

**DIGITAL DRAWING SUBMISSION
REGULATIONS AND STANDARDS**

DRAFT

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SECTION 1: DIGITAL DRAWING SUBMISSION REGULATIONS AND STANDARDS

1.1 PURPOSE

The development of Geographic Information Systems (GIS) and computer aided drawing (CAD) have facilitated the method to reduce the time and costs of development processing and land use map updates. Hence, a digital drawing submission policy and standards have been adopted by Oldham County Planning and Zoning Commission to set the standard and facilitate the transfer process. The intent of this program is to take advantage of new technology, reduce the cost of digital conversion, maintain the mapping and facilitate the efficient transfer of data from private organizations to City and County agencies.

The standards and specifications contained within this document shall be used for digital drawing submissions to Oldham County Planning & Zoning Commission for the purpose of development processing and GIS digital land use map updates. These specifications were developed to provide standards for the transfer of digital information into the Oldham County Geographic Information System (GIS).

Specifications in this document pertain to the digital drawings of all Major Subdivisions, Development Plans, Site Plans and Soil and Erosion Control Plans. There will not be a retro-active application of these standards. The standards apply to developments with an initial submission date after January 1,2010.

DISCLAIMER: Digital submission documents and GIS mapping do not represent legal documents. Documents and mapping are used for planning purposes only. Oldham County Planning & Zoning Commission makes no guarantee of the accuracy of Geographic Information System mapping. The legal document will continue to be the paper plat recorded with the Oldham County Clerk.

1.2 AREA OF JURISDICTION

The specifications within this document shall apply to all digital drawing submissions for all incorporated and unincorporated lands within the area under the jurisdiction of the joint planning unit.

1.3 ADMINISTRATION

This policy and standards shall be administered by the Oldham County Planning and Zoning Commission.

SECTION 2: DIGITAL DRAWING SUBMISSION PROCESS

2.1 SUBMISSION OF DIGITAL DRAWINGS

Submission of digital drawings does not supersede any requirements to submit hard copy drawings for the review and approval process. The hard copy will continue to be the official document. Digital drawings shall be submitted at the time of approval for the following:

1. Major Subdivision Preliminary Plans, 2' Topography Contours, Construction Plans (all elements required)
2. Development Plans (all elements required)
3. Site Plans (all elements required)
4. Soil and Erosion Control Plans (all elements required)

2.2 DIGITAL DATA SUBMISSION COMPLETENESS AND CORRECTNESS

All digital drawings submitted to the Oldham County Planning & Zoning Commission shall be in the correct format and in accordance with the standards contained herein. Incorrectly formatted data, unreadable data, and data missing required information shall be returned to the owner, developer, responsible agent or person for the corrections and re-submittal. Final approval of overall development shall be contingent upon the delivery of correct and accurate digital data.

2.3 PROCESSING OF DIGITAL DATA

Only final drawings which have been approved by the Planning and Zoning Commission and recorded will be incorporated into the appropriate layers of the GIS. Preliminary and other types of drawings are processed as separate entities and shall be used for development processing (measuring building setbacks, etc.) and not to update the GIS database. Public improvement plans and construction plans are used to construct road edge of pavements, utilities, and other infrastructure related features in the GIS.

SECTION 3: DATA FORMATS

3.1 ACCEPTABLE DATA FORMATS

The Oldham County Planning & Zoning Commission will accept information in the following formats:

Graphic Data- Graphic data can be submitted in TIF format. This format can be translated directly into the GIS and is the preferred format.

Line, point and polygon data will be accepted in ESRI shape file format only.

Other formats will be reviewed by the Oldham County Planning & Zoning Commission staff on a case-by-case basis to determine compatibility and use. A digital format not compatible with the existing GIS will be denied.

SECTION 4: LAYERING STANDARDS

4.1 LAYERING STANDARDS AND NAMING

The current accepted standard which applies to layering consists of the following rules:

- Features shall be separated onto different layers to facilitate the creation of layers in the GIS.
- Layer naming shall be consistent across files.
- Each submission shall include a layer index and description of layers.
- Drawings shall be properly annotated.
- All line types shall be snapped at intersections.
- All polygons shall be separate and closed, i.e., parcels shall be individual polygons and closed.

4.2 ADDITIONAL LAYERING FEATURES

The following additional features shall be included in the required submission:

- Street centerlines with street name.
- Monuments and control points with distance and bearing.
- Flood features, drainage features to include elevation annotation.
- Other layers as required by the Subdivision Regulations of Oldham County, Kentucky

SECTION 5: CONTENT OF INFORMATION

5.1 REQUIRED DIGITAL INFORMATION

The digital files shall contain all of the information pertaining to the drawing as required by the Subdivision Regulations of Oldham County, Kentucky. The following table displays the data features, elements and other requirements in a digital submittal

	Data		Preliminary Plan	Final Plan
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Category	Feature/Layer	Element	Requirements	Requirements
Basic	Address Numbers	Text		X
Basic	Bearings	Text	X	X
Basic	Street Names	Text	X	X
Basic	Structure(Buildings)	Polygon	X	X
Boundary	City Limits (Annexations)	Polygon	X	X
Monument	Monument (Control & others)	Point Symbol	X	X
Monument	Monument Description	Text	X	X
Parcel	Boundary/Lot Lines	Polygon	X	X
Parcel	Building Set Back Line	Line	X	X
Parcel	Lot Numbers	Text	X	X
Parcel	Starting Point of Legal Description	Text	X	X
Street	Centerline	Line	X	X
Street	Curb Line	Line	X	X
Street	Right of Way	Line	X	X
Street	Street Name (proposed to & accepted by OCP&D GIS)	Text	X	X
Utilities	Drainage Area	Polygon	X	X
Utilities	Drainage Easements	Line or Polygon	X	X
Utilities	Drainage Basins (retention/detention)	Polygon	X	X
Utilities	Existing Easements	Line or Polygon	X	X
Utilities	Sanitary Easements	Line or Polygon	X	X
Utilities	Sanitary Sewer Main	Line	X	X
Utilities	Sanitary Sewer Manhole	Point or Symbol	X	X
Utilities	Stormwater Catch Basins	Point or Symbol	X	X
Utilities	Stormwater Mains	Line	X	X
Utilities	Utility/Street Poles	Point or Symbol	X	X
Utilities	Utility Easements	Line or Polygon	X	X
Utilities	Water Hydrants	Point or	X	X

		Symbol		
Utilities	Water Mains	Line	X	X
Utilities	Water Meter	Point or Symbol	X	X
Vegetation	Trees	Point or Symbol	X	X

5.2 DIGITAL DRAWING REGISTRATION

For registration, all drawings of Major Subdivisions shall be shown in the Kentucky State Plane North Coordinate System (i.e. bearing and distance). The drawing shall have two points located by GPS (Global Positioning System) to the third order accuracy.

All Annexation Boundary Surveys for Oldham County shall have two GPS referenced points (third order accuracy) within the survey. When a road intersection is used as a reference point, the distance shall be measured to the intersections of the centerlines.

5.3 DIGITAL DRAWING ORIENTATION AND GEOREFERENCE

All drawings shall be North oriented in order to place drawing in State Plane Coordinates. All references to bearing information shall be correct relative to other features on the drawing while absolute bearing accuracy will be considered of secondary importance. Oldham County GIS currently uses North American Datum of 1983 Kentucky State Plane, North Zone with units in US Survey Feet. All submissions that are tied to control monumentation or have GPS coordinates within the drawing shall be georeferenced in the same coordinate system, datum and increment of measure.

5.4 DIGITAL DRAWING SCALE AND ACCURACY

The information is to be drawn in U.S. Survey Feet and at 1:1 scale. All standards of accuracy which apply to plats submitted in hard copy format also apply to plats in digital format. Those developing the CAD files shall maintain third order accuracy. All boundaries submitted in digital format shall close. All graphic features shall be checked against textual descriptions to ensure proper representation of data.

SECTION 6: TRANSFER MEDIA REQUIREMENTS

6.1 ACCEPTABLE TRANSFER MEDIA

The following information outlines the requirements for transferring information to the Oldham County Planning & Development Services GIS staff, regarding media and data writing procedures.

Digital data will be accepted on the following media:

- CD-ROM
- Electronic Mail (e-mail)
- Other media acceptable to Oldham County Planning & Development GIS staff (on a case-by case basis)

6.2 MEDIA RETURN

Media will not be returned and becomes the property of Oldham County Planning & Zoning Commission.

6.3 DIGITAL DATA FILE COMPRESSION

Files that are too large to copy onto one floppy may be compressed. The preferred compression utility is Winzip. If other compression utilities are used, a copy of the extraction utility must accompany the digital file submission.

SECTION 7: CONVENTIONAL HARD COPY SUBMISSION REQUIREMENTS

7.1 HARD COPY MAPS

The following requirements pertain to hard copy maps that are submitted in conjunction with a digital submittal. In order to facilitate the map checking process and to enable direct correlation between the hard copy map and the digital submission, the following should be noted.

- Any distance, on or internal to, the boundary of the map must be National Map Accuracy Standards.
- The following convention for symbolization of monumentation is the preferred and recommended convention. Three monument symbols will be used.
 - Control points- represented by a solid triangle
 - Found monuments- represented by a solid circle
 - Set monuments- represented by a solid square

A control or set monument description (x, y, and z) will be called out separately as required by the Kentucky State Plane Coordinate System North Zone NAD 1983 in U.S. survey feet.