

CITY OF LANCASTER, BUREAU OF PLANNING

DIGITAL SUBMITTAL GUIDELINES FOR APPROVED LAND DEVELOPMENTS

November 20, 2019

Upon determination that all conditions of the Commission's approval have been met, the applicant shall submit "one Mylar and three paper sets of plans along with a digital file in a format acceptable to the Chief Planner," per §265-29B(4). All digital submittals should follow the guidelines in this document to be considered acceptable to the Chief Planner.

GENERAL GUIDELINES

- Plans must be submitted in a searchable vector PDF format (non-scanned) and as a DWG file, **bound** so as to include all xref files. All CAD files must be compatible with AutoCAD 2018.

PLAN SHEET SIZE

- The following plan sheet sizes can be submitted electronically per the Subdivision and Land Development Ordinance §265-26: 18" x 22" or 24" x 36". Projects involving PENNDOT approvals may be submitted on 11" x 17" or 22" x 34", per PENNDOT drawing standards.

DIGITAL MEDIUM

- It is preferred that files be received by thumb drive, email, or a cloud service download link.
- Files may be submitted on a CD.

LABELLING

- Label the thumb drive or file folder or zip file with the following information (e.g., 2019-Project-Firm)
 - o Year
 - o Name of project
 - o Name of firm

FILE DETAILS

- Create one folder named "DOCUMENTS FOLDER" that contains all calculations, photos, checklists, O&M agreements, easement agreements, covenants, and other supporting documents.
- Create one folder named "DRAWINGS" that includes both PDF and CAD files.
 - o PDF files (must be searchable)
 - Provide one PDF file naming and sorting the individual PDF pages according to the sheet index (e.g., COVER SHEET).
 - o CAD files (must be searchable)
 - Provide one digital file per plan sheet with plan file names and sort order matching the sheet index (e.g., 001 COVER SHEET).
 - All DWG files must be drafted on the PA State Plane Coordinate System (NAD 1983).
 - Provide all X-references in a bound DWG file.
 - All DWG files must also include any georeferenced shapefiles used to produce the drawings.
 - o File types for support documents can be Adobe PDF, Microsoft Word, Excel, or others as approved by the Chief Planner

QUESTIONS

- Contact Chief Planner Douglas Smith at dsmith@cityoflancasterpa.com or 717.291.4755.