



# **FOR ASSISTANCE VIEWING OR READING ANY CITY DOCUMENTS,**

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[A Request for Reasonable Accommodation](#)  
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# Electronic Submittal Requirements and File Naming Standards

(See Submittal Requirements Section B for Summary of Plans and Documents)

## Submittal Requirements (Quick Checklist):

Please read all the following pages for complete guidelines and helpful tips.

### General Submittal Guidelines:

- ☐ Submit each review round by email to your Development Review Coordinator. Provide PDF files for all plan sheets, documents, and reports. PDF file content must be included within not more than one file folder- no subfolders.
- ☐ All site plan, landscape plan, and utility plan sheets are grouped into individual plan sets, and not separate PDFs for each sheet.
- ☐ All jpegs and other images embedded into the drawing are of high resolution, with raster images and text clearly legible. 300 DPI is recommended.
- ☐ Maximum file size limit for each PDF: 150 MB.

### Preparing PDF Plans from CAD software:

- ☐ All plans are saved as optimized/flattened PDFs to reduce file size and remove layers.
- ☐ AutoCAD SHX attributes have been removed from the PDF's.
- ☐ Bookmarks are provided for each page (drawing sheet) in the PDF plan sets, listing the sheet number and sheet title.
- ☐ All PDF plan pages are properly oriented, with the top of the page oriented to the top of the computer screen.
- ☐ All PDF plan pages are provided at 24x36 inches and are at 'full size' and 'to-scale' to ensure proper measuring of lines and areas electronically.
- ☐ Plans must include a scale bar on each sheet. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- ☐ Vector-based PDF files are provided. Raster-based PDF files are accepted only if generating vector-based files is infeasible. Images provided within the PDF sheets (such as photographs) will remain raster-based.
- ☐ If raster-based PDF files are provided for 24x36 linework drawings, files are printed at not more than 100-150 dpi, monochrome and compressed.

### File Naming:

- ☐ PDFs meet file naming standards, with no consultant project file numbers, subfolders, or added characters provided in the file naming.
- ☐ The file names clearly convey the review content of the file. Site plan sheets are named "SITE PLAN". Landscape plan sheets are named "LANDSCAPE PLAN", Utility plan sheets are named "UTILITY PLAN", etc.

## General Submittal Guidelines:

- **Submittal:** All electronic submittals for each round of review should be submitted via email or non-expiring downloadable link to your Development Review Coordinator.
- **PDFs Only:** Only PDF files shall be accepted for plan sheets, documents, and reports.
- **Submit Only the Files to be Reviewed:** Files shall only include the digital files that are being submitted for review.
- **One Folder:** Submittal documents must be included within not more than one digital file folder. Subfolders that divide the submittal into subtopics such as “Civil Plans”, “Planning Documents”, “Photometrics Plan”, etc. are not necessary and will be rejected.
- **File Naming:** Please see [File Naming](#) section below for details.
- **Maximum PDF File Size:** The maximum file size limit for each PDF is 150 MB (megabytes).
- **Grouping Sheets Together:** All site, landscape, and utility plan sheets shall be grouped into individual plan sets, and not provided as individual PDFs for each plan sheet within the plan set. For example, if the project is broken up into multiple 20-scale site plan sheets and a cover sheet, it is not necessary to provide a PDF for each individual site plan sheet (“site plan sheet 01.pdf”, “site plan sheet 02.pdf”, etc.). If the grouped plan set is greater than the 150 MB maximum file size limit, the set can be grouped into subsets as needed.
- **Organizing Planning File Names:** For review purposes, the “Planning Package” should be divided up into individual PDF sets based on subject matter, such as the site plan”, neighborhood context plan, lighting plans and details, trash enclosure plans and details, building elevations, etc. Required details should be incorporated into each PDF plan set. Although the “Planning Package” may be divided up into PDF’s based on subject matter for review purposes, a Sheet Index is required on the cover page indicating all sheets provided in the Planning Package, with sheet numbers provided for each sheet in the Planning Package, ([See Section D of the Development Review Submittal Requirements for cover page explanation](#)).
- **Images:** All jpegs and other images embedded into the drawing must be of high resolution. 300 DPI is recommended. Please take note of this requirement when saving images (such as lighting specification cut sheets, site furniture images, material images, etc.). When printing PDF sheets, image quality for jpegs and other images should be adjusted within the software as needed to provide high quality images. Submittals that include images that are not readable or reproducible may be rejected or not fully reviewed, requiring additional rounds of review.

## Preparing Electronic Plans (PDFs) for Submittal:

- **Optimized PDFs:** Each 'Plan' (or 'Plan set') must be saved as a flattened/optimized PDF to remove layers and unnecessary data. This process creates a vector-based PDF with improved viewing performance, allowing staff to review files on a computer screen effectively.

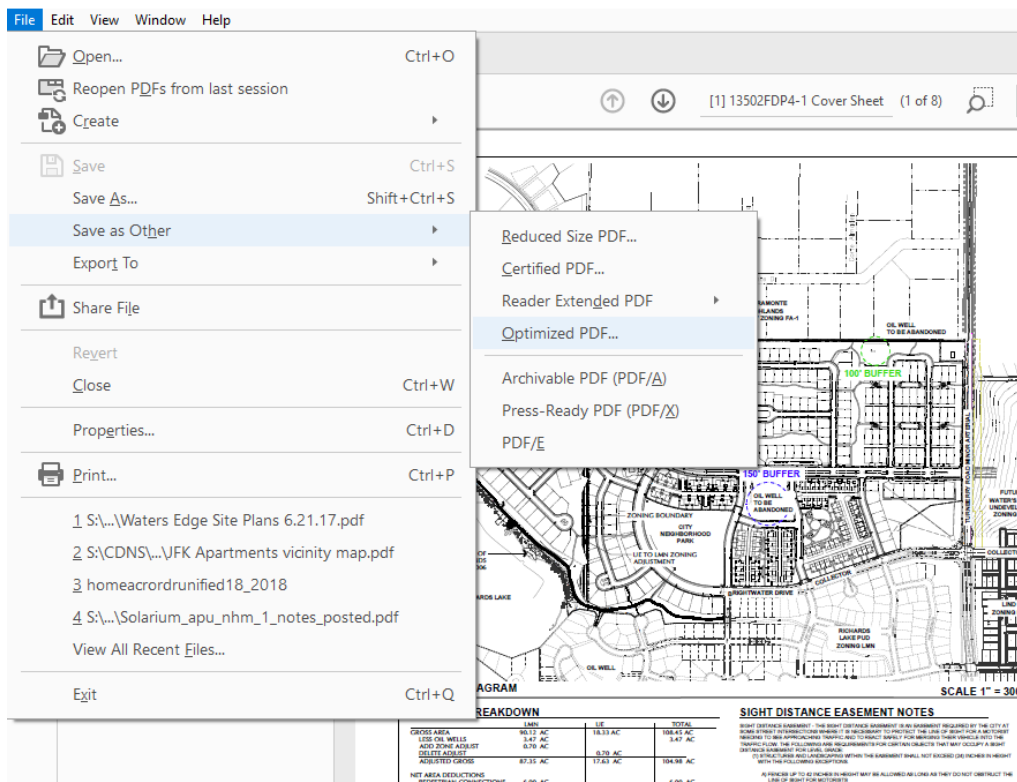
**Plans that contain 'Layers', 'Objects', 'Comments' or other editable content are not acceptable:** Avoid exporting drawings directly from AutoCAD to PDF with the CAD "objects" or "layers" in the file. This will create a much larger PDF file size and a slower, cumbersome file for plan review. Files should be optimized to reduce to the smallest size possible to provide quick access to the files and remove layers and editable content. If optimization is not available in the software program, then flattening the drawing prior to creating the PDF is recommended.

### How to Create and Save an Optimized PDF:

The following steps should be used to remove layers, objects, and AutoCAD comments from PDF documents in Adobe Acrobat:

- Right Click on the PDF file, select 'open with', and select Acrobat DC or Acrobat Pro (Not Acrobat Reader).
- Access the PDF Optimizer window box. This can be done in two ways. The second way is described in steps c and d below.

First way: Select "File", then "Save As Other", then "Optimized PDF":



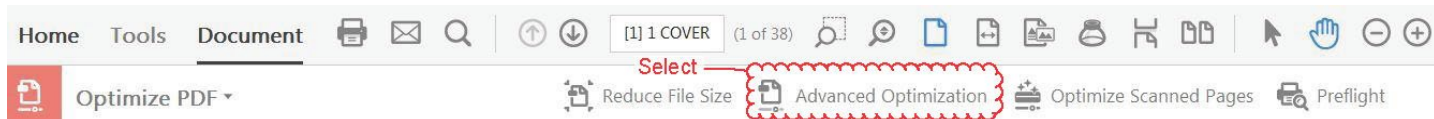
- Second method to access the PDF Optimizer: Go to 'Tools' and select 'Optimize PDF'.



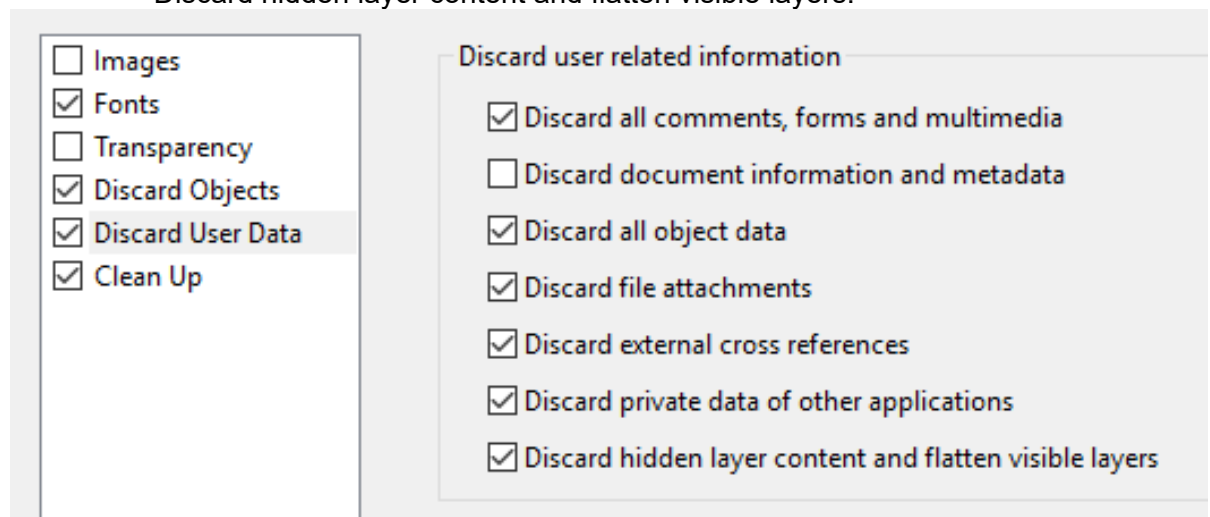
## Optimize PDF

Open ▼

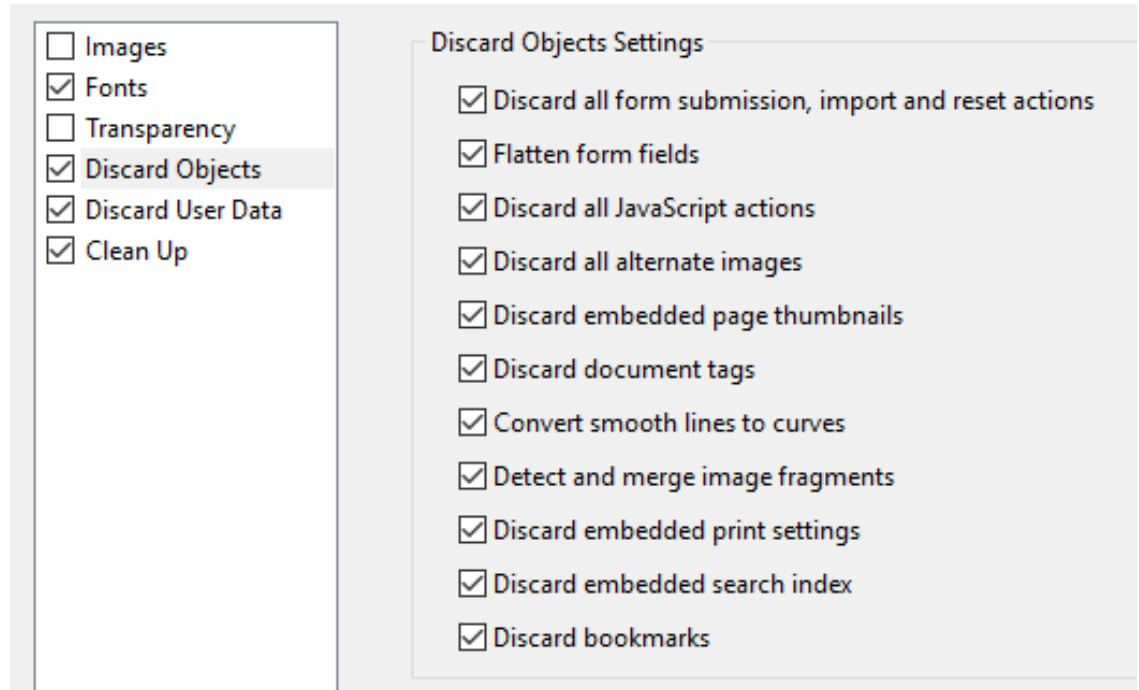
- Select 'Advanced Optimization' or prior versions may say 'Optimize PDF'.



- OPTIMIZATION SELECTIONS – STEP 1: Once the PDF Optimizer window has been accessed, select “Discard User Data”, then select ALL but the second option, but do not click “OK” yet. The most important selections are the first, third, and last options:
  - Discard all comments, forms and multimedia.
  - Discard all object data.
  - Discard hidden layer content and flatten visible layers.



- OPTIMIZATION SELECTIONS – STEP 2: Next, in the PDF Optimizer window, select 'Discard Objects' and check all boxes in this section, then select 'OK'. In most cases, after selecting 'OK', a window will appear stating 'Save Optimized As'. When this occurs, change file name, select 'save' (if this message appears, skip step h):



- Select 'File' then 'Save-as' and give PDF file a new name (important to rename file).

- **IMPORTANT – Remove AutoCAD SHX comments from the PDF's:** This avoids having AutoCAD drawing text turned into comments in a PDF. The default setting is "1" in AutoCAD for this feature. To change the setting and remove this feature, type "EPDFSHX" (version 2016.1) or "PDFSHX" (version 2017 and newer) in the command line and enter "0". PDF's that are submitted with this feature must be resubmitted with the SHX text comments removed. Read this article at Autodesk.com for more tips on this topic: <https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>

**Following the optimization instructions above should also remove these SHX comments from the PDF without changing the AutoCAD default setting.**



- **Bookmarks:** Plan sets are required to have bookmarks for each page (drawing sheet), listing the sheet number and sheet title, to facilitate the electronic plan review process.
- **Merging and Grouping Files:** All site plan, landscape plan and utility plan sheets shall be grouped into individual plan sets, and not provided as individual PDFs for each plan sheet within the plan set. For example, if the project is broken up into multiple 20-scale site plan sheets and a cover sheet, it is not necessary to provide a PDF for each individual site plan sheet ("site plan sheet 01.pdf", "site plan sheet 02.pdf", etc.). If each plan set consists of multiple files for each page (drawing sheet) they must be merged into a single PDF file sets per the above guidelines. If multiple PDFs are merged, verify that bookmarks are consistent and that the merged files are less than 150 MB. If the merged plan set is greater than the 150 MB maximum file size limit, then the set can be merged into subsets as needed.
- **Page Orientation:** Pages (sheets) must all be properly oriented, meaning upright, not sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a request for resubmittal which will delay the review. To check that pages are properly oriented, open the document in a PDF application (Adobe Reader or Pro) and do a 'print preview'. Scroll through each page in the preview window to make sure the pages are properly oriented. Make sure the correct paper size is selected and look for incorrectly rotated pages. The top of the drawing sheet must be oriented to the top of the computer screen.
- **Scale and Page Size:** Plans must be saved at 'full size' and 'to-scale' to ensure proper measuring of lines and areas electronically. Plan sets must not have a page size larger than 24x36 inches.
- **Scale Bar:** Plans must include a scale bar on each sheet. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- **Raster images embedded in the AutoCAD drawing:** If sketches, photographs, product specification sheets or other raster images are incorporated into the plan sheets, these images should be set to be saved at 300 DPI when creating vector-based PDF sheets of the plans. A lower resolution setting may be possible but could create fuzzy images within the plan set. To ensure that these images load quickly in the PDF reader, be sure to set image transparency 'off' before plotting. Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru).
- **Vector vs. Raster files:** Vector-based PDF files must be provided if this option is available when creating the PDFs. Vector based PDFs are preferred because they can be scaled by any amount without any degrading image quality. This allows the plans to be reviewed in a much higher level of clarity on a computer screen. The optimization instructions above create a vector-based PDF.

#### Helpful Recommendations for Raster-based scans:

- Raster-based PDF files are images of the plans which contain a specific number of pixels. These images are typically created by scanning paper copies of plans, and then converting the scan to a PDF format. Raster image PDFs are only accepted if vector-based PDFs cannot be created. An example of this would be an old plan is used as a base sheet, where a scanned image is the only document available and reconstructing the plan linework in a CAD application is not feasible.
- If plan sheets must be provided as raster images, set the scanner to around 100-150 dpi resolution. This should create a clear, legible PDF but keeps the file size to a minimum. This also reduces regeneration time when loading the plan on a computer screen.
- The following processing steps are recommended if creating raster PDF files:
  - Saving the plan sheets as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Linework plans should be saved as 1-bit (monochrome).
  - Uncompressed files are much larger than compressed files. When creating or saving PDF files specify “compressed.” A lossless compression (such as LZW) is recommended. Typically, plan sheets contain mostly white space. The data required to store this white space can be significantly reduced using compression when saving the plans to PDF.



## File Naming:

- ❑ For all electronic files submitted, each file name should only include information related to the subject of the file as outlined in the file naming examples below. No consultant project file numbers, subfolders, or added characters should be provided in the file naming.
- ❑ Contact your Development Review Coordinator prior to the initial submittal to establish the project name that will be used in the file naming.
  - Keep project name as short as possible.
  - Your Development Review Coordinator may use a shortened version of the project name for file naming.
    - Example: Project Name is **Sunny Acres Single-Family Subdivision**, file name is abbreviated to **SUNNY ACRES**
- ❑ Correct file naming is required as part of a complete submittal. Files that do not match the standards outlined in this document will be returned to the applicant team for correction.
  - File names should have the corresponding number, followed by the file type prefix, project name, project type, and round number.
  - Avoid Spaces between characters when possible – Use the under-score or a dash.
  - Reference project type [BDR, MJA, PDP, FDP etc.] and round number in the file name.
    - Example: 3\_PLAT\_Sunny Acres\_PDP\_Rd1
- ❑ The file name standards [list below] make it so file names clearly convey the review content of the file. Site plan sheets are named “SITE PLAN”. Landscape plan sheets are named “LANDSCAPE”, Utility plan sheets are named “UTILITY PLAN”, etc. Sufficiently describing the contents of the file and the details of the sheets that are included is the priority.

- **1\_APP**
  - For the [Development Review](#) or [Minor Amendment](#) Application
    - 1\_APP\_Project Name\_PDP\_Rd2.pdf
- **1\_CHECKLIST**
  - For the [Development Review Checklist](#)
    - 1\_CHECKLIST\_Project Name\_PDP\_Rd2.pdf
- **1\_CMNT\_RESPONSE**
  - For the response to the previous rounds' comments
  - For the response to the Conceptual Review or Preliminary Design Review comments
    - 1\_CMNT\_RESPONSE\_Project Name\_PDP\_Rd2.pdf
- **1\_NARRATIVE**
  - For the project information and design narrative
    - 1\_NARRATIVE\_Project Name\_PDP\_Rd2.pdf
- **1\_LEGAL\_**
  - For the Annexation Legal Description and/or the Zoning Legal Description
  - For Legal descriptions associated with the dedication or vacation processes
  - For Legal descriptions of the Site associated with an Overall Development Plan
  - Include a description of what the legal description is for
    - 1\_LEGAL\_ANX\_Project Name\_ANX\_Rd2.pdf
    - 1\_LEGAL\_ZONE\_Project Name\_REZ\_Rd2.pdf
- **1\_AGREEMENT\_**
  - For the Applicant Agreement to pay costs associated with 1041 reviews
  - For other agreements not listed, but not including the Development Agreement which is named in section 6 below
    - 1\_AGREEMENT\_Project Name\_1041Pre\_Rd1.pdf
- **1\_PETITION\_**
  - For the Petition for Annexation and/or the Petition for Zoning
    - 1\_PETITION\_ANX\_Project Name\_ANX\_Rd2.pdf
    - 1\_PETITION\_ZONE\_Project Name\_REZ\_Rd2.pdf
- **1\_STATEMENT**
  - For Statement of Principles and Policies for Annexation
  - For Statement of Planning Objectives for Overall Development Planning
  - For Statement of Proposed Ownership and Maintenance responsibility of public and private open space areas
    - 1\_STATEMENT\_Project Name\_ANX\_Rd2.pdf
- **1\_LIST**
  - For list of names, addresses and phone numbers of retailers located within the boundaries of the Annexation
  - For list of names of all general and limited partners and or officers involved as either applicants or owners of an Overall Development Plan
    - 1\_LIST\_Project Name\_ANX\_Rd2.pdf
- **1\_PHASING**
  - For the development phasing schedule
    - 1\_PHASING\_Project Name\_ODP\_Rd2.pdf

- **2\_SITE PLAN**
  - For Site Plan or Site Plan sheets
    - 2\_SITE PLAN\_Project Name\_PDP\_Rd2.pdf
- **2\_ARCH**
  - For Architectural Plans and Details including:
    - Architectural Drawings
    - Material Sample Board
    - Perspective Views of the Building Exterior
    - Renderings
    - Building Floor Plans
    - Trash and Recycling Enclosures
  - 2\_ARCH\_Project Name\_PDP\_Rd2.pdf
- **2\_LANDSCAPE**
  - For Landscape Plan and details
  - Include Tree Inventory (existing and proposed)
    - 2\_LANDSCAPE PLAN\_Project Name\_PDP\_Rd2.pdf
- **2\_MITIGATION**
  - For Conceptual Mitigation Plans associated with 1041 reviews
    - 2\_MITIGATION\_Project Name\_1041Pre\_Rd2.pdf
- **2\_PIP**
  - For [Preliminary Irrigation Plan](#)
    - 2\_PIP\_Project Name\_PDP\_Rd2.pdf
- **2\_LIGHT**
  - For Lighting and/or Photometric Plan and Details
    - 2\_LIGHT\_Project Name\_PDP\_Rd2.pdf
- **2\_TRASH**
  - For Trash and Recycling Enclosure Plans and Details
    - Can include with [Site Plan](#) or [Arch Elevation](#) Details
  - 2\_TRASH\_Project Name\_PDP\_Rd2.pdf
- **2\_ANX MAP**
  - For the Annexation Map
    - 2\_ANX MAP\_Project Name\_ANX\_Rd2.pdf
- **2\_REZ MAP**
  - For the Rezoning Map
    - 2\_REZ MAP\_Project Name\_ANX\_Rd2.pdf
- **2\_VICINITY**
  - For the Vicinity Map if not included with the Site Plans. Specifically for 1041 Review.
    - 2\_VICINITY \_Project Name\_1041Pre\_Rd2.pdf
- **2\_PLAN SET**
  - For the COMBINATION of any of the above plans / maps, not including items related to 1041 submittals – those should not be combined
    - 2\_PLAN SET\_Project Name\_PDP\_Rd2.pdf

- **3\_PLAT**
  - For Preliminary and Final Plat submittals
    - 3\_PLAT\_Project Name\_PDP\_Rd2.pdf
- **3\_MONUMENT**
  - For Monument Records
    - 3\_MONUMENT\_Project Name\_PDP\_Rd2.pdf
- **3\_CLOSURE**
  - For the Survey Closure Report. Please label for each Closure Report type if there are multiple reports.
    - **-PLAT**
      - 3\_CLOSURE-PLAT\_Project Name\_PDP\_Rd2.pdf
    - **-EAS**
      - **-EA**
        - For the Emergency Access Easement Closure Report
        - 3\_CLOSURE-EAS-EA\_Project Name\_PDP\_Rd2.pdf
      - **-DRAIN**
        - For the Drainage Easement Closure Report
        - 3\_CLOSURE-EAS-DRAIN\_Project Name\_PDP\_Rd2.pdf
      - **-UTIL**
        - For the Utility Easement Closure Report
        - 3\_CLOSURE-EAS-UTIL\_Project Name\_PDP\_Rd2.pdf
      - **-ACCESS**
        - For the Access or Cross Access Easement Closure Report
        - 3\_CLOSURE-EAS-ACCESS\_Project Name\_PDP\_Rd2.pdf
      - **-PARK**
        - For Shared Parking Easement Closure Report
        - 3\_CLOSURE-EAS-PARK\_Project Name\_PDP\_Rd2.pdf
      - **-VAC**
        - For Vacation of Easement Closure Report .
        - 3\_CLOSURE-EAS-VAC\_Project Name\_PDP\_Rd2.pdf
    - **-ROW**
      - For Right of Way Closure Report
      - 3\_CLOSURE-ROW\_Project Name\_PDP\_Rd2.pdf
    - **-ALIGN**
      - For Alignment [City Property] Closure Report
      - 3\_CLOSURE-ALIGN\_Project Name\_PDP\_Rd2.pdf

- **4\_UTILITY PLANS**

- For Utility Plans or Civil Construction Plans
    - 4\_UTILITY PLAN\_Project Name\_PDP\_Rd2.pdf
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- **5\_DRAINAGE**

- For the Drainage Report or Drainage Memo
  - 5\_DRAINAGE\_Project Name\_PDP\_Rd2.pdf

- **5\_ESC\_REPORT**

- For the Erosion Control Report
  - 5\_ESC\_REPORT\_Project Name\_PDP\_Rd2.pdf

- **5\_SWMP**

- For the Stormwater Management Plan
    - 5\_SWMP\_Project Name\_PDP\_Rd2.pdf
- 

- **6\_MOD**

- For Planning Land Use Code Modification Requests
- Include a description of what the Modification Request is for
  - 6\_MOD-BLDG HEIGHT\_Project Name\_PDP\_Rd2.pdf

- **6\_ALT**

- For Alternative Compliance Request
- Include a description of what the Alternative Compliance Request is for
  - 6\_ALT-PFA HEIGHT\_Project Name\_PDP\_Rd2.pdf

- **6\_VAR**

- For Variance Requests
- Include which department the Variance Request is for
  - **-ENG**
    - For Engineering Variance Request
      - 6\_VAR-ENG\_Project Name\_PDP\_Rd2.pdf
  - **-SW**
    - For Stormwater Variance Request
      - 6\_VAR-SW\_Project Name\_PDP\_Rd2.pdf

- **6\_PARKING**

- For [Parking Impact Study](#)
  - 6\_PARKING\_Project Name\_PDP\_Rd2.pdf

- **6\_MINERAL**
  - For [Certification of Notice to Mineral Owner\(s\)](#)
    - 6\_MINERAL\_Project Name\_PDP\_Rd2.pdf
- **6\_SOILS**
  - For Soils Report
    - 6\_SOILS\_Project Name\_PDP\_Rd2.pdf
- **6\_SUB\_HYDRO**
  - For Subsurface Hydrologic Study
    - 6\_SUB\_HYDRO\_Project Name\_PDP\_Rd2.pdf
- **6\_GEOTECH**
  - For Geotechnical Report
    - 6\_GEOTECH\_Project Name\_PDP\_Rd2.pdf
- **6\_DA\_INFO**
  - For the [Development Agreement Information Form](#)
    - 6\_DA\_INFO\_Project Name\_PDP\_Rd2.pdf
- **6\_DA\_**
  - For the in progress or final Development Agreement
    - 6\_DA\_Project Name\_FDP\_Rd2.pdf
- **6\_TRAFFIC**
  - For Traffic Impact Study
  - For Traffic Impact Memo
  - For Transportation Impact Analysis
    - 6\_TRAFFIC\_Project Name\_PDP\_Rd2.pdf
- **6\_ENG\_COST**
  - For the Engineering Cost Estimate Worksheet
    - 6\_ENG\_COST\_Project Name\_PDP\_Rd2.pdf
- **6\_ESC\_EST**
  - For the Erosion and Sediment Control Estimate Worksheet
    - 6\_ESC\_EST\_Project Name\_PDP\_Rd2.pdf
- **6\_NHBZ\_EST**
  - For the Natural Habitat Buffer Zone Escrow Estimate for Environmental Planning
    - 6\_NHBZ\_EST\_Project Name\_PDP\_Rd2.pdf
- **6\_LP\_C1**
  - For the Light & Power [Customer Owned Service Information Form aka Commercial Service Information Form \(C-1\)](#)
    - 6\_LP\_C1\_Project Name\_PDP\_Rd2.pdf
- **6\_LP\_1LINE**
  - For the Light and Power One-Line Diagram
    - 6\_LP\_1LINE\_Report\_Project Name\_PDP\_Rd2.pdf
- **6\_WATER FEE**
  - For the [Water Fee Form](#)
    - 6\_WATER FEE\_Project Name\_PDP\_Rd2.pdf

- **6\_ECS**
    - For Ecological Characterization Study
      - 6\_ECS\_Project Name\_PDP\_Rd2.pdf
  - **6\_PHASE 1**
    - For the Phase 1 Environmental Site Assessment
      - 6\_PHASE 1 \_Project Name\_PDP\_Rd2.pdf
  - **6\_TREE REMOVAL**
    - For Tree Removal Feasibility Letter
      - 6\_TREE REMOVAL \_Project Name\_PDP\_Rd2.pdf
  - **6\_HAZMATIS**
    - For the Hazardous Materials Impact Analysis
      - 6\_HAZMATIS \_Project Name\_PDP\_Rd2.pdf
  - **6\_PFA**
    - For Poudre Fire Authority Fire Circulation Diagram
    - For Poudre Fire Authority Turning Radius Diagram
    - Should be combined into single PDF
      - 6\_PFA\_Project Name\_PDP\_Rd2.pdf
  - **6\_LANDMARK**
    - For Landmark Designations determinations
      - 6\_Landmark\_Project Name\_1041Pre\_Rd2.pdf
  - **6\_CERTIFICATE**
    - For the Certificate of Appropriateness related to 1041 review
      - 6\_CERTIFICATE\_Project Name\_1041Pre\_Rd2.pdf
  - **6\_HISTORIC**
    - For items specifically related to Historic Preservation and Historic Preservation review
      - 6\_Historic\_Project Name\_1041Pre\_Rd2.pdf
  - **6\_WATER AD**
    - For Water Adequacy Study and/or Report and associated materials
    - Should be combined into single PDF
      - 6\_WATER AD\_Project Name\_PDP\_Rd2.pdf
  - **6\_OTHER**
    - For other documents not listed
      - 6\_OTHER\_*Item Name* \_Project Name\_PDP\_Rd2.pdf
        - Ex: 6\_OTHER\_Wildlife Features\_SunnyAcres\_PDP\_Rd2.pdf
- 

- **#\_File Type\_RESPONSE**
  - If providing a Markup Response
    - #\_File Type\_RESPONSE\_Project Name\_PDP\_Rd#.pdf
      - Ex: 3\_PLAT\_RESPONSE\_SunnyAcres\_PDP\_Rd2.pdf