

**Order of documents to be scanned as follows:**

- ① • Acknowledgement Letter ✓
- ② • Application (form/Letter) ✓
- ③ • Site Notice ✓
- ④ • ~~Site Notice~~ newspaper notice ✓
- ⑤ • Site Location Map ✓
- ⑥ • Layout/block/Site plans ✓ (x2)
- ⑦ • Floor plans ✓
- ⑧ • ~~Roof plans~~
- ⑨ • Elevations ✓ (x2)
- ⑩ • Sections ✓
- ⑪ • ~~Water/Drainage plans~~
- ⑫ • ~~Road plans~~
- ⑬ • ~~Landscaping plans~~
- ⑭ • ~~Photographs~~
- ⑮ • Cover Letters: Scan the 'Agent' letter first & if more than one, scan the rest accordingly and enter relevant name/s in 'Comment Box' ✓
- ⑯ • ~~Environmental Impact Statement (if any): As this is usually very large, it can be divided up into the different chapters/Appendix as per the E.I.S.. Scan & enter accordingly in the 'Comment Box' e.g. 'Chapters 1-6~~
- ⑰ • ~~Reports/specs - usually done in Black/White.~~
- ⑱ • Area/drawing/Documents schedules ✓