



Development Services

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Electronic Document Submittal Standards – Increased Review Efficiency

Increased Review Efficiency

To identify ways to increase review efficiency and improve review timelines, the City of Richland offers the electronic document submittal efficiency standards below. In addition to the minimum standards outlined in the [General Standards Guidelines](#) these additional standards can increase the efficiency and speed at which plan review takes place.

Are there any additional suggested navigational enhancements for my PDF submittal?

The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.

- A drawing index provided on the cover page should be specific to the drawing submittal.
- Bookmarks should match the index sequence.
- Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

- Do not include layer information from the drafting program.
- To learn more about the suggested enhancements above, please click [here](#) to review the PDF Guidelines created by the [Construction Progress Coalition](#).

Are there any other suggested enhancements for my PDF submittals?

Yes, please refer to the list below when creating your PDF submittal documents.

- Plot location should be consistent throughout each drawing set or document, and consistent between original submittals and resubmittals.
- Maintain Output Scale – please do not use “Fit to Page.”
 - Provide a graphic scale in the title block for verifying output scale.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Use of Cross-Hatching Fill Patterns should be minimized. Where hatch fill is required, please use efficient parallel line fill patterns as much as practicable. Provide a legend to explain what each fill pattern represents.