



**US Army Corps
of Engineers**
Philadelphia District

Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3390
ATTN: CENAP-OP-R

Public Notice

Public Notice No.	Date
CENAP-OP-R-SPN-10-02	MAR 09 2010

Application No.	File No.
<u>Special Public Notice Announcing the Requirement to Submit Electronic Copies of Plans as Part of Any Application</u>	

In Reply Refer to:
REGULATORY BRANCH

The implementation of the Corps-wide Regulatory Database (ORM) in 2006 has emphasized the use of electronic file storage by all Corps Districts in order to improve the efficiency of the Corps record keeping and storage systems.

Present technology provides for the widespread availability of scanners, computers, and software able to convert graphics and drawings into electronic files. Accordingly, it has been determined that the submission of electronic copies of graphics and drawings should not be an unreasonable burden to the public.

Therefore, effective April 15, 2010, the Philadelphia District is requiring, in addition to a paper original, an electronic copy of any plans and drawings larger than 8-1/2 by 11-inches to be submitted with Department of the Army permit applications and jurisdiction determinations.

The electronic file format required is as follows:

- a. Electronic files shall be submitted as Adobe[®] Portable Document Format (PDF) files.
- b. Output for full-sized drawings should be as D (22x34") or E (34x44") sized sheets.
- c. Each drawing should have a graphic scale on the sheet to facilitate measurement unless the drawing is noted as Not to Scale. Not to Scale drawings should be dimensioned as necessary.
- d. Multiple drawings in a set should be submitted, where practical, as a single PDF file containing all sheets.
- e. Electronic copies should be submitted on a CD-R disc; other formats cannot be accepted.

For applications prepared and submitted by owners of single-family residences or small businesses who have not obtained the services of a consultant or engineer, this requirement for electronic file submission may be waived.

Additional information concerning this requirement for electronic file submission or comments concerning this requirement may be obtained by calling 215-656-6728 between the hours of 1:00 and 3:30 p.m. or writing this office at the above address.

A handwritten signature in blue ink, appearing to read 'Frank J. Cianfrani'.

Frank J. Cianfrani
Chief, Regulatory Branch