

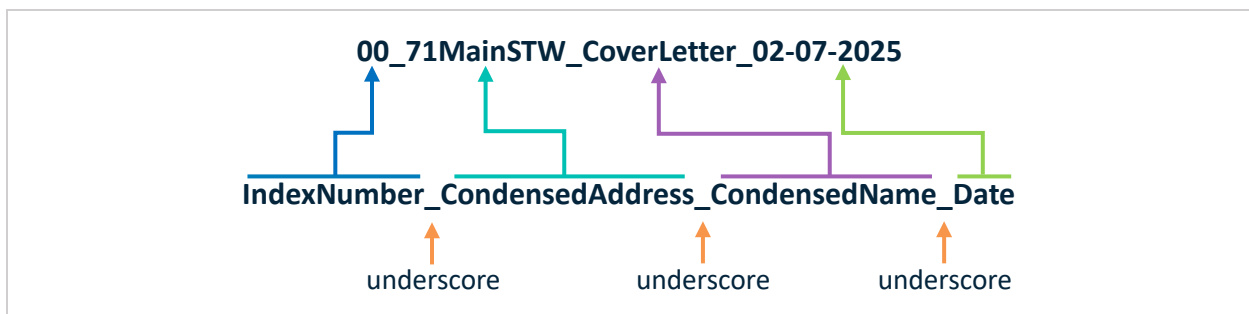


Please follow the file naming conventions as outlined below for all files pertaining to:

- Development Planning and Site Plan (All application types)
- Development Engineering

Planning Services File Naming Conventions (contained in formal consultation form)

Digital copies must be named in an organized and descriptive manner according to the below format:



For Example, your set of files should look like the following list:

- 01_71MainSTW_ApplicationForm_02-07-2025
- 02_71MainSTW_Aerial_02-07-2025
- 03_71MainSTW_Survey_02-07-2025
- 04_71MainSTW_SitePlan_02-07-2025

File Naming Conventions:

- **NO** spaces in the file name.
- **NO** special characters in the file name (e.g., @ # \$ % & * / \ |).
- ONLY letters, numbers, dashes, underscores, and periods are permitted in the file name.
- Ensure all plans are marked with the date in **MM-DD-YYYY** format.
- The cover letter must include a numbered list of all plans and files submitted (the index number should match the cover letter’s numbered list).
- Any additional file(s) not listed above should continue with sequential numbering and follow the same naming conventions.
- Index numbers mentioned throughout this document serve as examples.
- Ensure all plans are marked with the correct date that corresponds to the file name.
- If an application includes multiple addresses, use the address corresponding to the largest lot for naming purposes. If clarification is needed, contact planningapps@hamilton.ca or the assigned planner.

EXAMPLE CONDENSED NAMES LIST

	FILE TYPE	EXAMPLE FILE NAME
1	Affordable Housing Report / Rental Conversion Assessment	01_71MainSTW_AffordableHousingReportRentalConversion_02-07-2025
2	Aggregate/Mineral Resource Analysis	02_71MainSTW_AggregateMineralResourceAnalysis_02-07-2025
3	Aggregate Resource Assessment	03_71MainSTW_AggregateResourceAssessment_02-07-2025
4	Agricultural Impact Assessment	04_71MainSTW_AgriculturalImpactAssessment_02-07-2025
5	Air Drainage Analysis Brief	05_71MainSTW_AirDrainageAnalysisBrief_02-07-2025
6	Air Quality Study	06_71MainSTW_AirQualityStudy_02-07-2025
7	Archaeological Assessment	07_71MainSTW_ArchaeologicalAssessment_02-07-2025
8	Channel Design and Geofluvial Assessment	08_71MainSTW_ChannelDesignandGeofluvialAssessment_02-07-2025
9	Chloride Impact Study	09_71MainSTW_ChlorideImpactStudy_02-07-2025
10	Complete Application Compliance Summary / Summary	10_71MainSTW_CompleteApplicationComplianceSummary_02-07-2025
11	Concept Plan	11_71MainSTW_ConceptPlan_02-07-2025
12	Construction Management Plan	12_71MainSTW_ConstructionManagementPlan_02-07-2025
13	Contaminant Management Plan	13_71MainSTW_ContaminantManagementPlan_02-07-2025
14	Cost Recovery Agreement	14_71MainSTW_CostRecoveryAgreement_02-07-2025
15	Cultural Heritage Assessment – Documentation and Salvage Plan	15_71MainSTW_CulturalHeritageAssessment_02-07-2025
16	Cultural Heritage Impact Assessment	16_71MainSTW_CulturalHeritageImpactAssessment_02-07-2025
17	Cut and Fill Analysis	17_71MainSTW_CutandFillAnalysis_02-07-2025
18	Cycling Route Analysis	18_71MainSTW_CyclingRouteAnalysis_02-07-2025
19	Design Review Panel Summary of Advice and Response	19_71MainSTW_DesignReviewPanelSummaryAR_02-07-2025
20	Draft Official Plan Amendment/ Draft Zoning By-law Amendment	20_71MainSTW_DraftOPA_02-07-2025 20_71MainSTW_DraftZBLA_02-07-2025
21	Dust Impact Analysis	21_71MainSTW_DustImpactAnalysis_02-07-2025
22	Elevations	22_71MainSTW_Elevations_02-07-2025

EXAMPLE CONDENSED NAMES LIST

	FILE TYPE	EXAMPLE FILE NAME
23	Elevations (Conceptual)	23_71MainSTW_ElevationsConceptual_02-07-2025
24	Energy and Environmental Assessment Report	24_71MainSTW_EnergyandEnvironmentalAssessmentReport_02-07-2025
25	Environmental Impact Statement (EIS) and Summary of Environmentally significant Areas Impact Evaluation Group Comments (where applicable)	25_71MainSTW_EIS_02-07-2025 25_71MainSTW_EIA_02-07-2025
26	Environmental Site Assessment and/or Record of Site Condition	26_71MainSTW_ESA_02-07-2025 26_71MainSTW_RSC_02-07-2025
27	Erosion and Sediment Control Plan	27_71MainSTW_ErosionandSedimentControlPlan_02-07-2025
28	Erosion Hazard Assessment	28_71MainSTW_ErosionHazardAssessment_02-07-2025
29	Farm Economics Report	29_71MainSTW_FarmEconomicsReport_02-07-2025
30	Financial Impact Analysis and Financial Strategy	30_71MainSTW_FinancialImpactAnalysisandFinancialStrategy_02-07-2025
31	Fish Habitat Assessment	31_71MainSTW_FishHabitatAssessment_02-07-2025
32	Floodline Delineation Study/ Hydraulic Analysis	32_71MainSTW_FloodlineDelineationStudyHydraulicAnalysis_02-07-2025
33	Full Disclosure Report	33_71MainSTW_FullDisclosureReport_02-07-2025
34	Functional Servicing Report	34_71MainSTW_FunctionalServicingReport_02-07-2025
35	General Vegetation Inventory	35_71MainSTW_GeneralVegetationInventory_02-07-2025
36	Grading Plan	36_71MainSTW_GradingPlan_02-07-2025
37	Housing Report	37_71MainSTW_HousingReport_02-07-2025
38	Hydrogeological Study	38_71MainSTW_HydrogeologicalStudy_02-07-2025
39	Impact Assessment for new Private Waste Disposal Sites	39_71MainSTW_ImpactAssessmentfornewPrivateWasteDisposalSites_02-07-2025
40	Karst Assessment/Karst Contingency Plan	40_71MainSTW_KarstAssessmentKarstContingencyPlan_02-07-2025
41	Land Use Compatibility Study	41_71MainSTW_LandUseCompatibilityStudy_02-07-2025
42	Land Use in the Vicinity of Existing Pipelines Study	42_71MainSTW_LandUseintheVicinityofExistingPipelinesStudy_02-07-2025
43	Land Use/ Commercial Needs and Impact Assessment	43_71MainSTW_LandUseCommercialNIA_02-07-2025
44	Landfill Impact Assessment	44_71MainSTW_LandfillImpactAssessment_02-07-2025
45	Landscape Plan	45_71MainSTW_LandscapePlan_02-07-2025
46	Landscape Plan (Conceptual)	46_71MainSTW_LandscapePlanConceptual_02-07-2025
47	Light Impact Assessment	47_71MainSTW_LightImpactAssessment_02-07-2025

EXAMPLE CONDENSED NAMES LIST

	FILE TYPE	EXAMPLE FILE NAME
48	Limit of Core Areas or Limit of Conservation Authority Regulated Area	48_71MainSTW_LimitofCoreAreasorLimitof_02-07-2025
49	Linkage Assessment	49_71MainSTW_LinkageAssessment_02-07-2025
50	Market Impact Study	50_71MainSTW_MarketImpactStudy_02-07-2025
51	Master Drainage Plan	51_71MainSTW_MasterDrainagePlan_02-07-2025
52	Materials Palette or Imagery	52_71MainSTW_MaterialsPaletteorImagery_02-07-2025
53	Meander Belt Assessment	53_71MainSTW_MeanderBeltAssessment_02-07-2025
54	Minimum Distance Separation Calculation	54_71MainSTW_MinimumDistanceSeparationCalculation_02-07-2025
55	Ministry of the Environment Conservation and Parks - Environmental Compliance Approval	55_71MainSTW_MinistryoftheEnvironmentConservationandParks_02-07-2025
56	Modern Roundabout and Neighbourhood Roundabout Analysis	56_71MainSTW_ModernRoundaboutandNeighbourhoodRoundabout_02-07-2025
57	Neighbourhood Traffic Calming Options Report	57_71MainSTW_NeighbourhoodTrafficCalmingOptionsReport_02-07-2025
58	Noise Impact Studies (Noise Feasibility and/or Detailed Noise Study)	58_71MainSTW_NoiseImpactStudies_02-07-2025
59	Nutrient Management Study	59_71MainSTW_NutrientManagementStudy_02-07-2025
60	Odour Impact Assessment	60_71MainSTW_OdourImpactAssessment_02-07-2025
61	On-Street Parking Plan	61_71MainSTW_On-StreetParkingPlan_02-07-2025
62	Parking Analysis/Study	62_71MainSTW_ParkingAnalysis-Study_02-07-2025
63	Pedestrian Route and Sidewalk Analysis	63_71MainSTW_PedestrianRouteandSidewalkAnalysis_02-07-2025
64	Planning Justification Report	64_71MainSTW_PJR_02-07-2025
65	Planning Brief / Development Brief	65_71MainSTW_PlanningBrief_02-07-2025
66	Pre-Technical Conservation Authority Review	66_71MainSTW_Pre-TechConservationAuthorityReview_02-07-2025
67	Public Consultation Summary and Comment Response Report	67_71MainSTW_PublicConsultationSummary_02-07-2025
68	Recreation Feasibility Study	68_71MainSTW_RecreationFeasibilityStudy_02-07-2025
69	Recreation Needs Assessment	69_71MainSTW_RecreationNeedsAssessment_02-07-2025
70	Restoration Plan	70_71MainSTW_RestorationPlan_02-07-2025
71	Right of Way Impact Assessment	71_71MainSTW_RightofWayImpactAssessment_02-07-2025

EXAMPLE CONDENSED NAMES LIST

	FILE TYPE	EXAMPLE FILE NAME
72	Roadway/Development Safety Audit	72_71MainSTW_Roadway-DevelopmentSafetyAudit_02-07-2025
73	School Accommodation Issues Assessment	73_71MainSTW_SchoolAccommodationIssuesAssessment_02-07-2025
74	School and City Recreation Facility and Outdoor Recreation/Parks Issues Assessment	74_71MainSTW_SchoolandCityRecreationFacilityandOutdoor_02-07-2025
75	Servicing Plan	75_71MainSTW_ServicingPlan_02-07-2025
76	Shoreline Assessment Study/Coastal Engineers Study	76_71MainSTW_ShorelineAssessmentStudy-CoastalEngineersStudy_02-07-2025
77	Site Lighting Plan	77_71MainSTW_SiteLightingPlan_02-07-2025
78	Site Plan and Floor Plans	78_71MainSTW_SitePlanandFloorPlans_02-07-2025 78_71MainSTW_SitePlan_02-07-2025
79	Slope Stability Study and Report	79_71MainSTW_SlopeStabilityStudy_02-07-2025
80	Soil Management Plan	80_71MainSTW_SoilManagementPlan_02-07-2025
81	Soils/Geotechnical Study	81_71MainSTW_Soils-GeotechnicalStudy_02-07-2025
82	Species Habitat Assessment	82_71MainSTW_SpeciesHabitatAssessment_02-07-2025
83	Storm Water Management Report/Plan and/or update to an existing Storm Water Management Plan	83_71MainSTW_SWMReport_02-07-2025
84	Sub-watershed Plan and/or update to an existing Subwatershed Plan	84_71MainSTW_Sub-watershedPlan_02-07-2025
85	Sun/Shadow Study	85_71MainSTW_Sun-ShadowStudy_02-07-2025
86	Survey Plan (Real Property Report)	86_71MainSTW_SurveyPlan(RealPropertyReport)_02-07-2025
87	Transit Assessment	87_71MainSTW_TransitAssessment_02-07-2025
88	Transportation Demand Management Options Report	88_71MainSTW_TransportationDemandManagement_02-07-2025
89	Transportation Impact Study	89_71MainSTW_TransportationImpactStudy_02-07-2025
90	Tree Management Plan/Study (City-owned trees and / or within 3 metres of ROW)	90_71MainSTW_TreeManagementPlan-Study_02-07-2025
91	Tree Protection Plan (Private trees)	91_71MainSTW_TreeProtectionPlan_02-07-2025
92	Urban Design or Architectural Guidelines with Control Architect	92_71MainSTW_UrbanDesignorArchitecturalwCA_02-07-2025

EXAMPLE CONDENSED NAMES LIST

	FILE TYPE	EXAMPLE FILE NAME
93	Urban Design Report/ Brief	93_71MainSTW_UrbanDesignReport-Brief_02-07-2025
94	Vibration Study	94_71MainSTW_VibrationStudy_02-07-2025
95	Visual Impact Assessment	95_71MainSTW_VisualImpactAssessment_02-07-2025
96	Water and Wastewater Servicing Study	96_71MainSTW_WaterandWastewaterServicingStudy_02-07-2025
97	Watermain Hydraulic Analysis	97_71MainSTW_WatermainHydraulicAnalysis_02-07-2025
98	Water Well Survey and Contingency Plan	98_71MainSTW_WaterWellSurveyandContingencyPlan_02-07-2025
99	Wildland Fire Assessment (OPA 167)	99_71MainSTW_WildlandFireAssessment_02-07-2025
100	Wind Study	100_71MainSTW_WindStudy_02-07-2025
101	Zoning Compliance Review	101_71MainSTW_ZoningComplianceReview_02-07-2025
102	3D Model	102_71MainSTW_3DModel_02-07-2025