

Digital Submission Requirements

The following requirements apply to the submission of ANR plans, Preliminary Subdivision Plans, Definitive Subdivision Plans, and Site Plan Review applications:

One copy of the complete application and all supporting documents must be submitted electronically (email, USB, DVD, or other acceptable media) to the Planning Department. 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.

Project plans must also be submitted in both **.pdf** and **AutoCAD** (.dwg, .dxf, or other GIS compatible file format) and must clearly identify the proposed changes. 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 .pdf and AutoCAD file 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 GRS80 or NAD83 CORS96 (using meters as the units to be consistent with the MassGIS projection system) and a vertical datum of NAVD 88.
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.