

Engineering Department - Land Development DivisionIssue Date: **October 26, 2015**Reference No. **5250-20 (Bulletin)**

AUTHORITY: GENERAL MANAGER, ENGINEERING
ATTENTION: LAND DEVELOPMENT CONSULTANTS
SUBJECT: DIGITAL REVIEW DRAWING SUBMISSIONS

The City of Surrey's Land Development Division is implementing a **pilot project** for digital review of drawings. This will allow us to support sustainable practices by reducing the amount of paper required during the review process and reduce greenhouse gas emissions associated with transporting drawings. It will also enhance process efficiency within the development industry. **Effective immediately**, the Land Development Division will accept digital submissions of the Project Scoping drawings and Project Detailing drawings. (*Only Drawings for these review submissions are to be submitted digitally.*)

The Consultant can submit these drawings through the City of Surrey's Managed File Transfer Page at <https://mft.surrey.ca>. Included with this bulletin are the instructions on uploading and downloading of drawings.

Drawings are to be submitted as follows:

1. Unlocked Vector PDF format.
2. No Digital seals on plans.
3. Name of drawing example:
 - 7815-0000-00-PS (*PS = Project Scoping Submission*).
 - 7815-0000-00-PD (*PD = Project Detailing Submission*) with *appropriate* revision numbers as required.
4. Drawing is to be clearly marked as Preliminary Submission or Not Issued for Construction.



Rémi Dubé, P.Eng.
Development Services Manager

Managed File Transfer (MFT) Service is replacing FTP

The new Managed File Transfer (MFT) Service is replacing the existing FTP file transfer method used at the City to send and receive files to both external and internal users.

The current FTP file transfer method uses a shared user account and transfers data using unencrypted, non-secure connections.

The new MFT Service does not use a shared account and uses encrypted connections to securely send and receive files in order to provide improved information security.

To access City of Surrey Managed File Transfer page, type in <https://mft.surrey.ca> on your browser. Enter your network ID and Password in the logon main page. Please contact Lynn Nguyen at lnguyen@surrey.ca for your Login ID and Password.



This Service has been established by the City Of Surrey for limited use by expressly authorized users who have been provided with a username and password.

By using this site, you agree that you understand that these electronic files are provided only for the convenience of specifically authorized users and are intended solely for the exclusive use by that party for the purposes expressly authorized.

If you do not agree with these terms and conditions, please DISCONNECT IMMEDIATELY.

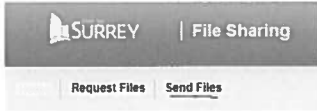
Login ID:

Password:

Language: English

Sending files:

- Click on "Send Files" in the console screen



- Enter the email address of the person you are sending the file to in the "Guest Email Addresses" area

Guest Email Addresses

Automatically send the download link to the guest user(s) in an email

Send me an email copy with the download link

User emails who need access to this share (comma separated)

Test@hotmail.com x |

- Set the expiry date for the file you are sending, default is 7 days
- Serv-U Access Link Expiration**

The link to download files should expire:

on this specific date

in hours

in days

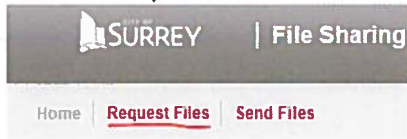
- Click on "Next" to continue
- Click on "Browse", "File on my Computer" to select file(s)



- Click on "Upload" to continue
- An email will be sent to the person you are sending the file to advising them on how to pick up the file

Receiving files:

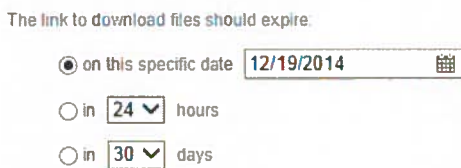
- Click on "Request Files" in the console screen



- Enter user email address of the person who you are receiving the file from in the "Guest Email Addresses" section



- Set the expiry date for receiving the file, default is 7 days
Serv-U Access Link Expiration



- Click on "Send Request" to complete



- You will receive an email advising when the file has been uploaded by the sender