

# Guidelines for Digital Submissions

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## Initial Submission

Please be aware that the City of Pompano Beach now requires all Planning and Zoning review submissions to be digital. The only item that should be submitted physically includes:

1. Electronic Signature Affidavits (ESA), unless a 3<sup>rd</sup> party verification is utilized.

## Digital/Electronic Signatures on Plans

All plans that would normally be sealed must be electronically or digitally sealed before uploading. If you do not already have a digital signature for your signed and sealed documents, please fill out the Electronic Signature Affidavit and submit it to the Planning and Zoning Division. The Electronic Signature Affidavit should be used in lieu of the traditional raised seal and original signature. A separate affidavit must be used for each project. For more information on how to submit the Electronic Signature Affidavit, including where the document is found, please follow the link below:

[Signature Affidavit Guide](#)

**Please note:** If you will be using the electronic signature affidavit, the original physical affidavits with raised/wet seal and signature **must be** submitted to Staff when submitting the digital application. PDF uploads or copies of the original will not be accepted. For all new submissions, the field for project number on the bottom of the affidavit should be left blank.

The following link is instructions for digitally signing the plans once the affidavit is completed:  
[How to Electronically Sign PDFs](#)

If the plans will be signed using an electronic signature, Adobe Standard or Adobe Pro must be used. The links included on this page show images of Adobe Standard X. If you have a different version, the first step may be located on a different toolbar. Please contact the zoning inquiries email ([Zoning@copbfl.com](mailto:Zoning@copbfl.com)) or an Assistant Planner if you are unable to find the “Place Signature” button.

## Naming the Files

When uploading drawings and documents into ePlan, please name the files using a 3-digit ordering number, the sheet name, and the sheet title (description). Below is an example of the correct naming convention. This is used to keep the files in their intended order and easy to identify. All drawings must be uploaded as single-sheet PDFs.

001 C-0.1 Cover Sheet  
002 S-0.1 Survey  
003 PGD-1.1 Paving Grading and Drainage  
004 IRR-1.1 Site Irrigation  
005 IRR-1.2 Site Irrigation Details  
Etc.

When files are revised, they will be uploaded with the EXACT same file name. There should be no extra spaces, dashes, or numbers. Therefore, do not add a date or a note that it is signed to the title of the drawing.

If you need any further assistance, please contact the Assistant Planner tasked with DRC intake.