



**WASHINGTON COUNTY**  
**DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT**  
Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, Maryland 21740-6003  
Telephone: (240) 313-2430  
FAX: (240) 313-2431

## **Subdivision Digital Submittal Policy**

### **Purpose**

The purpose is to obtain digital vector line work for the Washington County Geographic Information System (GIS). Surveyors and engineers who generate their work product with computer aided drafting and design (CADD) software will be required to submit an extract of their CADD drawing file along with final prints. Specific reasons for this requirement are as follows:

1. Obtain street alignments for 911 address mapping; building and driveway locations.
2. Obtain property lines for vector parcel maintenance.
3. Obtain specific easement areas that need to be mapped and tracked over time; some are required to be reported to the state.
4. Maintain an inventory of approved subdivision development; lots proposed and built.

### **Submittal Requirements**

Types of subdivision plat that would require digital submittal would be Final Plat, Combined Preliminary/Final Plat, Replat, Simplified Plat. Digital submission would be required at the time "final prints" are submitted to the Planning Department after approval is granted and the original signed.

The developer shall submit an extract of their digital Computer Aided Drafting and Design (CADD) file of the approved plat according to the following specifications:

- a. File.** The format shall be AutoCAD .DWG. It shall be submitted on CD or DVD media. No other files shall be on the disk. The file name shall be the number assigned by the Planning Department with the .DWG suffix.
- b. Datum.** The coordinate system shall be the Maryland State Plane grid, North American Datum of 1983 (NAD83), units in feet, carried to at least 2 decimal positions. See the Washington County Engineering Department for information



**WASHINGTON COUNTY  
DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT**

Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, Maryland 21740-6003  
Telephone: (240) 313-2430  
FAX: (240) 313-2431

on the location of existing control points. The datum should always be identified in the plat notes.

- c. Accuracy.** Spatial accuracy within the Maryland Grid must meet the National Map Accuracy Standard. See <http://rockyweb.cr.usgs.gov/nmpstds/acrodocs/nmas/NMAS647.PDF> for complete description by USGS. This refers to a 90 percent confidence level of tested points and at 1" = 100' equates to an error tolerance of 3.33 feet of true position. Internal consistency within a survey or subdivision must still meet standards as determined by professional engineering or surveyor licensing regulations.
- d. Layers.** Lines must be separated into layers. Only the following layers shall be extracted and included in the file, as applicable, and named as follows:

<u>Description</u>	<u>Layer Name</u>
<u>Existing features</u>	
Right-of-way line	E-ROW-LINE
Edge of paving	E-EDGE-OF-PAVEMENT
Property lines	E-PROP-LINE
Property lines to be vacated	E-PL-VACATED
Buildings outlines	E-BLD-STRUC
Fence line	E-FENCE-MISC
Utility easement*	E-ESMT-UTILITY
Drainage easement*	E-ESMT-DRAIN
Forest easement	E-ESMT-FOREST
Streams & Ponds	E-SURF-WATER
Lot & Street labels	E-TXT-NOTES

<u>Proposed features</u>	
Road centerlines	P-CL-ROW
Future right-of-way	P-ROW-LINE
Property lines	P-PROP-LINE
Buildings	P-BLD-STRUC
Utility easement*	P-ESMT-UTILITY
Drainage easement*	P-ESMT-DRAIN
Forest easements	P-ESMT-FOREST
Lot & Street labels	P-TXT-NOTES

\*Easements except those standard easements called out in plat notes



**WASHINGTON COUNTY  
DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT**

Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, Maryland 21740-6003  
Telephone: (240) 313-2430  
FAX: (240) 313-2431

- e. **Technical Issues.** North orientation: it should be oriented to the top of the page.  
Z values (elevations) not required  
Model space only, no paper space  
No border, title, insets, tables, notes, address assignments, location map or anything else not included in the required layer list  
Lines only, no points, polygons, inserts, blocks, etc.  
Topology – lots must be "closed" to exact intersections, no dangles, voids or overlap  
No circles to denote property corners  
Coincident lines must be snapped (have the same coordinate values)
- f. **Exemptions and Modifications.** Exemptions are situations under which some of the requirements of this policy do not apply. Determination of these are made at the staff level and no formal application for exemption is needed. Modifications are situations where the engineer/surveyor is required to meet the requirements, but requests permission not to. Application for a modification must be submitted through the normal subdivision modification procedures at the Planning Department.

**Exemptions**

1. For engineers or surveyors who do not have CADD capability, they are exempt from the CADD submittal requirement.
2. For engineers or surveyors who use a CADD software other than AutoCAD and cannot produce data as specified in the policy, they are requested to produce the data as close as possible to the requirement.
3. If the subdivision is not served by public water and sewer, **and** the distance to control monumentation is greater than ½ mile, **and** GPS positioning is not used in the survey, then the Maryland State Plane grid coordinate system is not required and an assumed datum can be used. When this occurs, as many existing features as possible must be shown: existing road edges, buildings, fences, etc.

**Modification** Any other deviation from the requirements of the policy require that a modification be applied for through the administrative modification process to the subdivision ordinance, with approval by the Planning Director.



**WASHINGTON COUNTY**  
**DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT**  
Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, Maryland 21740-6003  
Telephone: (240) 313-2430  
FAX: (240) 313-2431

---

---

Revisions to this policy may be made from time to time as needed. The current version will be kept on file in the Planning Department with a copy in the GIS Office.

This is version 1.1 dated November 4, 2009.