

# Village of Wales Digital Requirements Policy

## **Purpose**

Establish a policy for Plan Commission and Village Board submissions that requires an applicant to submit digital data which includes but is not limited to contracts, proposals, site plans, building plans, and related submission information to the Village of Wales as part of the plan submittal/approval process. This requirement allows for easier data integration, maintenance, and data retention for many current and future Village-wide computer applications.

## **Scope**

This policy defines and sets forth minimum requirements for the submittal of information to the Village of Wales.

## **Authority**

This policy is allowed through the approval of the Village of Wales Village Board.

## **Procedure**

Applicants will submit all information digitally whether it be email, disc or other electronic media medium along with one (1) paper copy of the complete submission.

## **Deliverable Format**

All digital files submitted to the Village of Wales must be in word, excel or pdf file formats that are compatible with the most current version of application software that is utilized by the Village of Wales.

If you are unable to provide the information in a digital format, please contact the Village Hall for assistance.

## **Information**

If there are any questions regarding the policy or procedure, contact the Village Hall at 262-968-3968.