

## **Carroll County Project Dox Plan Sheet Digital Naming Convention**

Carroll County has adopted ProjectDox (Pdox) as a digital management solution to streamline the development review process. To fully utilize Pdox's electronic document review capabilities, a standardized digital file naming convention has been established. This convention combines the sheet type with the county file number to ensure efficient file identification and maintain consistency throughout the review process.

### **Project Initiation and Assignment**

Projects begin with the Bureau of Development Review through a formal request for a pre-submittal meeting. The purpose of this meeting is to gain an understanding of the developer's objectives and to discuss any immediately apparent design constraints. The pre-submittal will be evaluated, and a Development Review Coordinator will be assigned as the primary point of contact for the project throughout the review process. A county file number will be issued after the pre-submittal meeting is held.

### **County File Number Format**

Each county file number includes a letter code that designates the project type—for example:

- S – Site Plan
- SF – Simplified Site Plan
- GRO – Grading Only Plan
- M- Minor Subdivision plan
- P – Preliminary major subdivision plan
- F – Final major subdivision plan
- AP – Amended Plat
- Other prefixes may be developed as needed and will be defined for the applicant.

This letter designation is followed by a two-digit year code and a four-digit sequential number. For instance, the third site plan initiated in 2025 would be assigned the project number **S-25-0003**. This county file number must be referenced in all correspondence with the County.

### **Sheet Numbering Requirements**

Plan sheets within CADD files must be numbered using sequential whole numbers to ensure clarity for contractors and other users. Each sheet should be labeled using the format "Sheet 1 of X," "Sheet 2 of X," etc. The use of partial or alphanumeric sheet numbers (e.g., "Sheet 2.1" or "Sheet 2A") is not permitted.

### **Digital File Naming Convention**

Each sheet in the plan set must be its own individual pdf file. Multi-sheet pdf files are not permitted.

All digital plan sheet filenames must include a "Series" and "Sheet Type" designation to facilitate organization and enable the insertion or removal of sheets without disrupting the integrity of the Pdox review process. Once assigned, filenames must remain unchanged for the duration of the project.

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The standard file naming format is:

**Series-Sheet Type-Project Number.pdf**

Please note that all plan sheets must be submitted in **PDF format**.

A complete list of “Series” and “Sheet Type” designations is provided at the end of this document.

An example first submission may therefore look like the following:

- Sheet 1 of 5 – Filename - 100-TTL-S-25-0003.pdf
- Sheet 2 of 5 – Filename - 800-GRA-S-25-0003.pdf
- Sheet 3 of 5 – Filename - 900-SWP-S-25-0003.pdf
- Sheet 4 of 5 – Filename - 1400-FSP-S-25-0003.pdf
- Sheet 5 of 5 – Filename - 1401-FSP-S-25-0003.pdf

A subsequent submission, adding additional sheets to the plan set may look like the following.

Note that the filenames already used will be updated versions of the same sheet.

- Sheet 1 of 12 – Filename - 100-TTL-S-25-0003.pdf
- Sheet 2 of 12 – Filename - 200-EXT-S-25-0003.pdf
- Sheet 3 of 12 – Filename - 300-DEM-S-25-0003.pdf
- Sheet 4 of 12 – Filename - 301-DEM-S-25-0003.pdf
- Sheet 5 of 12 – Filename - 800-GRD-S-25-0003.pdf
- Sheet 6 of 12 – Filename - 900-SWP-S-25-0003.pdf
- Sheet 7 of 12 – Filename - 901-SWP-S-25-0003.pdf
- Sheet 8 of 12 – Filename - 1000-SWD-S-25-0003.pdf
- Sheet 9 of 12 – Filename - 1300-LSC-S-25-0003.pdf
- Sheet 10 of 12 – Filename - 1400-FSP-S-25-0003.pdf
- Sheet 11 of 12 – Filename - 1401-FSP-S-25-0003.pdf
- Sheet 12 of 12 – Filename - 1402-FSP-S-25-0003.pdf

During the development review process sheets may be added, but once a filename is established for a sheet, that filename will remain throughout the process and be updated with new versions.

Questions related to the naming convention may be directed to the Bureau of Development Review via email at [developmentcoordinators@carrollcountymd.gov](mailto:developmentcoordinators@carrollcountymd.gov) or 410-386-2722.

Series	Sheet Type	Description
100	TTL	Plan set title sheet
200	EXT	Existing conditions
300	DEM	Demolition plans and details
400	STE	Overall site layout sheet
500	DET	Site Details
600	SCP	Erosion and sediment control plan sheets
700	SCD	Erosion and sediment control detail sheets, including sequence of construction.
800	GRA	Proposed grading plans
900	SWP	Proposed stormwater management plans
1000	SWD	Proposed stormwater management details including sections and profiles
1100	SDR	Storm drain profiles and details
1200	UTL	Utility profiles and details other than stormdrain
1300	LSC	Landscape plans and details
1400	FSP	Forest conservation and forest stewardship plans
1500	BLD	Building elevations
1600	PHT	Photometric plans
1700	UIC	Use in common driveway plans and details
1800	RDP	Roadway plans
1900	RDD	Roadway details including profiles and typical sections
2000	RDX	Roadway crossections
2100	TCP	Maintenance of traffic plans and details

Example:

Sheet number on drawings

1

File Name

100-TTL-S-22-0001.pdf