

October 2, 2023

**EASTERN MUNICIPAL WATER DISTRICT  
ELECTRONIC SUBMITTAL GUIDELINES**



EASTERN MUNICIPAL WATER DISTRICT  
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<b>UPDATE LOG</b>		
<b>Date</b>	<b>Item(s) Changed</b>	<b>Page #</b>
10/02/23	Original	

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**I. GENERAL REQUIREMENTS**

- a. Plans, specifications, calculations, reports, [forms](#), etc. shall be contained in separate files.
- b. All files must be flattened and optimized PDF format no more than 100 MB in size. If file size exceeds 100 MB, drawing set can be broken down into volumes by discipline.
- c. PDF files with comments are not accepted. Locked or password-protected PDF files are not accepted.
- d. The maximum page size is 36 inches.
- e. All sheets within each file must be oriented upright.
- f. Consistently formatted, sequential digital bookmarks are required. For plans, bookmarks shall consist of the sheet number and description at a minimum (e.g. S7 Foundation Plan). Reports shall be bookmarked and hyperlinked consistent with the table of contents, at a minimum. Additional metadata, if available from source software, may be included to enhance navigation and searching of documents.
- g. PDF document properties Initial View should be set as follows: Page Layout: Single Page; Magnification: Fit Page.
- h. Use True Type font styles and maintain a minimum font size of 10 pt. or 1/10" in height. All text in PDF files must be searchable.
- i. Clearly identify all scales on the plans. Where scales differ between details, please clearly note the scales below each detail or provide measurements on each object.
- j. Please refer to the [Development Services Department and Facility Design Guidelines](#) for allowable scales and additional drawing format requirements.
- k. Plan submittals may utilize color for review purposes. However, final plans submitted for signatures shall be black/white/grayscale only.
- l. Files must use the correct naming convention. Please see the guidelines below.

**II. QUALITY REQUIREMENTS**

- a. PDFs should be created directly from authoring application with output quality consistent with native file format, or 300 dots per inch resolution, minimum; whichever is greater.
- b. Vector-based PDF files are required rather than raster-based PDF files. Scanned PDF files will not be accepted.

**III. FILE NAMING REQUIREMENTS**

- a. Please include a date or a revision number in the filename. Any additional identifiers you chose to include are at your own discretion.
- b. Filenames shall not exceed 25 characters in length.