



# City of Del Mar

## ANNOUNCEMENT

### Requirement for Digital Copies of Development Application Material

**Beginning on September 1, 2013, all plans, forms, technical reports and other materials submitted as part of a development application, or in response to a development application, must be submitted to the City in a digital format.** As the City goes through a transition from paper to digital copies, development application plans and forms will be required in both a hard (paper) copy format and a digital format.

All digital submittals shall be in a **PDF** format.

Digital submittals may be transmitted through one of the following methods:

1. Email to [planning@delmar.ca.us](mailto:planning@delmar.ca.us) or designated project planner; or
2. DVD or CD-ROM; or
3. Large-file transfer service of the applicants' choice, so long as the transfer service does not require the City to install any special file transfer software or to create an account. City Staff is available upon request to recommend transfer service providers that are free and easy to use.

To ensure ease of storage and retrieval, PDF files must be named as follows:

*Project Address (Applicant's Last Name)\_Document Title.pdf*. A cover sheet is required for each submittal package with the following information:

1. City application number/Project name;
2. Location of development proposal, (as applicable), including street address and Assessor Parcel Number (APN);
3. Date of submittal;
4. Party submitting the information;
5. Contact Name/Telephone Number and e-mail of party submitting the material;  
and
6. Table of Contents listing the documents included in the submittal package

Example of file naming methodology and submittal package:

Project Address (Last Name)\_Application.pdf  
Project Address (Last Name)\_Grant Deed.pdf  
Project Address (Last Name)\_Title Report.pdf  
Project Address (Last Name)\_Project Plans.pdf

The information included on development application plan sets submitted in a digital format shall be consistent with the requirements specified in City of Del Mar application forms, including the requirement for inclusion of a bar scale and north arrow on each sheet of the plan set.

Per the City's development application submittal requirements, all application plans must be submitted: in a "non-copyrighted" format, or be accompanied by a signed waiver allowing interested parties to review such plans, solely for the purpose of participating in the development application's public review process. The ability of the public to review submitted plans shall include plans posted on the City's internet web site as part of the posting of notices and staff reports prepared for development applications.

The City's transition to electronic submittals is intended to:

1. Reduce the environmental effects of creating paper copies of plans, and related application materials;
2. Allow the City to devote less of its limited building space to the storage of paper documents and plans;
3. Improve the efficiency and speed of retrieving stored information for use by members of the public and City staff; and
4. Improve the ability to link stored materials in the City's Geographic Information System (GIS).

Thank you for your compliance.