

# Digital Submission Form

Development Services  
 Department of Public Works  
 City of Rancho Cordova



Please refer to the City's *Specifications for Digital Submissions of Civil Engineering Plans and Final Maps* for guidance on how to meet the requirements specified on this form. The document is available on the City's [Public Works Development Services & Permitting](#) webpage.

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Submission Media: Email, CD, Other: \_\_\_\_\_

If Email, to whom submitted: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Electronic Files Provided: PDF, TIFF, TXT, Other: \_\_\_\_\_

Digital Data Provided: CAD, GIS, Other: \_\_\_\_\_

## Digital Data Checklist

(Internal Use Only)

<input type="checkbox"/>	Coordinate system is California State Plane Zone II, NAD83	
<input type="checkbox"/>	Drawing Scale is 1:1, units are in feet, orientation is north	
<input type="checkbox"/>	Entity types are on separate layers with logical names	
<input type="checkbox"/>	Includes layer delimiting project boundary / limits of work	
<input type="checkbox"/>	Includes BASE and CIVIL files for all improvements and file names correspond to City project number or name.	
<input type="checkbox"/>	No externally referenced files (XREFS)*	
<input type="checkbox"/>	All line work is constructed without unintended gaps, slivers or overruns. Lines delimiting areas are closed polylines (polygons in GIS) whenever possible.	
<input type="checkbox"/>	No blocks used for individual point feature entities.*	
<input type="checkbox"/>	No layout elements or layouts other than the model*	
<input type="checkbox"/>	All media is clearly marked with project name and number and includes associated ASCII metadata file.	

\*Requirement applicable to CAD submissions only.