

# Digital Materials Submission Guidelines

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All electronically submitted application documents must be organized and named in the following manner:

- ***Project Address\_1\_Application Form\_Date***
  - This file should include only a completed and signed application form. Please do not include the first few pages of application instructions in this file.
- ***Project Address\_2\_Cover Letter\_Date***
  - We require a cover letter for all applications. For your initial submission, the cover letter should include a brief description of the project and statement of financial feasibility. For resubmission of revised materials, subsequent cover letters must include an outline of all information that has been added, removed, or revised within the application. Applicants are encouraged to use the cover letter to identify and directly respond to comments or requests made by the Planning Board, staff, or consultants in previous meetings.
- ***Project Address\_3\_Site Plan Set\_Date***
  - At minimum, the site plan set must include survey, existing conditions, proposed site plan, landscaping plan and lighting plan, and additional sheets as necessary to present all required site plan elements listed in [Section 19-6.1\(4\)](#) of the city's code of ordinances.
- ***Project Address\_4\_Elevations\_Date***
  - Project renderings, floor plans, and material sample boards should be included in this file. Please make sure that these files have the project address shown somewhere on the sheet – we often receive very beautiful renderings that have no indication of which application/property they are related to.
- ***Project Address\_5\_SEQRA\_Date***
  - This file should include completed and signed Part 1 EAF, as well as all necessary attachments to justify responses within the Part 1 form.
- ***Project Address\_6\_Supplemental\_Date***
  - This file should contain any supplemental information not listed above that is required by the code or requested by the Planning Board or staff. This file may also include information that the applicant feels is necessary to explain the project. Example documents include, but are not limited to, Letter of Authorization or Consent from property owner, letters of support, proposed parking agreements, photos of existing conditions on-site, etc. Again please try to make sure that each of these documents has some indication of the application or address it is associated with.