



**PALM BEACH COUNTY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
POLICY AND PROCEDURE**

**Barbara Alterman, Executive Director**

**PPM # PZ-O-041**

**Issued: 5/31/04**

**Effective: 5/31/04**

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**SUBJECT: PLANNING, ZONING AND BUILDING POLICY FOR RECEIVING ELECTRONIC FILES (e-files) FROM THE PUBLIC AND POLICY FOR USAGE AND STORAGE**

**PURPOSE:** To establish PZ&B policy for accepting electronic documents from the public for uploading into Planning, Zoning & Building systems.

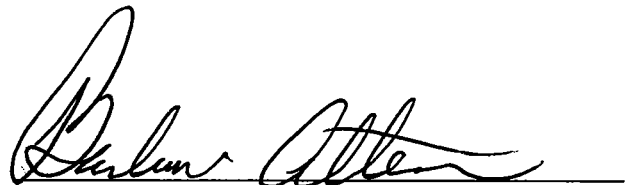
**POLICY:** Each section is responsible to promote and monitor the format in which the public submits electronic information to the County, and for uploading received information in accordance with this PPM.

**PROCEDURE:** 1. Planning, Zoning and Building will only except the following electronic formats:

- *PDF (Preferred file format)*
  - Applications
  - Reports
  - Affidavits
  - Letters
  - Memos
  - Legal Descriptions
- *TIFF / TIF*
  - Surveys
  - Site Plans
  - Architectural Drawings
  - Miscellaneous Drawings

2. All electronic documents shall be at the Dots Per Inch (DPI) as defined by the Florida State requirements for records management as found in Chapter IB-26.003, Section 10-D, of the Florida Administration Code.

3. All GIS data shall be provided in ESRI compatible formats.
4. All documents with a legal or procedural requirement for raised seals and/or notary stamps must be provided in their original form (hard copy).
5. All documents with a legal or procedural requirement for raised seals must ink stamp raised seals.
6. Staff shall PDF all static documents delivered in other file formats.
7. Each Section Technician will be responsible for ensuring employees receive and store e-files in accordance with this policy.

A handwritten signature in black ink, appearing to read "Paul Allen", written over a horizontal line.

Executive Director

**REVISED: 6/1/05, 08/05**