

**District 1 - Bureau of Local Roads and Streets**

**Naming Convention for Documents**

1.	X	Denotes Executed Agreements
	Draft	Denotes Draft Agreements
	INV	Denotes Invoices
2.	<b>Document type</b>	
	PPI	Project Program Information Form
	PPI(r)	R to denote form revisions add a number to denote multiple revisions ie PPIFr5 or BLR5310r5
	BLR( )	BLR then Form number to denote the form used
	Email	
3.	P	Phase I LPA Agreement
	D	Phase II LPA Agreement
	R	Right-of-way LPA Agreement
	C	Construction LPA Agreement
	PE	Phase I Engineering Agreement
	DE	Phase II Engineering Agreement
	RA	Right-of-way Authorization
	CE	Construction Engineering Agreement
	JT	Jurisdictional Transfer
4.	1, 2, 3	Denote Amendments using numbers after the Agreement Type.
5.		Local Agency Name
6.		Marked Route
7.		Section Number
8.		Job Number

**Sample Naming**

**Project Program Information Form**

PPI-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

**Invoices Form**

INV-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

**Agreement Sample (w/out Amendments)**

X-BLR5310-Rolling Meadows-Rohlwing Rd-00-00084-00-WR- P-91-009-10-PE2

**Executed Agreement Sample (w/out Amendments)**

X-D-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

**Engineering Agreement Sample (w/out Supplements)**

X-DE-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

X-DE-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

**Executed Agreement Sample (w/ Amendments)**

X-D1-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

X-D2-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

**Engineering Agreement Sample (w/ Supplements)**

X-DE1-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

X-DE2-Rolling Meadows-Rohlwing Rd-00-00084-00-WR P-91-009-10

Note that the first Amendment Example is for an Agreement with 1 Amendment and the Second Example is that of an Agreement with 2 Amendments.