

Standards and Procedures for Digital Submittals for Final Plats and Record Drawings

Ordinance No. 026170 was approved by Council on March 3, 2005 and became effective March 14, 2005.

This summary is intended to provide an overview of Ordinance No. 026170. The more detailed provisions can be read on the attached copy of the Ordinance.

The provisions of this Ordinance will be implemented effective July 5, 2005.

Sec. 14-1000. Technical procedures for submission of digital data for Geographic Information System.

The Ordinance defines standards and procedures for digital submittal of final plats for recordation and record drawings for City construction projects and public improvements constructed as part of platting.

Sec. 14-1101. Purpose of Geographic Information System.

The City's Geographic Information System (GIS) has been established to:

- (1) Integrate subdivision plats to be recorded, and final development/construction (record) drawings into a comprehensive GIS for the City.
- (2) Streamline and modernize the means by which development proposals are evaluated, modified and approved by local officials.
- (3) Increase the accuracy and quality of spatial information available to planners, developers, engineers, and the public.

Sec. 14-1002. Definitions.

Specific terms were defined for purposes of this Ordinance.

Sec. 14-1003. Relationship to other submittal requirements.

These provisions are in addition to and do not supplant any other requirements imposed by other codes, ordinances, rules, specifications, or contracts issued by the City.

Sec. 14-1004. Spatial Reference System.

Documents subject to this ordinance must meet specific survey controls for horizontal and vertical positions.

Sec. 14-1005. Geodetic Control.

All submittals must tie to the NGS and/or a minimum of two (2) points that are part of the City's established horizontal control network.

Sec. 14-1006. Topological Integrity.

Submittals are required to be topologically correct.

Sec. 14-1007. Required medium and labeling.

All digital data must be submitted on a compact disc (CD).

Each CD must be labeled with specific information.

Each CD must be accompanied with specific information on entity that prepared and submitted to all for follow up technical questions.

Sec. 14-1108. File Format.

All digital submittals must be in one of the following electronic file formats:

- (1) ESRI GeoDatabase (personal GeoDatabase).
- (2) ESRI Shape File.
- (3) AutoCad DWG or DXF formats for plats to be recorded and record drawings.
- (4) Plats and plans for public improvements submitted for review and comment may be submitted in PDF format at the option of the submitter. The submission shall be accompanied by one (1) paper copy.

Sec. 14-1109. Submittal Procedures.

The submitter must prepare a plat or construction drawing compatible with the standards described in this ordinance.

(c) Plats.

- (1) Upon submission of a final plat for recordation, a developer shall submit the final plat on a CD to the Department of Development Services.

(2) In addition to submittal in DWG or DXF, a separate submittal in PDF format is required.

(d) Final Construction Record Drawings. Prior to the submission of the certificate of completion for public infrastructure, the developer shall submit the required record drawings on a CD to the Department of Development Services.

Sec. 14-1110. Review Procedures

This section identifies the review procedures for plats and record drawings.

Sec. 14-1111. Exceptions authorized for drawings.

The Director of Development Services is authorized to grant exceptions to the requirements that city construction drawings and record drawings be submitted to the City in a digital format when the requirement would substantially increase the costs of a project to the City.

Sec. 14-1112. Availability of City's GIS Data.

The City will make digital copies of its GIS data available at no costs to planner, developers, engineers, contractors and others who are required to submit digital data under this Ordinance to the City and does not apply to consultants that are granted exemptions to this requirement.

AN ORDINANCE

AMENDING CHAPTER 14, DEVELOPMENT SERVICES, CODE OF ORDINANCES, CITY OF CORPUS CHRISTI, RELATING TO SUBMISSION OF DIGITAL DATA FOR THE CITY'S GEOGRAPHIC INFORMATION SYSTEM, AS AMENDED; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERANCE; AND PROVIDING FOR PUBLICATION.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CORPUS CHRISTI, TEXAS:

SECTION 1. Article XI, Chapter 14, Code of Ordinances is revised to read as follows:

"ARTICLE XI. CITY GEOGRAPHIC INFORMATION SYSTEM

"Sec. 14-1100. Technical procedures for submission of digital data for Geographic Information System. This article defines standards and procedures for digital submittal of preliminary and final plats for recordation and final construction and record drawings for City construction, street, and utility projects, and public improvements constructed as a part of platting.

"Sec. 14-1101. Purpose of Geographic Information System. The City's Geographic Information System (GIS) has been established to:

"(1) Integrate subdivision plats to be recorded, and final development/ construction (record) drawings into a comprehensive GIS for the City.

"(2) Streamline and modernize the means by which development proposals are evaluated, modified, and approved by local officials

"(3) Increase the accuracy and quality of spatial information available to planners, developers, engineers, and the public.

"Sec. 14-1102. Definitions. As used in this article, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

Attribute means a field in a feature class table containing information about the geographic object. For example, an attribute for a parcel is the parcel's Tax ID. The Tax ID attribute holds the Tax ID information. An Owner attribute would hold information about the owner.

Feature means an individual geographic feature record in the database, such as a single parcel, single street, single easement, etc.

Feature class means a collection of features of a specific type. For example the parcel feature class is a spatially enabled database table that contains all the parcel records and their attributes.

Grid coordinates means coordinates of a grid coordinate system to which numbers and letters are assigned for use in designating a point of a gridded map, photograph, or chart.

Plat for recording means the final plat approved by the Director of Development Services or designee to be recorded in the Nueces County Map Records.

Populate means entering the data into a predefined set of attributes for each feature class in the database that have been designated by the City. When new data is created, each new feature will have an empty set of related attributes. Some of these attributes may remain empty if there is no information to fill in each attribute. However, some of the attributes will be filled in. The filling in of these attributes is also termed "populating" the attribute information.

Record drawing means the final drawings that graphically describe the final conditions of construction that includes dimensional control locating all construction components and improvements.

Spatially enabled means that each record has a geographic component and can be plotted on the map.

Surface coordinates means coordinates of a grid system where the longitude is a measure of the angle between two planes measured in in degrees, grads, radians, minutes of arc, seconds of arc, and other units of angular measure.

"Sec. 14-1103. Relationship to other submittal requirements. The technical standards and procedure in this article are in addition to and do not supplant any other requirements imposed by the Code of Ordinances, Platting Ordinance, Zoning Ordinance, Technical Construction Codes, rules, regulations, construction or utility standards or specifications, or contracts issued by the City.

"Sec. 14-1104. Spatial Reference System.

"(a) ~~Plats and construction drawings~~Documents subject to this ordinance must tie to the NGS and/or a minimum of 2 (two) points that are part of the City's established horizontal Control Network. ~~must be based on the 1983 North American Datum, 1993 Adjustment, Texas State Plane Coordinate System Zone 4205.~~

"(b) Horizontal positions must be expressed in US Survey feet.

"(c) Exceptions to the coordinate basis may be granted by the Director of Engineering Services for construction plans that portray locations outside the limits of Zone 4205.

"(d) Elevations must be expressed relative to NGVD 1988, the National Geodetic Vertical Datum of 1988, which is the datum used in all official elevation records for the Corpus Christi area.

~~"(e) All plats and construction drawings must include documentation of relative and absolute accuracy.~~

~~"(f) All plats and subdivisions must close at or better than 1:10,000.~~

"Sec. 14-1105. Geodetic Control. As a condition of approval, all final plats and final construction (record) drawings must tie to the NGS and/or a minimum of 2 (two) points that are part of the City's established horizontal Control Network. All submittals must conform to these datum criteria.

"Sec. 14-1106. Topological Integrity. As a condition of approval, all plats and construction drawings Documents subject to this ordinance must be topologically correct. This requirement includes, but is not limited to, the following:

"(1) All polygons must close without overlaps.

"(2) All linear features must be snapped at their endpoints.

"(3) All point features that participate in networks must be snapped to the linear networks.

"Sec. 14-1107. Required content.

~~"(a) The digital submittal must include only those types of features that are built, or will be built, as part of the development or project represented by the drawings. The submittal must include only those map features that are included in the City's GIS. The map features must be separated into classes identical to the feature classes listed in the City's GIS procedures manual. The features must be populated with all the fields listed in the City's GIS policy statement. Attribute data will be populated as follows:~~

~~"(1) For plats, populate attributes as indicated in the digital GIS features and attributes section of the City's GIS procedures manual.~~

~~"(2) For construction drawings and "as-builts," populate attributes according to contract specifications or, if contract specifications do not address the GIS-compatible submittal, populate drawings according to the plat requirements indicated in the GIS features and attributes section of the City's GIS procedures manual.~~

~~"(b) Submitters are not required to research and populate attribute data on any existing base map features or infrastructure that are not part of the development or project represented by the submitted drawings.~~

~~"(c) The GIS features and attributes section of the City's GIS procedures manual contains a complete list of the City's GIS features and attribute fields.~~

"Sec. 14-1107. Required medium and labeling.

"(a) All digital data must be submitted on a compact disc (CD).

"(b) Each compact disc must be labeled with the following information:

"(1) For plat:

"a. The plat number assigned by the Nueces County Appraisal District.

"b. The name of the subdivision.

"(2) For construction (record) record drawings:

"a. The City project number, contract number, or

"b. The City project name for city contracts.

"c. The subdivision name for public improvements constructed as a requirement of platting.

"(c) All compact disc must be submitted with a document that contains:

"(1) Name and telephone number of the entity that submitted the disc.

"(2) Name and telephone number of contact person for the consultant for technical questions about the digital file.

"Sec. 14-1108. File Format. All digital submissions must be in one of the following electronic file formats:

"(1) ESRI GeoDatabase (personal GeoDatabase).

"(2) ESRI Shape File.

"(3) Autocad DWG or DXF formats for plats to be recorded and record drawings.

"(4) ~~As an option, in lieu of paper copies for review and comment, Plats and plans for public improvements submitted for review and comment may be submitted in PDF format at the option of the submitter. The submission shall be a PDF file accompanied by one (1) paper copy for review and comment.~~

"Sec. 14-1109. Submittal procedures.

"(a) ~~Prior to submitting digital data for inclusion in the City's GIS, the submitter must obtain a current copy of the City's GeoDatabase (GIS database) from either the City's GIS Office or the Development Center.~~

"(b) The submitter must prepare a plat or construction drawing compatible with the standards described in this article.

"(1) If a submitter discovers any errors in the City's data, the submitter must notify the City's GIS Office and, if the City modifies its data, the submitter may then obtain a copy of the revised GeoDatabase.

"(2) Submitters are responsible for ensuring that submittals are spatially and topologically consistent with the City's NGS.

"(c) Plats.

"(1) Immediately prior to the filing Upon submission of a final plat for recordation, a developer shall submit the final plat on a CD to the Department of Development Services.

"(2) Within five working days following approval of a preliminary plat by the Planning Commission, the developer shall submit the preliminary plat on a CD to a City Planner.

"(d) Final Construction record drawings. Prior to submission of the final invoice on a City construction contract or the 100% engineers certificate of completion for certification of required public infrastructure, the contractor or developer shall submit the required record drawings on a CD to the Department of Development Services

"Sec. 14-1110. Review procedures.

"(a) Review procedures for plats.

"(1) The Department of Development Services will perform a preliminary review of digital plat files at the time of submittal to ensure that they open and forward acceptable files to the City GIS Office.

"(2) The GIS Office will review preliminary plat digital files and post compliant files on a preliminary layer of the City's GIS.

"(3) The GIS Office in the Department of Municipal Information Systems will review the cadastral data submitted for a final plat, and if the data is compliant, will post it to the City's base map within 60 calendar days.

"(4) GIS Specialists from the City's utility departments will review and post compliant utility data.

"(5) City GIS staff will notify the City Planner whether the digital layers are compliant or not.

"(36) The Department of Development Services will file the plat for record with the County Clerk. The Department of Development Services will inform the

consultant of any electronic data resubmitted requirements if necessary within 60 calendar days.

"(b) Review procedures for final construction (record) drawings.

"(1) The Department of Development Services will open the construction drawing digital file to ensure it is readable and forward it to the relevant Departmental GIS Specialist(s).

"(2) The City GIS Staff will review and, if compliant, post project assets.

"(3) The City GIS staff will notify the Engineering Project Manager whether the digital layers are compliant or not.

"(4) When all layers have been reviewed and posted, the Engineering Project Manager will formally accept the submittal.

"(c) Digital submittals that are unreadable or otherwise found non-compliant by the Department of Development Services, an Engineering Project Manager, a Department GIS Specialist, or City GIS staff will be returned to the submitter for resubmittal within 60 calendar days.

"(d) The City GIS staff may spatially adjust submitted data or the City's GIS to incorporate the submitted data properly into the City's GIS.

~~"Sec. 14-1112. Required GIS features and attributes. The City's Directors of Development Services, Engineering Services, and Municipal Information Services will publish on the City's GIS procedures manual on the City's official website. The manual will contain the digital GIS features and attributes that must be provided in plats and construction drawings submitted to the City.~~

"Sec. 14-1111. Exceptions authorized for drawings.

~~"(a) The Director of Engineering Services is authorized to grant exceptions to the requirements that city construction drawings and "as-builts-record drawings" be submitted to the City in a digital format when the requirement would substantially increase the costs of a project to the City.~~

~~"(b) The Director of Development Services is authorized to grant a blanket exception not to exceed 6 months to the requirements that plats be submitted to the City in a digital format when:~~

~~"(1) The requirement would impose an unreasonable burden on the surveyor or professional engineer submitting the plat, because the surveyor or engineer does not own or have access to computer hardware and software capable of producing the required digital submission or the project is determined by the Director of Development Services to be a small project and digital submittals is not feasible. This exception is valid for a period of time not to exceed 6 months;~~

~~"(2) The plat will not require the construction of any public improvements or infrastructure or dedication of any new rights of way or utility easements; and~~

~~"(3) The plat subdivides any existing lot into less than five lots."~~

"Sec. 14-1112. Availability of City's GIS data. The City will make digital copies of its GIS data available at no costs to planners, developers, engineers, contractors, and others who are required to submit digital data under this Article to the City and does not apply to consultants that are granted exemptions to this requirement."

Secs. 14-1101-14-1113-- 14-1200. Reserved.

SECTION 2. If for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgment of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word, or provision of this ordinance, for it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word or provision of this ordinance be given full force and effect for its purpose.

SECTION 3. A violation of this ordinance or requirements implemented under this ordinance constitutes an offense punishable under Section 1-6 of the City Code of Ordinances.

SECTION 4. Publication shall be made in the official publication of the City of Corpus Christi as required by the City Charter of the City of Corpus Christi.

That the foregoing ordinance was read for the first time and passed to its second reading on this the 22nd day of February, 2005, by the following vote:

Samuel L. Neal, Jr.	<u>Aye</u>	Bill Kelly	<u>Aye</u>
Brent Chesney	<u>Aye</u>	Rex A. Kinnison	<u>Aye</u>
Javier D. Colmenero	<u>Aye</u>	Jesse Noyola	<u>Aye</u>
Melody Cooper	<u>Aye</u>	Mark Scott	<u>Aye</u>
Henry Garrett	<u>Aye</u>		

That the foregoing ordinance was read for the second time and passed finally on this the 8th day of March, 2005 by the following vote:

Samuel L. Neal, Jr.	<u>Aye</u>	Bill Kelly	<u>Aye</u>
Brent Chesney	<u>Aye</u>	Rex A. Kinnison	<u>Aye</u>
Javier D. Colmenero	<u>Aye</u>	Jesse Noyola	<u>Aye</u>
Melody Cooper	<u>Aye</u>	Mark Scott	<u>Aye</u>
Henry Garrett	<u>absent</u>		

PASSED AND APPROVED, this the 8th day of March, 2005.

ATTEST:

Armando Chapa
Armando Chapa
City Secretary

Samuel L. Neal, Jr.
Samuel L. Neal, Jr.
Mayor

APPROVED: March 3, 2005:

Joseph Harney
Joseph Harney
Assistant City Attorney
For City Attorney

EFFECTIVE DATE
3/14/05

FINANCE DEPARTMENT

PUBLISHER'S AFFIDAVIT

05 MAR 21 AM 8:43
State of Texas }
County of Nueces }

CITY OF CORPUS CHRISTI
ss: Ad # 5149915
PO #

Before me, the undersigned, a Notary Public, this day personally came Diana Hinojosa, who being first duly sworn, according to law, says that she is Credit Manager of the *Corpus Christi Caller-Times*, a daily newspaper published at Corpus Christi in said City and State, generally circulated in Aransas, Bee, Brooks, Duval, Jim Hogg, Jim Wells, Karnes, Kenedy, Kleberg, Live Oak, Nueces, Refugio, San Patricio, Victoria and Webb Counties, and that the publication of, NOTICE OF PASSAGE OF ORDINANCE NO. which the annexed is a true copy, was inserted in the *Corpus Christi Caller-Times* and on the World Wide Web on the *Caller-Times Interactive* on the 14TH day(s) of MARCH, 2005.

\$68.02

Diana Hinojosa

SENIOR COLLECTOR

TWO (2) Time(s)

Subscribed and sworn to me on the date of MARCH 15, 2005.



Rosa Maria Flores

Notary Public, Nueces County, Texas
ROSA MARIA FLORES
Print or Type Name of Notary Public

My commission expires on 04/23/05.

**NOTICE OF PASSAGE
OF ORDINANCE NO.
026170**

Amending Chapter 14,
Development Services,
Code of Ordinances,
City of Corpus Christi,
relating to submission
of digital data for the
City's Geographic
Information System as
amended, providing for
penalties. This
ordinance was passed
and approved by the
City Council of the City
of Corpus Christi on
March 8, 2005.

... /s/ Armando Chapa
City Secretary
City of Corpus Christi