

**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:**

**Owner's Affidavit:**

**File name:** AS-OwnersAff.pdf

**Site Plan:** showing existing conditions including utility service locations that will be impacted by lot line adjustments.

**File name:** SP-SPDwgs.pdf

**Site Plan:** showing proposed conditions.

**File name:** SP-SPDwgs.pdf