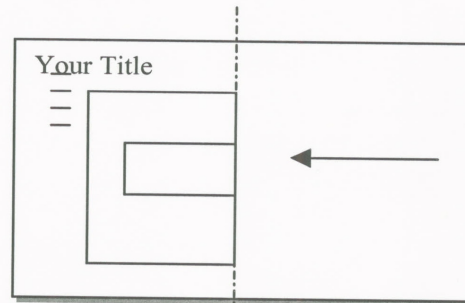
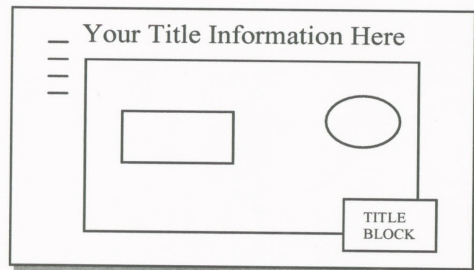


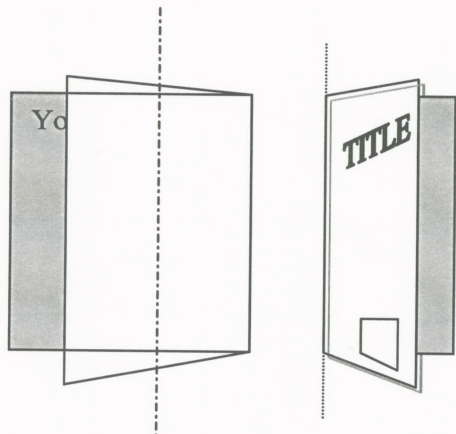
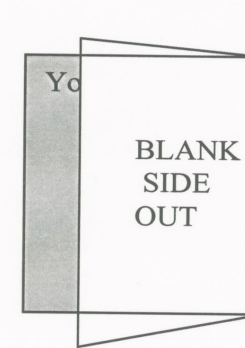
Folding Your Plans (18 x 24 or larger)

Town of Winter Park will **NOT ACCEPT ROLLED PLANS.**

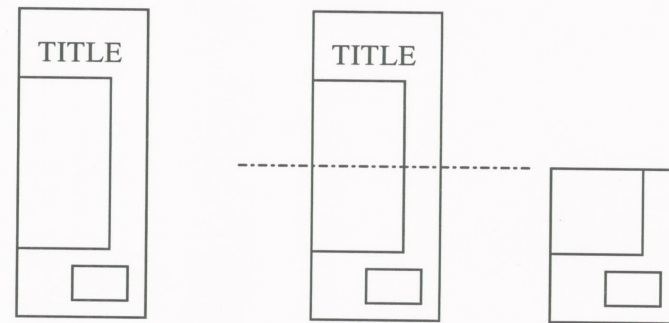
So here are instructions to assist you in folding your 18 x 24 or larger plans.



Fold once in Half,
(Text to the inside)



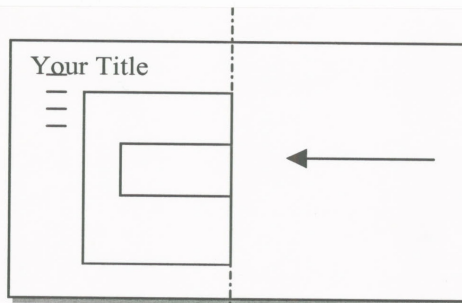
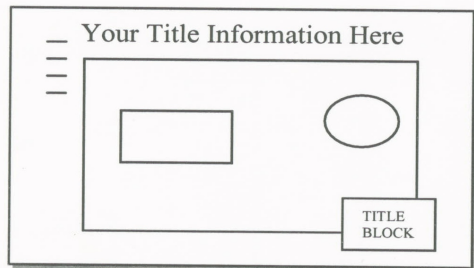
Fold each of these panels text side out, in quarters



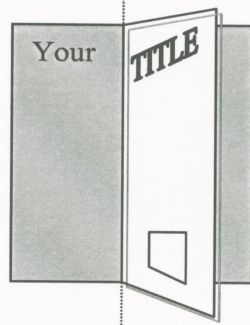
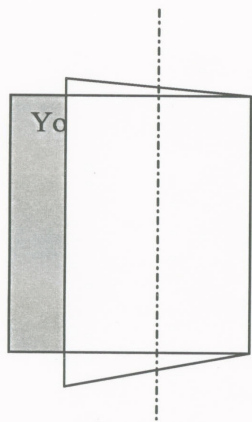
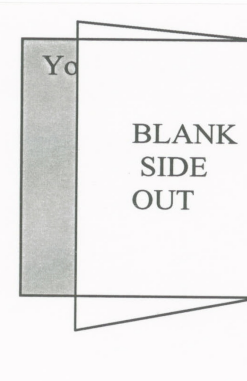
This gets folded in half again, so the title block ends up in the lower right hand portion of the folded plans.

Folding Your Reductions (11x17 size)

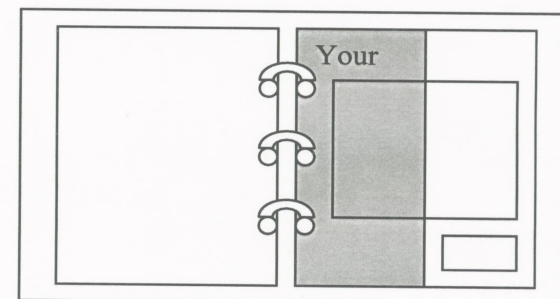
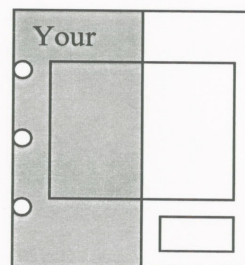
Town of Winter Park will **NOT ACCEPT ROLLED PLANS**, so here are instructions to assist you in folding your 11x17 reductions. **PLEASE submit your plans properly or they will be RETURNED for correction! Thank you!**



Fold once in Half,
(Text to the inside)



Fold the **RIGHT** panel in half, text side out, to form a quarter panel.



The final should have the title block in the lower right hand corner, and be able to three hole punch for insertion into a 3 ring binder.