

**Detailed Submission Procedures:
City of Columbus Digital Standards
Effective January 3, 2006**

The City of Columbus will be implementing various provisions of its digital submission standards as of January 3, 2006. On that date the various City approval processes referenced within this document shall commence to require digital submission information to supplement the existing paper submission requirements.

With regard to the .DWG submission requirements outlined herein, it is the City's intention to provide a three (3) month implementation period for the purpose of educating developers and their consultants in these requirements. Applicants submitting inaccurate or incomplete information during this implementation period will be advised of those inadequacies and reminded that as of April 3, 2006, the City shall no longer accept inaccurate and/or incomplete submissions. Likewise associated addressing and/or permit applications will not be processed until the application package is in full compliance with the City's digital submission standards and these implementation procedures.

Preliminary Plats

As a part of their preliminary plat application package, the applicant shall provide a Compact Disk (CD) containing the development boundary of their proposed project in .DWG format. Features contained upon this CD shall conform with the City's adopted Digital Submission Standards.

The Zoning Clearance Reviewer shall then label this CD with the Building Development Services' (BDS) ADS identification code and forward the CD to the City's Map Room for standards compliance review and coordination with the City's Geographic Information System (GIS) staff.

At that time the City shall see that this information is inserted within the City's GIS and made available for geographic cross-reference purposes on an Internet application currently under development by the City.

Following City approval of the preliminary plat, BDS shall forward a copy of the approved preliminary plat to the Transportation Division. The Map Room shall then confirm that boundary and title information are accurate within the City's GIS and scan said preliminary plat for Citywide viewing access. Scanning shall include associated zoning text information.

Final Plats

As a part of their final plat application package, applicants shall include a Compact Disk (CD) containing the development boundary of their proposed project in .DWG format.

Features contained upon this CD shall conform with the City's adopted Digital Submission Standards.

The Zoning Clearance Reviewer shall then label this CD with the Building Development Services' ADS identification code and return it to the applicant for delivery to the Transportation Division along with the necessary paper copies. At Transportation it shall be forwarded to the Map Room for standards compliance review and coordination with the City's Geographic Information System (GIS) staff.

At that time the City shall see that this information is inserted within the City's GIS and made available for geographic cross-reference purposes on an Internet application currently under development by the City.

The applicant shall concurrently submit in .DWG format to the City's Map Room all final plat features for the purpose of initiating the Certified Addressing application process. This submission shall include all plat features in base map, as opposed to plan sheet format. This submission may be submitted via Email to ecgis@columbus.gov or delivered directly to the Map Room on CD. All .DWG format features shall be prepared in conformance with the City's adopted Digital Submission Standards.

Following City approval of the final plat, the Map Room shall confirm that all information previously submitted in is agreement with the final plat as signed and arrange or perform any corrections necessary to the City's GIS or associated address plats. After the final plat has been recorded at the County Recorder's Office and new parcel numbers assigned by the County Auditor, Transportation shall scan the final plat for Citywide viewing access and release the address plat for building permit purposes.

All Routed Commercial Plans

Prior to submitting commercial site plans that will be routed for citywide review, the applicant shall first obtain certified addressing for their project. To obtain certified addressing the applicant shall first submit in .DWG format to the City's Map Room all commercial site plan features. This submission shall include all site plan features in base map, as opposed to plan sheet format. This submission may be submitted via Email to ecgis@columbus.gov or delivered directly to the Map Room on CD. All .DWG format features shall be prepared in conformance with the City's adopted Digital Submission Standards.

After having obtained certified addressing, application for commercial plan review and approval may be made at the Building Development Services' (BDS), 757 Carolyn Avenue. BDS plan routing staff shall then advise the Map Room of the ADS code assigned.

The Map Room shall then coordinate with the City's Geographic Information System (GIS) staff to see that the development boundary is inserted within the City's GIS for Internet development tracking application use.

Following City approval of the commercial plan, BDS shall forward a copy of the approved commercial site plan to the Transportation Division. The Map Room shall then confirm that boundary and title information are accurate within the City's GIS and then scan said commercial site plan for Citywide viewing access. Scanning shall include associated zoning text information.

Drawer D and E Plans

After a roadway improvement plan, i.e. Drawer D or E Plan, has been approved and signed by the City, the consultant shall submit in .DWG format to the City's Map Room all roadway improvement plan features. This submission shall include all roadway plan features in base map, as opposed to plan sheet format. This submission shall be submitted to the Map Room on CD. All .DWG format features shall be prepared in conformance with the City's adopted Digital Submission Standards.

The Transportation shall continue to scan a copy of the final signed roadway plans for citywide viewing access.

Commercial Plans including Place of Assembly

We are reviewing details of requirements for any new or rehabilitation Commercial plans that deal with a place of assembly as defined by the OBC. We are considering a request that scanned images of all building and site plan pages, as reviewed, be submitted.

Rezoning, Council variance and BZA variance applications

For all rezoning, Council variance and BZA variance applications submitted to the Public Hearings Group at Carolyn Avenue, a digital submission is required showing the project area and any subparcel zoning. If the rezoning or variance can be described by one or more parcel numbers, a list of the parcels will suffice. If additional detail is required, a .DWG file will need to be submitted.

Utilities Plans

For all CC Plans, current standards applied by Sewers and Drains will be used.

General Comments and Electronic Copy Availability

Copies of the Digital Submission Standard and the AutoCAD template .DWGs can be downloaded from:

http://gis.columbus.gov/data_download/DigitalSubmissionStandards2005.zip

A detailed listing of the planimetric layers is available and can be referenced in the CAD template.

All information being required will help with maintenance of the address, building and centerline layers in the citywide GIS, existing DOSD systems, and/or GIS applications analyzing development patterns. Scanned documents will be available at the very least on the intranet and may be available on the Internet.

In the CAD submission, there will need to be a boundary line or polygon of the development area. This boundary line will be exported to ArcGIS and be used to help create an interactive web site that tracks development projects in Columbus. Although the site is still under development, it is hoped that it will enable developers to search for their projects by project name and extract status reports from the One Stop Shop without accessing Velocity Hall. If additional information is needed, the report would have the permit number for easy searching in Velocity Hall.

It is the city's intention to offer to share the planimetric line work with various county auditors to help with updates of their base maps. Representatives of the Franklin County Auditor's office have indicated that this would be of assistance.