

Digital Submission Requirement

The following requirements apply to the submission of site or subdivision plans that require approval or endorsement by the Planning Board.

Submissions shall be on two Compact Disks or DVD media. An alternative media for the submission of this data may be requested by the applicant and agreed to by the Planning Board prior to approval or endorsement. Acceptable file formats include: AutoCAD *.dwg, AutoCAD *.dxf, or other GIS compatible file format. The files must be identical to the relevant significant features on the printed plan and contain all factual information included on the written plan. Upon project completion a digital submission of the “as-built” plan conforming to the above requirements is required for final release of the performance bond associated with any project.

1. All digital mapping data must be delivered in the Massachusetts State Plane Coordinate system with a horizontal datum of NAD83, units of U.S. survey feet and a vertical datum of NAVD 88. Each plan must include a minimum of one survey-derived (bearings & distances listed) reference to a permanent in-ground feature such as a catch basin, manhole, stone bound, municipal benchmark or other readily identifiable marker. The permanent in-ground feature should appear on the plan in its’ as-built location and include sufficient bearings and distances to be able to locate the feature relative to the property parcel(s). The latitude and longitude of the in-ground feature must be provided with survey grade accuracy (generally accepted to be accuracy of plus or minus one foot).
2. Each feature type must be organized in the CAD or GIS data structure as a separate layer. These may include but are not limited to separate layers for: parcel boundaries, dimensions, buildings, roads, road centerlines, surface water, and wetlands. Multiple features represented in a single CAD layer or GIS file will not be accepted. Any features submitted in the electronic plan must be represented in their entirety in an individual layer. All data shall be topologically clean, meaning that polygons are closed (no overshoots or undershoots) and lines connect at nodes.
3. Documentation of the data format must be provided with a description of the CAD layers and list of the types of features placed in each layer. Submission of multiple files must also include a list of the files and a description of their content.
4. The data submitted must include documentation, the name of the person(s) responsible for preparing the data, contact information, an estimation of the horizontal and vertical accuracy. Also included must be:

Date of submission; Street address of submitted plan; Map and lot of submitted plan; type of lot adjustment (new lot, subdivision, lot line correction, lot combination, easement, other – describe); and Name of engineering firm or survey company providing plan.