



**DIGITAL FILE SUBMISSION REQUIREMENTS
FOR DEVELOPMENT PLANNING APPLICATION(S)**

The following requirements are applicable to all digital submissions associated with Development Planning Applications (including applications to the Committee of Adjustment) and for all associated re-submissions. **All digital file submissions must meet the requirements outlined herein or the submission will not be accepted.** These guidelines are not to be used as a submission requirements checklist for any particular application. Please refer to your Submission Requirements Checklist provided to you through the Pre-Submission Process for the list of specific submission requirements applicable to your development application(s). For more information on the format and content required for application submission requirements, refer to the [Consolidated Development Application Guide](#).

Digital File Requirements:

- All electronic documents, plans and drawings must be submitted in PDF format, version 7 or later.
- Files must be unsecured and not password protected.
- Plans/Drawings with multiple pages and sets must be combined into a single electronic document (PDF format) in the same order as the submitted paper copy (Example: Architectural Plans, Civil Plans, Landscape Plans, etc.)
- Documents/drawings must have no comments. Text placed on the PDF as a comment must be flattened or removed.
- Electronically produced documents, plans and drawings (i.e. dwg, docx) must be converted into PDF format for submission. Printing to paper and scanning it to create a PDF should be avoided.
- The scale and page size of the plans/drawings on the PDF must match the scale and page size of the full-sized plans/drawings on paper.
- Each PDF File must be properly labelled. PDF file names should be abbreviated and reflect the type of document (see Digital File Naming Conventions below).
- Each PDF file submitted must not exceed 25 MB.

Digital File Naming Conventions:

The use of naming conventions for digital files facilitate efficient identification of documents to be submitted and reviewed by the City. Digital file names shall remain the same for all submissions in accordance with the naming conventions outlined in the table below and shall include a submission number following the file name, ex. (1), (2) (see below).

First Submission:

Abbreviation (Submission Number)

Example: S-PLAN (1)

Subsequent Submission(s):

Abbreviation, City File Number,(Submission Number)

Example: S-PLAN_OPA-XX-XXXX (2)

Note: City File Number(s) are assigned upon application submission. Where there are multiple City File Numbers, please refer to the applicable primary City File Number and utilize the same City File number for all documents associated with that application(s).

For any submission document titles not included in the table below, please follow the general abbreviation pattern.

SUBMISSION DOCUMENT	NAMING CONVENTION
Completed Application Form and Fees	APP-FORM
Submission Requirements Checklist	SUB-REQ
Response Matrix (for resubmissions)	RESP-MATX



Survey	SURVEY
Parcel Register	PIN
Development Application Summary	DEV-SUM
Planning Justification Report	PJR
Draft Official Plan Amendment	DOPA
Draft Zoning By-law Amendment	DZBLA
Draft Part Lot Control Exemption By-law	DPLCE
Site Plan	S-PLAN
Draft Plan of Subdivision	DPLAN-SUB
Draft Plan of Condominium	DPLAN-CON
Elevation Plans	ELV-PLANS
Floor Plans	FL-PLANS
Roof Plan	RF-PLAN
Affordable Housing Template	AFF-MATX
Sustainability Metrics & Response	SAT
Archeological Assessment Registration Letter from Ministry	AA-LTR
Surveyor Certificate	OLS-CERT
Financial Services Division	
Development Charges Certificate	DC-CERT
Park and Natural Heritage Planning	
Landscape Plan/Details	L-PLAN
Tree Inventory & Preservation Plan	TIP-PLAN
Arborist Report	ARB-REP
Natural Heritage Evaluation	NHE-REP
Oak Ridges Moraine Conformity Statement	ORM-CONF
Tree Declaration Form	TDEC-FORM
Restoration Protection Plan	REST-PLAN
Floodplain Assessment Study	FLOOD-STUDY
Hazard Study	HAZ-STUDY
Cost Estimate Landscaping	COST-LANDS
Environmental Impact Assessment	EIS
Infrastructure and Development Engineering	
Grading Plan	GR-PLAN
Servicing Plan	SS-PLAN
Erosion and Sediment Control Plan	ESC-PLAN



Construction Notes/Details Plan	CONS-DETS
Functional Servicing Report	FSR-REP
Hydrogeological Report	HYDROG-REP
Stormwater Management Report	SWM-REP
Phase 1 Environmental Site Assessment	ESA-PHASE
Shoring and Excavation Plan	SHOREX-PLAN
Crane Swing Plan	CSWING-PLAN
Water Budget Analysis (CTC Source Protection)	WTR-BUDG
Construction Management Plan	CM-PLAN
Lighting Plan	LIGHT-PLAN
Underground Parking Plan	PX-PLAN
Parking Study	PARK-STUDY
Traffic Impact Study	TIS-REP
Traffic Demand Management	TDM-REP
Noise Report	NOISE-REP
Access Study	ACC-STUDY
On-Site Circulation Study	CIRC-STUDY
Topographic Survey	TOPO
Details Plan	CIVILDET-PLAN
Site Servicing and Grading Plan (Combined)	SS-GP-PLAN
Sections Plan	CIVILSEC-PLAN
Architectural Sections	ARCSEC-PLAN
Electrical Plan	ELEC-PLAN
Transportation Mobility Plan/Study	TM-PLA or TM-STUDY
Stormwater Management Plan	SWM-PLAN
Water Balance Study	WB-STUDY
Geotechnical Study	GEO-STUDY
Cost Estimate Civil	COST-CIVIL
M-Plan	M-PLAN
Reference Plan	R-PLAN
Community Services Department	
Waste Management Plan	WM-PLAN
Heritage and Urban Design	
Architectural Control Guidelines	ARC-CONT
Exterior Material and Colour Schedule	MAT-SCHED

Urban Design Brief	UD-BRIEF
Concept Plan (per Section 5.2 of the Official Plan)	CON-PLAN
At-Grade Elevations	GRD-ELV-PLAN
Streetscape Elevations	SRT-ELV-PLAN
Coloured 3D Renderings	REND-PLAN
Sun/Shadow Study	SHAD-STUDY
Angular Plane Analysis	AP-STUDY
Wind Study	WIND-STUDY
Archeological Assessment	AA-STAGE X
Cultural Heritage Impact Assessment	CHIA
Village Core Neighbourhood Design Guidelines Checklist	VCNDG-CHECK
Other Documents	
Manufacturer's Certificate (only for temporary tents and structures)	MANUF-CERT
Draft Public Notification Letter	PUB-NOT-LTR
Draft Public Notice Sign	PUB-NOT-SGN
Purpose, Siting and Planning Justification Study (re: Telecommunication Towers)	PJS
Safety Code 6 Compliance Statement	SAFETY
Canadian <i>Environmental Assessment Act</i> Status Statement	CEAA-STATUS
Industry Canada's Spectrum Management and Telecommunication General Information Notice	IND-CAN-INFO
Engineering and Structural Adequacy Statement	ENG-STATE
Antenna System Construction Notes/Detail Plan	ANT-SYST-CON
Concept Plan with Geographic Coordinates	CONC-PLAN
Record of Site Condition	RSC
Containment Management Plan	CONTAM-PLAN