**RE: Central Storing of Paper Project Files Meeting: October 11, 2016**

**Location:**

Filing cabinet within vault room

**Filed by Address – Utility Permit:**

1. Record Drawings or As Built Drawings – working on Record Drawing Standards and Letter to Engineers
	* Entered into Bluebeam
2. Dedications and Easements
3. Development Agreements
	* Copy to be placed in CD address files

**Subdivisions:**

1. Pre-application meeting notes
2. Plat Project
3. Utility Easement tracking – recorded

DRC notes are within CS

Residential review comments & notes within CS

Filing