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 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)

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

*Requirement applicable to CAD submissions only.