

NAMING CONVENTION

The City of Centennial uses a naming convention for all files associated with a project. This ensures that all plan documents can be easily identified and located. **All files submitted must use the City's naming convention outlined below in order to be accepted. Applications not using the naming convention will be rejected.**

Please use ALL CAPS and no spaces or symbols - only underscores

CASENUMBER_SUBMITTALNUMBER_DOCUMENTTYPE_DOCUMENTNAME			
CASE NUMBER	SUBMITTAL NUMBER	DOCUMENT TYPE	DOCUMENT NAME
System generated case number	_1_initial submittal. _2_all documents uploaded after 1 st round of review and comments. _3_all documents uploaded after 2 nd round of review and comments.	To describe more than one document with the same name. Please refer to NAMING CONVENTION KEY WORDS.	Please refer to NAMING CONVENTION KEY WORDS.

The system generates case numbers after the case has been submitted into the system. For the 1st submittal please use the below example:

EXAMPLE - 1st Submittal

YEAR_1_DOCUMENTTYPE_DOCUMENTNAME: 18_1_SITEPLAN

EXAMPLE – Subsequent Submittals (You must replace the X's with the assigned case number, and always update the submittal number even if it's the first time submitting a document):

- 2nd Submittal: SITE1800XXX_2_SITEPLAN
- 3rd Submittal: PLAT1800XXX_3_PROPOSED_PLAT
- 4th Submittal: RZONE1800XXX_4_REZONINGPLAN

NAMING CONVENTION KEY WORDS

DESCRIPTION	KEY WORDS TO USE
Affidavit of Ownership	AFFIDAVITOWNER
B2 Exception	B2EXCEPTION
Construction Document	CD
Certificate of Taxes Due	CERTIFICATEOFTAXESDUE
Closure Calculations	CLOSURECALCULATIONS
Declaration of Covenants, Conditions, and Restrictions	COVENANTSCONDITIONSRESTRICTIONS
Drainage Plan	DRAINAGEPLAN
Drainage Report	DRAINAGEREPORT
Fee Schedule	FEESCHEDULE
Fire Lane Designation	FIRELANEDESIGNATION
GESC Plan	GESCPLAN
GESC Report	GESCREPORT
Legal Description	LEGALDESCRIPTION
Letter of Authorization	LETTEROFAUTHORIZATION
Letter of Intent	LETTEROFINTENT
Monument Record	MONUMENTRECORD
Ownership and Encumbrance Report	O&EREPORT
Parking Study	PARKINGSTUDY
Pattern book	PATTERNBOOK
Phase III Drainage Report	PHASEIIIDRAINAGEREPORT
Public Improvement Agreement	PIA
Plat (TYPE: EXISTING, PROPOSED, etc.)	TYPE_PLAT
Applicant Response to Comment (TYPE: PLANNING, SEMSWA, OR ENGINEERING)	TYPE_APPLICANTRESPONSETOCOMMENT
Rezoning Plan	REZONINGPLAN
Request for Rezoning	REZONINGREQUEST
Title Commitment	TITLECOMMITMENT
Traffic Study / Report	TRAFFIC
Agreement (TYPE: ACCESS, EASEMENT, PARKING, etc.)	TYPE_AGREEMENT
Submittal Checklist (TYPE: SITEPLAN, PLAT, etc.)	TYPE_CHECKLIST
Comment-Referral Agencies (TYPE: NAME OF AGENCY)	TYPE_COMMENTREFAGENCY
Deed (TYPE: WARRANTY, etc.)	TYPE_DEED
Easement (TYPE: UTILITY, PUBLIC USE, ACCESS, etc.)	TYPE_EASEMENT
ECE (TYPE: PUBLIC, PRIVATE, OR SEMSWA)	TYPE_ECE

DESCRIPTION	KEY WORDS TO USE
Letter (TYPE: SUPPORT, APPLICANT, etc.)	TYPE_LETTER
Pre-submittal Notes (TYPE: PLANNING, ENGINEERING, OR SEMSWA)	TYPE_NOTESPRESUBMITTAL
Site Plan	TYPE_SITEPLAN
Survey (TYPE: ALTA, EXISTINGCONDITIONS, etc.)	TYPE_SURVEY
Tax Exempt Certificate	TAXEXEMPTCERTIFICATE
Request for Variance	VARIANCEREQUEST
Waiver Request	WAIVERREQUEST
Land Dedication Worksheet	WORKSHEETLANDEDICATION