. RP p1; RP p2)	tif	
Warranty Deed(s) by name (i.e. Smith, E.)	Pdf	
Survey or Plat (i.e. survey p1; survey p2)	tif	
Justification Statement	Pdf	
Zoning Confirmation letter	Pdf	
Legal Description in WORD	WORD	
Pictures (S,N,W,E)		
Home Owner's Association Letter (approval/denial)	Pdf	
Floor Plan (if lot coverage is near max allowable %)	tif	

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For items not contained in this list identify the item by what it is.