

# POLICY BUNDLE DOCUMENTATION

## HELPFUL HINTS FOR SUBMITTERS

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### File Size & Format

- Keep file sizes within the limits shown in the application portal. Oversized files may be rejected automatically.
- Only one attachment is permitted per question. If you need to include multiple files for a single question, zip them into a single archive before uploading.
- Always check that your documents are clear and legible. Blurry scans or low-resolution exports can slow down the review process.

### What to Upload

- Submit only the documentation specifically requested for each section. Reviewers are looking for targeted evidence.
- Avoid uploading entire code books, comprehensive plans, or other large documents unless the instructions explicitly ask for them.
- Extract and submit only the sections directly relevant to the requirement being addressed. A focused excerpt is more helpful than a 200-page document.

### Help Reviewers Find What They Need

Making it easy for reviewers to locate relevant content is one of the most helpful things you can do. Here are a few options:

- Highlight or call out specific sections applicable to each requirement directly within the document.
- Include a summary cover page that lists and briefly describes each relevant section, along with its page or section number.
- Provide a hyperlink index that links directly to the applicable sections within your submitted documentation.

### General Tips for Submission

- Read the instructions for each question carefully before uploading. Requirements can vary between sections.
- Double-check that the documents you are submitting match the question being answered.
- If a requirement asks for zoning information, including maps in your submission can be helpful. Make sure it is clearly labeled and that the relevant areas are easy to identify.
- If your supporting documents include dated materials (such as studies or reports), make sure the date is clearly visible.
- When in doubt, less is more. A concise, well-organized submission is easier to review than a large, unfocused one.