

City of Port St Lucie
Electronic Submittal File Naming Structure

Revised September, 2017

- All electronically submitted documents must be formatted and named according to the structure below.
- If your submittal includes a document not on the list, the document name shall clearly reflect the content of the submitted document as shown in the items already listed. *Do not include any other information in the naming
- The Planning & Zoning Department Project Number (P00-000) should be placed at the beginning of all file names if a project number has been issued.

<i>Document Submitted</i>	<i>File Format</i>	<i>File Name</i>
Aerial	PDF	Aerial.pdf
Annexation	PDF	Annexation.pdf
Application	PDF	Application.pdf
As-built	PDF and DWG	Asbuilt.pdf Asbuilt.dwg
Boundary Survey	PDF and DWG	BoundarySurvey.pdf BoundarySurvey.dwg
Citywide Design Standards	PDF	CitywideDesignStandards.pdf
Clearing Plan	PDF	ClearingPlan.pdf
Conceptual Building Elevations	PDF	ConceptualBuildingElevations.pdf
Conceptual Floor Plan	PDF	ConceptualFloorPlan.pdf
Conceptual Site Plan	PDF	ConceptualSitePlan.pdf
Construction Permit Application	PDF	ConstructionPermitApp.pdf
Construction Plans ⁽¹⁾	PDF	ConstructionPlans.pdf
Cost Estimate	PDF	CostEstimate.pdf
Cover Letter	PDF	CoverLetter.pdf
Deed	PDF	Deed.pdf
Development of Regional Impact (DRI)	PDF	DRI.pdf
DRI Notice of Proposed Change	PDF	DRI-NOPC.pdf
DRI Substantial Deviation	PDF	DRI-SD.pdf
Drainage/Stormwater Plan	PDF	DrainagePlan.pdf StormwaterPlan.pdf
Erosion and Sediment Control Plan	PDF	ErosionSedimentControlPlan.pdf
Final Plat	PDF	FinalPlat.pdf
Irrigation Plan	PDF	IrrigationPlan.pdf
Landscape Plan	PDF	LandscapePlan.pdf

<i>Document Submitted</i>	<i>File Format</i>	<i>File Name</i>
Legal Description	PDF	LegalDesc.pdf
Legal Description and Sketch	PDF	LegalAndSketch.pdf
Limited Mixed District Rezoning	PDF	LMDRezoning.pdf
Listed Species Survey	PDF	ListedSpeciesSurvey.pdf
Mass Grading Plan	PDF	MassGradingPlan.pdf
Master Planned Urban Development	PDF	MPUD.pdf
Notice of Intent	PDF	NOI.pdf
Owner Authorization	PDF	OwnerAuthorization.pdf
Paving, Grading and Drainage Plan	PDF	PGD-Plan.pdf
Permit (FDOT, SFWMD, FDEP, etc.)	PDF	<i>Agency-Type-Permit.pdf</i> ⁽²⁾
Planned Urban Development	PDF	PUD.pdf
Preliminary Plat	PDF	PreliminaryPlat.pdf
Proof of Ownership	PDF	ProofOfOwnership.pdf
Public Art Checklist	PDF	PublicArtChecklist.pdf
Record Drawing	PDF and DWG	RecordDrawing.pdf RecordDrawing.dwg
Response to Comments	PDF	ResponseToCommentsX.pdf ⁽³⁾
Site Plan	PDF and DWG	SitePlan.pdf SitePlan.dwg
Special Exception Use	PDF	SEU.pdf
Street Lighting Plan	PDF	StreetLightingPlan.pdf
Stormwater ERU Calculations	PDF	ERU-Calcs.pdf
Stormwater Pollution Prevention Plan	PDF	SWPPP.pdf
Topographic Survey	PDF	TopoSurvey.pdf
Traffic Report/Study/Analysis	PDF	Traffic.pdf
Transmittal	PDF	Transmittal.pdf
Tree Survey	PDF	TreeSurvey.pdf
Water and Sewer Plan	PDF	UtilityPlan.pdf

- (1) Construction Plan includes all appropriate plans such as clearing, paving and drainage, water, sewer, landscaping, irrigation, etc. in the plan set. Each plan sheet does not need to be named separately.
- (2) Name should include the permitting agency and type of permit, for example the SFWMD permit would be named SFWMD-GeneralUse-Permit.pdf, FDEP permit would be named FDEP-NOI-Permit.pdf, etc.
- (3) X is the response number: first response=1, second response=2, etc.