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## **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.

Exemptions to the requirement: If the engineer/surveyor does not use CAD to produce the drawing it can be exempted from the digital submittal requirement. This exemption would be processed as an administrative variance to the subdivision ordinance, with approval by the Planning Director.

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. Exception to this requirement is permitted 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; then an assumed datum can be used. When this occurs, as many existing features as possible must be shown: existing road edges, buildings, fences, etc. See the Washington County Engineering Department for information on the location of existing control points.

**c. Accuracy.** Spatial accuracy within the Maryland Grid must meet the National Map Accuracy Standard. See <http://rockyweb.cr.usgs.gov/nmpstds/acrodcs/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

**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.** For engineers or surveyors who do not have CADD capability, exemption to the CADD submittal requirement is through the administrative variance to the subdivision ordinance, with approval by the Planning Director.

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 and the GIS Office.

This is version 1.0 dated August 10, 2009.