



Information Technology

Geographic Information Services

Subdivision Plat Digital Submittal Standards

Upon development approval, all subdivision land records are entered into the Geographic Information System (GIS). Data is converted from CAD drawings through automated tools, which create features from specific CAD layers and assigns attributes from related text elements. To expedite data conversion, subdivision plat information shall be submitted with the following conditions:

1. File Format

- a. The accepted file format is limited to AutoCAD drawings (.dwg) version R14 and higher.

2. Data Layers

- a. The following table lists the required layers. If a subdivision does not have features of a specific type, then that layer may be omitted. *For example, not all subdivisions will include blocks or newly dedicated right-of-way.*
- b. Only the features below should be included. As the import process is automated, each layer must have only its features on it and layer names should not be changed.

<u>Layer Name</u>	<u>Description</u>	<u>Element</u>	<u>Text Height</u>	<u>Text Location</u>
BLK	Block boundary	Line		
BOUNDARY	Subdivision boundary	Line		
CL	Road centerline (all public AND private roads)	Line		
DIM	Lot dimensions	Text	5	Offset lot lines five feet inside the property
EASEMT	Easement width	Text	6	Between easement lines
ESMT	Easement lines	Line		
LOTLN	Lot lines	Line		
PBLK	Block number	Text	5	Best placement within the block boundary
PLOT	Lot number	Text	8	Center of property
ROW	Newly dedicated right-of-way	Line		
ROWDIM	Right-of-way width	Text	5	On centerline. Best placement near intersections
ROWNAME	Public ROW name and named private drives (USPS abbreviations)	Text	10	Best straight segment on centerline
SUBNAME	Subdivision name	Text	15	Best placement within the subdivision boundary
0	Basis of bearing, PLSS	Line		



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3. Drawing Standards

- a. A DWG template is available upon request from the GIS department. The template includes subdivision examples and the PLSS quarter sections for reference. It is saved in State Plane Coordinate System Colorado North Zone (NAD 1983, U.S. feet).
- b. The drawing must be saved in model space and drawn scaled to State Plane Coordinate System Colorado North Zone (NAD 1983, U.S. feet).
 - i. The subdivision boundary must connect to the Public Land Survey System (section corner, ¼ section corner, etc.). The drawing must be rotated for ground-to-grid correction. This may be done by inserting the drawing into the template and rotating the drawing to the included quarter section lines.
 - ii. Layer "0" is available for any reference lines. This layer should include the basis of bearing and lines connecting it to the subdivision boundary.
- c. Lines must be snapped to shared features.
- d. Do not include vacated features (easements, lot lines, right-of-way, etc.)
- e. Coincident features
 - i. Subdivision and block boundaries must both be complete and closed. No features should be located outside of the subdivision boundary, unless on layer "0" or text elements centered inside the subdivision boundary. Any elements outside of the subdivision boundary are clipped and not imported into GIS.
 - ii. Omit right-of-way when coincident with the subdivision boundary.
 - iii. Omit lot lines when coincident with the subdivision boundary or right-of-way.
- f. Text
 - i. Lot number and block number text must be within the boundary of the feature it represents. Any additional text must be within the subdivision boundary.
 - ii. Text should be single line.

4. Delivery

- a. Files shall be delivered on flash drive when subdivision mylars are also submitted to City of Fort Collins Development Review Center (281 N College Ave).
- b. The flash drive should also include PDF copies of the final plat and site plan.