



Department of Planning and Zoning

Town of Vienna, Virginia

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Vienna, Virginia 22180

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Hours: Monday – Friday, 8:00 am - 4:30 pm

NAMING CONVENTION SUBMITTAL REQUIREMENTS FOR DOCUMENTS SUBMITTED FOR PLAN REVIEW/PERMITTING

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Document Naming Conventions:

- For sheets other than those associated with the site related plan, the first character represents the discipline (e.g., A=architectural) and must be followed by a three digit number (e.g., A001_FirstLevelFlrPlan).
- Three zeros will be required for general index and cover sheets, to ensure those sheets are listed first.
- Use alphanumeric symbols only.
- **Each page of the drawings MUST be submitted as a single sheet.**
- File names must not exceed 50 characters in length.
- Supported file types include, but are not limited to: PDF

File Name Examples for Site Related Plans

Drawing Type	Sheet No.	Example file name
Name of sheet	X	00X_Name of Sheet
Coversheet	1	001_Coversheet
Layout Plan	8	008_Layout Plan
Grading Plan	9	009_Grading Plan
Stormwater Profiles	12	012_Stormwater Profiles
Tree Preservation Plan	22	022_Tree Preservation Plan
Erosion and Sediment Control Narrative	30	030_Erosion and Sediment Control Narrative
Zoning Compliance Plan	3	003_Zoning Compliance Plan

File Name Examples for all Plan Types

Drawing Type	Discipline Header	Sheet Number Range	Example Filenames
Coversheet		000-999	000_Coversheet
General		000-999	001_Index
Architectural	A	001-999	A001_SecondFlrPlan
Structural	S	001-999	S004_FirstFlrFraming
Electrical	E	001-999	E007_PanelSchedule
Fire	F	001-999	F012_SpecialLocking
Mechanical	M	001-999	M025_ThirdFlrMechPlan
Plumbing	P	001-999	P031_RiserDiagram

For Projects that do not include Multi-page Plan Sets

Documents should be labeled as follows:

Document Description - Address - Business Name (if applicable)

ex. Variance Justification Statement - 100 Test Drive NW

ex. Outdoor Dining Diagram - 200 Fake Avenue W - Pizza Palace