

# General Document Standards

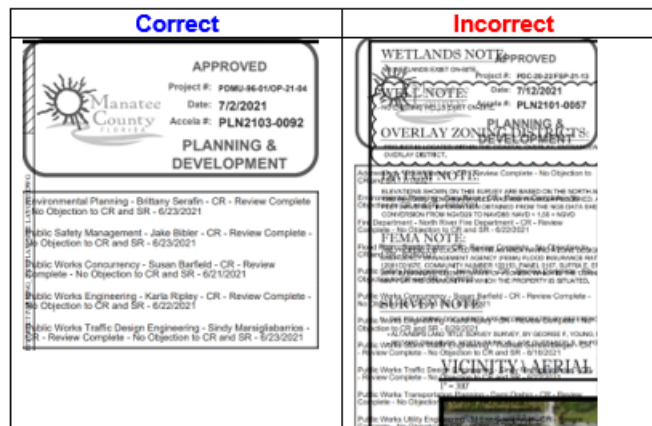
There are a few document standards that we recommend for best uploading performance. Please follow these guidelines in your document design to ensure correct processing in the Plan Room.

## General documents

- All files must be in PDF file format
- Maximum file size is 500MB
- Do not use encrypted or password-protected files
- **All layers in the PDF will need to be flattened (including seals, signatures, notations)**
- Please do not combine and supporting documents in the same PDF file with any plansheets - they will need to be uploaded as separate files
- Documents that are typically uploaded as a different file type, such as CAD files or Legal Descriptions, may still be accepted if they are not a PDF

## Initial Submission of Plans

- Arrange plans in landscape page view
- All layers need to be flattened including seals and signatures (see below for assistance)
- Plans must be generated to scale (e.g. 1/4" = 1', 1/8" = 1' or 1:10)
- Professional engineers or architects must have a blank area measuring 3"x6" on the top left of the coversheet to accommodate the county's approval stamp.
  - All other sheets should have a blank area in the top left corner measuring 3"x 2" for the approval stamp.



- Include a title block in the lower right-hand corner on all plan sheet\* with the sheet number. *The system will read your sheet numbers and automatically number them. If the systems cannot clearly read your sheet numbers you will have to manually number them after uploading your plans.*
  - *How to number your sheets: the sheet number should include the prefix of the trade (e.g. L for Landscaping, V for Survey/Mapping, C for Civil, etc.) and the sheet number.*

### Example:

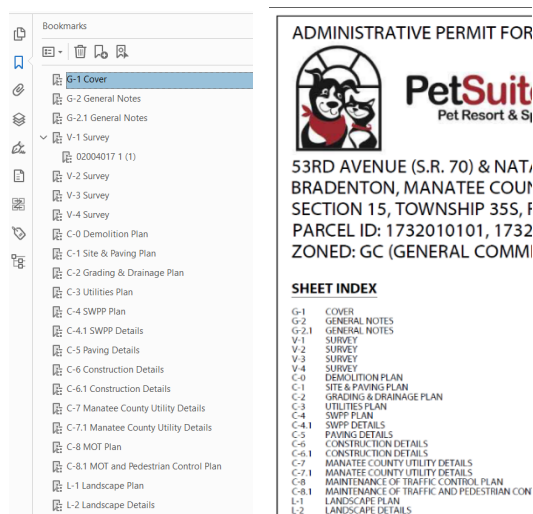
LANDSCAPE PLAN	
SHEET NUMBER:	L-1
COMMENTS:	---
JOBFILE NUMBER:	936.002

For additional information and guidance on how to name your plan sheets please visit [https://www.nationalcadstandard.org/ncs6/pdfs/ncs6\\_uds1.pdf](https://www.nationalcadstandard.org/ncs6/pdfs/ncs6_uds1.pdf)

Below are the recommended fonts to use in your title blocks, the preferred font size is 18.

Recommended Fonts	Not Recommended Fonts
Calibri	Comic Sans MS
Tahoma	Papyrus
Arial	Courier New
Times New Roman	Bradley Hand
Verdana	Lucida Calligraphy
Trebuchet MS	

- Multiple files can be uploaded at the same time.
  - Do not combine supporting documents in the same PDF file with any plan sheets
- Include a table of contents, 'create bookmarks' in AutoCAD when exporting/publishing to the PDF. *The Digital Plan Room will read the table of contents from the bookmarks and automatically generate the sheet number and sheet name for each plan page uploaded. If you do not include a table of contents/bookmarks you may need to manually enter the sheet title.*



- All layers need to be flattened including seals and signatures (see below for assistance)
- Any annotations in the PDF will be removed during the submission process.

## Supporting Documents

- Can be submitted as individual files
- Documents can be in landscape or portrait orientation
- Clearly describe the contents of each file in the description filed

## Submitting Plan Revisions:

- Do not resubmit the entire plan set, only the sheets containing changes from the previous submission
- Sheet numbers must match the initial submission exactly. (e.g. sheet L-1 cannot be resubmitted as sheet L-1.1) *Changing the sheet numbers will delay the review of your submission and may result in having to upload an additional review cycle with the correctly numbered sheets.*
- Resubmittals must be in the same format, scale and orientation as the initial submittal.