

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

Parking Study/Justification Statement: A statement providing basis for the request, that must document the source of data used to justify the request.

File name: PS-JustificationStmt.pdf

Traffic Circulation/Parking Plan: Must be scaled sufficiently to show all the necessary information to conduct a review.

File name: PS-SiteCirculation.pdf

