APPENDIX E – DIGITAL SUBMISSION STANDARDS

REQUIREMENTS TO ENSURE COMPATIBILITY WITH
PLANNING AND ENVIRONMENT DEPARTMENT SOFTWARE APPLICATIONS

These Regulations ensure that all products submitted for Planning and Environment Department review utilize the same software as the Department.

It is the intent of these Regulations to provide compatibility in the exchange of digital information through seamless electronic transfer of files between the Applicant and the Department for review or final submission purposes. This will result in considerable time savings by not having to send paper copies of all exchanges of information, and by not having to rekey data into separate programs.

The requirements are as follows:

(1) All electrically submitted Site Plan / Subdivision construction plans and maps shall be provided to, and archived with the Department in Adobe® Acrobat® software.

(2) The contents of all electronic documents shall be the same as any hard copy information submitted.

(3) The Applicant is responsible for the quality of electronic data that they create.

(4) If a virus is encountered, the submission will be returned immediately and the Applicant will be notified their files cannot be utilized.

(5) Files submitted that do not meet the requirements outlined above will be returned to the Applicant for correction and resubmission. Upon return of any files, the Applicant shall provide a written explanation of any items that do not conform. The Applicant shall be responsible for finding the source of any error, correcting it, and resubmitting the files.