

TOWN OF ENFIELD
LEGAL NOTICE

THE FOLLOWING an **ORDINANCE** entitled **GEOGRAPHIC INFORMATION SYSTEMS ELECTRONIC SUBMITTALS** was adopted by the Enfield Town Council at a Regular Meeting held on the 7th day of April, 2008 pursuant to Chapter III Section 6 of the Enfield Town Charter. Said ordinance shall become effective on the 7th day of May, 2008, that day being the thirtieth day following final passage.

Town of Enfield, CT
Geographic Information Systems
Electronic Submittals

Purpose

The purpose of this document is to establish requirements for submitters whenever geographic data is required by the Town in a digital format.

Scope

It is the intention of the Town of Enfield to receive GIS data in the format requested. The format of the data refers to the coordinate systems, file format and geographic alignment with the Town's current data.

Policy

The developer/owners of projects receiving land use approval within the Town of Enfield are required to submit plans in an electronic format to the Planning Department. Final as-builts are also required in electronic format for incorporation into the Town's GIS system.

Formatting and Fee Requirements for Electronic Submittals

The developer/owner shall submit a deposit of \$50 per each 24"x36" plan and \$25 for each 18"x24" or smaller plan. If the file has not been properly geographically referenced, then the deposit will be used by the Town for such a conversion. If the file is successfully submitted, then the fee will be refunded to the developer/owner.

The submittal should be formatted accordingly:

- The DXF files submitted to the Town shall contain separate and distinct layers designated as DXF-LAYERS in the DXF file format for each of the Feature Groups or Layers designated by the Town. This file shall include all layers and graphic elements included in the submitted paper document (geography, text, legend, scale, labels, etc.).
- The coordinate information contained in the digital drawings or record plans shall be delivered in the Connecticut State Plane coordinate system using the NAD83 horizontal datum and NAVD88 vertical datum using US Survey feet as units. These data shall be produced in real coordinate space with an insertion point of (0,0).
- The completed drawing file shall contain text in standard fonts that can be read without third-party software.
- All drawings should also be submitted in PDF format.

Fee for Digital Conversion of Data

In the event that the developer/owner is unable to provide a digital submission to the Town at the time of final permit approval a charge of \$50 per each 24"x36" plan and \$25 for each 18"x24" or smaller plan will be applied to the submitter's permit fees for conversion costs.

As-built Electronic Submittals

Upon completion of the project, the developer shall also submit the as-built/record drawings in electronic form to the Planning and Public Works Departments as appropriate. These plans shall be in conformance with the Town of Enfield Public Improvement Standards. A refundable fee will be required with the as-builts.

Ordinance Serial #08-2

Proposed By: By Request
Approved By: Matthew W. Coppler, Town Manager
Reviewed By: Kevin M. Dineen, Town Attorney

Proposal Introduced to Council:	March	17, 2008
Date for Public Hearing Set:	March	17, 2008
Proposed Ordinance Posted:	March	18, 2008
Newspaper Warning:	March	28, 2008
Council Holds Public Hearing:	April	7, 2008
Date of Final Passage:	April	7, 2008
Notice of Ordinance Published:	April	12, 2008
Effective Date:	May	7, 2008

Suzanne F. Olechnicki, Town Clerk
Dated April 10, 2008

PUBLICATION DATE: Saturday 12, 2008