



UNIVERSAL DIGITAL FILE STANDARDS

NOTE: All digital files must conform to Digital File and File Content standards.

REQUIREMENTS FOR ALL DIGITAL FILES	
FILE TYPE	Only .pdf FILE TYPES are accepted for digital submittals.
FILE NAMING	<p>[STREET NAME]_[STREET NO.]-[DIVISION]</p> <p>Use one of the prefixes below to represent the division the documents are being submitted to for review:</p> <ul style="list-style-type: none"> ▪ PLAN = Planning Division ▪ EDS = Engineering Development Services Division ▪ BUILD = Building Division <p>Example: Steele Lane_9384-PLAN.pdf</p>
FILE SIZE	<p>MAXIMUM ± 20MB</p> <p>Maximum file size of ± 20MB is allowed so that files can be more easily shared amongst reviewers and made available via a project webpage to be developed. Below are some helpful hints to consider when reducing file size.</p> <ul style="list-style-type: none"> ▪ PUBLISH or EXPORT the entire drawing set as one file directly from AutoCAD. This reduces the size of the files by treating them as one single PDF coming out of AutoCAD. ▪ Export a sheet set to a single PDF file by using the PUBLISH to PDF option in Sheet Set Manager or export multiple drawings from AutoCAD to one single PDF using the PUBLISH command, instead of plotting them individually. ▪ If single PDFs have been combined to form a single file, reduce or compress the file size using Adobe PDF or Bluebeam PDF. Caution: This approach may reduce file quality; it is the customers responsibility to ensure the files quality is maintained.
FILE COMPOSITION	<p>FORM – submit each Form as provided on website. Do NOT combine separate Forms into a single .pdf file.</p> <p>DOCUMENT – submit each document as a separate .pdf file. For instance, a Project Description, Design Narrative, Traffic Impact Study, and Parking Study would be submitted as separate/individual digital files.</p> <p>PLAN – provide all plans as a complete plan set.</p>
PROTECTION/SECURITY	NO file protection or file security is allowed.



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REQUIREMENTS FOR ALL DIGITAL CONTENT	
PAGE SIZE for TYPICAL CONTENT	<p>FORM – fillable forms are provided by the Agency. No modifications to formatting are allowed.</p> <p>DOCUMENT – 8.5x11 page size, portrait or landscape (including images, technical studies and reports, and other supporting documentation)</p> <p>PLAN – page size, scale, and dimensions Full size (24x36 or 36x48) must be scalable Alternate Size (11x17) must be fully dimensioned</p>
CONTENT ORIENTATION	<p>DOCUMENT – Portrait or Landscape</p> <p>PLAN – Landscape only</p>
LAYERS and COMMENTS	NO layers or comments are allowed. All files must be flattened.
BOOKMARKS	Bookmarks ARE allowed.
APPROVAL STAMPS AND SIGNATURES	All required approval stamps and signatures are subject to the City’s ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE , a required application form.