Approved Document Names and File Conventions for all TRCA Online Application Submissions

Below is a list of approved document names and file saving conventions. All submitted documents should be named according to the list of approved names below. For example, a Cover Letter, submitted as part of a Submission 1 should be named "Sub1_Cover Letter". If the digital submission does not adhere to these conventions, the submission may be rejected.

Please ensure file names do not exceed 70 characters, including spaces. Special characters, including @, #, periods, commas, and slashes, are not permitted. Only underscores (_) may be used.

All document names shall be prefixed based on what stage the application is at, using the following prefixes:

Prefixes by Application Stage	
Application Stage	**Accepted Prefix/ Naming Convention**
Submission 1	Sub1_Document Name
Submission 2	Sub2_Document Name
Submission 3	Sub3_Document Name
Submission 4	Sub4_Document Name
Submission 5	Sub5_Document Name

All document names shall be titled using the list of approved names below and placed in the appropriate document category when uploaded. Approved Document Names / Saving Conventions are as follows:

Document Names / Saving Conventions		
Document Name	**Document Category**	**Notes / Details**
Agency Consultation	Agency Consultation	
Compensation Agreement	Agreement - Compensation	

Indemnification and Risk Agreement	Agreement - Indemnification	
MZO Permit Agreement	Agreement - MZO Permit	
Authorization Form	Authorization Form	
Certificate of Insurance	Certificate	Required for Permission to Enter TRCA Owned Lands applications
WSIB Certificate of Clearance	Certificate	Required for Permission to Enter TRCA Owned Lands applications
Correspondence	Correspondence	
Comment Response Matrix	Comment Table/Matrix	
Cover Letter	Cover Letter	
Detailed Cost Estimate	Detailed Cost Estimate	
Architectural Drawings	Drawings - Architectural	Architectural elevations, architectural details, Excluding Site Plan as 1 PDF. Site Plan to be included in "Site Plan"
Civil Drawings	Drawings - Civil	
Concept Drawings	Drawings - Concept	
Cross-Section Drawings	Drawings - Cross-Sections	
Detailed Design Drawings	Drawings - Detailed Design	
Erosion and Sediment Control Drawings	Drawings - Erosion and Sediment Control	
Grading Plan	Drawings - Grading	
Infrastructure Servicing Drawings	Drawings - Infrastructure Servicing	

Other	Drawings or Reports - Other	Additional drawings or reports beyond what is listed.
Landscape Drawings; Restoration Drawings	Drawings - Landscape/Restoration	
Preferred Design Drawings	Drawings - Preferred Design	
Ravine Stewardship Report	Report - Ravine Stewardship	
Structural Drawings	Drawings - Structural	
Utility Drawings	Drawings - Utility	
Environmental Study Report	Environmental Study Report	
Engineering Letter	Letter - Engineering	
Neighbour Acknowledgement Letter	Letter - Neighbour Acknowledgement(s)	
Letter of Commitment/Intent	Letter of Commitment/Intent	
Letter of Compliance	Letter of Compliance	
Letter of Inquiry	Letter of Inquiry	
Master Environmental Servicing Plan	Master Environmental Servicing Plan or equivalent	
Master Plan	Master Plan or equivalent	
Meeting Agenda	Meeting Agenda	
Meeting Minutes	Meeting Minutes	
TAC Meeting Minutes	Meeting Minutes - TAC	
Hydraulic or Hydrology Model	Model - Hydraulic or Hydrology	
Hydrogeology Model	Model - Hydrogeology	

Feature Based Water Balance Model	Model - Feature Based Water Balance	
Notice of Commencement	Notice of Commencement	
Notice of Completion	Notice of Completion	
Planning Rationale	Planning Rationale	
Presentation	Presentation	
Project Data Sheet	Project Data Sheet	
Project Location	Project Location	
Public Consultation	Public Consultation	
R-Plan	R-Plan	
Arborist Report	Report - Arborist	
Archaeology Screening or Assessment	Report - Archaeology Screening or Assessment	
Coastal Hazard Assessment	Report - Coastal Hazard Assessment	
Environmental Impact Study	Report - Environmental Impact Study	
Emergency Management Plan	Report - Emergency Management Plan	
Construction Management Plan	Report - Construction Management Plan	All permits and some Planning Act applications
Environmental Management Plan	Report - Environmental Management Plan	
Feature-Based Water Balance	Report - Feature-Based Water Balance	
Flood Study	Report - Flood Study	

Fluvial Geomorphology Assessment	Report - Fluvial Geomorphology Assessment	
Functional Servicing Report	Report - Functional Servicing Report	May be combined with Stormwater Management Report
Geotechnical Report	Report - Geotechnical/Hydrogeological	
Slope Stability Assessment	Report - Geotechnical/Slope Stability	
Headwater Drainage Feature / Watercourse Assessment	Report - Headwater Drainage Feature / Watercourse Assessment	
Hydrogeology Report	Report - Hydrogeology	
Stormwater Management Report	Report - Stormwater Management	May be combined with Functional Servicing Report.
Structural Design Report	Report - Structural Design	
Wetland Water Balance Risk Assessment	Report - Wetland Water Balance Risk Assessment	
Site Photos	Site Photos	Save as 1 PDF
Site Plan	Site Plan	
Specifications	Specifications	
Spill Intake Documentation	Spill Intake Documentation	
Survey	Survey	
Terms of Reference	Terms of Reference	