

CARROLL COUNTY DIGITAL SUBMISSION REQUIREMENTS

Introduction - The Carroll County Digital Submission Requirements will leverage the increasing use of digital mapping in public and private organizations to facilitate the efficient development of more accurate digital data layers. The layers currently maintained with this data include parcels, subdivisions, forest conservation easements, floodplain easements, water resource easements, and utility easements.

The digital submission will increase operating efficiencies and reduce any duplication of effort. Furthermore, the intent of this requirement is to:

1. Enable the digital data to be produced from the working file without significant modifications.
2. Supply the County with digital parcel and site development layers.
3. Provide flexible and minimum requirements for the submission of digital data.
4. Be consistent with the coordinate geometry (COGO) parcel updates and maintenance procedures currently being implemented in Carroll County.

These Digital Submission Requirements apply specifically to final plats submitted to the Department of Land and Resource Management / Bureau of Development Review.

Requirements for digital submissions – Must submit the final plat(s) as a **pdf and the associated line work as CAD or GIS file**. In addition to the hardcopy plat being submitted as part of the recordation process; the surveyor or engineer must provide a pdf of the final plat(s) and a digital version that meets the following requirements.

1. Acceptable Data Formats are:
 - a) ESRI Shapefile
 - b) ESRI Geodatabase
 - c) DXF (AutoCAD Drawing Exchange Format)
 - d) DWG (CAD drawing file)

Note: Contact the Department if you can't export or save to these formats for other alternatives.

2. Data will be accepted on a CD-ROM disk, DVD-ROM disk or can be emailed to **LandResMgmtGIS@carrollcountymd.gov**. Include the pdf and CAD or GIS file on the same CD, DVD, or email submission. The use of alternate storage media must be approved by the County.

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3. The file name should contain the name of the project, phase of project, and the date of submission. i.e. EstateAcres_PhaseI_10_23_2020.dwg
4. All drawing elements must be submitted referencing the Maryland State Plane Coordinate System and utilize the North American Datum of 1983 (2011) for horizontal control and be measured in US Feet.
5. All line features must include descriptive attributes to identify them as parcel boundaries, lot lines, ROW's, specific easement type, and centerlines.
6. To expedite the conversion of CAD data into the County's GIS, the following requirements must be met:
 - a) Lines only (no points or polygons). Line features for parcel boundary, lot boundaries, ROW's, and any easements (forest conservation, water resource, floodplain, and utility) shown on the final plat(s). All lines should be solid, continuous, and snapped at intersections.
 - b) Do not include title boxes, location maps, working lines, or paper space.
 - c) Only 1 file per project/phase should be submitted; not multiple pages (applies to CAD/GIS files but not the pdf requirement).
 - d) Limit annotation to only include lot numbers, new streets, and building numbers.

Contact Information: Carroll County Department of Land & Resource Management/GIS Division

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