



**OFFICE OF PLANNING & DESIGN SERVICES
DEVELOP LOUISVILLE**

444 S 5th St., Suite 300
Louisville, KY 40202
(502) 574-6230

<https://louisvilleky.gov/government/planning-design>

**Electronic Document Submittal Standards
Planning Applications**

Applications with documents that do not meet the standards listed in this document will not be accepted.

General Document Upload Standards

- PDF's only
 - All documents and plans must be uploaded in a PDF format.
- Maximum File Size
 - Individual documents shall be no larger than 200 MB.
- Flatten/Optimize
 - All documents must be flattened/optimized. No comments, layers, etc.
- Page Size
 - The page size for documents, other than plans/plats, shall be 8.5 x 11, 8.5 x 14, or 11 x 17.
- Print Ready
 - Files must be print ready, i.e. setup properly for printing, no data outside the print page area.
- Scanned documents
 - PDF documents created with a scanner must be legible.
- Orientation
 - Ensure all documents are uploaded with proper orientation, without the need to rotate.
 - You can verify your document is properly oriented by doing a 'print preview.' Scroll through each page to ensure all pages are properly oriented.
- No passwords
 - Documents should not be password protected or locked.
 - Agency review comments will be made on a copy of the original file. Your original PDF will not be changed in any manner.
- Bookmarks
 - Bookmarks may be used on multi-page documents and are encouraged.

Site Plan/Plat Specific Standards

- Page Size
 - Development Plans shall be 24 x 36, 30 x 40, or 36 x 48.
 - Site Plans for small proposals, i.e. Variance for fence height, may be on 8.5 x 11.
 - Minor Plats shall be 8.5 x 14.
 - Large Format Minor Plats shall be 24 x 36.
 - Record Plats shall be 24 x 36.
- Agency Stamps
 - Reserve an area of at least 6" x 6" near the bottom right corner of site plans for agency stamps.
 - This does not apply to Minor Subdivision Plats or Record Plats. Minor Plats should have a second page with space for agency stamps. The second page should be labeled and clearly recognizable as the second page of the plat.
- Line weights and symbols shown in Chapter 7 Part 5 and 8 for Subdivisions should be used.
- Flatten/Optimize
 - PDF's must be flattened/optimized. No layers, comments, etc.



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- Scale
 - Plans should preserve scale to ensure measurements can be made electronically.
- Color
 - Plans should be drawn using mostly black and white plot style. Grayscale, monochrome and color pens are acceptable in moderation.
- Alignment of revisions
 - Revised drawings created in a CAD program should be aligned so that drawing perimeters line up when overlaid electronically.

File Naming Standards

- All documents must be submitted using the following naming convention.
- Documents that will have multiple versions shall use the following format (i.e. development plans, subdivision plats).
 - The first part of the name shall be the type of document being submitted.
 - The second part shall reference the date of submission (MMDDYYYY).

Planning Document Naming Conventions		
Document Type		Example File Name
Site Plan	Development Plan	Plan_010120
	Minor Subdivision Plat	Plat_010120
	Major Subdivision Plat	Plat_010120
	Landscape Plan	Plan_010120
	Elevation / Rendering	Rendering_010120
Current Recorded Deed		Deed_ADDRESS or PARCEL ID
Justification Statement		Justification Statement_TYPE
Legal Description		Legal Description
Letter of Explanation		Letter of Explanation
Mailing Labels		Mailing Labels
Neighborhood Meeting Documentation		Neighborhood Meeting Documentation
Supplemental Documentation		Name of document not to exceed 35 characters

- Justification statement type examples
 - Zoning; CUP; DDP; Waiver; Variance