

VILLAGE OF WESTERN SPRINGS
Community Development Department
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Digital Engineering Review Process

Introduction

As of November 6, 2017, engineering plans will only be accepted in digital format. This change will have multiple benefits for all involved including quicker delivery of plans, less travel time, less paper, and more efficient review time. Engineering plan reviews will be returned with comments directly on your engineering plans; no memos will be attached.

Applicability

This process is applicable to the following: new single family homes, single family & multi-family additions, townhomes, garages, pools, commercial properties, stormwater plans for non-residential properties, & other projects as determined by the Community Development Department. This applies to site plan/engineering, spot surveys, and as-built surveys. Each of these review steps will now be reviewed electronically. If there are supporting documents to be submitted (e.g. soils report, separate project specs, etc.) these should be included with each submittal.

If you need clarification on whether or not a digital version of your plan will be required please call our staff. Please note that this applies only to engineering plans. We are working on a paperless review of architectural plans but that is not being implemented at this time.

Content, Format and Naming of Plans

Content: The content of plans prepared for your project should remain the same. (Engineering documents should include existing conditions and erosion control, proposed conditions, and details/notes.) If staff believes something has been omitted from your plans you will be notified during the first plan review. Revised plans must show revisions with bubbles, highlights, or callouts.

Format: All plans must be submitted in a DWF or DWFX file. These are the two common types of files associated with the Autodesk software. If your engineer does not use software please let them know that their plans can be scanned as PDF files and converted to DWF or DWFX files. Please note that PDF files will not be accepted.

Naming of Plans: To ensure that our processing and archiving functions properly, all plans must follow the following naming format:

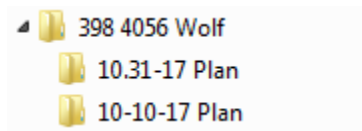
Street address, street name, and type of project. Examples:

- 4353 Wolf Road Site Plan
- 4353 Wolf Road Spot
- 4353 Wolf Road As Built

The naming is critical so that the Village and the design engineer are reviewing the same plan.

Throughout the review process, whether it is the initial submittal or a revised plan, the file name cannot change. For this reason, plans that are not named properly or changed during the process will be rejected. The key to staying organized is for the engineer or builder to create a folder storage system on a PC or network. Although the file must remain the same, revised versions can be stored in new subdirectory folders as shown below.

Example:



If you are unsure of how to name files or create your own PC or network file system to track different versions feel free to call us and we can help.

Review Process

1st Review:

- Plans are submitted by the GC/engineer to plans@wsprings.com (Received by CD staff)
- Your email is acknowledged with a return email to GC/engineer.
- Prior to review by the Village Engineer, the architectural plan review consultant reviews the plans to ensure that zoning complies. Once the consultant approves architectural and site plans they are sent to the Village Engineer.
- The Village Engineer then reviews the plan and adds comments. The plans are returned to CD staff in electronic format only; no paper memo.
- Returned/reviewed plans are then emailed by CD staff to the GC/engineer.

2nd (and subsequent) Review:

- Revised plans are received at plans@wsprings.com (Received by CD staff)
- Your email is acknowledged with a return email to GC/engineer.
- The Village Engineer reviews the plans which are either approved, approved “as-noted”, or rejected.
- Returned/reviewed plans are then emailed by CD staff to the GC/engineer.
- The plans stamped (digitally) as “approved” must be kept on site for use by excavators, landscapers, and others.

Additional Tips/Reminders

- The “plans@wsprings.com” email address is only for sending new or revised plans. Automatic responses will be provided so you are aware that the plans have been received however this address cannot be used to communicate with our staff.
- Please be sure to double check that you submitted a DWF or DWFX file and that it was named properly. If either of these two instructions are not followed then plan review will not proceed.

- Plats of survey must be included in full package of engineering submittals.
- Please note that site plans are first reviewed by our architectural consultant and then the Village Engineer. There may be instances where the initial plan must be revised due to a zoning issue or other code-related matter. If this does occur staff will notify you by email.
- Responses from the CD staff will only be sent to the recipient representing the project. Whether this is the GC's engineer, the GC, or others, the recipient will be responsible for circulating the plan to other involved in the project.
- Once the project is complete, the approved engineering, spot, and as-built are loaded into the Village's database and stored for future reference. (This is why accuracy in the naming convention is critical).

Questions

This a new process for both our staff and you. With that in mind we ask for your patience as we implement this new process. If you have questions please do not hesitate to email, call, or visit us as needed. We are eager to help out in any way necessary.

[Autodesk Design Review download and troubleshooting help](#)

The following link can be used to download Autodesk Design Review. This software program will allow you to convert PDF's into DWF or DWFX files or to view files sent in DWF or DWFX formats. For viewing only, most Windows 7 computers that are updated can use the XPS viewer that is included in the program.

Autodesk Design Review 2018:

<https://www.autodesk.com/products/design-review/download>

Should you experience problems associated with hyperlinks in the Autodesk Design Review 2018 program, the link below is a Hot Fix.

Autodesk Design Review 2018 HOT FIX:

<https://knowledge.autodesk.com/support/design-review/downloads/caas/downloads/content/autodesk-design-review-2018-hotfix.html>

Autodesk customer service is available at:

<https://knowledge.autodesk.com/customer-service>