



DOCUMENT SUBMITTAL REQUIREMENTS

Digital copies of all documentation shall be provided, including all plans, maps, drawings, photographs, permits, covenants, leases and other documents accompanying the registration form, on CD-RW compact disc (see instructions below regarding acceptable digital formats).

Plans shall include the following but may include additional information:

1. All plans drawn to scale, with the scale and a north direction arrow clearly indicated on each sheet. Maps and plans should not be larger than 24" by 36", or smaller than 11" by 17".
2. A title block in the lower right-hand corner of each sheet listing the owner's or authorized agent's name, address and telephone number, and the project address.
3. Plot the entire parcel showing property dimensions (length & width) and showing the building footprint and dimensions for all existing structures and parking areas. Label property lines with "PL" notation.
4. Building floor plans of the existing structure(s) including designation of office suites with suite numbers shown on the plans. Show the square footage of each office suite and label the use of each office suite using the designations on page 5 below. Include roof plans if the roof is used for parking or other activities such as a rooftop pool area.
5. Plans for all parking areas with parking spaces dimensioned and numbered. Indicate driveway curb cuts, aprons and approaches.
6. Plans of any off-site parking areas that satisfy parking requirements for the subject site. These plans should show the applicable parking spaces dimensioned and numbered.

Acceptable Digital File Formats

Image Files

Graphics Interchange Format (.gif)
Joint Photographic Experts Group (.jpg)
Portable Networks Graphics (.png)
Microsoft Windows Bitmap (.bmp)
Tagged Image File Format (.tif)

NOTE: All image files must have a minimum file size of 2.3 Megapixels and minimum 10 point font size.

Document Files

Microsoft Word Formats (.doc, .txt)
Microsoft Excel (.xls)
Microsoft Powerpoint (.ppt)
Portable Document Format (.pdf)
Hypertext Transfer Protocol (.htm, .html)

NOTE: CAD or AutoCAD drawings (.dwf, .dxf, and other CAD formats) are not suitable to meet this application's submittal requirements. It is recommended that CAD drawings be converted to PDFs for submittal.