

## SCHEDULE 12 – DRAFTING STANDARDS

### 12.

#### 12.1. General Procedures

##### 12.1.1. Introduction

The City of Langford's Contract Drawing and Drafting Standards are to be applied to all drawing submissions made to the City. These standards are necessary to ensure that the City receives consistent drawings compatible with the City's corporate GIS system.

The City of Langford's Contract Drawing and Drafting Standards are based on current versions of the industry standard software by Autodesk and ESRI. AutoCad Map 3D and ESRI ArcGIS are the preferred drafting, design and GIS programs to be utilized by all contractors to the City. The only file formats that the City of Langford will accept are AutoCad .dwg files or ESRI .shp file sets.

##### 12.1.2. General

- 12.1.2.1. All submitted digital drawings must reference the UTM Nad83 coordinate system. All X-Ref drawings must be included with submissions, preferably incorporated into the drawing itself.

All drawings submitted using Autodesk software must be designed in Model Space and plotted using Layouts. Each drawing layout is to include and is limited to one drawing sheet.

The drawing sheets will include single or multiple view ports depending on the amount of design detail required to be shown. Each view port will include a scale that best reflects the amount of detail required to be shown in the view port. The User Coordinate System (UCS) can be rotated to allow better viewing of the design works, but a north arrow must always be shown and the amount of rotation must be recorded in the title block.

All drawings submitted will comply with the City of Langford's Detailed Mapping Specifications available from the City's website or the City's GIS staff.

##### 12.1.3. Drawing Review

- 12.1.3.1. All street names and street types shown on submitted drawings must be spelled and represented correctly. This information is available from the current street map on the City's website.

#### 12.1.4. Minimum Standards

- 12.1.4.1. Submission package is complete.
- 12.1.4.2. NAD83 Coordinate system.
- 12.1.4.3. All works must be tied to current City of Langford parcel data.
- 12.1.4.4. All new parcels must be tied to a minimum of two control monuments.
- 12.1.4.5. Data structure to adhere to the City's Detailed Mapping Specifications.
- 12.1.4.6. Xref files to be included if applicable.
- 12.1.4.7. Must be .dwg or .shp file series format.
- 12.1.4.8. Drawing must note scaling factor, north arrow and rotation angle if UCS is applied.
- 12.1.4.9. Correct street names displayed.

#### 12.1.5. Submission Package

- 12.1.5.1. Drawing Submission packages must be complete and clearly labelled and include the City's file reference. Final packages will include 1 sealed colour hard copy drawing at an appropriate scale for quality review as well as a colour .pdf representation of the hard copy drawing. To accompany the hard copy drawings and .pdf file is the digital file used to compile the hard copy drawings in either .dwg or .shp.

### 12.2. Langford Reference Data

#### 12.2.1. Introduction

The City of Langford's cadastral fabric is updated on a regular basis with new plans and additional control points to ensure the most accurate parcel information is available.

#### 12.2.2. Additional Files Provided

Prior to preparing drawing submissions for the City, contractors must obtain the current relative data sets from the City's website or from the City's GIS staff. The files listed below will be available on the City's website and must be referenced in all new drawings submitted.

- 12.2.2.1. City of Langford Cadastral
- 12.2.2.2. City of Langford contours
- 12.2.2.3. City of Langford Street Map ( reference)
- 12.2.2.4. City of Langford Address Map ( reference)

- 12.2.2.5. City of Langford Control Monuments
- 12.2.2.6. City of Langford Title Block
- 12.2.2.7. City of Langford Detailed Mapping Specifications
- 12.2.2.8. Standard AutoCad blocks
- 12.2.2.9. Langford.ctb
- 12.2.2.10. Images and other support files may be requested from the GIS department as required.

*Note:* The City of Langford cadastral will be provided to the contractor as reference in the area of works. Although the cadastral information will be available, any property lines, iron pins, or control monuments adjacent to the works, within the limit of construction must be surveyed.

- 12.2.3. All contractors will be required to download the most current / appropriate Title Block from the City's Website. The drawing contractor is to fill out and update the attributes upon each submission of drawings.