

# **CITY OF SAN JUAN CAPISTRANO**

## **Digital Submission Standards**

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## **I. Digital Submission Requirements**

The Digital Submission Standards requires all applicants to submit a digital graphics file of the project in which improvement plans will be submitted to the City of San Juan Capistrano for plan check purposes. The file shall contain all available engineering design data for the project under submission. Where applicable, include the following minimum information: boundary information, street centerline, curb and gutter, side walks, right-of-way, lot/parcel line, easements, topographic data and contour lines, domestic water, non-potable water, storm, sewer, electric power, gas, telephone, cable, and any other engineering/utilities design data, reference tables and or legends, text, or charts which identify the displayed features included in the plans.

Submit the digital data along with blue prints and signature mylar for the final plan check. At the completion of the project and prior to certification, submit as-built drawings in both hard copy and digital format. At this time a digital submission of data will not replace the required paper and/or mylar submissions.

### **A. Required Data**

The table below defines which features require digital submission. Submit in digital format all features listed below and/ or displayed in the submitted development plans. Leave the information in its working: layer, color, line-type, block and font.

#### **1. Tract/Parcel Map Information**

Provide a digital copy of the tract or parcel map information previously submitted to the County of Orange. This information shall be in digital format in accordance with the County of Orange requirements for digital submission (Ordinance 3809, the Digital Submission of Cadastral Surveys Information and Specifications). Media requirements and digital formats shall be as described hereon.

#### **2. Improvement Plans**

Submit all tract or parcel development information in digital format in accordance with the County of Orange requirements for digital submission (Ordinance 3809, the Digital Submission of Cadastral Surveys Information and Specifications). Specifically, tie all features shown in the development plans to the tract or parcel features with the same care and organization required by County Ordinance 3809. Media requirements and digital formats shall be as described herein. If the course of engineering design deletes elements of information present in the submission to the County of Orange, they need not be re-established for the digital data submission of the engineering plans. Their provision by way of copy of the submission to the County of Orange will suffice.

<b>Feature Class</b>	<b>Feature</b>
Building/Structure	Building and/or Structural Data Footprints Descriptive Data Bearings/Distance/Curve Data Annotation
Curb and Gutter	Curb and gutter line Descriptive Data Bearings/Distance/Curve Data Annotation
Easement Data	Easement Lines Descriptive Data Bearings/Distance/Curve Data Annotation
Lot/Parcel Data	Lot Lines Lot Numbers Lot Bearings/Distances Annotation
Ownership Data	Descriptive data defining ownership of property of constructed facilities
Right-of-Way	Right of Way Lines Descriptive Data Bearings/Distance/Curve Data Annotation
Street Centerline	Centerline Street Name Bearings/Distance/Curve Data Annotation
Side Walk	Side walk / Bicycle lane delineation Descriptive Data Bearings/Distance/Curve Data Annotation
Storm Sewer Data	Storm Sewer Mains Storm Sewer Laterals Associated Facilities (i.e., storm structures, catch basins, retention ponds, etc.) Descriptive Data Bearings/Distance/Curve Data Annotation
Sewer Data	Sewer Mains Sewer Laterals Associated Facilities (i.e., Manholes, Clean-outs, Lift Stations, etc.) Descriptive Data Bearings/Distance/Curve Data Annotation
Street Lights	Pole locations Power conduit and related appurtenances

<b>Feature Class</b>	<b>Feature</b>
Traffic Signals	Signal Pole locations Controller Cabinets Wiring & detector loops Electrical Schematics
Topographic Data	Elevations & Contour lines Descriptive Data Bearings/Distance/Curve Data Annotation
Water (Domestic) Data	Domestic Water Mains Domestic Water Laterals All Associated Facilities (i.e., Valves, Fire Hydrants, Meters, etc.) Descriptive Data Bearings/Distance/Curve Data Annotation
Water (Non-Potable) Data	Non-Potable Water Mains Non-Potable Water Laterals Associated Facilities (i.e. Valves, Meters, etc.) Descriptive Data Bearings/Distance/Curve Data Annotation
All others	Any other utility or development features including but not limited to gas, electric, cable, topographic, photographic, landscape, lighting, etc.

## **B. Data Layering Requirements**

The applicant shall make an effort to preserve any differentiation by layer, color, line type, line weight, or block, or block attribute data used to distinguish one distinct group of features from another in the design process. For example, if all the domestic water lines were placed in a layer titled "domestic\_water," and colored blue for ACP and black for DIP, made 0.012' wide for 12" lines and 0.008' for 8" lines, preserve this format in the digital submission. Do not construe this as a requirement to do so after the fact.

## **C. Data Accuracy and Coordinate System**

The accuracy of data submitted in accordance with these specifications will be consistent with data converted directly from Coordinate Geometry and may be used for computational purposes during the plan check and construction phase of the submitted project.

The coordinate system of data shall be the California State Plane Coordinate System (NAD 83), Zone 6, in accordance with County of Orange Ordinance 3809).

## **D. File Formats and Media Requirements**

Digital files formats:

- 1) AUTOCAD drawing file (DWG) format, version 12.0 or higher to version 2000.
- 2) A data exchange file (DXF) format, compatible with AutoDesk's AutoCad version 12.0 or higher to version 14.

Digital file media:

- 1) A 3.5" diskette
- 2) A CD-ROM

Data identification label:

- 1) Date of submission
- 2) Name of project
- 3) File name (e.g. PM85201.dxf, for parcel map 85201)
- 4) City of San Juan plan review number
- 5) Company Name
- 6) Name of Registered Civil Engineer and registration number
- 7) Format and version of information on the media

## **E. Professional Delivery and Liability for Damages**

The digital data does not constitute a professional delivery. It is the responsibility of any person or entity using this information to refer to the actual record maps and plans and to conduct field verification prior to developing engineering plans or performing excavations.

## **F. Checking of Digital Data**

Prior to accepting the submitted information the data will be checked for:

- 1) Verification that annotated and calculated data are consistent
- 2) Verification that digital and hard copy plans are consistent
- 3) Verification of correct coordinate system
- 4) Common points must be coincident to within the 0.03' standard set by the County of Orange's Ordinance 3809
- 5) Correct geographical position i.e., correct coordinate values. All the displayed features should be in their true position with regard to the common reference of the California Coordinate System, zone 6, based on NAD 83 Datum.

## **G. Logos and Design Credits**

The City of San Juan Capistrano will, at its sole discretion, remove any and all information not relevant to the maintenance of the Atlas maps and the GIS data base. The City of San Juan Capistrano makes no implied or express statement that it will maintain and or display logos or other credits for the underlying base work inputted into the GIS.

## **H. Fees or Fee Waivers**

If the applicant does not have the capability to submit digital files of the developed area, the City of San Juan Capistrano's staff shall create the graphics file and recover the cost through plan check fees. The plan check fees, given in the table below, are based on the actual amount of staff time and facilities to input the line work data manually. This cost is per plan sheet in the set, excluding cover sheets, and detail sheets. This cost is above and beyond the cost of converting the line work information to the GIS. This amount shall be added to the total cost of the Fee Summary Statement calculated by the Development Services Section.

SIZE SHEET	LINE DENSITY	CLARITY	COST / SHEET
D (24" x 36") at 1" = 40' scale	LOW	GOOD	\$41.25
D (24" x 36") at 1" = 40' scale	LOW	BAD	\$82.50
D (24" x 36") at 1" = 40' scale	HIGH	GOOD	\$123.75
D (24" x 36") at 1" = 40' scale	HIGH	BAD	\$165.00

Plans submitted and accepted on sizes other than the standard 24" x 36" format, and failing to meet the Digital submission requirements will be charged the equivalent per square foot charge for the line density and clarity listed above.

In the event the applicant submitting development information to the City of San Juan Capistrano feels that compliance with the requirements stated above will create a hardship, applicant may appeal to the Public Works Director to waive them.