THE CITY OF PLEASANTON

Information Technology Department
Geographic Information Services Division
200 Old Bernal Avenue • P.O. Box 520
Pleasanton, California 94566-0802
Phone 925-931-5073 • www.cityofpleasantonca.gov

DIGITAL SUBMITTAL REQUIREMENTS
Commercial, Multi-Family Residential, and Condominium Projects

The City requires owners, or their designated representatives, general contractor, project manager, project engineers and architects, of all new commercial, multi-family, and condominium development projects to submit as-built building and site information to the Geographic Information Services (GIS) Division in a digital format.

Information must be submitted to the City of Pleasanton's GIS Division prior to issuance of the building permit. If any changes or revisions to the approved plans affecting any specified items below occur during the course of construction, an as-built digital submittal must be resubmitted to the GIS Division, **no later than 1 month** before calling for a final building inspection. The submittal will be checked and approved before the building permit will be finalized and certificate of occupancy granted (if applicable). For phased projects, the digital submittal must be approved prior to the first occupancy of any phase.

This information will be used for public safety and emergency response planning by the City's Police and Fire Departments. The utility information will be added to the City's geographic information system and the utility system database for the purpose of managing public services and for access during emergency response conditions. The data will be archived in the IT Department.

The computerized information must be transmitted to the City using an ftp site. If you don't have one, contact the City's GIS Division at GISrequest@cityofpleasantonca.gov, and provide a list of email addresses that will need accessA site for upload will be provided in another follow up email

DIGITAL CRITERIA

The design files must be in AutoCAD DWG (version 2010 or newer) format, or in an ESRI geodatabase (.gdb) format. In addition, we require PDF's of the plan sheets (the ones containing profile information). Do not export the design file from .dwg to pdf. The sheets needed will be representative of the same design file features. They should also reflect as-built or as close to as-built as possible.

The design files must be in NAD83(2011) State Plane California Zone 3 US survey feet spatial Coordinate system. The coordinate system is the first item reviewed. If the submittal is not in the correct coordinate system, the review will be terminated, and will not proceed until the correct files are received. Using the AutoCAD seed file from the GIS page on the City's website will assure the submitted files are in the correct coordinate system:
http://www.cityofpleasantonca.gov/gov/depts/gis.asp

Depending on the size and complexity of the project, number of file to submit may vary. The same is true also for respective PDF's.

Submissions shall include:

- Civil: site plan, improvements, utilities, **utility annotation**, etc.
- Building: items inside building (walls, doors, room anno, etc). If there is more than one floor, submit separate files for each floor, or indicate if upper floors are mirrors of each other (ie FirstFloor.dwg, SecondToFourthFloor.dwg).
- Roof: not Truss calcs, just the features on the roof.
- Off-site improvements
- Landscape and parking

A list of layers to extract from your drawings can be found in the AutoCAD seed file.

- Download the AutoCAD seed file from the GIS page on the City's website. The seed file contains the city's parcel layer, with the correct spatial reference and coordinate system. (http://www.cityofpleasantonca.gov/gov/depts/gis.asp)
- Open our seed file.
- Zoom in to the parcel where the project is taking place.
- x-ref in one of your files. If the line work does **not** fall inside that parcel (excluding off-site improvements), then it is not in the correct coordinate system.
- **Warning:** If you try to x-ref our seed file into your file, then the file you submit will be in your spatial reference and coordinate system, and it may not work. Although the sequence does not matter on the AutoCAD side, it does on the GIS side. Even though the file submitted could be numerically in the correct coordinate system, the AutoCAD file will be missing the spatial reference on the GIS side which causes delays in loading the file. If you are using AutoCAD Civil 3D, at the command prompt type "MAPCSASSIGN"; Search for NAD83(2011) or type in 6420 (EPSG code) ; click Assign to apply. Once the features are in the correct parcel, bind the x-refs, explode any block anno, and save to a new file name. Then repeat the procedure for the additional files.

TECHNICAL REQUIREMENTS FOR PREPARING SUBMITTALS

- Scale will be 1:1 FOOT units (i.e. 1 unit in the drawing represents 1 foot)
- Units will be decimal units. No fractions
- CAD files are to be two-dimensional only; no Z value coordinates are to be used (i.e. non-coplanar).
- Every utility structure must exist as a point, and be SNAPPED to a line.
- Ellipse, WIPEOUT, or Cloud feature types are only allowed if on a different layer, and do not "chop" the line work.
- Each geometry features must be isolated onto different layers. For instance, point features cannot be mixed with line or polygon features. Text/Annotation cannot be mixed with point, lines, or polygon features on the same layer.
- Features must be organized into layers based on subject, not color or data type. For example, there should **not** be an annotation layer for all annotation.
- Annotation layers will be used to provide attribute data on each object where text is requested. Text insertion points are to be middle justified, where text relates to an area the text insertion point must lie within enclosed area boundary.
- Coincident features must be SNAPPED. For example, a tract boundary must snap to the same

vertices that make up the ROW, or parcel and tract lot lines that intersect should snap at the intersection (no circles representing an intersection)

TECHNICAL RECOMMENDATIONS FOR PREPARING SUBMITTALS

- Utility Information must be represented as single (polylines) features SNAPPED from structure to structure. Storm and Sewer systems must be digitized in the direction of flow.
- Curve data should be represented as true-curves, not 'stroked' polylines.
- Polygons should be drawn by starting and ending with the same point.
- Symbols should be represented as BLOCK feature types: insertion points should be at the center of the symbol's graphic or along a logical edge.

We are asking for clear and accurate, and yet simple architectural and engineering documents. The information must be complete and translatable. Submissions should be made to the GIS Division.

Contact Mr. William Wang in the GIS Division for questions related to the digital transfer files at (925) 931-5077. For general questions related to building plan checks and inspections, contact the Building and Safety Division at (925) 931-5300.

Revised 3/27/2019

LAYERS

LAYER LIST

Below is a list of layers used for the COP layer naming convention.

0	0
AERIAL_IMG	AERIAL IMAGE
AERIAL_TRN	AERIAL TRANSPARENCY
ANNO_DIM	ANNOTATION DIMENSION
ANNO_NOTE	ANNOTATION NOTE
ANNO_TXT	ANNOTATION TEXT
BRIDGE	BRIDGE
CONT	CONTOUR
COP_LOGO	CITY OF PLEASANTON LOGO
DET_HATCH	DETAIL HATCH
DET_LINE	DETAIL LINE
DET_LINE_EX	DETAIL LINE EXISTING
ERO_CTRL	EROSION CONTROL
ESMT_EX	EASTMENT EXISTING
ESMT_NEW	EASTMENT NEW
FHM	FIRE HYDRANT MARKING
GRDRAIL	GUARDRAILS
L_BIOSWALE	LANDSCAPE BIOSWALE
L_COBBLE	LANDSCAPE COBBLE
L_FENCE	LANDSCAPE FENCE
L_FURN	LANDSCAPE FURNISHINGS
L_GCR	LANDSCAPE GROUNDCOVER
L_HEADER	LANDSCAPE HEADER
L_IRR_EQUIP	LANDSCAPE IRRIGATION EQUIPMENT
L_IRR_LAT	LANDSCAPE IRRIGATION LATERALS
L_IRR_MAIN	LANDSCAPE IRRIGATION MAIN
L_IRR_WIRE	LANDSCAPE IRRIGATION WIRES
L_JOINT	LANDSCAPE JOINT
L_LOW	LANDSCAPE LIMITS OF WORK
L_PLANTERS	LANDSCAPE PLANTERS
L_RCYC_WATR_IRR_EQPM	RECYCLED WATER IRRIGATION EQUIPMENT
L_RCYC_WATR_IRR_LINE	RECYCLED WATER IRRIGATION LINE
L_RCYC_WATR_IRR_SPKL	RECYCLED WATER IRRIGATION SPRINKLER HEAD
L_RCYC_WATR_IRR_VALV	RECYCLED WATER IRRIGATION VALVE
L_SAWCUT	LANDSCAPE SAWCUT
L_SHRUB	LANDSCAPE SHRUB
L_STRIPING	LANDSCAPE STRIPING
L_TREE	LANDSCAPE TREE
L_TURF	LANDSCAPE TURF
L_WALL	LANDSCAPE WALL
LOT_NO	LOT NUMBER
LOTS	LOTS

LAYERS

LAYER LIST (CONTINUED)

MON_EX	MONUMENT EXISTING
MON_NEW	MONUMENT NEW
NON_PLOT	NON PLOT
RDWY_AC_BERM	ROADWAY ASPHALT CONCRETE BERM
RDWY_BOC	ROADWAY BACK OF CURB
RDWY_CL	ROADWAY CENTER LINE
RDWY_CL_STA	ROADWAY CENTER LINE STATIONING
RDWY_CONF_BNDY	ROADWAY CONFORM BOUNDARY
RDWY_FOC	ROADWAY FACE OF CURB
RDWY_EX	ROADWAY EXISTING
RDWY_LIP_GUTTER	ROADWAY LIP GUTTER
REV_DELTA_1	REVISION AND DELTA 1
REV_DELTA_2	REVISION AND DELTA 2
ROW	RIGHT OF WAY
ROW_PRV	PRIVATE RIGHT OF WAY
SETBACK	SETBACK
SIDEWALK	SIDE WALK
SITE_RIP_RAP	SITE RIP RAP
SW_PRV	PRIVATE SOUNDWALL
SW_PUBLIC	PUBLIC SOUNDWALL
ST_ADDRESS	STREET ADDRESS
ST_LUMINAIRE	STREET LUMINAIRE
ST_NAME	STREET NAME
ST_POLE	STREET POLE
SURF_ASPH	ASPHALT SURFACE
SURF_CONC	CONCRETE SURFACE
SURF_HARD	HARD SURFACE
SURF_DECOM	DECOMPOSED GRANITE SURFACE
TEXT	TEXT
TITLE_BLOCK	TITLE BLOCK
TITLE_BLOCK_TXT	TITLE BLOCK TEXT
TRAF_BIKE_BUFF_LANE	TRAFFIC BIKE BUFFER LANE
TRAF_BIKE_GREEN_LANE	TRAFFIC BIKE LANE
TRAF_CROSS_WALK	TRAFFIC CROSS WALK
TRAF_HH	TRAFFIC HAND HOLES
TRAF_LOOPS	TRAFFIC LOOPS
TRAF_MRKG_ARROWS	TRAFFIC MARKING ARROWS
TRAF_POLES	TRAFFIC POLES
TRAF_SIGNAL	TRAFFIC SIGNAL
TRAF_SIGNAL_EQPM	TRAFFIC SIGNAL EQUIPMENT
TRAF_SIGN	TRAFFIC SIGN
TRAF_STRIP_DET	TRAFFIC STRIPING DETAIL
TRAF_STRIP_DIA	TRAFFIC STRIPING DIAGONAL
TRAILS	TRAILS

LAYERS

LAYER LIST (CONTINUED)

UTIL_AT&T_LINE	AT&T_LINE
UTIL_CITY_COMM_FIBER	CITY COMMUNICATION FIBER
UTIL_CITY_COMM_LINE	CITY COMMUNICATION LINE
UTIL_CITY_COMM_MH	CITY COMMUNICATION MANHOLE
UTIL_CITY_COMM_VAULT_BOX	CITY COMMUNICATION VAULT AND BOX
UTIL_COMM_FIBER	COMMUNICATION FIBER
UTIL_COMM_LINE	COMMUNICATION LINE
UTIL_COMM_MH	COMMUNICATION MANHOLE
UTIL_COMM_VAULT_BOX	COMMUNICATION VAULT AND BOX
UTIL_ELEC_LINE	ELECTRICAL LINE
UTIL_ELEC_MH	ELECTRICAL MANHOLE
UTIL_ELEC_VAULT_BOX	ELECTRICAL VAULT AND BOX
UTIL_GAS_LINE	GAS LINE
UTIL_GAS_VALV	GAS VALVE
UTIL_GAS_VAULT	GAS VAULT
UTIL_JT	JOINT TRENCH
UTIL_MCI-VER_LINE	MCI AND VERIZON LINE
UTIL_RCYC_WATR_FH	RECYCLED WATER FIRE HYDRANT
UTIL_RCYC_WATR_LINE	RECYCLED WATER LINE
UTIL_RCYC_WATR_VALV	RECYCLED WATER VALVE
UTIL_SD_CO	STORM DRAIN CLEAN OUT
UTIL_SD_FITTING	STORM DRAIN FITTINGS
UTIL_SD_INLT	STORM DRAIN INLET
UTIL_SD_LINE_FORCE	STORM DRAIN LINE FORCE
UTIL_SD_LINE_GRAVITY	STORM DRAIN LINE GRAVITY
UTIL_SD_MH	STORM DRAIN MANHOLE
UTIL_SD_MISC	STORM DRAIN MISCELLANEOUS
UTIL_SD_OUTFALL	STORM DRAIN OUTFALL
UTIL_SD_PIPE_ANNO	STORM DRAIN PIPE ANNOTATION
UTIL_SD_POLL_CTRLDEVICE	STORM DRAIN POLLUTION CONTROL DEVICE
UTIL_SD_POLL_TR_AREA	STORM DRAIN POLLUTION TREATMENT AREA
UTIL_SD_STRUC_ANNO	STORM DRAIN STRUCTURE ANNOTATION
UTIL_SD_VDITCH	STORM DRAIN VDITCH
UTIL_SS_CO	SANITARY SEWER CLEAN OUT
UTIL_SS_FITTING	SANITARY SEWER FITTINGS
UTIL_SS_LATL	SANITARY SEWER LINE LATERAL
UTIL_SS_MAIN_FORCE	SANITARY SEWER LINE MAIN FORCE
UTIL_SS_MAIN_GRAVITY	SANITARY SEWER LINE MAIN GRAVITY
UTIL_SS_MAIN_SIPHON	SANITARY SEWER SIPHON
UTIL_SS_MH	SANITARY SEWER MANHOLE
UTIL_SS_MISC	SANITARY SEWER MISCELLANEOUS
UTIL_SS_PIPE_ANNO	SANITARY SEWER PIPE ANNOTATION
UTIL_SS_STRUC_ANNO	SANITARY SEWER STRUCTURE ANNOTATION
UTIL_WATR_BKFLOW_PREV	WATER BACKFLOW PREVENTOR
UTIL_WATR_FH	WATER FIRE HYDRANT
UTIL_WATR_FITTING	WATER FITTINGS
UTIL_WATR_EQPM	WATER EQUIPMENT
UTIL_WATR_LATL	WATER LINE LATERAL
UTIL_WATR_MAIN	WATER LINE MAIN
UTIL_WATR_METER	WATER METER
UTIL_WATR_MISC	WATER LINE MISCELLANEOUS

LAYERS

LAYER LIST (CONTINUED)

UTIL_WATR_PIPE_ANNO	WATER PIPE ANNOTATION
UTIL_WATR_STRUC_ANNO	WATER STRUCTURE ANNOTATION
UTIL_WATER_SYS_VALV	WATER LINE SYSTEM VALVE
UTIL_WATR_VALV	WATER LINE VALVE
UTIL_VAULT	UTILITY VAULT
UTIL_ZONE7_LINE	ZONE 7 LINE
UTIL_ZONE7_MH	ZONE 7 MANHOLE
VP	VIEWPORT