

FTP Site File Naming Convention

New Submittals (NS) for Stormwater (SWGR):

NS_Project Name_Document Type (i.e. SWGR Project Docs, Grading Plans, Drainage Report)_Submittal Date

Ex: NS_River Hotel_SWGR Project Docs_02122019.pdf

Items to be included in the SWGR Project Docs file: Transmittal Form, Plans Submittal Information Form, Appendix A Checklist, Project Fee Worksheet, DRC Documents, Miscellaneous documents, etc.

Ex: NS_River Hotel_Grading Plans_02122019.pdf

Items to be included in the SWGR Grading Plans file: Cover Sheet, EPSC Plan Sheets, Grading and Drainage Sheet, Details, Landscape Plan, Floodplain Cross Sections and Profiles with Cut and Fill Balance Calculations.

Ex: NS_River Hotel_Drainage Report_02122019.pdf

Items to be included in the SWGR Drainage Report file: Project Narrative, Drainage Area Maps, LID Spreadsheets, GIP/PTP sizing calculations, storm pipe/inlet calculations, detention/routing hydraulic calculations, etc.

New Submittals (NS) for Water and/or Sewer (WSWEXPLNFE/WSSEXPLNFE) Public and Private:

NS_Project Name_Document Type (i.e. WS Project Docs, Public WS Plans, Private Utility Plans_WS Calcs)_Submittal Date

EX: NS_River Hotel_WS Project Docs_02122019.pdf

Items to be included in the WS Project Docs file: Transmittal Form, Review Fee Worksheet, Construction Checklist, other Utility Letters (ARAP, TVA Encroachment, NES Encroachment, etc.).

Ex: NS_River Hotel_Public WS Plans_02122019.pdf

Items to be included in the Public Water and/or Sewer Plans file: Public and/or Sewer Plans.

Ex: NS_River Hotel_Private Utility Plans_02122019.pdf

Items to be included in the Private Utility Plans file: Private Utility Plan.

Ex: NS_River Hotel_WS Calcs_02122019.pdf

Items to be included in the WS Calcs File: Two fire hydrant flow test, water and/or sewer calculations.

Resubmittals for Stormwater (SWGR):

Project #_Project Name_Document Type_Submittal Date

Ex: 201900001_River Hotel_Grading Plans_04122019.pdf

Resubmittals for Water and/or Sewer (WSWEXPLNFE/WSSEXPLNFE) Public and Private:

Project #_Project Name_Document Type_Submittal Date

Ex: 201900023_River Hotel_Public WS Plans_04122019.pdf

Revisions to Approved Plans:

Project #_Project Name_Revision Number_Document Type_Submittal Date

Ex: 201800001_Nash Pet Resort_Rev01_Project Docs_02122019.pdf

As-Builts for Stormwater (SWGR):

Project #_Project Name_As-Built_Document Type_Submittal Date

Ex: 201800001_Nash Pet Resort_As-Built_Project Docs_04122019.pdf

Items to be included in the As-Built Project Documents file: Transmittal Form, Final Compliance Letter, As-Built Narrative, Drainage Report, Photos, Sales Receipts, Soil Report, etc.

Ex: 201800001_Nash Pet Resort_As-Built_Recording Drawing_04122019.pdf

Items to be included in the As-Built Record Drawing file: As-Built Drawing