

# Weston Engineering Electronic File Naming Conventions

The following naming conventions should be used when uploading documents online for Engineering Permit submittals. All files need to be in **Adobe Acrobat PDF** format.

## Applications

- Engineering Application or APP ENG

## Documents

- Contractor's State Registration
- Certificate of Competency
- Liability Insurance
- Worker's Compensation Insurance
- Notice of Commencement or NOC
- Survey
- Homeowner Survey Affidavit
- Lot Coverage Calculation Worksheet
- Right of Way Owner Approval Letter
- Drawings
- Civil Plans
- Aerial Photographs
- Power of Attorney or POA
- Response Narrative
- Change of Contractor
- Owner/Builder Affidavit
- HOA President Letter
- Contract
- Engineer's Certified Cost Estimate
- Landscaping Plans
- Irrigation Plans
- Drainage Calculations
- Traffic Study
- Site Plan
- Development Order or DO
- Grant of Easement
- Legal Description
- Sketch of Easement
- Joinder & Consent
- Opinion of Title
- Bill of Sale
- Maintenance of Traffic or MOT
- Cost Recovery – Conveyance of Improvements
- Agreement to Owner's Affidavit
- Affidavit of General Contractor
- Engineering Inspection Checklist
- Maintenance Bond
- Maintenance Cash Bond

### MISC. DOCUMENTS

- South Florida Water Management District Permit
- Broward County Department of Health Permit
- Broward County Environmental Protection and Growth Management Department or DPEP
- Florida Dept. of Transportation Permit
- Broward County Highway Construction and Engineering Division Permit
- Broward County Traffic Engineering Division Approval
- Broward County Engineering Division
- Erosion Protection Plan or NPDES