

File Name Guide for Agricultural, Forest, Equine or Marijuana EXEMPT Submittals

To help keep project drawings organized, use this .PDF document naming guide.

Make sure you have carefully reviewed the [criteria for EXEMPT structures](#).

The text in **BOLD** shows how to name your documents.

File Name	Description of what to include in the .PDF
Exempt Application	.PDF that contains the completed/signed exempt application.
Project Description	.PDF that contains the completed project description form.
Property Owner Statement	If applicable; required when a homeowner is performing work on a home that they own.
Submit1 Site Plan	Plot plan showing the location and dimensions of all existing structures plus the proposed exempt structure. If there are multiple buildings on the site, indicate which exact building is related to the exemption application.
Submit1 Documents	Provide one of the following forms of documentation: <ul style="list-style-type: none"> <input type="checkbox"/> County Assessors' Farm or Forest Deferral <input type="checkbox"/> IRS Schedule F (With SSN obscured) <input type="checkbox"/> Other proof showing farming, agriculture, equine, forest or marijuana activity (e.g., receipts for payment of products), or <input type="checkbox"/> A business plan for new businesses.
Submit1 Other	If you have additional submittals, please use this description and explain what the document is.
It is important to add " Submit1 " to distinguish first submittals from future correction sheets.	