# Monroe County Development Review Online System

## User Agreement

This system is intended to serve as the Monroe County Department of Planning and Development's primary record of documents, images and information for all project documents related to development review referrals.  The documents uploaded by all users of this system must be in compliance with the current New York State Archives Digital Imaging Guidelines (2019).

Online Document Specifications

1. Uploaded documents should either be in TIFF, PDF/A, or basic PDF format. If these formats are not possible, JPEG format is acceptable.
2. All documents must be scanned at a minimum of 300 pixels per inch (ppi).
3. All documents must be scanned at a 100% image ratio (1:1 ratio).
4. For all document sizes, the pages can be scanned in black and white, grayscale, or 24 bit RGB or CYMK color mode, depending upon original document format.  For example –
   a. If the original document has only black and white text, the scan can be in black and white.
   b. If the document has black and white illustrations, the scan should be in grayscale.
   c. If the document has color illustrations, the scan should be in color to fully capture the original image.
   d. If the document has poor legibility or low contrast between the text and paper background, the image should be scanned in either grayscale or color mode whichever mode best captures the image.
5. Maps and engineering/architectural drawings created electronically should be exported to a vector-based PDF. If it is exported to a raster-based PDF, then it must be optimized for printing on paper.