

City of Victorville Engineering Department

Digital Drawing Submittal Requirements

All digital submitted files will have the following:

- All files will be submitted in an AutoCAD format version 2004 or higher.
- Files sent through email will be in a winzip format and named victorville.zip
- All xref file paths will be set to a relative path using the etransmit command.
 - Plot settings will be a CTB format with plotter set to none.
 - Non City of Victorville Engineering Department layers used by the consultant shall be properly identified with a description sheet.
- File convention shall be as follows.
 - Large Projects. (11 or more sheets)
 1. Projectname_sheet#.dwg (Each sheet may be individually named)
 - Example: covproject_title.dwg
 - Example: covproject_sheet1.dwg
 2. Projectname_sheettype.dwg (For files that are xrefed into the project sheets.)
 - Example: covproject_topo.dwg
 - Small Projects.(Less than 11 sheets)
 1. Projectname.dwg (With each layout properly identified with each project sheet name.)
 2. Projectname_sheettype.dwg (For files that are xrefed into the project sheets.)
 - Example: covproject_topo.dwg

Preferred Method is receiving master sheet file with intact “xref” files.