

ORDINANCE 6-14-04-A

AN ORDINANCE REQUIRING DEVELOPERS OF SUBDIVISIONS TO SUBMIT DIGITAL PLANS OF PLATS RECORDED IN HAMILTON COUNTY TO THE HAMILTON COUNTY AUDITOR'S OFFICE AND TO STANDARDIZE THE FORM OF THE DIGITAL FILES SUBMITTED TO THE HAMILTON COUNTY AUDITOR'S OFFICE.

WHEREAS, the Transfer and Mapping Department, a department of the Hamilton County Auditor's Office, maintains the real estate property maps for taxation through Cadastral (parcel) mapping and the Geographic Information System (GIS).

WHEREAS, the Transfer and Mapping Department creates new parcels for taxation through plats, splits, and combinations through cadastral mapping.

WHEREAS, it is in the best interests of Hamilton County to have parcels represented accurately and efficiently so that the County and Township Assessors value property appropriately and taxes are calculated accurately, and the Hamilton County GIS community will have accurate data to perform their jobs in GIS.

WHEREAS, having digital files of plats created by engineering and surveying firms increases the accuracy and reduces the time to create subdivisions through cadastral mapping for Transfer & Mapping cartographers.

WHEREAS, the migration of spatial data from CAD to GIS has its problems and is not a seamless process and the standardization of the format for digital CAD files will eliminate most of the conversion problems from CAD to GIS.

WHEREAS, Hamilton County records 200 new plats and creates over 4,000 parcels a year that translates to increased parcel maintenance by the Transfer and Mapping Department. Having digital files of plats submitted in a standardized format will increase the efficiency of the Transfer and Mapping staff.

THEREFORE, Hamilton County will require certain standards for all recorded plats to convert CAD drawings into a format that is congruent with the database design implemented by the Auditors Transfer and Mapping office. Digital files of plats will be submitted to Transfer and Mapping prior to recordation or the plat will not receive the Auditor's duly entered stamp.

The following list includes but does not limit to the following digital standards.

- A. Files must be in DXF or DWG format (generated in the latest version of AutoCAD) and include the model view of the whole subdivision on one page.
- B. Files must be saved and submitted either on a:
 - i. 3.5" floppy disk
 - ii. CD-ROM
 - iii. E-mailed to the Transfer and Mapping office. The AutoCAD file will need to be unzipped when it is e-mailed
- C. Layers that need to be attached to the AutoCAD file must include but are not limited to:
 - i. Lot Dimensions
 - ii. Lot Numbers
 - iii. Parcel Lines
 - iv. Perimeter Boundary Lines
 - v. Right of Way Lines
 - vi. Road Center Line
 - vii. Lots Square Feet
 - viii. Street Names
- D. The drawing of the subdivision should be orientated north.
- E. There shall be no cells or nodes attached to the drawing.
 - i. Text elements, in the model layout, should not be combined in cells or have text nodes attached. Furthermore no elements in the model view should be combined in cells.

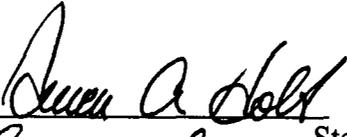
- F. The AutoCAD file that is sent to the Transfer and Mapping Department needs to match exactly the copy of the plat that is being recorded. If the AutoCAD file and recorded plat does not match, the Auditor's office will not process the plat for transfer until a matching digital file is submitted. As a result, no deeds or documents referring to the plat will be accepted.
- G. Upon submission of the AutoCAD file to the Transfer and Mapping Department, a receipt in a form of an e-mail will be sent to the consultant or engineer firm confirming the AutoCAD file has been received. This receipt should be brought in with the plat on the day of recording.
- H. Digital copies of a plat must be submitted before or at the time of recording. The Auditor's Transfer & Mapping Department will not stamp the plat for recordation without a digital copy.

The terms of this ordinance are optional for residential platted subdivisions of three or fewer lots.

This Ordinance is effective for any plat submitted for transfer after August 31, 2004.

ALL OF WHICH OR ORDAINED by the Board of Commissioners of Hamilton County this 12th day of July, 2004.

BOARD OF COMMISSIONERS of
HAMILTON COUNTY



Steven A Holt

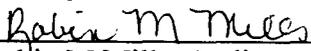


Steven C. Dillinger



Christine A. Altman

ATTEST:



Robin M Mills, Auditor