Electronic Plan Review Document Format Requirements

In order for projects to be successfully reviewed in Electronic Plan Review, the following plan review document format requirements must be followed. **Documents that do not comply with these requirements will be rejected** and returned to the applicant for adjusting to conform with these requirements. Rejected documents will result in processing delays. Please note that based upon the scale of the project, hardcopies may still be required by the City's project engineer for review.

- **Consolidated Plans**: Plans must be consolidated into one set (see Maximum File Size).
- **Maximum File Size**: The maximum file size is 100 MB per file. Documents that exceed 100 MB will need to be separated into multiple documents.
- **Preparing File Sets**: For files larger than 100 MB, grouping and submitting plans in logical sub-sets is required.
- **File Type**: Plan review documents must be saved in PDF 1.4 format or greater. Zipped files will be rejected.
- **File Content**: Files need to be flattened/optimized PDFs.
  - Flatten drawing layers when creating PDFs from CAD; or
  - Flatten drawing layers by using the "Save As/Flattened" option; or
  - Use the "Optimize PDF" option within a PDF editor (e.g., Adobe Acrobat Pro).
  - Ensure that no comments, stamps, or other "editable content" appear in the "Comment" panel of the PDF tool. Files with editable content will be rejected.
- **File Drawing Style**: Plans must be drawn using a black/white plot style.
- **Paper Size**: Plan size must be 24x36 inches (Off-site Improvement Plans) and 18x26 inches (Subdivision Maps).
- **Scale**:
  - Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas.
  - All measurements must be provided in the English scale. If items on the sheet are provided in a metric scale (e.g., tools), conversion of the metric measurement to the English measurement needs to be provided on the sheet.
  - Include a graphic scale on each sheet or include the measurements for each object.

- **File Orientation**: All pages must be properly oriented, meaning upright, and not sideways or upside down. A mix of portrait and landscape-oriented plans is acceptable as long as the pages are all upright. Pages that are turned sideways or upside down will be rejected.
- **File Encryption**: Files cannot be password protected or encrypted/locked.
- **File Naming**:
  - Name each plan set "Plans" followed by an underscore (_) and a brief description of the plans in the PDF. Name each document (non-plans) "Doc" followed by an underscore (_) and a brief description of the document. Examples of PDF naming:
    - Plans_All
    - Plans_Set 1 of 2, Plans_Set 2 of 2
    - Doc_Structural Calcs
  - Do not include any of the following special characters in the file name:
    - ! * ; : @ & = + $, / ? % # [ ] " < > |
  - File names must be less than 140 characters in length.
- **Scanned Files**:
  - Scanned documents are acceptable and must:
    - Meet all other submittal requirements listed above.
    - Have properly aligned page edges so they are not skewed.
    - Use at least 150 DPI or higher and be without significant compression artifacts