

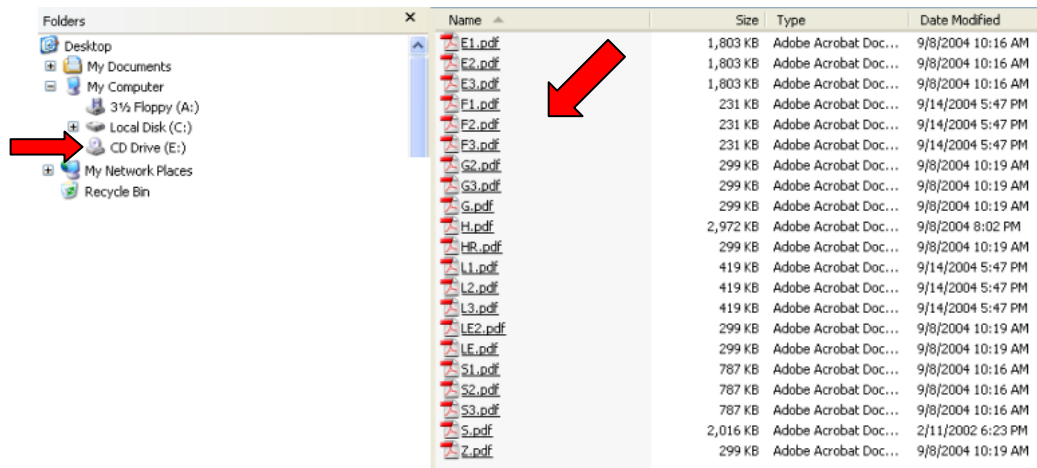


DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES

ELECTRONIC PLAN SUBMITTALS FOR ZONING APPLICATIONS

One hard copy set of plans, as well as a CD containing an electronic version of the hard copy plans, must accompany all Zoning application submittals (Zoning Hearing, DIC, Administrative Adjustment, Entrance Feature, Administrative Site Plan Review, Administrative Modification, Substantial Compliance, and Biscayne Shoreline).

The submitted CD must contain the scanned plans in PDF format and must be saved at the root level (no folders allowed). For example:



The plans must be scanned as an E-size document and must be scanned so they can be opened using Adobe Acrobat Reader and Adobe Acrobat Professional. All plans must be scanned with a minimum dpi of 300 and cannot be read only. **All multi-layered plans must be flattened to a single layer.** This includes multi-layer items such as graphics inserted into single layer files.

The plans must also be saved using the document codes listed below and must be saved in five page increments, with each file type containing a maximum of 5 pages per plan type. Below is a list of document codes and their descriptions as used by our system. Please make sure your files are saved using these exact file codes as listed below (i.e. - for Hearing Site Plan 1, save document as “S1.pdf”). Also, make sure that all plans are saved in the same direction (landscape orientation) so that they can be read from left to right. If you have five plans or less to submit for a Zoning Hearings application or an ASPR, please submit them as “Hearing/ASPR Plan” and save the file as “H.pdf”. If you have more than five plans to submit, please categorize them into their plan type. For example: save Site Plans as “S1.pdf”. Save Floor Plans as “F1.pdf”. If you have five plans or less to submit for an Entrance Feature application, please submit them as “Plans” and save the file as “G.pdf”. If you have more than five plans to submit, please categorize them into increments of five pages of plans and save them as “G2.pdf”, “G3.pdf” etc.

The scanned version of your plans is an official document and should be identical to any hard copies that are submitted. When revisions are made to the plans, a scanned electronic version must also be resubmitted.


If you have any questions regarding these procedures, please call Ron Connally, Zoning Hearings Section Supervisor, at connall@miamidadade.gov or 305-375-2640. If you have any questions regarding the technical specifications, please contact Susan Furney, EDMS Supervisor, at furneys@miamidadade.gov or 305-375-3534.

Document Codes


Zoning Hearings (Including DIC Files) and ASPR


<u>Code</u>	<u>Description</u>
-------------	--------------------


SU	SURVEY
----	--------


H	HEARING OR ASPR PLAN - If you are submitting five plans or less, use this file name.  H.pdf
---	--


**If you are submitting more than five plans, please break the plans into the different document file types. For example:


S1	SITE PLAN 1 - Contains the first 5 pages of the site plans  S1.pdf
----	---


S2	SITE PLAN 2 - Contains the next 5 pages of the site plans, as needed  S2.pdf
----	---


S3	SITE PLAN 3 - Contains the remainder of pages as needed  S3.pdf
----	--


E1	ELEVATION PLAN 1 - Contains the first 5 pages of the elevation plans  E1.pdf
----	--


E2	ELEVATION PLAN 2 - Contains the next 5 pages of the elevation plans, as needed  E2.pdf
----	---


E3	ELEVATION PLAN 3 - Contains the remainder of pages as needed  E3.pdf
----	---


L1	LANDSCAPE PLAN 1 - Contains the first 5 pages of the landscape plans  L1.pdf
----	---


L2	LANDSCAPE PLAN 2 - Contains the next 5 pages of the landscape plans, as needed  L2.pdf
----	---


L3	LANDSCAPE PLAN 3 - Contains the remainder of pages as needed  L3.pdf
----	---


F1	FLOOR PLAN 1 - Contains the first 5 pages of the floor plans  F1.pdf
----	--


F2	FLOOR PLAN 2 - Contains the next 5 pages of the floor plans, as needed  F2.pdf
----	---

F3	FLOOR PLAN 3 - Contains the remainder of pages as needed  F3.pdf
----	---

LE	LAKE EXCAVATION PLAN - Contains the first 5 pages of the Lake Excavation Plan  LE.pdf
----	--

LE2	LAKE EXCAVATION PLAN 2 - Contains the next 5 pages of the plans, as needed  LE2.pdf
-----	--

G	OTHER PLANS 1 - Contains the first 5 pages of Other Plans  G.pdf
---	---


G2	OTHER PLANS 2 - Contains the next 5 pages of Other Plans  G2.pdf
----	---


* Additional sequential file type codes can be added for large plan submittals (Ex: S4, S5, S6, E4, E5, E6, ...)


Entrance Features


<u>Code</u>	<u>Description</u>
-------------	--------------------


SU	SURVEY
----	--------

G	PLANS - Contains the first 5 pages of plans.  G.pdf
---	--

G2	PLANS 2 - Contains the next 5 pages of plans  G2.pdf
----	---

G3	PLANS 3 - Contains the next 5 pages of the plans, as needed.  G3.pdf
----	---

OP	OTHER PLANS - Contains the first 5 pages of other miscellaneous plans  OP.pdf
----	--

OP2	OTHER PLANS 2 - Contains the next 5 pages of other miscellaneous plans  OP2.pdf
-----	--