

## **Electronic Site Plan Specifications Division of Land Use Regulation**

### **Layout Standards**

- All uploaded drawings shall be configured in landscape orientation.
- A 3" by 3" box shall be placed in the top right corner of each drawing to accommodate NJDEP's electronic approval stamp. If there are multiple sheets, this 3X3 area MUST be in the same exact location on each sheet.
- Site plans (grading, utility, soil erosion, drainage, cross sections, etc.) shall be drawn and formatted for a minimum landscape 24" x 36" sheet file.
- Minor construction projects (single family home or duplex, residential additions, and appurtenant structures) shall be drawn and formatted for a minimum landscape 11" x 17" sheet file.

### **Title Block Standards**

- The title block shall contain:
  - The name and location of the project.
  - The name and address of the engineering, land surveying, and/or architectural firm that prepared the drawing.
  - The full name and license number of the person(s) in responsible charge.
  - The title "professional engineer", "professional land surveyor", and/or "licensed architect" spelled out.
  - The signature of the person(s) in responsible charge and the date when signed.
- Where the document includes the work of more than one professional, each professional shall sign and seal the document with clear reference to the work that he or she has performed.

### **Site Plans Standards**

- Each site plan shall depict or include (at a minimum):
  - Each lot, block, municipality, and county in which the project is located.
  - Address of the site.
  - Existing and proposed property boundaries.
  - Existing and proposed site conditions, including topography, land coverage, vegetation, and the location, dimension, and type of structures on-site.
  - Surrounding streets and nearby structures.
  - Location map.
  - North arrow.
  - Scale (see below).

### **Drawing Scale Standards**

- All plans shall be drawn to scale and calibrated.
- The calibration shall be saved in the drawing ensuring it is available to the reviewer.
- Each sheet shall have an independent scale (such as 1in = 50ft or 1/4in = 1ft) and accompanying graphic depiction of the scale.
- When more than one scale is used on a sheet, an independent scale and accompanying graphic depiction shall accompany the applicable detail.

### **Filename Standards**

- Filenames shall include the first character(s) of the discipline name, followed by a sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals.
- Examples of correct file names: A001 Cover, A002 Wall Detail, A003 Front Elevation, G001 Grading, U001 Utilities.
- Please do not include the name or address of the home owner or business in the file name.

### **Third Party Authentication**

- All drawings to be uploaded, that would normally be professionally signed and sealed, must contain a 3rd Party Authenticated digital seal and signature

**NOTE:** Plans to be uploaded should be exported as PDFs directly from the design software. Do not print the plans, manually sign and seal them, and then scan the plans for uploading. Scanning the printed drawings degrades the images and causes details to be lost, making it difficult for reviewers to accurately evaluate the plans.