

# CITY OF PORT ORANGE STANDARD REQUIREMENTS FOR ELECTRONIC SUBMITTALS

## Electronic Drawings:

1. All drawings shall be .pdf files created at 24 X 36 inch size and 300 dots per inch (d.p.i.) or scanned at 24 X 36 inch size and 300 d.p.i.
2. The drawings shall be arranged in complete sets with each set not exceeding 35 sheets per single .pdf file. Drawing sets larger than 35 sheets shall be split into multiple .pdf file sets, and named appropriately (i.e. Civil Plan set 1 of 2, Civil Plan set 2 of 2, etc.)
3. Drawing files shall be separated into separate category files as follows:
  - Civil Plan set (copies of signed & sealed site plan, landscape & irrigation plans, sign plans and detail sheets) shall be incorporated into one single .pdf file (unless more than 35 sheets, follow direction above)
  - Architectural plan set (building elevations, floor plan, and color rendering) shall be in a single .pdf file
  - Surveys (copies of signed and sealed tree, boundary, & topo) shall be incorporated into one single .pdf file
  - 11X17" reductions shall be in a single .pdf file
  - Plat drawings shall be in a single .pdf file (if applicable)
  - Conceptual Development Plans shall be in a single .pdf file (if applicable)
4. All final drawings and report files that require certification by a professional (Surveyor, Engineer, Architect, Landscape Architect) shall be signed and sealed by the appropriate professional

## Electronic Documentation:

1. All documentation shall be .pdf files created by output from native software or scanned at 300 d.p.i.
2. Application documentation package (initial submittal) shall be a single .pdf file containing the following documents:
  - a. Application (copy of executed original)
  - b. Cover letter (copy of executed original)
  - c. Agent Authorization Letter (copy of executed original – if applicable)
  - d. Warranty Deed (copy of recorded original)
3. Each digital file shall be named using a naming convention that appropriately identifies the document.

## **General Note:**

Each CD shall be clearly labeled with the Project Name, Address/ Location, Applicant's Name, the Submittal Date, and the Application Type (i.e. site plan, subdivision, PUD Amendment, rezoning, etc.). If submitting more than one CD please label accordingly to reflect number of CD's (i.e. 1 of 2, 2 of 2, etc.)