

DIGITAL PLAN AND DOCUMENT SUBMITTAL POLICY - PLANNING APPLICATIONS

This policy establishes electronic plan, document and signature submittal guidelines. All plans submitted to the City of San Clemente shall follow these guidelines unless otherwise directed by the Community Development Director.

[Please contact the Planning Division for more information at \(949\)361-6197](#)

REQUIREMENTS FOR DIGITAL PLAN AND DOCUMENT SUBMITTAL

- **Digital Submittal** - All plans and documents submitted via email shall be no more than 25 MB as **unzipped files**. Please call the Planning Division at (949)361-6197 to coordinate email submittal or alternative submittal methods for files larger than 25 MB.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer
- Plan files shall be first generation, vector based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created.
- All layers must be flattened.
- Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.
- Scanned plans must be scanned to scale.
- Plan sets shall be compiled as one file. Plan sets that are not compiled will not be accepted.
- PDF document security settings must allow staff to mark up the PDF file and create comments.
- Page Orientation - All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans.
- All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided.
- Plans shall be sized 11" x 17" (Required)
- All supplemental information must be sized at 8-1/2" x 11"
- Professional stamps/seals shall be affixed to plans and documents

NAMING CONVENTIONS FORMAT FOR SUBMITTAL ATTACHMENTS

***USE ALL CAPS WHEN NAMING FILES (EXAMPLE)**

APPLICATION

1ST SUBMITTAL – DEVELOPMENT PLAN SET

1ST SUBMITTAL – PRELIMINARY PRECISE GRADING

1ST SUBMITTAL – TRAFFIC STUDY

1ST SUBMITTAL – LANDSCAPE PLAN