

Planning File Naming Convention for Accela files – 12/5/23

(All documentation in PDF format unless otherwise noted)

Submit using your site address. XYZ_ADDRESS_APP, APN_00900120030000 and DR16-001 – are merely examples of how to name files per record type, or as customers submit for future Electronic Planning Submittals.

General stages of project	File Name	Notes	Accela Category
INITIAL SUBMITTAL	XYZ_ADDRESS_APP	Application – FORM 0063, Design Checklist	Application Documents
	XYZ_ADDRESS_APP	Environmental Documents (Phase 1) or Notice of Preparation	Environmental Documents
	XYZ_ADDRESS_PLANS	Plans	Plans/Drawings
	XYZ_ADDRESS_SUPP	Includes Labeled Photos, Cutsheets, etc.	Photograph/Additional Info
	APN_xxx-xxxx-xxx-xxxx_APP APN_xxx-xxxx-xxx-xxxx_PLANS APN_xxx-xxxx-xxx-xxxx_SUPP	APN number can be used instead if address is not available.	Application Documents
	DR16-001	Initial Project Routing Coversheet	Application Document
REVISIONS	DR16-001_REV*_ENV	Revision to Environmental documents	Environmental Documents
	DR16-001_Draft_EIR	Draft Environmental Impact Report	Environmental Documents
	DR16-001_NOA-NOI	Notice of Availability or Notice of Intent to Adopt MND	Environmental Documents
	DR16-001_NOA	Notice of Availability	Environmental Documents
	DR16-001_REV*_ENV_Comments	Consolidation of all comment to the Environmental Document (DEIR, MND)	Environmental Documents
	DR16-001_REV*_PLANS	Plans	Plans and Drawings
	DR16-001_REV*_SUPP		Photograph/Additional Info
	DR16-001_REV*_Routing	Subsequent Project Routings	Application Documents
FINAL ACTIONS	DR16-001_ROD	Record of Decision or SPDR Report (which includes MMP's if applicable)	Record and Notice of Decision
	DR16-001_NOD	Environmental Notice of Determination	Environmental Documents
	DR16-001_FEIR	Final EIR	Environmental Documents
	DR16-001_MND_REV***	Mitigated Negative Declaration	Environmental Documents
	DR16-001_ND	Negative Declaration	Environmental Documents
	DR16-001_SCEA	Sustainable Communities Environmental Assessment	Environmental Documents
	DR16-001_NOE	Environmental Notice of Exemption	Environmental Documents
	DR16-001_RPT-PB**	Preservation Commission staff report	Reports
	DR16-001_RPT-PDC**	Planning and Design Commission staff report	Reports
DR16-001_RPT-CC**	City Council staff report	Reports	

* - (revision number to be included, 1,2, etc.)

** - (number of staff report, such as 1 for first review (DR16-001_RPT-PB1) and comment, 2 for final (DR16-001_RPT-PB2))

*** - (REV can be added for Revised MND or AMEND can be added for Amended MND)

The search for publicly accessible documents should only be in the following Accela Attachments categories (Application Documents, Environmental Documents, Photograph/Additional Info, Plans/Drawings, Record and Notice of Decision, Report). All other categories will not be visible to the public.