

Department of Public Service
Division of Infrastructure Management

Digital Submission Requirements
For
Addressing Site Plan Submissions
Effective – January 1, 2018

October 6, 2017

Dear Addressing Customer:

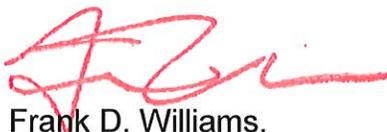
Effective January 1st, 2018 - The Division of Infrastructure Management will begin enforcement of the City's [Computer Aided Drafting \(CAD\) Standards for Creation and Submittal of Digital Drawings](#), dated January 7, 2008, for all addressing requests requiring site plan submission. Details specific to the Division's requirements for your addressing site plan submissions are further detailed within this document.

Site plans submitted as a part of any addressing request that do not meet these requirements shall be returned to the applicant along with instructions for standards resubmission compliance. Resubmitted requests shall then be serviced in the order in which they are received, along with all other addressing requests.

The enforcement of these submission standards is designed to speed up our initial review of incoming addressing requests, determine their adequacy, and ultimately reduce the time necessary to complete our addressing assignments. I.e. improve our customer service.

If you have any questions relative to the upcoming adoption of these standards, please submit them to OneStopPlans@columbus.gov, Subject: CAD Standards.

Sincerely,



Frank D. Williams,
Administrator,
Division of Infrastructure Management
50 W. Gay Street
Columbus, Ohio 43125



Site plan information submitted as a part of all requests for addresses from the Division of Infrastructure Management shall comply with the following requirements.

File Format:

- All CAD files must be submitted as a single .dwg or .dxf (no xrefs) in AutoCAD 2015 or earlier version.
- File names must reference the project/location being addressed.
- Building floorplans should be drawn in the same file as the site plan. Both should be in model space with the same scale.
- Site details must be georeferenced to the proper location using the State Plane Coordinate System. CAD drawings must be in the NAD83 Ohio State Plane South (US Feet) coordinate system. If the project area naturally falls within the 'State Plane North' zone, the coordinates should be converted to State Plane South.
- Submissions shall be individual files not a compressed .zip file format.

Layers: The layers, as applicably described within the following pages, shall be the only layers in the submitted file for each project. Site details must be on the appropriate layer. All blocks should be exploded and any details not related to addressing the project, such as underground utilities or contour lines, shall be removed. Layer names and contents must match the City provided template as defined on pages 4, 5, and 6 herein. Additionally:

- All hatch patterns and dimension annotation shall be removed.
- Purge the drawing so unused items are removed.
- Interior and exterior walls shall be depicted with single lines.
- When applicable, use additional layers to separate floor plans, such as COC_BLD_UNIT_FL1 and COC_BLD_UNIT_TXT_FL1 for the first floor, or COC_BLD_UNIT_FL2 and COC_BLD_UNIT_TXT_FL2 for the second floor.

Please note that the above requirements shall not apply to:

- Single family residential housing on a designated residential subdivision lot.
- Non-occupied structures, e.g. free standing signs, meter pits, etc.

For these types of certified addressing requests, a scaled map containing adequate positional detail for accurate mapping within the City's GIS program by Map Room personnel may be submitted in paper or electronic form, e.g. .pdf.

Delivery:

All CAD files, associated request forms, and other information should be e-mailed to OneStopPlans@columbus.gov. Certified address plats will be e-mailed back to the requestor upon completion.

MULTI-UNIT RESIDENTIAL AND COMMERCIAL
CAD LAYER SUBMISSION REQUIREMENTS

| DIGITAL SUBMISSION CAD LAYERS FOR ADDRESSING | |
|---|--|
| Required Layers: Multi-Address | |
| Layer Name | Drawing Feature |
| 0 | NO SITE DETAILS SHOULD BE ON THIS LAYER [FOR CITY USE ONLY] |
| COC_BLD_ENTR | Building exterior/interior door |
| COC_BLD_FP | Building outline |
| COC_BLD_FP_TXT | Building number |
| COC_BLD_SWALK | Sidewalk |
| COC_BLD_UNIT | Unit space/elevator/stairwell |
| COC_BLD_UNIT_TXT | Unit number/space name |
| COC_DRL_TXT | Text - general |
| COC_JPE_DVBND | Development boundary |
| COC_JPE_PAR_EX | Parcel line - existing |
| COC_JPE_PAR_PR | Parcel line - proposed |
| COC_JPE_PAR_TXT | Auditor parcel number |
| COC_JPE_ROW_EX | Right of Way line - existing |
| COC_JPE_ROW_PR | Right of Way line - proposed |
| COC_MIS_MBOX | Mail box kiosk |
| COC_MIS_TRCAN | Trash compacter |
| COC_ROAD_CLINE_PRIV | Street centerline - private |
| COC_ROAD_CLINE_PUB | Street centerline - public |
| COC_ROAD_CLINE_TXT | Street name |
| COC_ROAD_DRIVE | Drive |
| COC_ROAD_EDGE | Edge of pavement |
| COC_ROAD_PARK | Parking lot |
| COC_UWAT_METER | Water meter |
| COC_UWAT_MPIT | Water meter pit |
| MAP_MIS_SIGN | Entrance/stand-alone sign |

When applicable, use additional layers to separate floor plans, such as COC_BLD_UNIT_FL1 and COC_BLD_UNIT_TXT_FL1 for the first floor, or COC_BLD_UNIT_FL2 and COC_BLD_UNIT_TXT_FL2 for the second floor.

SINGLE ADDRESS
CAD LAYER SUBMISSION REQUIREMENTS

| DIGITAL SUBMISSION CAD LAYERS FOR ADDRESSING | |
|---|--|
| Required Layers: Single Address | |
| Layer Name | Drawing Feature |
| 0 | NO SITE DETAILS SHOULD BE ON THIS LAYER [FOR CITY USE ONLY] |
| COC_BLD_ENTR | Building exterior/interior door |
| COC_BLD_FP | Building outline |
| COC_BLD_SWALK | Sidewalk |
| COC_DRL_TXT | Text - general |
| COC_JPE_DVBND | Development boundary |
| COC_JPE_PAR_EX | Parcel line - existing |
| COC_JPE_PAR_PR | Parcel line - proposed |
| COC_JPE_PAR_TXT | Auditor parcel number |
| COC_JPE_ROW_EX | Right of Way line - existing |
| COC_JPE_ROW_PR | Right of Way line - proposed |
| COC_ROAD_CLINE_TXT | Street name |
| COC_ROAD_DRIVE | Drive |
| COC_ROAD_EDGE | Edge of pavement |
| COC_ROAD_PARK | Parking lot |

SUBDIVISION PLAT
CAD LAYER SUBMISSION REQUIREMENTS

| DIGITAL SUBMISSION CAD LAYERS FOR ADDRESSING | |
|---|--|
| Required Layers: Subdivision | |
| Layer Name | Drawing Feature |
| 0 | <u>NO SITE DETAILS SHOULD BE ON THIS LAYER</u> <u>[FOR CITY USE ONLY]</u> |
| COC_DRL_TXT | Text - general |
| COC_JPE_LOT_EX | Lot line - existing |
| COC_JPE_LOT_PR | Lot line - proposed |
| COC_JPE_LOT_TXT | Lot number |
| COC_JPE_PAR_TXT | Auditor parcel number |
| COC_JPE_ROW_EX | Right of Way line - existing |
| COC_JPE_ROW_PR | Right of Way line - proposed |
| COC_JPE_SUBDV | Subdivision boundary |
| COC_ROAD_CLINE_PRIV | Street centerline - private |
| COC_ROAD_CLINE_PUB | Street centerline - public |
| COC_ROAD_CLINE_TXT | Street name |
| MAP_MIS_SIGN | Entrance/stand-alone sign |