

CD of Drawings Received from Developer

Scanning .PDF file

1. Resolution: 400 dpi
2. Rotate to **Landscape**
3. Multiple sheet PDF file (all sheets in project contained within one file)
4. Filename should use the following naming convention
projectname.PDF (ie. _____)
5. CD Label or handwritten text should have the following information:
 - a. Project Name: _____
 - b. Tract or Parcel Map: _____
 - c. Number of sheets: _____
 - d. Date scanned: _____
 - e. Submitted by: _____