File Naming Convention – Electronic Development Application	No.: DEVAPPS-18 Date: 2024-12-11

Purpose

To provide applicants of development applications (i.e. rezonings, subdivisions, development permits, etc.) a standard file naming convention guide.

Application Documents	
Document Type	**Document Name** *Ex: Application Form – 6911 No. 3 Road*
Application Form	Application Form – <Project Address>
Letter of Authorization (from all owners)	Letter of Authorization – <Project Address>
Land Title Search	Land Title Search – <Project Address>
Existing Housing Profile	Existing Housing Profile – <Project Address>

Drawings	
Document Type	**Document Name** *Ex: Topographical Survey – 6911 No 3 Road*
Topographical Survey	Topographical Survey – <Project Address>
Architectural Drawings	Architectural – <Project Address>
Structural Drawings	Structural – <Project Address>
Comprehensive Drawing Package	Comprehensive Drawing Package – <Project Address>

Other Documents	
Document Type	**Document Name** *Ex: Corporation Certificate – 6911 No 3 Road*
Corporation Certificate	Corporation Certificate – <Project Address>
Notice of Articles	Notice of Articles – <Project Address>
Traffic Impact Assessment	Traffic Impact Assessment – <Project Address>
Environmentally Sensitive Assessment Report	Environmentally Sensitive Assessment Report – <Project Address>
Draft Strata Plan	Draft Strata Plan – <Project Address>

For revised files submitted after the first submission, please include the date in brackets after the file type.	
Document Type	**Document Name** *Ex: Application Form (Jan 23, 2099) – 6911 No 3 Rd*
Application Form	Application Form (<Date>) – <Project Address>
Site Survey	Site Survey (<Date>) – <Project Address>
Architectural Plans	Architectural (<Date>) – <Project Address>
Legal Opinion	Legal Opinion (<Date>) – <Project Address>

For further information or clarification, please contact the Development Applications Department at 604-276-4395 or DevApps@richmond.ca.