

Town of Parker – Public Works Department
Electronic Submittal Guidelines

All documents for Public Works review shall be submitted in .pdf format. This includes civil construction drawings, drainage reports, traffic impact studies and all other required submittal documents. All files should be compressed or flattened as possible to minimize file size. Plan sheet files shall be sized 22” x 34” and shall be of a standard scale at this size and at 11” x 17”.

Plans shall be organized in accordance with Appendix B of the Town’s *Roadway Design Criteria and Construction Manual (RDCCM)*. The Town Construction set and Utility Plan set shall be submitted as separate files with the appropriate sheets and signature blocks as indicated in Appendix B of the *RDCCM*.

Care shall be taken to ensure that line styles and weights allow for proper electronic review of the plans. Existing topography and contours shall be displayed at reduced weights with frequent labels where appropriate, allowing for the clear display and reading of proposed elements. Plans shall be black and white with the exception of utilities; the Town does not require color utility plans, but if desired the utilities shall be displayed in the following colors:

| | |
|--------------------|--------|
| Sanitary Sewer | Green |
| Water | Blue |
| Gas | Yellow |
| Electric | Red |
| Cable/Telephone/TV | Orange |

Storm sewer and culverts shall be light gray for existing and black for proposed. Line types shall be a thick dashed line or a solid line with frequent breaks labeled “ST” or “STORM”.

More detailed plan guidance for specific disciplines and elements can be found in the *RDCCM* and the Town’s *Storm Drainage Criteria and Environmental Manual*.

To aid the review process, the Town may request that key maps or exhibits from technical reports be submitted as separate files in addition to being included in the main report. This could apply to items such as drainage maps and any key exhibits from Traffic Impact Studies.

As-built drawings for Public Works review shall be submitted in .pdf form; upon approval of the drawings, the applicant will also be required to provide electronic as-built information as described in Chapter 11 of the Town’s *RDCCM*.

All electronic submittals shall conform to the requirements presented herein. Any submittals that do not follow these guidelines may be rejected and delay the review/approval of the associated application.

Please send any questions to: publicworks@parkeronline.org