Digital File Naming Conventions for Subdivisions
Planning and Development

To assist with the review and processing of a complete subdivision application, please follow the below file naming conventions outlined for submitting your digital package to Planning and Development.

Planning & Development File Naming Conventions (referenced in pre-consultation package).

Digital copies must be named in an organized and descriptive manner according to the format below:

Planning

[File Number]–[AODA]-[Condensed Name]–[Version Number]–[Date]

Notes:
- NO spaces in the file name
- NO special characters within the file name (e.g., @_#$%&*/\|.())
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- If the file number is not known use **T#####**
- Only use the **AODA** tag for files that are AODA compliant
- Please ensure all plans are marked with a version number
- Please ensure the date format follows YYYY-MM-DD

Example: Planning
- T#####-SubAppl-yyyy-mm-dd
- T#####-AODA-GeotechnicalRpt-v1-yyyy-mm-dd
- T#####-AODA-GeotechnicalRpt-ExecSum-v1-yyyy-mm-dd
- T#####-AODA-EIS-v1-yyyy-mm-dd
- T#####-AODA-TransportationImpactStudy-v1-yyyy-mm-dd
- T#####-AODA-UrbanDesignBrief-v1-yyyy-mm-dd
- T#####-AODA-WaterServicingReport-v1-yyyy-mm-dd
- T#####-DraftPlan-v1-yyyy-mm-dd

Engineering

[File Number]–[Submission Number]-[Phase Number]-[Condensed Name]–[Version Number]

Notes:
- NO spaces in the file name
- NO special characters within the file name (e.g., @_#$%&*/\|.())
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- Submission, Phase, and Version Numbers where applicable

Examples: Engineering
- T#####-S#-DesignStudy-V##
- T#####-Ph#-S#-Drawings

Ministry of the Environment, Conservation and Parks Applications

[File Number]-[Phase Number]-[Application Type]-[Condensed Name]–[Version Number]

Notes:
- NO spaces in the file name
- NO special characters within the file name (e.g., @_#$%&*/\|.())
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- Phase, and Version Numbers where applicable
- Application type acronyms are as follows:
  - Consolidated Linear Infrastructure Environmental Compliance Applications (ECA)
  - Transfer of Review Environmental Compliance Applications (TOR)
  - Drinking Water Infrastructure Alteration Application (DWIAA)

Examples: Ministry of the Environment Conservation and Parks Applications
- T#####-Ph#-ECA-SS1-V##
- T#####-Ph#-TOR-Application-V##
- T#####-Ph#-DWIAA-Form1-V##

Inspections

[Subdivision Number]–[Compliance Milestone]–[Condensed Name]–[Date]

Notes:
- NO spaces in the file name
- NO special characters within the file name (e.g., @_#$%&*/\|.())
- Use ONLY letters, numbers, and dashes (no periods or underscores)
- Please ensure the date format follows YYYY-MM-DD
- For milestone staging, when applicable, add " St# " after the milestone in the file name to identify the stage number (e.g. MXXX-Assu-St2-…, MXXX-Cond-St2-…, MXXX-EoW-St2-…)

Examples: Inspections
- M###-Cond-DeveloperRequirements-YYYY-MM-DD
- M###-Assu-EngineersRequirements-YYYY-MM-DD
- M###-EoW-InspectionReq-YYYY-MM-DD
- M###-ESC-Report-YYYY-MM-DD
- M###-SecurityReductionX-Request (X is the reduction number)
- M###-WaterAlterationRequestX (X is the request number, when applicable)
- M###-Lot-X (FLGC Submission; X is the Lot number)