



# Forsyth County GIS Department

## As-Built Checklist

### Digital Data Submissions (DDS)



Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Ticket Number: \_\_\_\_\_

ePlan:        Y    or    N

ePlan Ref #: \_\_\_\_\_

Complete documentation of the Digital Submission process, as well as supporting examples and templates are available on the Forsyth County website at:

<http://www.forsythco.com/Departments-Offices/Geographic-Information-Services/Digital-Data-Submission>

**Notice:** You must have approval from all departments (except Planning & Development) before the GIS Department can review and approve your plans.

This checklist is issued to request digital data. Please review it and make sure you understand all components and requirements of the Digital Data Submission

### Requirements for your Digital Submission:

- **A .PDF File** of the submitted paper plan must accompany your submission (ePlan submissions are exempt).
  - File name for the .PDF should correspond exactly to the project name.
  - The file name should contain the drawing revision date (in YYMMDD format) as part of the name. There should be no spaces in the name, only underscores. Example: April 8, 2017 submission for the phase 3D of the Fieldstone Enclave is: **170408\_Fieldstone\_Enclave\_3D.pdf**
  
- **A CAD drawing** of the submitted As-Built must be submitted in **.dxf** or **.dwg** file format.
  - File name for the .PDF should correspond exactly to the subdivision or project name and should be consistent from one version to the next.
    - The file name should contain the drawing revision date (in YYMMDD format) as part of the name. There should be no spaces in the name, only underscores. Example: the April 8, 2017 submission for phase 3D of the Fieldstone Enclave is: **170408\_Fieldstone\_Enclave\_3D.dwg**
  - All drawing elements shall be submitted referencing Georgia West State Plane Coordinates, and utilize the North American Datum of 1983 (NAD83) for horizontal control and be measured in US Survey Feet. Vertical control will reference the North American Vertical Datum of 1988 (NAD88).        **Note: NAD83 GA State Plane West FIPS 1002**

- Your CAD file layers must be in accordance with our Graphic File Layout Specifications in Appendix A of the Forsyth County Digital Submissions Standards. An example of how each CAD layer should be named is the property line for the project, labeled as **PROPERTY\_LINE**. No additional spaces should be present and use of an underscore is necessary. **The correct spelling is essential**. Please refer to the Forsyth County Metadata File for CAD layer naming.
- The completed file must be in model space, not in paper space.
- The Forsyth County **Metadata File** must be completed and submitted with the drawing.
  - The metadata file should have all contact and project information complete in the top portion.
  - The bottom portion of the metadata file lists all layers accepted. You must mark which layers are included in your submission. You can do this by simply placing an “X” or “YES” beside the data layers you are submitting.
  - Metadata file should be named: METADATA\_TEMPLATE.TXT or METADATA\_TEMPLATE.DOCX.
- **Tables** for Sewer and Storm Water information should be submitted in spreadsheet (.xlsx) or text (.csv) format (spreadsheet is preferred). They will include all information indicated in Appendix C of the Forsyth County Digital Submissions Standards.
  - Numbers will not include commas. Example: One thousand should be 1000, not 1,000.
  - Name of Spreadsheets MUST BE: SewerLine.xlsx, and StormLine.xlsx; or SewerLine.csv, and StormLine.csv.
  - Template versions of these documents are available on the GIS Departmental web page.

**Email all project files to: [GISPlanReview@forsythco.com](mailto:GISPlanReview@forsythco.com)**

**Contact Information:**

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**Phone:** 770-781-2108

**Fax:** 678-513-5890