

**Digital Format Drawings for the Montezuma County GIS Digital
Land Use Map Updates
POLICY**

1.1 Purpose

Geographic Information Systems (GIS) and Computer Aided Drafting (CAD) have facilitated a method for aiding in land use planning. These methods have reduced the time and cost for development processing and land use map updates. A Digital format drawing submittal policy will help the Montezuma County GIS Department take advantage of the new technology, reduce the cost of digital conversion, maintain a higher standard of map data, and facilitate the effective transfer of this information from private organizations to County and City agencies.

The specifications within this document will define the standards of the Digital Format Plat submittal process to the Montezuma County Planning Department for the use by Montezuma County Geographical Information System (GIS).

Digital Format Drawings are required for any development or District Boundary changes that require a map submittal. Such as Section 3104.2 Management and Maintenance of Official Zoning Map, Section 5404 of Montezuma County Land Use Code, Final Plat Submittals for Minor, Moderate and Major Impacts. The Digital Format Drawing should accompany the Final Plat submittal.

2.1 Digital Drawing Submission Process

Submission of digital drawings does not supersede any required hardcopy drawings for review or approval. Digital drawings shall be submitted at the time of approval for...

- Annexation Boundary Surveys
- Minor Subdivisions (parcel lines and easements)
- Replats (parcel lines and easements)
- Consolidation Plats (reconfigured parcel lines and easements)
- Boundary Surveys (parcel lines)
- Major Subdivision Plats (parcel lines, topography, and easements)
- Development within the Flood Plain
- PUD Development Plans

3.1 Digital Drawing Completeness and Correctness

All digital drawings submitted to Montezuma County shall represent the Final Approved Plat Maps in accordance with the standard herein. Incorrectly formatted data, unreadable data, and data missing required information shall be returned to the responsible party for corrections and resubmitted. Final approval of overall development will be subject upon the delivery and completeness of the digital data.

4.1 Digital Data Requirements

Only final drawings are required and will only be incorporated into the Montezuma County Geographical Information System (GIS) maintained data. Draft and preliminary digital drawings may be submitted to aid in the planning process at any time but is not required and will not be apart of the maintained GIS data.

- 4.1.1 All digital drawings should be submitted in a format that is readable and importable by industry standard GIS software, this includes GIS layers or Computer Aided Drafting (CAD) drawings. These formats will change over time with software developments and software versions.
- 4.1.2 Digital drawings shall be north oriented
- 4.1.3 Digital drawings will be accompanied with the Data Submission Form.

5.1 Digital Data Considerations

At this time the following guidelines to digital drawings are not required but will be required at some point in the future to keep up with technological advances in GIS and surveying standards. (Recommended Submittals)

- 5.1.1 Digital drawings will be submitted using U.S. Survey Feet at 1:1 scale
- 5.1.2 Digital drawings will be submitted maintaining third order survey accuracy.
- 5.1.3 Montezuma County currently uses North American Datum of 1983 Colorado State Plane, South 503 with units in US Survey Feet. All submissions will be tied to control monumentation or have GPS coordinates within the drawing so it can be georeferenced in the same coordinate system, datum and increment measure.
- 5.1.4 If the projection is not in Colorado State Plane NAD 1983 US Feet then the projected coordinate system form shall be filled out for the submitted digital drawing. The digital drawing will then be reprojected to the above reference coordinate system and imported into the Montezuma County GIS.

6.1 Acceptable Transfer Media

Digital drawings will be accepted in the following formats

CD-ROM, DVD, FTP website, or Email

The media will not be returned unless requested. Files too large for a CD-ROM, FTP website or Email shall be submitted on a DVD or compressed using the latest version of winzip. For files using other compression techniques, the extraction program must be submitted with the digital file and have no registration cost associated with the use of the program.

7.1 Disclaimer

This policy is intended to give pertinent information to the GIS/Mapping Department of Montezuma County for the purpose of aiding in land use planning. This data submittal requirement will reduce the time and cost for development processing and land use map updates while taking advantage of the new technology, reduce the cost of digital conversion, help in maintaining a higher standard of map data, and facilitate the effective transfer of this information from private organizations to County and City agencies. Nothing in this policy guarantees nor determines proposed or established property lines within the County. This information is not to survey standards and should be used for general location purposes only.



Montezuma County Planning Department
109 West Main, Rm. 305
Cortez, CO 81321

DATE SUBMISSION FORM

Digital Format Drawings for the Montezuma County GIS Digital Land Use Map Updates

Name

Address

Plat Map Name (Subdivision)

Data File

**Data Source (Company)
Contact Information**

Development Software	
File Type	
Projected Coordinate System	
Datum	
Scale	
Accuracy	
Additional Layering Features	
Survey Method	