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ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES

Electronic Documents

Electronic documents are requested for scoping letter and iteration review submittals, and when a project is ready for public review. These documents may include Environmental Impact Reports (EIRs), Plot Plans/Maps, forms, and other project related technical studies (Biological Reports, SWMP, Drainage Study, Noise Analysis, etc.). Electronic documents should be saved on **Compact Discs (CDs)** or on **Digital Versatile Discs (DVDs)** or on a **USB Drive** in **Portable Document Format (PDF) format** and **Word Versions**, where specifically requested.

File Naming System

Utilizing a structured file naming system will increase the efficiency of managing electronic documents. **All separate electronic files MUST BE NAMED using the following system:**

1. The main project number for the project should be the first part of the file name (if there are multiple project numbers use the one that warrants the highest level of County review) – examples: PDS2012-SPA-12-005; PDS2012-TM-5522; PDS2010-TPM-12345
2. Next, use the name of the type of CEQA document/technical study - examples include: Air Quality Report; Biological Resource Report; Draft EIR; Noise Report; Fire Protection Plan; etc.
3. If the document has appendices, label it using this naming system – examples: Appendix A; or Appendix A – Air Quality. **If submitting confidential Cultural Report, it must be its own PDF - separate from the Cultural Study, and must be labeled as Confidential.**

Examples of acceptable file names are as follows:

- PDS2012-SPA-12-005-Plot Plan
- PDS2012-TM-5522-Map
- PDS2010-TPM-12345-Noise Study
- PDS2010-TPM-12345-Bio Report-AppendixA

Electronic Format – Negative Declarations

Each map/plot plan (including Open Space easement maps and the regional maps) and technical studies should be saved as separate PDF files.

Electronic Format – Maps/Plot Plans

Each map/plot plan should be saved as a separate file in an 11" x 17" format as a PDF (see examples under File Naming System).

Electronic Format – Technical Studies

Each technical study should be saved in a PDF format as separate files. The entire study should be saved as one complete file. Each study should include all applicable tables and figures; they should not be separated into individual PDFs. All color maps or figures should also be scanned into the PDF in color. If separate appendices are required due to the large size of a technical study, each of these appendices should also be saved as a separate electronic pdf file on the disc(s). When requested, Word versions should also be submitted.

Electronic Format – EIRs

The following document must be saved as **separate documents** in PDF format as specified:

- The Executive Summary
- Table of Contents
- Each individual chapter
- Each subchapter of Chapter 2
- Each technical study
- If separate appendices are required due to the large size of a technical study, each appendix must be saved as a separate PDF
- A complete PDF of the entire document

*****Each separate document must include all applicable tables and figures; they should not be separated into individual PDFs.***

Examples of file naming for EIRs: (Refer to section **File Naming System** above for full guidance)

- PDS2013-SPA-07-123-DEIR-Summary (executive summary example)
- PDS2013-SPA-07-123-DEIR-TOC (table of contents example)
- PDS2013-SPA-07-123-DEIR-Chap1 (chapter 1 example)
- PDS2013-SPA-07-123-DEIR-Chap2 (chapter 2–traffic subsection example)
- PDS2013-SPA-07-123-DEIR-AppendixA-Air Quality (technical appendix example)

Electronic Format – Other Information

- There should not be any passwords on the electronic documents submitted.
- PDF documents must be unlocked
- Documents should not be saved in folders within layers of folders (folders within other folders).