

## Standards for electronic files and converting them-to GWD

1. All submitted electronic files should be in a .DWG format. (PREFERABLY THE CIVIL DRAWING) **The drawings need to be saved back to AutoCAD 2007, or AutoCAD 2000, before submitting.**
2. The submitted electronic file should be Geo-referenced. Instead of basing the data on a 000 (X,Y,Z) origin point, the data should use real world coordinates, **NAD 1983 HARN UTM ZONE 18N for Maryland and NAD 1983 HARN UTM ZONE 19 for the District of Columbia.**
3. **The customer is required to state what NAD system they are using. (NAD 83 State Plane, NAD 27, Etc..) when they submit the file.**
4. In order to facilitate conversion of submitted files to GIS, organize similar Features into thematic or logical layers as follows:
  - Annotation
  - Bridges/Tunnels
  - Buildings
  - Driveways
  - Easements
  - Edge of pavement (E.O.P.)
  - Foreign Utilities
    - Water
    - Sewer
    - Gas
    - Telecommunication
    - Storm Drain
    - Other
  - Hydrology (lakes, rivers, streams)
  - Parcels
  - Right of way lines
  - Street center lines
  - Any thing else
4. Make sure there are no arcs.
5. All arcs should be converted to line-strings.
6. “Drop B-Spline Curve” tool (can be found in “Modify Curves” tool bar) shall be used to drop arcs into line-strings.
7. Also the key-in “Drop Curve” can be used.
8. Make sure there are no B-Spline curves. Same tool “Drop B-Spline Curve” shall be used to drop them into line-strings.

**Attach a document listing the corresponding CAD attribute codes with the drawing file.**

**In addition submit a .JPEG of the actual site plan, along with the electronic file.**

**K.P.W.  
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