

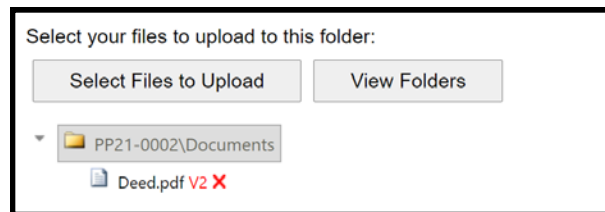
Document and Drawing Standards

The transition to Electronic Plan Review software places specific requirements on the documents that are uploaded for your projects. The standards are comprised of Naming and Format requirements.

Naming Standards

File Naming standards apply for all documents and drawings uploaded as part of your project.

- Name files according to the contents (i.e. Checklist, Deed, Landscape, Engineering, Façade, etc.).
- Limit the number of characters in the file name to 35 characters or less.
- Abbreviations are acceptable, however, do not include “-” (dashes) or special characters (&,%,#, etc.) in the file name.
- **Revisions:** When uploading revisions, use the identical name as the original file. Do not add a version number or date in the file name. In the example below, the system denotes a correctly uploaded revision with a red “V2”.



Format Standards

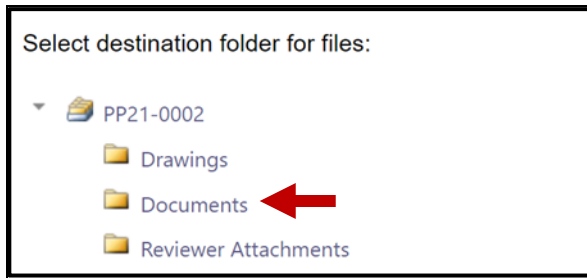
All documents and drawings must meet the following format standards:

- Files will be in PDF format.
- Drawings must be ‘flattened’. i.e. there should not be layers with additional markings
- Secured/Protected files are not acceptable. This includes documents with digital signatures.
- Scanned images or ‘raster’ PDFs are not acceptable.
- Pages in the scanned file must be oriented correctly.
- Photos shall be converted to PDF format.

Document File Standards

Documents, including checklists, metes and bounds, and Planned Development standards, must be uploaded to the **Documents** folder. Searchable PDF files are preferred for calculations, reports, and other non-plan files.

- **Size Requirements:** 8.5”x 11” or 11”x 17”
- **Naming Requirement:** *documenttype.pdf*
 - Examples: Deed.pdf, SitePlanChecklist.pdf



Drawing File Standards

Drawings, including all types of plans, must be uploaded to the **Drawings** folder.

- Upload drawings in a single, multi-sheet PDF.
- If you have a large drawing set (greater than 100 sheets), group them by discipline (e.g. Drainage Plans, Traffic Plans, etc.) and name the files accordingly for ease of reference during the review process.
- Drawings must be 'flattened'. i.e. there should not be layers with additional markings.
- **Size Requirements:** 24"x36"
- **Naming Requirement:** *drawingsetname.pdf*
Examples: UtilityPlan.pdf, OpenSpacePlan.pdf

