DIGITAL FORMATTING STANDARDS FORM DS-1

Submittals must be made digitally and adhere to City's standards. Staff will review for compliance and completeness prior to initiating each review cycle. Obtain prior approval for deviations and omissions to ensure prompt intake. Staff will advise of any need for printed plans and documents. Please contact engineeringdivision@san-marcos.net and/or the assigned staff with questions.

MAP AND PLAN FORMATTING REQUIREMENTS

- Print to PDF in 8-bit grayscale or 1-bit monochrome at 300 PPI (Pixels per Inch)
- Avoid rendering maps and plans in 24-bit color
- Embed a graphic scale
- Include vector content only; no scanned images; scans of printed pages are not accepted
- Remove layers; drawings must be flattened
- Perform OCR (Optical Character Recognition) to render text searchable and selectable
- Reduce/compress/optimize file size using in-software tools
- Unlock/unprotect files
- Maintain output scale; avoid "fit to page"
- Standard sheet sizes:

Parcel Maps & Final Maps	18 x 24 Inches	Landscape
Grading & Improvement Plans	24 x 36 Inches	Landscape
Plats & Legals for Recorded Documents	8.5 x 11 Inches	Portrait

ASSEMBLING THE SUBMITTAL PACKAGE

- Assemble one complete submittal using City's required folder structure and file naming convention
- Provide complete, separate files for each document/document type (e.g. calcs, specifications, reports)
- Create digital bookmarks/hyperlinks for sheet number (e.g. C1.0) and sheet name (e.g. DEMOLITION PLAN) consistent with the document's table of contents
- Submit documents as one complete PDF for files under 75 MB
- Separate plans or maps into multiple PDF sets by discipline only when documents exceed 75 MB and/or contact City staff for direction on creating smaller file packages for submittal
- Separate report appendices from the PDF of the body text when documents exceed 75 MB