



Digital Submission Standards for Development Applications

This document outlines the required standards for preparing and submitting electronic drawings and documents for development application submissions.

These standards support consistency, improve document identification, and enable an efficient review and approval process by the City of Oshawa's Planning Services branch.

All submitted drawings and documents must comply with these standards. Submissions that do not meet these requirements will be returned and must be revised to meet these standards before being accepted for review.

This document does *not* provide information about what should be submitted with your development application.

For first submissions, also refer to the *Pre-consultation Checklist* provided during the Stage 1 Pre-consultation, which outlines the full set of required submission materials.

For resubmissions, also refer to the latest *Return of Comments Form*, which identifies the drawings and documents that must be revised or included as a new item in the resubmission.

General Submission Standards

Each development application package shall be submitted using the [Application Portal](#) according to the following standards:

1. All files must be less than 100MB.
2. All files must be unsecured and unprotected.

Drawing Standards - Format Requirements

1. Drawings must be submitted as flattened PDFs (vector PDFs).

Note: Photos of drawings converted to PDF are not acceptable.

2. PDFs shall have no digital signature and be unsecured and unprotected to allow the City to apply approval stamps.

3. PDFs shall be presented in black and white only.

Note: Certain drawings, i.e. elevations and perspectives, may use colour.

4. PDFs shall be oriented in landscape (horizontal) view.

5. Each drawing shall be uploaded once only per submission. Duplicate copies of the same drawing or complete drawing packages are not to be uploaded repeatedly. Where a single drawing is required from a larger package (e.g., a civil set), the individual drawing (e.g. grading plan, site servicing plan, etc.) must be extracted and uploaded to the appropriate section or folder in the application portal.

Document Standards - Format Requirements

1. Documents shall be saved as Print to PDF (flattened PDF).
2. Documents shall be filled and signed, either digitally or manually, and scanned to PDF.
3. Documents shall be unsecured and unprotected.

File Naming Conventions for Drawings and Documents

Drawing and document file names should contain:

- (a) The name of the drawing or document (e.g. Site Plan or Geotechnical Report),
- (b) Submission number (e.g. Sub 1, Sub 2 etc.), and
- (c) The property address (e.g. 50 Centre St S).

Note 1: Property addresses shall be abbreviated in a standard format (e.g. 50 Centre Street South → 50 Centre St S).

Note 2: File names should not include consultant project or job numbers.

For example:

- A site plan drawing submitted in the first submission of a development application at 50 Centre Street South should be named: **Site Plan-Sub 1-50 Centre St S.PDF**
- A geotechnical study submitted in the third submission of a development application at 50 Centre Street South should be named: **Geotechnical Report-Sub 3-50 Centre St S.PDF**

Contact Information

If you have questions about the application or process, or want to speak with staff before applying, you can contact Planning Services by email at planning@oshawa.ca, by phone at 905-436-3853, or visit in person at City Hall, 50 Centre Street South, Oshawa.