

Atlantic County Land Development Review
Digital Submission Standards

All digital submissions to the Atlantic County Development Review Committee shall conform to the following:

- 1) A complete original digital copy of the paper documents (plans & correspondence) that were submitted with the land development application shall be submitted to the Atlantic County Planning Department.
- 2) The digital submission shall be in a .PDF format.
- 3) The digital copy of plans shall be the exact copy of the signed and sealed paper prints.
- 4) All correspondence, checklists and supplemental information such as Traffic Reports and Stormwater Management Plans shall be included on the CD/USB and clearly labeled.
- 5) The file name for the .PDF file shall correspond exactly to the project name and County File # assigned by the County.
- 6) Digital submission shall be submitted on a CD or USB (E-mail submissions will not be accepted)
- 7) CD or USB must be externally labeled with:
 - a. Project Name
 - b. County File #
 - c. Municipality
 - d. Block and Lots
 - e. Latest Revision Dates
- 8) Images shall be rotated to a readable orientation. (No sideways views)
- 9) Be sure all pages are legible. Check digital files before submitting.