

# **Digital File Formats for Maps, Text Documents, and related Graphics and Figures**

City of Roseville  
Planning Department  
Technical Services

April 2013



# Digital File Formats for Maps, Text Documents, and related Graphics and Figures

The City of Roseville Planning Department maintains the full set of maps, documents and related graphics and figures comprising the master on record of the Zoning Ordinance, Zoning Map, General Plan, Land Use Plan, and each Specific Plan or Plan Area document. By their nature, these documents are subject to amendments and must be maintained in a format most widely and customarily utilized to ensure efficiency in the processing of such entitlement amendments. Any modifications, once adopted, become the property of the City of Roseville for maintenance and future use. Therefore, all Rezones, General Plan Amendments, and Specific Plan Amendment that propose a change to these master documents require the applicant, or their consultant, to submit digital versions of all modified maps, text documents and related graphics and figures such that the data may be easily merged, creating the new master on record with the City of Roseville Planning Department.

This document, broken into three sections, defines the specifications for the digital submission of:

- A) Map data,
- B) Text documents, and
- C) Graphics and Figures

The primary objective of this specification is to receive all data that is available digitally in the digital format specified herein. It is also the intent to enable the hard copy and digital submissions to be produced from the same data with little to no modifications or without a significant change in the submitters operational procedures.

**Please note:** Digital submissions in formats other than those explicitly defined in this specification shall be accepted only with the prior consent from the Planning Technical Support Services or from the Planner on the project. Digital submissions that require data conversion or processing of any kind because they do not meet the specifications defined herein shall result in additional processing fees to be paid by the submitter. Early discussion is therefore recommended and encouraged.

# Section A – Map Data

## **1. Coordinate System Requirements**

The digital submission of multipurpose cadastral maps shall be in a local coordinate system, or the California State Plane, Zone 2, North American Datum of 1983 (NAD83) coordinate system.

## **2. Data Format Requirements**

The digital submission of map data to the City shall include the zoning and/or land use components and the base map components listed in Table 1 below. All composites shall be in AutoCAD Release 2004 or newer, or as otherwise approved by a member of the Technical Support Services staff.

- a) Each layer shall be individually isolated in its entirety.
- b) Line work shall be tangent, continuous, concentric, and without gaps or overruns.
- c) All polygons shall be closed polygons.
- d) All layered line work and polygons shall be coincident without the creation of slivers or gaps.
- e) Proposed and existing entities shall be on separate layers.
- f) All layers shall be contained in one drawing and shall not contain any external references, attachments, or third party layers.

**Table 1: Data Layering Requirements**

<b>Component</b>	<b>Layer Description</b>	<b>Layer Name</b>	<b>Line Type, Text Style/Size</b>
Base map	Street Centerlines	CL	continuous
Base map	Street Names	STNAME	Arial 12
Base map	Rights-of-way	RW	continuous
Base map	Small Lot Lines/Parcel Lines	LOTS	continuous
Base map	Lot Numbers	LOTNO	Arial 12
Base map	Easements and easement text	ESMT	dashed
Land Use	Land Use Polygons	LUPOLY	polygon
Land Use	Land Use Annotation (shall include land use parcel number, land use designation, and acreage)	LUANNO	Arial 12
Zoning	Zoning Polygons	ZPOLY	polygon
Zoning	Zoning District Annotation (shall include zoning district and acreage)	ZANNO	Arial 12

## **3. File Naming Convention Requirements**

The file name shall include the project number and name. The project name may be abbreviated if the complete name is clearly indicated on the submitting media.

- a) The following is an example of an acceptable file naming convention:

<Project Number>\_<Project Name>.DWG

#### **4. Media Requirements**

- a) Each zoning and/or land use composite shall be submitted either via electronic mail (e-mail), or a CD if file size is a consideration. File compression may be used if the file is self-extracting and does not require any special software or considerations. If submitted by CD, no additional information shall exist on the media aside from the data being specifically transmitted to the City.
- b) All media shall be clearly marked with the project number and name. Multiple drawing files requiring submittal may be submitted on the same media if the media is clearly marked as such.
- c) Digital data submittals via electronic mail (e-mail) shall be sent to a member of the Technical Support Services staff. An email address can be obtained by contacting the Planning Department at 916-774-5276, or by contacting the Planner on the project.
- d) Digital data submittals via CD ROM shall be sent to:

City of Roseville  
Planning Department  
ATTN: Technical Support Services  
311 Vernon Street  
Roseville, CA 95678

#### **5. Digital Data Submittal Form and Checklist**

All map data submitted shall be accompanied by a completed submittal form. A copy of the Digital Submittal Intake Form is located at the end of this document, or on the City's web site at: [http://www.roseville.ca.us/planning/planning\\_department\\_permits/permit\\_checklist\\_index.asp](http://www.roseville.ca.us/planning/planning_department_permits/permit_checklist_index.asp) Submitted data will be checked by a member of the Technical Support Services staff for the following criteria:

- a) All media is clearly marked with the project number and name, and in the required file naming convention;
- b) All entities are located on specified layer with an elevation of zero;
- c) All layer names are consistent with Table 1;
- d) All text font style and size are consistent with Table 1;
- e) All line work is tangent, continuous, concentric, and without gaps or overruns;
- f) All polygons are closed polygons;
- g) All layered (nested) line work and polygons are coincident without the creation of slivers or gaps;
- h) All composites are in .dwg file format (AutoCAD Release 2004 or newer), and;
- i) All composites are in a local coordinate system, or California State Plane, Zone II, NAD83 coordinate system.

Any missing elements will be returned for correction.

## **Section B – Text Documents**

### **1. Data Format Requirements**

The digital submission of text documents shall be prepared and submitted in Microsoft Word (2007 version or newer). Fonts shall be Windows compatible; the standard font is Arial 11 pt.

- a) Text amendments shall be shown in red-line strikeout format.
- b) Tables within the document shall be created in Word. Tables created in Excel or other software will not be accepted.
- c) Graphics inserted within the text document are addressed in Section C – Graphics and Figures, below.

## **Section C – Graphics and Figures**

### **1. Data Format Requirements**

The digital submission of drawn graphics and/or figures referenced within text documents shall be created or edited and submitted in .dwg format, AutoCAD 2004, or newer, or their native format as provided to the applicant , to allow for future edits. Refer to Section A as applicable. No digital images in PDF or other graphic program file formats will be accepted.

The digital submission of photographic figures within text documents shall be in JPG or PNG formats.



Digital Intake Form
City of Roseville
Planning Department
Technical Support Services

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Submitting Company: \_\_\_\_\_

Submission media: [ ] Email, [ ] CD, [ ] Other \_\_\_\_\_

If Email, to whom submitted: \_\_\_\_\_

Submission Date: \_\_\_\_\_

[ ] Document Data (Microsoft Word only)

[ ] Cadastral Data (must complete check list below)

Cadastral Data check list

(Internal use only)

Table with 2 columns: Checklist items and Internal use only. Items include: All media is clearly marked with the project number and name, All layer names and annotation are consistent with Table 1, All entities are located on specified layer with an elevation of zero, All line work is tangent, continuous, concentric and without gaps or overruns, All polygons are closed polygons, All layered (nested) line work and polygons are coincident, without creating any slivers or gaps, All composites are in .dwg format (AutoCAD 2004, or newer), All composites are in a local coordinate system, or California State Plane, Zone II, NAD83 coordinate system.

Please provide contact information for the creator of the data should questions arise.

Document Data:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cadastral Data:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_