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March 1, 2004

TO: The Sacramento Development and Public Improvement Design Community

RE: Creation of "Digital Submission Standards for Planning Entitlements" by the Planning Division of the City of Sacramento.

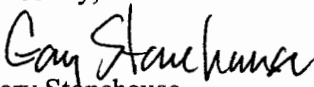
The Planning Division is pleased to present the attached "Digital Submission Standards for Planning Entitlements". This document is being established by the Planning Division in order to define guidelines for the submission of electronic applications. Currently the first section "Legislative Entitlements and Tentative Maps" is dealing with exhibits for plan amendments, rezones and tentative maps. Later revisions of the this document will include sections defining standards for electronic submission of the universal application, the PMT reductions, schematic plans, as well as site elevations.

These standards have been developed in concert with the Public Works and Utilities Department and form a precursor to the modifications being made to the city's Design Procedures Manual. These standards reflect a consensus among city staff that are responsible for supporting the development process in our community. The content of the digital map submission standards have been created in order to expedite the process for maintenance and distribution of data that results from the development process. The digital map submissions are not intended to replace the hardcopy maps, which will continue to be the official documents. These standards provide important land-based information to the key departments and agencies in the public and private sector whose business processes revolve around timely information.

The creation of the Digital Submission Standards for Planning Entitlement allows the Planning Division to require digital submissions as part of the entitlement process. These digital map standards will evolve over time to help facilitate the sharing of information between departments and agencies, and as technology changes occur. All changes will undergo a review process and be documented and added to the Digital Submission Standards for Planning Entitlements. Questions regarding the Digital Submission Standards for entitlements should be directed to Steve Gay, Planning and Building Department at (916) 264-5092.

The attached Digital Submission Standards for Planning Entitlements are available at the public counter on the second floor of 1231 I Street building and electronically at <http://www.cityofsacramento.org/planningandbuilding/>

Sincerely,


Gary Stonehouse
Planning Director



Betty Masuoka
Asst City Manager

Attachment

CC: Gary Lane
Development Services

Digital Submission Standards for Planning Entitlements
Planning Division of the City of Sacramento

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SECTION 1 LEGISLATIVE ENTITLEMENTS AND TENTATIVE MAPS

1.1 INTRODUCTION

The City of Sacramento requires general plan amendments, community plan amendments, rezones and tentative subdivision maps to be submitted in digital format. This requirement is in addition to the existing hardcopy submission requirements. The intent of this document is to enable the required hardcopy and digital submission to be produced from the same digital data without significant modification. Some fundamentals of structure are required such as layer designation and line type. However, there are no database linkage requirements.

The purpose of this prerequisite is to allow the City of Sacramento's geographic information system (GIS) to be as current as possible. A GIS allows multiple users the ability to share computerized or digitized base maps, and link a variety of information to geographic features within the maps. For example, property value information can be linked to parcels.

In order for the GIS to be fully utilized by the Planning Division and other agencies, it must be as current as possible. Many GIS users have requested that preliminary layouts of subdivisions be available in digital format, fully realizing that the plans are subject to change prior to final recording of the map. The submitted digital data may be used for computational purposes in reviewing the map, maintaining digital land bases, or used in a document retrieval system. A disclaimer of liability will be placed on all digital files and file copies. **The recorded hardcopy will continue to be the official document.**

1.2 PURPOSE

The purpose of this document is to outline the minimum content and format required of plan amendments, rezones and tentative subdivision maps, submitted in digital format, before being considered "officially filed."

1.3 FORMAT REQUIREMENTS

The format for digital submission of plan amendments and tentative maps is one of the following: *.DXF, or ESRI geodatabase format.

1.4 SUBMISSION REQUIREMENT

1. In cases where a linear element between two points applies to more than one feature (i.e. a boundary line and lot line may be coincidental), this data will be submitted as one graphical element. If such is the case, the following hierarchy must be utilized to determine the appropriate layer for the graphics data.

- 1) Boundary
- 2) Right-of-way

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3) Lot line

By utilizing this approach, there is no duplication of data.

2. No externally referenced data is permitted. All data referenced should be included in the file submitted.
3. No lines are to be constructed with deliberate gaps.
4. Maps will be oriented due north.

Following requirements are specific to CADD format only.

1. Annotation layers will be used to provide attribute data on each object where text is requested. Text insertion points are to be middle justified. Where text relates to an area the text insertion point must lie within enclosed area boundary.
2. Blocks will not be permitted as a valid data element for point feature symbology.
3. Units will be decimal units.
4. Scale will be 1:1.
5. CAD files are to be two-dimensional only; no Z value coordinates are to be used.

1.5 DATALAYER REQUIREMENTS

1.5.1 Layer requirements:

The following table outlines what will be considered valid layer names and data objects for plan amendments, rezones and tentative subdivision maps:

LAYER	DATA OR FEATURE	DATA ELEMENT
SUBBOUND	Subdivision Boundary Lines	Continuous Line
BNDTXT	Boundary text, survey calls, etc.	Annotation
EXESMNT	Existing easements	Continuous Line
LOTLINE	Lot lines	Continuous Line
LOTNUM	Lot numbers	Annotation
GPS-TXT	Control point description	Annotation
GPS-POINT	City GPS control point	Point
NEWESMENT	New easements	Continuous Line
NEWESTXT	New easement descriptions	Annotation
RW	Street right-of-way	Continuous Line
STARTPT	Starting point	Point
STRNAME	Street name text	Annotation
CL	Street centerlines	Continuous Line
METEBNDS	Traverse information	Annotation

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ZONELINE	Zoning boundary line	Continuous Line
ZONETXT	Zoning designation	Annotation
CPLINE	Community Plan boundary line	Continuous Line
CPTXT	Community Plan designation	Annotation
GPLINE	General Plan boundary line	Continuous Line
GPTXT	General Plan designation	Annotation
NEWBLDGFP	New building footprints	Continuous Line

Note: All other data not required by the GIS but useful to the enterprise can be transmitted on other logical data layers.

1.6 **DIGITAL FILE SUBMISSION PROCEDURE**

1.6.1 The digital file for plan amendments and tentative maps must be submitted to:
Development Services Department, City of Sacramento
Attn: GIS Unit
NEW CITY HALL
915 I Street, 3rd Floor
Sacramento, CA 94814
Email: PB_maps@cityofsacramento.org

1.7 **FILE NAMING CONVENTION**

Filenames for digital submission shall be appropriately assigned based on the alphanumeric project numbers assigned at the time the application is received by the city. (example P03032.dxf). For projects with multiple exhibits IE Community Plan Amendment and Rezone, each file shall be named with the appropriate abbreviations. (example GP_P03032.dxf) The following are acceptable abbreviations:

RZ= rezone
CP=Community Plan Amendment
GP=General Plan Amendment
TM=Tentative Map

1.8 **MEDIA REQUIREMENTS**

1.8.1 The following methods of data transfer are considered acceptable for digital submission of subdivision maps:

1. CD Rom
2. Email

1.8.2 All digital data will require an **accompanying text (metadata) file**. This file will be in ACSII file (.txt extension) format using the same naming convention as the subdivision file being submitted. This file will contain the following information.

Subdivision Name: Creekside Subdivision
File Name: PXXXXX_X.dxf
Date: 01/01/2003
Contact name: Mr. Jones
Contact phone: (XXX) XXX-XXXX
Contact e-mail: jones@SJEng.com
Supplemental Information: Include master parcel number and/or adjacent parcel numbers (APN).

NOTE: No additional information will exist in the submission or on the media aside from data being specifically transmitted to the Planning Division. Submitted CD-ROMs will not be returned.

1.9 DATA INTEGRITY REQUIREMENTS (OPTIONAL FOR PLANNING ENTITLEMENTS)

The following requirements pertain to the mathematical integrity of the geometric data, this section is considered optional for planning entitlements and tentative maps.

1.9.1 The maximum error allowable between theoretically coincident points will be .03 feet (9mm).

1.9.2 The maximum error allowable between points on a line and the line will be .02 feet (6mm).

1.9.3 The difference between distances calculated by the inverse between the coordinates of points in the digital submission and the annotated distance shall not exceed .01 feet (3mm).

1.9.4 The difference in seconds between the rounded value of the inverse coordinates of points in the digital submission and the annotated bearings shall not exceed +/- one second.

1.9.5 Logical areas will be transmitted as a closed figure. Line end nodes will be snapped to adjoining line node to ensure this requirement.

1.9.6 Annotation submitted digitally will be identical to annotation submitted on the hardcopy maps. Draw lines will represent their annotated values.

1.9.7 When displaying coordinates, the whole number for the coordinate will be shown (i.e. no constants will be applied).

1.10 HORIZONTAL CONTROL

1.10.1 The City Of Sacramento's horizontal control system is the GPS Static Survey recorded by the County of Sacramento in Book 63 of recorded surveys, Page 29.

1.10.2 The project boundary will be on the City Of Sacramento's horizontal control system. The surveyor or engineer will be required to show a minimum of two (2) ties to such control monuments in accordance with the Subdivision Regulations.

1.10.3 The map projection shall be the California State Plane Coordinate System, Zone 2, NAD 83, in US survey feet.

1.11 REVIEW OF DIGITAL DATA

1.11.1 All digital data will be reviewed for the following criteria:

1. Correct layering.
2. No duplicate linear or point elements.
3. Closure of the geometry of all logical areas.
4. Verification that digital and hardcopy maps are consistent
5. Correct geographical position (i.e. correct coordinate values for final submissions)

1.11.2 The submitting party will be responsible for correcting any errors and delivering the new correct digital file prior to approval by the Planning Division.