

Engineering File Submission Guidelines

Paving and Drainage

Effective September 9, 2011



CITY OF DALLAS

The following are guidelines for submitting electronic drafting files of paving and drainage engineering plans. These guidelines have been prepared as a result of the City's prior experience with digital file submissions and through consultations with others. The City will incorporate submittals of digital information into its Geographical Information System (GIS) base mapping. Significant consideration and effort has been put into working with consultants submitting the files to derive workable solutions that do not place an undue burden on the development community.

1. Media

- a. Submittals must be on a single Compact Disc, "Write Once" (CD-R) media. The CD-R must be "closed" (formatted for use on any computer and write protected so that no additional data can be added). *Note: The requirement for CD-R media is driven by the need to maintain an archival record of the actual file submitted in a means which CANNOT be modified.*
- b. The CD-R shall have written in ink on the label side the name of the consultant company submitting the plans, the City Block number, the subdivision name of the plat, and the City Plan File number. Appropriate reference should also be made to the correct 311T and/or 421Q drawing number.

2. Digital Drawing File Information

- a. The CD-R shall contain an electronic copy of the digital drawing file in the following AutoCAD or MicroStation formats. DXF, DWG, DGN (DWG or DGN are preferred). A compressed and self-extracting file type (.ZIP) of these is acceptable.
- b. In order to assure compatibility, all digital drawing submissions shall be in a format that is readable by current City GIS software release less two iterations or versions (i.e. AutoCAD 2000 as opposed to AutoCAD 2004).
- c. All digital drawing files must be projected to the North American Datum 1983 (NAD 83), Texas State Plane, North Central FIPS 4202, Feet coordinate system, and must not be scaled up to surface projection values.
- d. All digital drawing files must be "stand-alone" without the necessity of attaching Reference or X-Ref files, or modifying levels and layers.
- e. The CD-R shall also contain a copy of the "Word", "Word Perfect", or other text file format of the transmittal letter accompanying the submittal. MS "Word" is the preferred document software.
- f. *Note: In addition, PDF or other raster format files are also required. They will not be accepted in lieu of the aforementioned digital drawing files.*

3. Layer Designation

- a. At a minimum, the enclosed information and naming conventions must be utilized for digital drawing files of engineering plans that are submitted for approval.
- b. Additional layer descriptions and information are acceptable and encouraged as long as the minimums are met.

4. Submittals

- a. The original, unmodified CD-R will be filed with the Engineering Division for Current Developmental Services, located in the Oak Cliff Municipal Center.
- b. Multiple submittals on a single CD-R will not be accepted.

Attachment I, File 311T-000

**Engineering File Submission Guidelines****Paving and Drainage (continued)**

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Data	Layer Name
Streets, Alleys, Parking – Existing	PAVED_EXST
Streets, Alleys, Parking – New	PAVED
Streets, Alleys, Parking – Annotation	PAVED_ANNO
Sidewalks, Walkways – Existing	SIDEWALK_EXST
Sidewalks, Walkways – New	SIDEWALK
Sidewalks, Walkways – Annotation	SIDEWALK_ANNO
Curb Lines, New	CURB
Curb Lines, Annotation	CURB_ANNO
Driveways, Existing Area	DRIVEWAY_EXST
Driveways, New Area	DRIVEWAY
Driveways, Annotation	DRIVEWAY_ANNO
Storm Water Pipe, Existing	SW_PIPE_EXST
Storm Water Pipe, New	SW_PIPE
Storm Water Pipe, Annotation	SW_PIPE_ANNO
Manholes, Storm Water, Existing	SW_MHOLE_EXST
Manholes, Storm Water, New	SW_MHOLE
Manholes, Storm Water, Annotation	SW_MHOLE_ANNO
Storm Water Inlets, Existing	SW_INLET_EXST
Storm Water Inlets, New	SW_INLET
Storm Water Inlets, Annotation	SW_INLET_ANNO
Storm Water Outfalls, Existing	SW_OUTFALL_EXST
Storm Water Outfalls, New	SW_OUTFALL
Storm Water Outfalls, Annotation	SW_OUTFALL_ANNO
Grading Line Work	GRADE
Grading Annotation	GRADE_ANNO
Drainage Area	DRAINAGE
Drainage Annotation	DRAIN_ANNO
Topography	TOPO
Topography Annotation	TOPO_ANNO
Erosion Control	EROSION
Erosion Control Annotation	EROSION_ANNO
GPS Monuments or Ties	GPS

Attachment I, File 311T-0000