

# Department of Planning & Zoning

HOWARD COUNTY MARYLAND GOVERNMENT  
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## **Electronic Submission Requirements**

1. An application shall be made via the DPZ website to create a project before uploading drawings and documents.
2. After your plan has been accepted through the intake process you will be instructed to submit 2 sets of paper prints within 3 business days. Fee payments shall also be made at this time. Please be advised that the review cycle will not begin until paper prints are received and fee payments are made.
3. Paper submissions will still be accepted. However, an appointment will be required prior to submission and the required number of copies (23/25 sets) will need to be included. Furthermore, the electronic submission fee will be charged with **every submission** to scan the documents into the ProjectDox system. For electronic submissions, this fee is only **charged once** upon initial submission.
4. Mylars with wet seals will be submitted for final signatures.
5. Information requiring professional seal (landscape architect, surveyor or engineer) must be submitted by the professional supplying information in the form of a letter with the engineers or landscape architects review statement & seal. (See 'Professional Review Statement')
6. All Reports, letters, certifications (with seals & signatures), etc shall be created as individual documents and uploaded as PDF's into the appropriate folder in the ProjectDox SDP project.
7. Plans/Reports/Calculations etc shall have specific sheet/file numbers & names. For example sheets will be C-1\_CoverSheet and Reports will be SDP-09-001\_SWMReport. The names **must not** change over any subsequent submissions. Keeping the names the same for each submission is necessary for the ProjectDox versioning function to work.

8. Plans shall be submitted as .dwg files. Uploads must include **all X-ref's and images** referenced in the files. You must upload all X-refs and images for each sheet **at the same time from the ProjectDox upload dialogue box**. If X-refs are uploaded in a different upload instance ProjectDox will not read them properly and the drawing will not be complete. Another option is to use the **e-transmit function** in AutoCad, which packages all the X-refs under one zip file. This single zip file can then be uploaded. The advantage of this method is that you do not need to hunt for all the X-refs and run the risk of missing one or a few upon upload. Please include both model space and paper space for each sheet upload.
9. If you choose not to upload .dwg files please contact the intake coordinator to explain why. We may also accept, upon request, .dgn and layered .pdf files if necessary.
10. Plans shall be printable on 24"x36" sheet. The scale in **paper space** shall be between 1"=10' to 1"=50'.
11. Each paper space sheet shall be in a **separate CAD file**. **Do not** create multiple sheets in the same file.
12. A graphic scale must be on all sheets.
13. All drawing files shall be audited & purged before upload.
14. All fonts shall be AutoCad standards. In instances where special fonts are used, they must be included/embedded in the upload.
15. A definition of layer names shall be submitted with the initial upload. **All items must be on their own respective layers**.
16. All notes, tables, charts, pictures, sketches etc. shall be in paper space. Model space shall only contain existing & proposed features.