

Digital Plan Submission Requirements

Cecil County Department of Land Use & Development Services
Division of Development Plans Review

The Division of Development Plans Review requires that all approved plans and approved as-built certifications, for public and private development, be provided for permanent record in digital format to the County. The plans must comply with the following standards.

- 1) All plan files should be named by using the name of the subdivision (or name of the project) and the type of plan. For example, a stormwater management plan for Ridgely Forest would be "RidgelyForest_SWMPPlan.pdf" or a water line plan for Persimmon Creek, Section 5 would be "PersimmonCreek_Section5_WaterLinePlan.pdf." If uncertain of a proposed file name you may contact the assigned plans reviewer for clarification.
- 2) All sheets in a given plan set must be submitted to DPR as **one** PDF file. For example, if there are ten pages in a stormwater management plan for Ridgely Forest, then one ten page PDF file should be submitted (not ten PDF files, each containing one sheet from the plan set). Putting the entire plan set into one PDF file makes for easier retrieval of the plan set and minimizes the potential of losing a sheet.
- 3) Approved Construction Plans, provided by the developer, must be returned to DPR in digital format within fifteen (15) days of Final Plans being returned, signed by DPR, to the developer/consultant. The disk must be clearly labeled in block print with project Name, Type of Plan and DPR Master Project Number.