

Planning Division

Electronic File Submittal Requirements

This document is to be used as a guide for electronic file standards or “attachments” to applications submitted online through City of Westminster [eTRAKIT](#).

ATTACHMENTS: PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. PDF files must be properly formatted as described below. *Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.*

Layers: No multiple layers. Layers must be merged or flattened.

Format: Vector preferred

File Size: 1 megabyte (MB) avg. per sheet. 50 MB total

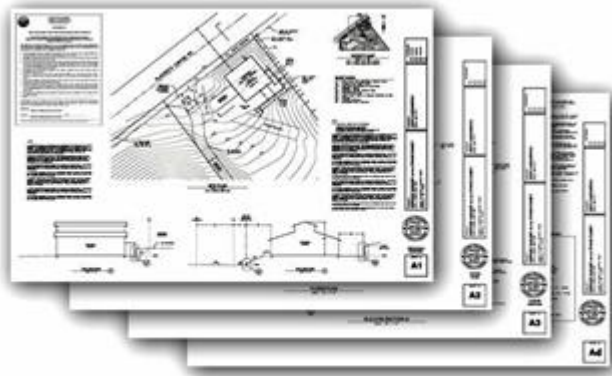
Grouping: Multiple-sheet PDF (single file with multiple sheets)

All documents are required to be flattened, unlocked, and full-size, one-to-one format:

- Files must be unlocked or unprotected so that corrections may be identified by reviewers. Any submittal containing a file that is locked or protected will be considered incomplete and must be resubmitted.
- CAD files need to be fully flattened and should not contain any SHX text objects. SHX text objects can result when plotting PDF files from AutoCad.
- Drawings must be submitted in black and white pdf documents. The drawings must be uploaded as one document with multiple sheets (e.g. architectural, structural, landscape, etc.). Drawings must be scaled and oriented correctly and must not exceed 50 MB. Scanned plans must be legible and to scale in order to be reviewed.
- Each plan sheet must be marked to clearly identify the content of the page.
- All pages must be rotated so that the orientation is upright.
- Zip files and PDF packages are not accepted.
- PDFs are to be correctly bookmarked to distinguish sections of the document.
- Reports and other documents must be submitted as a separate pdf for each document type (e.g., reports, studies, etc.).

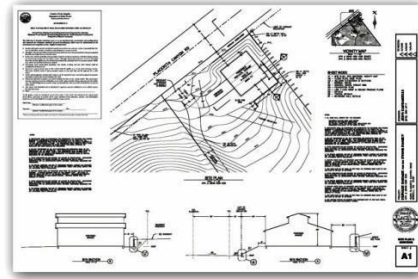
DRAWING STANDARDS

- All text shall be readable and no font shall be smaller than 10 point or equivalent.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor.
- A 5" x 5" space shall be left blank in the bottom right- hand corner of all sheets of the drawings for the City of Westminster to insert an approval stamp.
- Each plan sheet needs to include the project name and address.



plans.pdf (multiple sheets)

✓ Correct



Leave blank space for City of Westminster approval stamp

✓ Correct



Incorrect sheet size, scale, or margins will not be accepted



Color plans will not be accepted



Incorrect orientation will not be accepted

MYLAR SHEET SPECIFICATIONS FOR RECORDING IN ADAMS AND JEFFERSON COUNTIES

As required by the City of Westminster, Jefferson County or Adams County, and the State of Colorado:

1. All final documents shall be submitted on double matte (no reverse copy), black-line photographic Mylar (no sepias), .004 (four one thousandths) thick or black ink Mylar (NOT erasable or ammonia processed Mylars). They shall be of such quality to be capable of reproduction on both microfilm and/or diazo blueprint equipment.

NOTE: Adams and Jefferson counties will also accept Mylars – made on Xerox, Oce or any other plotter/printer, with permanent black ink (non-fading, indelible or waterproof). Mylar has to be .004 (four one thousandths) thick (4 Mil) and smudge or scratch off proof. The image must be printed on front side for good reproduction.

2. Sheet size:

- JEFFERSON COUNTY = 24" x 36"
- ADAMS COUNTY = 18" x 24"

3. Lettering:

Sticky back material or appliques are not acceptable. All lettering shall be made heavy/dark enough so as to ensure good legibility on final photo-Mylar, All upper-case lettering with a minimum 1/8-inch height.

4. Original signatures, stamps and seals must be affixed with black non-fading permanent indelible ink. Seals must be legible and reproducible. (Do not affix signatures or seals before photographic work is complete.) Original signatures, stamps and seals must be affixed in black non-fading permanent indelible ink.

(Refer to Colorado Revised Statutes) 38-50-101 (3, 38-51-106, and 12-55-211)

5. The graphic scale shall be no smaller than 1" = 100'. This scale may be too small for certain small subdivisions or, for example, a 2-lot Replat. If this becomes the case, 1" = 50' is the preferred minimum scale. 1" = 2,000' is required for the vicinity map.

6. Clerk's certification form for signatures must be included on the cover sheet in the format indicated below.

7. Required minimum margins for Mylars and all documents larger than 8 1/2" x 14":

Adams County:

Left Margin = 2 inches
Top, Bottom and Right Margins = 1/2" inch

Jefferson County:

Top Margin = 1 inch
Left, Bottom and Right Margins = 1/2" inch

*(refer to Colorado Revised Statutes)
30-10-406(3)(a) and 38-50-101 (3)(b)*

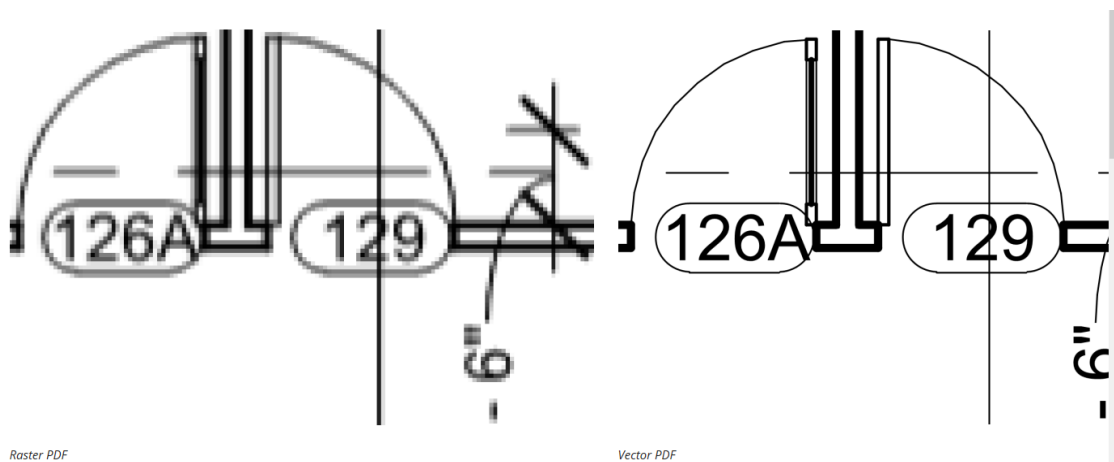
FORMATTING Q & A

Question: What is the difference between Raster and Vector files?

Answer:

A raster image is created from a series of square dots, called pixels or individual building blocks to form a complete image. JPEGs, GIFs, and PNGs are common raster image types. A PDF is generally a vector file. However, depending how a PDF is originally created, it can be either a vector or a raster file.

A vector-based file uses line segments to define all of the geometry on the page. Most PDFs created from CAD are vector-based. The City prefers applicants submit vector PDFs from the source as opposed to submitting scanned PDFs as they contain more smart data that make it easier to work.



Question: Are raster-based PDF files acceptable?

Answer:

Yes, assuming they meet the size limitation requirement of no more than 50MB total. However, the City prefers vector-based files.

Question: How do I combine multiple PDFs into a single file?

Answer:

There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Reference: Tacoma, City of. "Electronic File Standards." Tacomapermits.org, July 2017, tacomapermits.org/wp-content/uploads/2016/01/G-230-Electronic-File-Standards.pdf.