
APPENDIX A

SUBDIVISION REGULATIONS
GIS MAPPING STANDARDS/DIGITAL FORMAT
VERSAILLES - MIDWAY - WOODFORD COUNTY PLANNING COMMISSION

Introduction

The Versailles-Midway-Woodford County Planning Commission (V-M-WCPC) requires that all subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts be submitted in digital format. This requirement is in addition to the existing hardcopy submission requirements. The intent of this document is to enable the required hardcopy and digital submission to be produced from the same digital data without significant modification.

In order for the GIS to be fully utilized by the Versailles-Midway-Woodford County Planning Commission and other agencies, it must be as current as possible. The hardcopy will continue to be the official document.

Adoption of the GIS Mapping Standards/Digital Format

Requirements for all subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts will be submitted to the V-M-WCPC in digital format by surveyor/registered civil engineer in accordance with the following details:

- I. Purpose : The purpose of this document is to outline the minimum content and format required for all subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts.
- II. Format Requirements: The format for digital submission of all subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts is *.DXF, *.DWG, *.DGN or in ESRI format (shape file or file Geodatabase).
- III. Ties to Horizontal Control
 - A. The surveyor or engineer is required to show ties made to control monuments in accordance with the Subdivision Regulations. Coordinates published by the V-M-WCPC for these control monuments shall be shown on the hardcopy and the digital file
 - B. Points used to establish the **boundaries** of all subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts shall be tied into the Kentucky State Plane Coordinate System, North Zone or Single Zone, NAD 83 in US survey feet. The coordinates of at least two points shall be shown and labeled, preferably, on opposite sides of the subdivision.
 - C. The basis of the bearings shown for all subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts shall be indicated
 - D. If the boundaries of the subdivision plats, preliminary development plans, subdivision construction plans and subdivision construction plan as-builts are presently tied to the Kentucky State Plane Coordinate System, North Zone or Single Zone, NAD 83, in US survey feet, the requirements of section III, paragraph B, shall

be waived, with the stipulation that the surveyor or engineer be required to show existing monumentation.

IV. Data Layering and Submission Requirements

The following outlines desired layers: Boundary Lines, Boundary text, survey calls, etc., Street centerlines, Existing easements, Existing contours, Existing contours text, Floodplain, Floodplain text, Lot lines, Lot numbers, Monument icon, Monument description, New easements, New easement descriptions, Proposed contours, Street right-of-way, Building setback line, Starting point, Street name text, Appropriate title, Proposed stream relocation, Stream text, Proposed retention basin, Proposed detention basin, Storm pipes and culverts, Culvert and pipe text, Manholes and junction boxes, Manhole and junction box text, Headwalls, Headwall text, Sanitary sewer pipe, Sanitary sewer pipe text, Sanitary sewer manhole, Sanitary sewer manhole text, Address numbers, Sanitary sewer lift station, Sanitary sewer lift station text, Water line, Water line text, Water valve, Water valve text, Fire hydrants, Blow-offs, Blow-offs text.

- A. All other data not required or desired by the V-M-WCPC and therefore, not indicated in the preceding table, should be transmitted as a separate data element or on other layers.
- B. In cases where a linear element between two points applies to more than one feature (i.e. a boundary line and lot line may be coincidental), this data may, at the submitter's discretion, be submitted as one graphical element. If such is the case, the following hierarchy must be utilized to determine the appropriate layer for the graphics data.
 - 1. Boundary
 - 2. Right-of-way
 - 3. Lot line

V. File Naming Convention

Filenames shall be appropriately assigned based on the alphanumeric plan number assigned by the Planning Commission office. Filename extension should include: **.DXF**, **.DWG**, **.DGN**, **SHP**, or **GDB**

VI. Media Requirements

The following methods of data transfer are considered acceptable for digital submission of subdivision plans:

- 1. Email
- 2. Cloud-base server provider

VII. Data Integrity Requirements

Measurements shall comply with the standards of practice for professional land surveyors in Kentucky.

VIII. Review of Digital Data

- A. All digital data will be reviewed for the following criteria:
 - 1. Verification that digital and hardcopy maps are consistent
 - 2. Correct geographical position (i.e. correct coordinate values for final submissions)
- B. The licensed Surveyor/Registered Civil Engineer shall be responsible for correcting any errors and resubmitting the correct digital file prior to approval by the V-M-WCPC.

Exceptions

I. Instances of Minor plats

The following exceptions pertain to particular instances of minor plats. In order to qualify as exceptions the minor plats **must be consolidations or amendments to previously existing recorded plats in which digital submissions were not required.**

- A. Consolidation Plat
 - 1. A subdivision providing for the transfer of land between adjacent property owners and not involving the creation of any new lots or building sites and which shall neither create any new non-conforming lots nor create any additional non-conformity.
 - 2. A subdivision in which no more than five (5) lots of record are consolidated to create a lesser number of parcels and involve no new public improvements.
- B. Minor Amendments to recorded Final Plats
 - 1. A subdivision where there is a need to make technical revisions to a recorded Final Plat of an engineering or drafting nature or similar small discrepancy, but not including the altering of any property lines or public improvement requirements.
 - 2. A subdivision involving amendments to a recorded Final Plat for the purpose of release or modification of existing utilities and drainage easements and/or the addition of new utility and drainage easements.