

(Revised February 8, 2017)

BOROUGH OF WATCHUNG

ORDINANCE NO. OR:17/03

AN ORDINANCE AMENDING ARTICLE 28-800 TITLED "DEVELOPMENT APPLICATION REVIEW PROCEDURES AND CHECKLISTS" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF WATCHUNG TO ADD A NEW SECTION 28-808 SPECIFYING THE REQUIRED FORMAT FOR DIGITAL SUBMISSION OF LAND DEVELOPMENT APPLICATIONS TO ESTABLISH AND/OR MAINTAIN A DIGITAL TAX MAP AND GEOGRAPHIC INFORMATION SYSTEM BASED PARCEL LAYER

WHEREAS, the Borough of Watchung has invested both human and financial resources in the development of a digital tax map and the implementation of Geographic Information Systems (GIS) technology to improve the efficiency and effectiveness of Borough operations; and

WHEREAS, in order to maintain municipal tax maps and facilitate GIS implementation, certain processes have been identified for the inclusion of digital tax map and GIS requirements and the Planning Board's and Board of Adjustment's land development review application is one such process; and

WHEREAS, the standards and details provided herein are meant to facilitate the interaction of consultants, applicants, municipality and others.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of Borough of Watchung, County of Somerset, State of New Jersey, as follows:

SECTION 1: Article 28-800 titled "Development Application Review Procedures and Checklists" of the Revised General Ordinances of the Borough of Watchung is amended to add a new Section 28-808 as follows:

§28-808 DATA STANDARDS

- A. This data standard has been established to manage both hardcopy (paper) and electronic data submittals required by the Borough. These standards are part of the comprehensive Borough initiative to best manage, inventory and utilize information. This section contains the submittal standards for planning application data. The data submittals will be divided into the following two categories: Application Documents and Design Documents. Within these groups data will be submitted in either paper copy or electronic copy as outlined in these standards.

- B. The Borough intends to move toward the elimination of paper copy documents and as such intends to eliminate paper processes, where appropriate, which are obsolete or redundant no later than September 30, 2017. However, upon request of the Borough to the applicant, the applicant will submit to the Borough, within three (3) business days of the request, as many paper copies as are requested by the Borough.
- C. Standard Electronic Format for Application Documents

1. File type: The required format is an Archival standards compatible Portable Document Format (PDF/A) file generated directly from document files. They should be compatible with the latest Adobe Acrobat Version Readers.
 - a. Scanned images of report text are not acceptable as the text cannot be searched.
 - b. Scanned correspondence bearing the original signature and seal shall be included.
 - c. Scanned documents will only be accepted when the native electronic files are not available or developed for the application.
2. File naming: Application documents and report file names should be named utilizing a consistent descriptive naming convention such as name of applicant, type of document and block and lot designation.
3. Font should be those commonly available such as Times New Roman or Arial. Other fonts may not readily open or print from all computers. Less common fonts that are used (for instance ESRI symbols) must be embedded to allow printing in all environments.
4. Security settings must be set so as to allow searching of text, printing at full resolution, adding comments (to facilitate electronic comment by reviewers, and for users to annotate their own copies if they wish), content copying and extraction (to facilitate preparation of management

direction, and quoting of materials in other documents), making changes related to document assembly to allow users to rotate pages and create bookmarks and thumbnails to facilitate use of the document.

5. Resolution: Minimum resolution for scanned documents shall be in accordance with the New Jersey Division of Archives and Records Management (NJDARM) pursuant to N.J.A.C. 15:3.4.
6. Cartography: Information on maps should be easily understood when reproduced in black and white - sole reliance on color to convey information means maps cannot be faxed or usefully printed in black and white. Where color is necessary or useful, it should be combined with techniques like line coding and patterned fills to ensure all users can extract the information. This principle applies also to labels and other layers added to images.
7. Submissions must be on current accepted media.
8. All digital media shall be provided with the following label data on both the media and media container:
 - a. Municipality, Tax Block, and Lot number;
 - b. Applicant Name;
 - c. Submittal Date; and
 - d. Revision number.

D. CAD File Standards

1. Computer-Aided Design (CAD) is a tool used for producing design documentation and plan sets required for the planning application process. It can also provide a common medium of information exchange. In fact, the true power and potential of CAD is the ability to re-use and share the information contained within the CAD document. The key to realizing this potential is common organizing principles and standards for the production and dissemination of CAD information. The

standard organization of files, layers and entities, as well as standardized software applications is essential for effective work and communication. This section establishes performance standards for CAD data provided to the Borough with the application package. The Borough does not intend to influence the methods or means of practice of outside consultants. Consultants may use any CAD system to develop design documents as long as the delivered data conforms to the Borough's CAD data standards. Much of the CAD data created through the planning process will be utilized to update the municipal tax maps and brought into the Borough and/or County GIS parcel data system. Data received by the Borough must follow these CAD data standards to be readily useful within that system.

2. Electronic CAD files for Minor Subdivisions, Final Site Plans and Final Subdivisions shall be submitted in conformance with the standards listed below:
 - a. CAD Drawings: Consultants shall deliver at minimum, a CAD document in electronic format to the municipality. The document(s) must include all supporting CAD data and must be delivered as follows:
 - i. In the native CAD format as read only.
 - ii. In the CAD "dxf" file format.
 - iii. Using the data structure defined by these standards.
 - iv. File naming shall comply with the standards established for Application Documents.
 - b. Text and Fonts: Utilize only industry wide supported fonts, no custom fonts can be accepted. All fonts shall be provided with CAD file.

- c. Layers: Specific layers shall be created and drawings organized in conformance with the most current naming convention developed by the New Jersey Digital Tax Map Task Force. See:

<http://www.state.nj.us/treasury/taxation/lpt/DigitalTaxMaps.htm>

- d. When possible, proposed lots, easements and rights-of-ways shall be comprised of closed polygons.
- e. Easement and Parcel Boundaries shall be coincident in the CAD file when coincident on ground.
- f. All drawings shall be un-rotated and created at 1 to 1 "full scale."
- g. Coordinate Reference: All submittals, paper and digital, shall be in NAD 83 (current) New Jersey State Plane Coordinates in U.S. Survey Feet and North American Vertical Datum 1988 (current) and in accordance with all other provisions of P.L.1960, c.141 (C.46:23-9.9 et seq.) "The Map Filing Law."
- h. There shall be endorsed upon any map, plat or plan submitted to the Planning Board or Zoning Board a certification by the municipal or board engineer the following: *I have carefully examined this map and the required digital submissions and to the best of my knowledge and belief find it conforms with the provisions of the municipal ordinances and requirements applicable thereto.* There shall also be provided a line for the municipal or board engineer's signature and professional seal.

- E. That the Appendices to Chapter XXVIII, Land Development, Borough of Watchung, Revised General Ordinances, Appendix D-2A, B, C, D and E be amended to provide for a new "Item #" at the end of each Checklist and to insert in the column titled "Item of Information Required" the following:

Digital submission of land use applications consistent with Article 28-800, Section 28-808.

SECTION 2: Repealer. All ordinances or parts of ordinances inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

SECTION 3: Severability. Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

SECTION 4: Effective Date. This Ordinance shall take effect upon final adoption and publication according to law.

ATTEST:

BOROUGH OF WATCHUNG

Michelle DeRocco, Clerk

By: _____
Stephen K. Pote, Mayor

Introduced: Joren
Approved: February 16, 2017
Published:
Adopted: