

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

Drainage Area Map:

File name: OP-DrainageAreaMap.pdf

Owner's Affidavit:

File name: AS-OwnersAff.pdf

Capacity Accounting Record:

File name: AS-CptyAcctRcd.pdf

Operation and Maintenance Plan:

File name: AS-OMPlan.pdf

Articles of Incorporation and Bylaws:

File name: AS-ArtIncorpByLaws.pdf

EL Certificate of Good Standing:

File name: AS-CertGoodStanding.pdf

Stormwater Facility As-Builts:

File name: OP-AsBuilt/RcdDwgs.pdf