

## **Digital Submission Requirements - Adopted January 12, 2005**

### **Subdivision (2.06) & Site Plan Regulations (2.05):**

#### **2.05/6 FORMAL APPLICATION SUBMISSIONS AND PROCEDURES:**

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- n. **Board Signature:** Prior to obtaining Board signature, the Applicant shall submit two (2) complete paper print plan sets and supporting documents as required in Section 4.19 with a letter explaining how the Applicant addressed the conditions of approval. This shall include final and complete reports for all items submitted during review for the Town of Londonderry's file. The Chairman and Secretary of the Board shall endorse a reproducible mylar, and four (4) paper copies of the approved plan(s) meeting the conditions of approval upon receipt of an executed bond for all improvements, excluding buildings. The Planning Department shall retain a reproducible and four (4) paper copies with supporting documents for Town of Londonderry records.

In addition, complete electronic files of all of the drawings in the plan set shall be provided for the Town of Londonderry's records, **in accordance with the following:**

1. **All submitted plans shall also be submitted to the GIS Manager in .dxf (Drawing Exchange File) format, AutoCAD drawing (.dwg) format, ESRI Geodatabase format (.mdb), ESRI Export file format (.E00), or ArcView Shapefile format (.shp).**
2. **Where digital files are not projected in NH State Plane feet, NAD83, the applicant shall submit a brief explanation of how the coordinate system was established if it is not indicated on the submitted plans.**
3. **All digital Files shall be submitted on a CD-ROM or 3.5" floppy disk (note that files compressed and spanned with multiple floppy disks will not be accepted). Arrangements may be made to send digital data via FTP, email, or on other media on a case-by-case basis by approval of the GIS Manager;**
4. **If submitted via disk the following information shall be labeled on the disk: file name; property owner name; parcel identification number (tax map and lot number); and name of submitting consultant;**
5. **Horizontal control points shall have an adjusted accuracy of 1:10,000 (Third Order, Class I);**
6. **Entities and their data layer properties shall correspond to the following:**
  - i. **Property lines entities shall be created on a "Lot Line" layer.**
  - ii. **Parking lots shall be created on a "Plot" layer.**
  - iii. **Driveways shall be created on a "Driveway" layer.**
  - iv. **Building outlines shall be created on a "Structure" layer.**
  - v. **Distance and bearing annotation shall be created on a "Dimtxt" layer.**
  - vi. **The digital file shall have a layer named "NHSPCS". NH State Plane NAD83 referenced points and the easting, northing and vertical descriptions of at least 2 referenced points shall be annotated on this layer.**
7. **All lines representing property lines shall consist of continuous line work snapped to endpoints. Stonewall representations, unless created using a line type will not be accepted.**