

File Naming Conventions for Submitting Application Materials (City Wide)

Presentation to the Development Industry Liaison Group (DILG)

Jan 20, 2025

Background and Purpose

- **Following technical downtime in 2024 at City of Hamilton offices, we are improving data storage and retrieval to streamline the filing process with new technology.**
- **Adopting a file naming convention is a key step in ensuring efficiency and consistency in document management and application processing.**
- **Here are the main purposes:**

Organization

Consistency

Traceability

Compliance

Collaboration

Auditability

Examples

**File Number _ Condensed Address _ Condensed Name _
Version Number _ Date** (*with no spaces*)

For Example, your set of files should look like the following list:

- 00_71MainSTW_CoverLetter_v1_2025-01-03
- 01_71MainSTW_ApplicationForm_v1_2025-01-03
- 02_71MainSTW_Aerial_v1_2025-01-03
- 03_71MainSTW_Survey_v1_2025-01-03
- 04_71MainSTW_SitePlan_v1_2025-01-03
- 05_71MainSTW_SitePlanDetails_v1_2025-01-03
- 06_71MainSTW_FloorPlan_v1_2025-01-03
- 07_71MainSTW_Landscape_v1_2025-01-03
- 08_71MainSTW_LandscapeDetails_v1_2025-01-03
- 09_71MainSTW_Servicing_v1_2025-01-03
- 10_71MainSTW_Grading_v1_2025-01-03
- 11_71MainSTW_SWM_v1_2025-01-03
- 12_71MainSTW_NoiseVibration_v1_2025-01-03

Note: Files will **not be accepted** if the naming conventions are not followed, resulting in delays in processing applications.

Timeline

- Information on the new naming convention will be available during first week of February 2025 with the target launch first week of March 2025.

Contact information:

If you have questions or feedback please contact:

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