

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:

- Modification Determination Letter:** Letter from the Land Use Administrator stating the required modification type, either Major or Minor.

File name: AS-ModificationLtr.pdf

- Modification Narrative:** Narrative describing the proposed modification(s) to the previously approved plan.

File name: AS-ModificationNar.pdf

- Boundary Survey:**

File name: AS-BoundarySur.pdf

- Site Plan (with changes):**

- Cover Sheet
- Previously Approved Plan
- Revised Plan

File name: SP-SPDwgs.pdf

- Deviation Request Form, if applicable:** Form addressing the hardship and need for each individual deviation request. Any supporting documentation for each deviation should be uploaded with the form.

File name: DEV-DeviationOne.pdf, DEV-DeviationTwo.pdf, DEV-DeviationThree.pdf

- Sign Posting Affidavit:**

File name: AS-SignPostAff.pdf

- Sign Posting Pictures:**

File name: AS-SignPostPic.pdf