

## OCEAN COUNTY PLANNING BOARD

### Digital submissions requirements:

- Submit on CD or USB in PDF format (E-mail submissions will not be accepted)
- CD/USB must be externally labeled with: Municipality // Block and Lot // Plan Date
- Digital submissions must be an exact copy of signed and sealed paper prints being concurrently submitted
- Digital plans shall be individual pages and not multi-page
- File size should optimally be less than 1,000 KB not to exceed 2,500 KB
- Size: ArchD (24" x 36") or ArchE (30" x 42") if necessary
- Black and White Only
- + or – 300 DPI optimally
- Rotated to intended orientation (no sideways pdfs)
- Images such as aerials should not be included as they make file sizes larger
- Traffic and drainage reports shall be included on the CD/USB and clearly labeled. Please continue to send paper reports as well
- Compress file before submitting, be sure it is still legible

**All revisions submitted must also include a digital copy labeled with a revision date along with the paper prints.**