



COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Patricia Romo, P.E.
Director of Transportation

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Transportation Department

All-Electronic Signature Process for Improvement Plans

The Transportation Department is transitioning to an all-electronic signature process for Improvement Plans. To differentiate between a *Review Submittal* and a *Submittal Ready for County Signature*, the *Submittal Ready for County Signature* will be referred to as an “**Electronic Mylar**”. The following are procedures for submitting **Electronic Mylars** to the County:

OVERALL ELECTRONIC MYLAR APPROVAL PROCEDURE:

Any off-site R/W must be recorded, improvements bonded with the County, and inspection fees paid prior to County signature on the Improvement Plans, except SL plans.

The County will:

1. The plan checker will notify the Engineer when the plans are ready for signature, and provide a [County File Number](#), name and PE number of the County Engineer that will sign the plans.

The Engineer/Applicant will:

2. The applicant will submit PDF version of the approved **Electronic Mylar** plans with the Engineer of Record’s electronic signature on a via the County’s FTP site or on DVD/CD.
 - a. All plan sheets will use the [County’s signature block and border details](#) (see page 3);
 - b. The [County File Number](#) will be inserted in the lower right of each sheet (see page 2 and 3);
 - c. Name each PDF file using the [County File Number](#) and [Plan Type](#) (see page 2);
 - d. A [Laserfiche metadata](#) will be included for each [Plan Type](#) (see page 3).
 - e. Mailed or deliver a wet-signed Electronic Signature Certification (see page 4).

The County will:

3. The County Plan Check reviewer will electronically initial the PDF and flatten the image in Bluebeam or other similar software.
 4. The County Engineer will electronic sign the PDF and flatten the signature.
 5. County Survey will furnish a [Laserfiche](#) link to Transportation Construction Inspection and to the Engineer of Record to download the signed plans in a (protected) TIFF format.
- A. For other agency plans: Provide a high quality scan of the Water/Sewer Mylars signed by the Utility and Fire for County signature. Flood Control plans will be initialed by Flood prior to submittal to the County. Any deviation from Standard No. 817 requires preapproval from the County.
 - B. For revisions to Signed Plans prior to construction, submit Redlines for review, on a copy of the latest original signed plans on file with the County. Once the Redlines are approved, the County will request **Electronic Mylars** following the process above. County Plan Check will approve and provide to Survey. If mylars are available, County Survey will print revisions, and replace the sheets in the mylar set.
 - C. Revisions during construction can be handled as an As-built Plan, per the RCTD Policies and Guidelines.

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D. DETAILED ELECTRONIC FILES SUBMISSION PROCEDURE:

1. The County requests a complete Improvement Plan submittal at the time for County signature. Files shall be in a flattened¹ single-file **PDF** format²; separated and grouped by plan type; and identified with the following file naming convention:

“County File Number” _ “Plan Type”

Example Electronic File Name

955zz_br
955zz_gr
955zz_spp
955zz_sd
955zz_sl
955zz_ss
955zz_ts
955zz_wt
955zz_ut
955zz_ls
IP123456_EST

Plan Type

Bridge
Grading
Street & Drainage
Storm Drain (e.g. Duplicate Flood Control plans)
Street Lighting
Signing and Striping
Traffic Signal
Water / Sewer
Utilities (as appropriate)
Landscape
Cost Estimate (not saved to Laserfische)

CAD files in MicroStation format are required for:

- Traffic Signal, and
- Signing & Striping plans.

2. Combine all sheets of the same plan type into one single file (i.e. all Storm Drain Plans are combined in a single PDF file), in a 22"x34" native format, with Optical Character Recognition (OCR, see page 5 for details).
3. Include on the FTP or CD/DVD submittal a WORD document with the Name(s), Title(s), Phone Number(s), and Email Address(es) of all individuals that should receive the plans with a [Laserfiche link](#).
4. Electronic files can be submitted on a DVD/CD or via the County’s FTP site at the following link: <https://ftp.co.riverside.ca.us/login>

User: rivcodocs
Password: P@ssw0rd

5. For FTP site submittals, ZIP the files together in a ZIP file titled with the “**Planning Case**” “**(IP account number)**” – Mylar, e.g. “TR12345 (IP123456) – Mylar”. This will help to ensure all the files are downloaded together.
6. Notify the 8th floor front counter staff by email when submittals are made to the FTP site for processing. You will receive a message from County staff when the files are received and downloaded. If you do not receive a confirmation email within 2 business days, please call the main line at 951-955-6527.

Ensure that the PDF is not write protected, so the County can apply text boxes and signatures for approval, and thumbnails are turned off.

¹ All layers and signatures should be flattened for security and to improve responsiveness of the PDF file, see page 5.

² Multiple files for each **Plan Type** will not be accepted.

County's signature block and border details (Not for grading plans or WQMPs)

RECORD COUNTY OVERSIGHT ENGINEER REGISTRATION * DATE SIGNED *					
APPROPRIATE TO COMPLIANCE WITH APPLICABLE COUNTY STANDARDS AND PRACTICES.					
		NOTE: WORK CONTAINED WITHIN THESE PLANS SHALL NOT COMMENCE UNTIL AN ENRICHMENT PERMIT AND/OR A GRADING PERMIT HAS BEEN ISSUED. The submitter certifies that these plans are responsible for meeting the minimum and appropriate 12" deep barrier for the extent of all excavation, utility, and trenching. Any contractor or other engineer shall be responsible for determining an adequate solution and issuing the plans for approval by the county.			
TOLL FREE 8 PUBLIC SERVICE BY UNDERGROUND SERVICE ALERT 1-888-227-2588 TWO WORKING DAYS BEFORE YOU DIG					
		MARK BY DATE ENGINEER		REVISIONS APPROVAL DATE COUNTY	

The County will initial and sign all sheets. Please ensure that the signature block is placed with consistent margins across all sheets. This will facilitate placing initials and signatures with a single batch operation with Bluebeam (Right click and Apply to all Pages).

The Engineer of Record shall sign and stamp all sheets and include the following contact information.

_____ SEAL-ENGINEER _____ _____ _____ _____ _____ _____ _____ _____ _____	Engineer's Name: Address: Phone Number: Email: PREPARED BY: _____ R.C.E. NO. _____ DATE: _____
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Laserfiche Meta data and County File Number

(EXAMPLE)	<table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <th style="text-align: left;">INDEX OF SHEETS:</th> <th style="text-align: left;">DESCRIPTION</th> </tr> <tr> <td>SHEET No.(s)</td> <td></td> </tr> <tr> <td>1</td> <td>TITLE SHEET</td> </tr> <tr> <td>2-5</td> <td>PLAN AND PROFILE</td> </tr> <tr> <td>6-8</td> <td>STORM DRAIN</td> </tr> <tr> <td>9</td> <td>DETAILS</td> </tr> <tr> <td>1-2</td> <td>SIGNING AND STRIPING</td> </tr> <tr> <td>1</td> <td>STREET LIGHT</td> </tr> <tr> <td>1-6</td> <td>LANDSCAPE PLANS</td> </tr> </table>	INDEX OF SHEETS:	DESCRIPTION	SHEET No.(s)		1	TITLE SHEET	2-5	PLAN AND PROFILE	6-8	STORM DRAIN	9	DETAILS	1-2	SIGNING AND STRIPING	1	STREET LIGHT	1-6	LANDSCAPE PLANS	<table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <th colspan="2" style="text-align: left;">LASERFICHE METADATA</th> </tr> <tr> <td>DR CASE NUMBER</td> <td>_____</td> </tr> <tr> <td>IP NUMBER</td> <td>_____</td> </tr> <tr> <td>YEAR SIGNED</td> <td>_____</td> </tr> <tr> <td>PLAN FILE NO.</td> <td>_____</td> </tr> <tr> <td>PLAN TYPE</td> <td>_____</td> </tr> <tr> <td>SECTION(S)</td> <td>_____</td> </tr> <tr> <td>TOWNSHIP</td> <td>_____</td> </tr> <tr> <td>RANGE(S) WEST</td> <td>_____</td> </tr> <tr> <td>RANGE(S) EAST</td> <td>_____</td> </tr> </table>	LASERFICHE METADATA		DR CASE NUMBER	_____	IP NUMBER	_____	YEAR SIGNED	_____	PLAN FILE NO.	_____	PLAN TYPE	_____	SECTION(S)	_____	TOWNSHIP	_____	RANGE(S) WEST	_____	RANGE(S) EAST	_____	Provide on first sheet only, in lower right-hand corner.
INDEX OF SHEETS:	DESCRIPTION																																								
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RANGE(S) EAST	_____																																								
BENCHMARK: _____		I. P. No. _____ COUNTY OF RIVERSIDE SCHEDULE _____																																							
SCALE: H: _____ V: _____		SHEET NO. _____ OF _____ SHTS Improvement Plan Number (Assigned At Time Of Submittal)																																							
Case Type: Tract/ Parcel Map CU (Conditional Use) PP (Plot Plan) PU (Public Use) MS (Miscellaneous)		COUNTY FILE NO. 955zz Sheet Identification: Title Sheet Street Names Storm Drain Etc.																																							
		"A - D" FOR TRACTS OR "E - H" FOR PARCEL MAPS ONLY, PER ORDINANCE 461 BASED ON THE LOT SIZE																																							

Applied to all sheets

An example of the metadata would be:

DR CASE NUMBER: TTM12345-1	PLAN TYPE: SPP – STREET IMPROVEMENT
IP NUMBER: IP123456	SECTION(S): 7
YEAR SIGNED: 2021	TOWNSHIP: T5S
PLAN FILE NUMBER: 955zz	RANGE: R2W

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COUNTY OF RIVERSIDE Transportation Department

Patricia Romo, P.E.
Director

Electronic Signature Acknowledgment

To ensure the proper use of electronic signatures, the County requires that all electronically signed improvement plans are accompanied with a hard copy acknowledgement letter. Below is the required format and content of the letter. Signature and seals must be wet-signed and mailed or dropped off to the Riverside County Transportation Department.

Date:

Attention: Plan Check Section
County of Riverside - Transportation Department
4080 Lemon Street, 8th Floor
Riverside, CA 92501

Subject: Electronic Signature
 Insert Project No., e.g. TR00000 - Insert Permit No.,e.g. BGR000000
 Insert Project Address - Insert Assessor's Parcel Number

I, Engineer of Record Name, registered Civil Engineer in the State of California, License #Insert PE License Number, hereby acknowledge that all future electronic signatures/stamps on submitted plans will be considered approval on my behalf. I authorize plans to be digitally stamped and signed in accordance with the Riverside County Transportation Department's electronic review process. Electronic Plans submitted to the County will be flattened to reduce permanent file size storage.

Signature

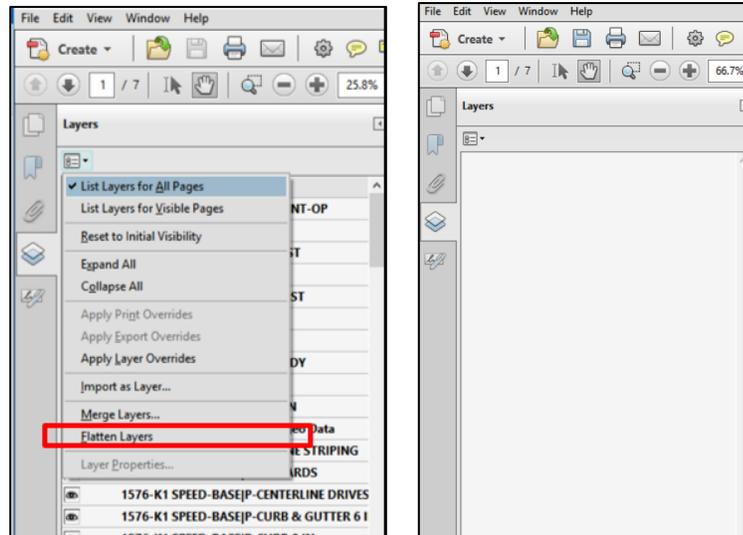
Signature and seal shall be wet signed

PROFESSIONAL SEAL

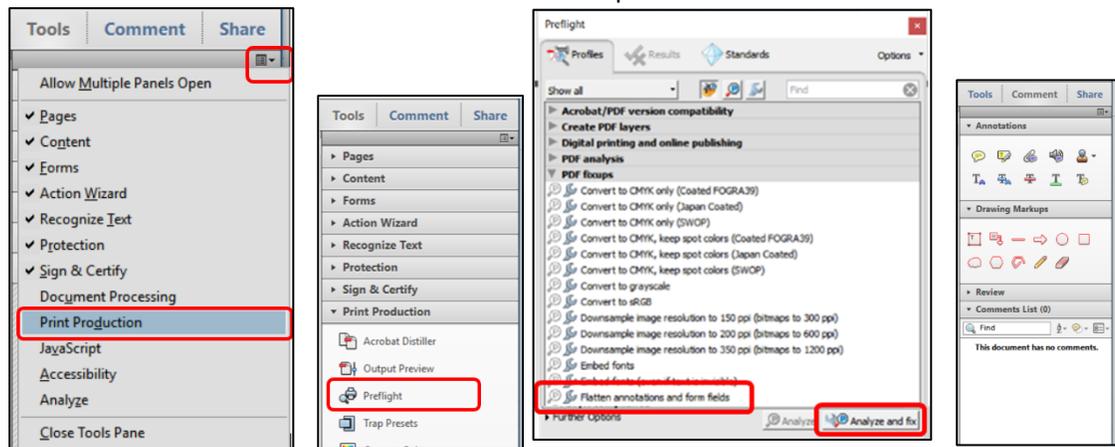
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Flattening and Optical Character Recognition a PDF submittal

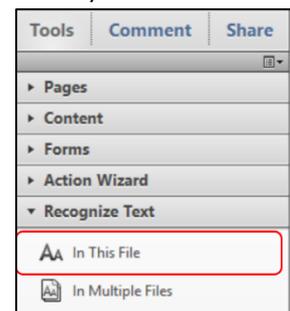
1. Prior to Submittal, flatten all layers of the PDF, including any comments. This can be accomplished by printing the PDF (as a 22x34" or 11x17" sheet) or the following steps:
 - a. Select the layers tool on the left side of the screen to ensure there are no layers listed. If there are layers, select the Flatten Layers tool. The document should not have layers after this process.



- b. Flatten comments, select the **Options** button in the upper right under **Tools**, click **Print Production, Preflight, Flatten annotations and form fields**, then **Analyze and Fix**. The document should have no comments after this process.



2. Ensure all text is selectable using Optical Character Recognition (text is selectable).
 - a. Otherwise, **Select Tools, Recognize Text, In This File**.
 - b. If Adobe states, "Acrobat could not perform recognition (OCR) on this page because: This page contains renderable text.", then convert the PDF to TIFF (**save as**) and back to PDF, and then rerun OCR.

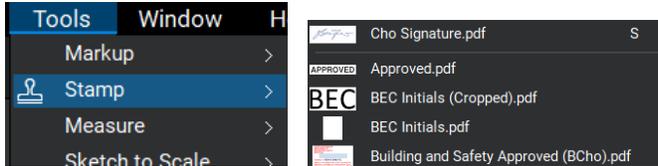


How to create an Electronic Signature

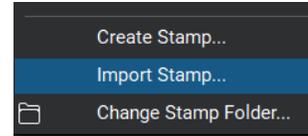
Instructions for **Adobe DC** can be found <https://helpx.adobe.com/acrobat/using/signing-pdfs.html>

For **Bluebeam** save a PDF version of your signature in the following folder on your computer:
C:\ProgramData\Bluebeam Software\Bluebeam Revu\2019\Stamps\en-GB

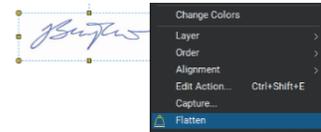
Then the signature should automatically appear under **Tools, Stamps**, click on the stamp you want to use and size it on the page where you want it applied.



If the stamp is not there you may need to import the stamp.



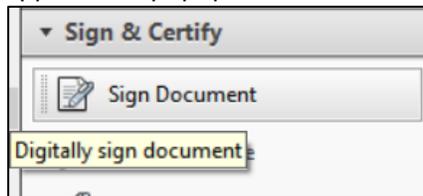
Right click the stamp and **Flatten** (or go to **Batch** and **Flatten Markups**). If the Flatten option is greyed out and not available, print the file as a PDF, and your signature will be flattened. Go to File, Print, use Microsoft Print to PDF, and Print.



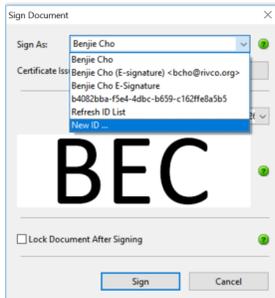
For **Acrobat X Pro**, there are two options:

1. Create a **Custom Stamp** (under the Comment tool bar) and flatten that stamp with the instruction for flattening comments in the previous section.
2. Or create an electronic signature with the following steps:

Click **Sign Document**, under **Tools** and **Sign & Certify**. Click and drag the area where you want the signature applied. If a popup window mentions the signature is too small, click **Sign** to bypass.

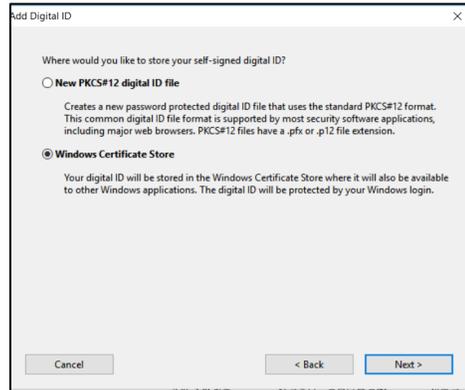
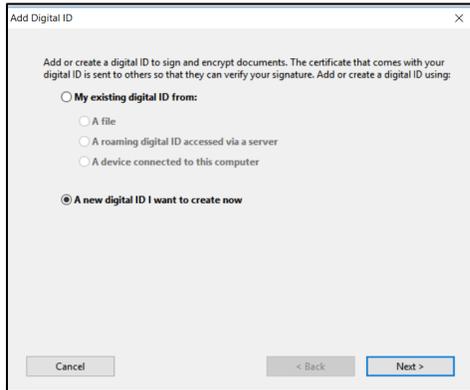


Click **New ID** under the **Sign As** drop down.

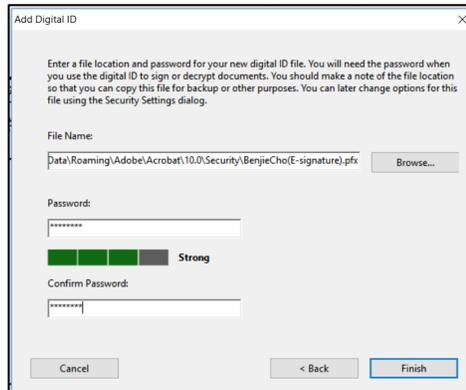
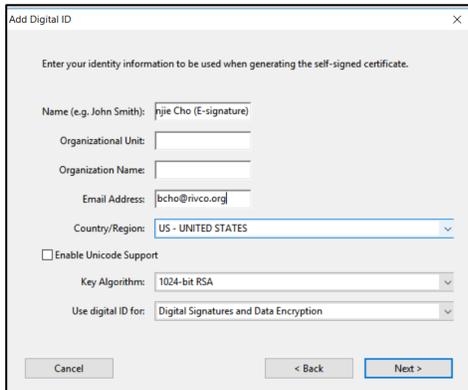


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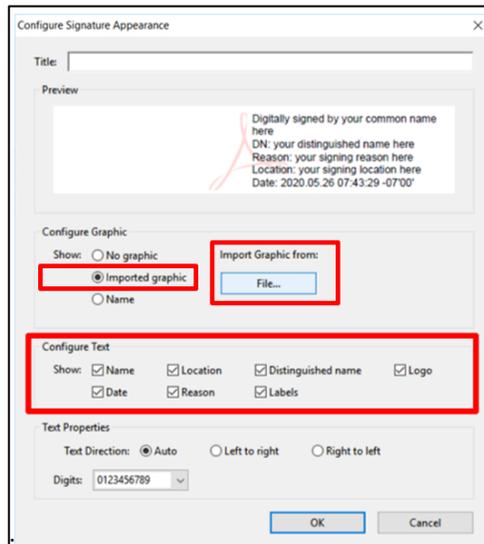
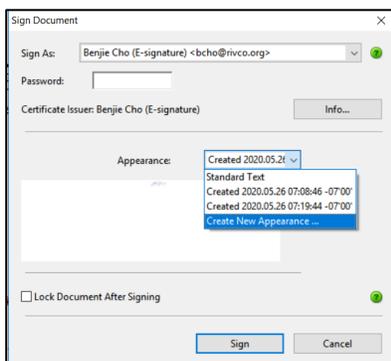
Select **A new Digital ID I want to create now**. Select **New PKCS#12 digital ID file** if you want Adobe to ask for a password each time you sign. Or select **Windows Certificate Store** and click Next.



Fill in your Name and Email Address. If you selected **New PKCS#12 digital ID file** then create a password.

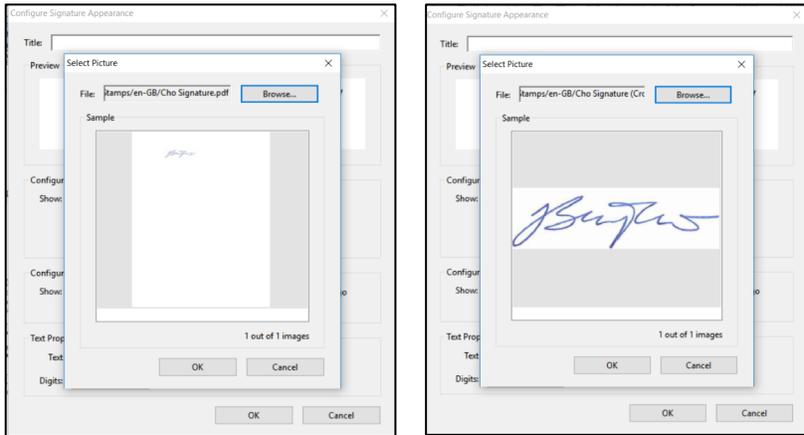


Under the **Appearance** dropdown select **Create New Appearance**. Uncheck all the Configure Text selections, to solely show your signature. Select **Import graphic** and click on **File** to select an image of your signature.

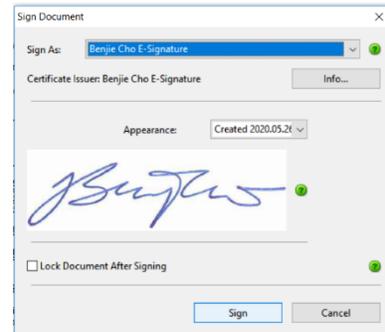
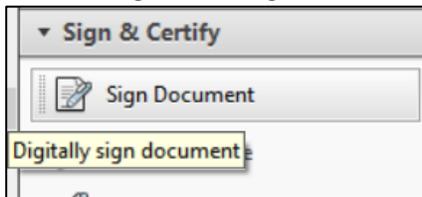


Use a cropped version of your signature, otherwise the signature will be too small. Suggest using the same folder where Bluebeam signatures are kept to minimize duplication:

C:\ProgramData\Bluebeam Software\Bluebeam Revu\2019\Stamps\en-GB

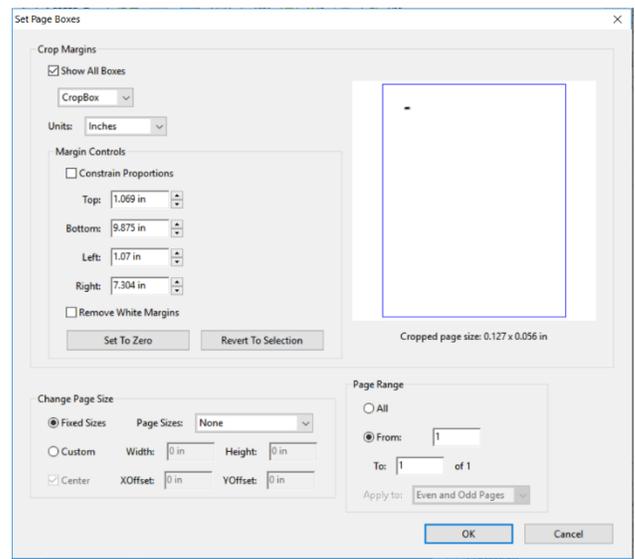
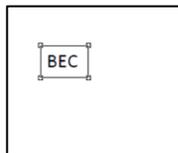
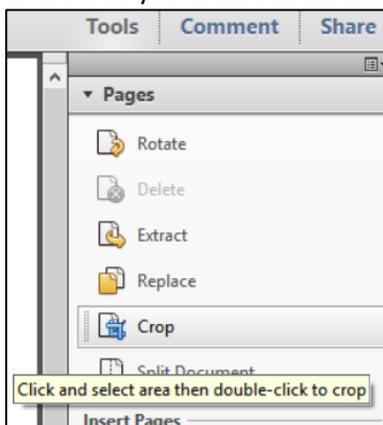


Now you're all set. To sign click **Sign Document**, under **Tools** and **Sign & Certify**. Click and drag where you want your signature applied and click **Sign** in the Sign Document dialog window, then save the file



How to crop your signature.

Go to **Crop** under **Tools** and **Pages**. Then click and drag the area that you want included. Then double click in the area you want included.



Then click **OK** in the **Set Page Box** dialog window.