

## **Baltimore County Digital Plan Submittal**

### **Purpose**

The purpose is to obtain digital vector line work for Baltimore County, Maryland. Surveyors and engineers will be required to submit an extract of their computer aided drafting and design (CAD) drawing file along with hardcopy prints.

Specific reasons for this requirement include:

- Improve the efficiency of plans routing processes by decreasing plan handling and movement.
- Obtain specific easement areas that need to be mapped and tracked over time; some are required to be reported to the state.
- Save time and resource by reducing the manual reproduction of plan features.

Changes to the standard will be made as needed to support the submittal process and to accommodate updates or revisions.

### **General CAD Standard**

- Digital files must be submitted in AutoCAD 2004 or newer file formats .DWG or .DXF.
- Each file should be labeled with Project Name, Subdivision, Project Number (PAI #) if known and contents of disc.
- Coordinate reference system must be in MD State Plane based on NAD83 HARN (North American Datum, 1983), units in U.S. Survey Feet.
- Each plan/plat drawing shall contain four MD State Plane Coordinate Plane control points as tick references and shall be annotated with the actual x, y coordinate in U.S. Survey Feet (to the nearest foot).
- The AutoCAD file must use the standard layer scheme for .dwg/.dxf described herein and should follow any additional accepted engineering design practices.
- Digital line work must be topologically clean without slivers, dangles, undershoots or inappropriate breaks. Polygon features drawn as polylines should connect properly and close completely without gaps.
- The AutoCAD file will be verified, and if inaccurate, will need to be corrected and the drawing resubmitted.

### **Submittal Procedure:**

- Send an email to the Project Manager containing a PDF image and AutoCAD file along with required hardcopy prints.
- AutoCAD sample files are available on the Baltimore County Government website.

**Requirement 1**

For the following;

1. Concept Plan Submitted
2. Development Plan Submitted
3. Development Plan Approved
4. Plat Check Print Review
5. Minor Plan Submitted – 1st to 3rd Review
6. Minor Amended/Refined Plan Submitted
7. Minor Plat Check Print
8. Limited Exemption Plan Submitted – 1st to 3rd Review
9. Limited Exemption Amended/Refined Plan Submitted
10. Limited Exemption Plat Check Print

**Submittal Format:**

- A. Single PDF containing all pages of the plan/plat
- B. An extract of the digital Computer Aided Drafting and Design (CAD) file of the plan/plat must be submitted.

Boundary (Subdivision/Project Boundary) – Should encompass the total area of the plan/plat. All of the lines should close to form a polygon.

**Proposed Features (Plan)**

Description	Layer Name
Single PDF containing all pages of the plan/plat	
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text

**Requirement 2**

For the Following;

1. Final Development Plan Approved
2. Amended/Refined Development Plan Submitted
3. Amended/Refined Development Plan Approved
4. Recorded Plat Approved (Major and PUD Plans)
5. Minor Subdivision Plan Approved
6. Minor Subdivision Amended/Refined Plan Approved
7. Minor Subdivision Recorded Plat Approved
8. Limited Exemption Plan Approved
9. Limited Exemption Amended/Refined Plan Approved
10. Limited Exemption Recorded Plat Approved

**Submittal Format:**

- A. Single PDF containing all pages of the plan/plat
- B. An extract of the digital Computer Aided Drafting and Design (CAD) file of the approved plan/plat must be submitted.

C. Georeferenced Tagged Image File Format (TIFF) of the plans/plats

Lines must be separated into layers. Only the following layers shall be extracted and included in the file, as applicable, and named as follows:

**Proposed Features (Plan)**

<b>Description</b>	<b>Layer Name</b>
Single PDF containing all pages of the plan/plat	
Subdivision/Project Boundary	Boundary
Boundary Dimension	Boundary Text
Parcel Lines (including Lot lines)	Parcel
Parcel/Lot Numbers and Dimension	Parcel/Lot Text
<b>Easements - Forest Conservation</b>	
Forest Buffer Easement	FBE
Forest Buffer Reservation	FBR
Forest Buffer & Forest Conservation Easement	FBFCE
Forest Buffer & Forest Conservation Reservation	FBFCR
Forest Conservation Easement	FCE
Forest Conservation Reservation	FCR
Forest Conservation Text (Type and/or Size)	FC Text
<b>Easements - Non Forest Conservation</b>	
Access Easement	AE
Chesapeake Bay Critical Area Easement	CBCA
Conservancy Area Easement	CAE
Drainage and Utility Easement	DUE
Fire Suppression Tank Easement	FSTE
Greenway Easement	GE
Greenway Reservation	GR
Highway Widening	HW
Highway Easement	HE
Highway Right-of-way	HRW
Local Open Space	LOS
Revertible Slope Easement	RSE
Sight Line Easement	SLE
Stormwater Management Easement	SME
Stormwater Management Reservation	SMR
Temporary Easement - Any Type	TEMP
Turnaround Easement	TE
Wetlands Mitigation Easement	WME
Easement Text (Type and/or Size of Easement)	ESMT Text
<b>Floodplain</b>	
Floodplain Easement	FPE
Floodplain Reservation	FPR
Floodplain Text (Floodplain Area Call Out)	Flood Text
Street Centerline	Centerline