

Please use the examples provided below when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not **ALL** documents may be required.

- **Note:** If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.
- Remember to reduce or flatten layers when saving as a PDF from design and drafting software.

**PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:**

☐ **Project Narrative:**

File name: AS-ProjectNar.pdf

☐ **Owner's Affidavit:**

File name: AS-OwnersAff.pdf

☐ **EIA Overlay:**

File name: EIA-EIAOverlay.pdf

☐ **Site Plan:**

File name: SP-SPDwgs.pdf

☐ **Impact Analysis:**

File name: EIA-ImpactAnalysis.pdf

☐ **LIV Project Narrative (as applicable):**

File name: AS-LIVProjectNar.pdf