

Electronic Computer Aided Design (CAD) Drawings and Electronic File Submittal Check List – v1

1. Project Type?

- Survey Plat Binding Site Plan
- Short/Long Plat Capital Improvement Project
- Subdivision Utility Improvement

If **yes**, then an Electronic CAD Drawing and Electronic File Submittal **is required**. Go to next section 2. If **no**, you **do not** have to submit and Electronic CAD Drawing.

2. Fill out GIS Data Request Form

- Complete and submit GIS Data Request Form for Base Map and Control Network

3. Verify project is following the City of Walla Walla Coordinate System/Projection standard.

- Horizontal: State Plane Washington South NAD 1983/91
- Vertical: NAVD 88

4. Verify Electronic CAD Drawing and Electronic File is using City of Walla Walla file type and file version requirements.

- CAD Drawing: DWG/DGN/MDB/GDB
- Static Drawing File: PDF

5. Submit Preliminary Electronic CAD Drawing and Preliminary Electronic File to GIS Division (Plat/Subdivision/Binding Site plan only).

- Static Drawing File: PDF
- Submit Electronic CAD Drawing

6. Submit Final Electronic CAD Drawing and Final Electronic File to GIS Division (All projects requiring Electronic submittal).

- Submit Final Electronic CAD Drawing
- Submit Final Electronic File (PDF)

Keywords: Survey, CAD, Electronic Drawings, AutoCAD, PDF, Design, Plat, Subdivision, Capital Improvement Project, CIP, Development, Utility, Binding Site Plan, GIS, Information