



Electronic Submittal Requirements

Plan Review Application CDs

SUBMITTAL REQUIREMENTS

ACCEPTABLE FILE FORMATS: DWG, DXF, and DGN

MEDIA must be stamped and signed by certified professional on disk label

Accepted media: CD-ROM, Floppy Disk & Zip Disk

LAYERS

Provide hardcopy Index of Layers, which should include the following:

Plan Name, Layer Name and Description (see example below)

Plan Name	Layer Name	Description
Site Plan	SITE_01	Site Plan
A1.2	WRK-SHT	Site Plan Worksheet
FP-WS	FLR_PLN WS	Floor Plan Worksheet

Rules for layering include:

- Max thirty-one (31) characters long
- May contain letters, numbers, the dollar sign, hyphens and underscores (no spaces)
- Limited to the following true type fonts: **Arial, Times New Roman and Courier New**

GEOREFERENCING

- ❑ ALL DRAWINGS SHOULD CONTAIN GEOGRAPHIC REFERENCES TO SCALE LEGAL BOUNDARIES (i.e. parcel lines or street central lines) WITH THE FOLLOWING COORDINATE SYSTEM:
 - North American Datum (NAD) 1983
 - State Plan = Arizona Central (ground)
 - Units of Measure = Feet

If you need assistance in georeferencing your drawings, please contact your software provider or refer to your software reference documentation.

Georeferencing a drawing makes it easy for the city to fit it into our geographic information system.

Planning and Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088