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Administrative
Services



OC Development
Services



OC Facilities Design
& Construction
Management



OC Facilities
Maintenance
& CUF



OC Fleet Services



OC Construction



OC Environmental
Resources



OC Operations &
Maintenance



OC Infrastructure
Programs



OC Survey



Submittal File Naming Conventions

All submittal file names should begin with the permit or package number, followed by one of the following descriptions and the submittal number (Ex. STP22-0022 Plans Sub1):

- Plans
- Map
- Compliance Matrix
- Builder Matrix
- Comment Matrix
- Agent Authorization Letter
- Concurrent Processing Letter
- WQMP
- Soils Report
- Hydrology & Hydraulics Report
- Acoustical Report
- Bond Estimate
- Bond
- Letter of Project Proposal
- Water and Sewer Agency Letter
- Runoff Management Plan (ROMP)
- Master Plan of Drainage (MPD)
- Sewer and Water Plans
- Deviation Request
- Structural Design and Calculations
- Truss Plans
- Truss Calculations
- Geotechnical Review Letter
- Geotechnical As-Built Report
- Runoff Basin Analysis
- Deviation Request Letter
- Erosion and Sediment Control
- Fire Master Plan
- Fire Protection Plan
- Preliminary Title Report

If an item does not fall into one of the above descriptions, please provide a brief (one to two word) description of the document.