



Digital Submittal Guidelines

The City accepts digital submittals in .pdf format. These plans should be uploaded via the **Cityview** **PORTAL** <https://cityviewportal.westlakegov.com/>

File requirements are as specified below.

Plan Document Submittal Requirements:

- Plans should ONLY be Submitted as .PDF files.
- Maximum PDF File Size: **40 MBs** – Note: Use 1 of 2 & 2 of 2 to separate files if too large.
- PDF Files cannot contain pre-existing Stamps or Names of Engineers/Surveyors.
- PDF Files cannot contain pre-existing Layers/Markups.
- PDF Files should be Grayscale/Black white (No Color)
- PDFs must be flattened.
- **PDF Security Settings:**
 - PDFs MUST allow Markups. (Not be locked to disallow)
- PDFs cannot contain hypertext links to other files/sites.
- **Recommended Naming Convention:**
 - Keep File Names Consistent
 - Avoid the use of Non-Friendly Names (ex: k9dk38fj3.pdf)
- **Recommended naming convention for submittal documents example:**
- **Example: (123M Revised Site Plan) 123 = Lot # (or last 3 of PCN #) M = Letter Code of Development** See list below at end of page
- (123M Structural Plan)
- (123M Gas Plan)
- (123M Submittals)
- (123M Permit Application)
- Applicants should submit one (1) file per submittal requirement. This makes it much easier to track corrections, markups and resubmittals.



RESUBMITTAL Document Requirements: A “Resubmittal Document” is defined to be your corrected documents that we have previously reviewed. Resubmittal documents should follow the guidelines above as well as the Resubmittal Documents Requirements below.

- Please cloud any/all changes on the plans before returning them for re review. **A response letter shall be submitted with all responses for clarification.** Please indicate in response letter the sheet number where the change was made.
- Resubmitted Documents Should Include ALL pages from the original document, NOT just those pages which have changed.
- All resubmitted documents MUST be provided after you have received the Corrections Letter (While the application is in a “Waiting for Resubmittal” status.

	Community
CM	COMMERCIAL PROJECT
I	TERRACES
M	SKY COVE
M-2	CROSSINGS
N	SKY COVE SOUTH
O	GROVES
P	CRESSWIND
Q	HAMMOCKS
R	MEADOWS
R-2	WOODLANDS
RW	RIGHT OF WAY PROJECT
S	ORCHARDS
T	ESTATES
V	PINES