



**TECHNICAL BULLETIN**  
**Community Development & Planning, Building Inspections**  
**TOPIC: Document Management**  
**Effective January 1, 2010**

Effective January 1, 2010, the City of Arlington will implement a new “Document Management System.” Project applicants will be required to provide an electronic copy of the approved/accepted documents/plans for projects that are initially submitted after January 1, 2010, and will be allowed to reduce the number of paper copies of approved/accepted documents by one set. For example, if you are currently required to submit two final paper sets of documents at the approved/accepted stage, after January 1, 2010, you will need to submit one electronic copy of the approved set of documents and one paper copy of the approved set of documents. This only pertains to documents that will be archived for records retention purposes and **will not affect original application submittal requirements.**

All future projects reviewed by the Community Development and Planning Department will be stored electronically. All Public Improvements, Commercial Site Plans, Plats, Zoning Cases, Board of Adjustment Cases, and Building Permits will require the approved or accepted set of documents to be submitted electronically. The required electronic format is TIFF 300 dpi. Electronic files may be sent via e-mail to the City of Arlington staff member serving as the *Project Manager*, or may be submitted on a CD-Rom or USB flash drive. Files sent via e-mail are limited in size to ten megabytes per e-mail message. All electronic documents will be verified as the correct copy prior to issuance of the approved/accepted set of documents

If the applicant is unable to provide an electronic copy, the Community Development and Planning Department will scan the documents for a fee. The scanning fee for 11” x 17” sheets or smaller will be \$0.25 per sheet. The scanning fee for sheets larger than 11” x 17” will be \$1.00 per sheet. When requesting that the Community Development and Planning Department scan the documents, please allow up to three business days prior to issuance of the approved/accepted set of documents.

If you have any questions related to the document management please contact your project manager or:

- Engineer of the Day ..... (817) 459-6502
- Planner of the Day ..... (817) 459-6502
- Plans Examiner of the Day ..... (817) 459-6502