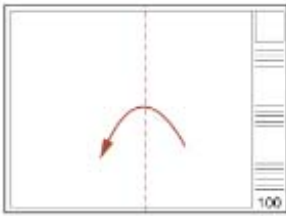


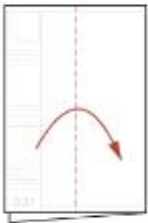
City of Southfield Planning Department Site Plan Folding Requirement

Please fold as shown below to avoid any delays in your review.

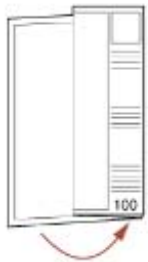
The intent of folding large stacks of plans is to allow the bottom right hand corner and title block to be visible without having to open the entire plan packet. This allows a stack of drawings to be filed and easily identified by the sheet number and Planning Department reference number.



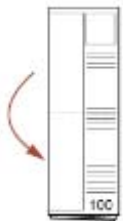
Step 1: Collate drawings and fold entire packet in half so that content is concealed within the fold.



Step 2: Fold the top leaf back over itself which will be 1/4 of the original width.



Step 3: Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet but is full height.



Step 4: Fold the top half of the sheet under the bottom half.



Step 5: The final packet size should be 9"x12" if working with 24"x36" drawings. For larger drawings, the drawing can be folded in half again horizontally. Just be sure the bottom right hand corner is still visible.