

**ST. JOHNS COUNTY UTILITY DEPARTMENT**  
**3G - CLOSEOUT - ELECTRONIC DRAWING FILE STANDARDS**

---

All as-built drawings submitted to the St. Johns County Utility Department shall be accompanied by an electronic copy on CD, FTP, USB drive. The electronic files must meet the following requirements:

**File Format**

The acceptable file formats are as follows:

CAD drawings .....DWG (AutoCAD drawing file)  
PDF  
GIS layers.....ArcGIS Shape files  
ArcGIS File Geodatabase

**Coordinate System**

All Plan drawings and GIS layer files must be submitted in the following projected coordinate system:

State Plane Feet  
NAD 83  
Florida East Zone (901)

**Layering Format**

All Utility features on Plan drawings must be separated from other drawing features and placed on individual layers as follows:

- Watermains
- Water service laterals
- Water point features (fire hydrants, meters, valves, fittings, etc.)
- Water text (size and material labels, dimensions, notes, etc.)
- Water as-built markups
- Reuse mains
- Reuse service laterals
- Reuse point features (meters, valves, fittings, etc.)
- Reuse text (size and material labels, dimensions, notes, etc.)
- Reuse as-built markups
- Sewer pressure mains
- Sewer gravity mains
- Sewer service laterals
- Sewer point features (lift stations, manholes, valves, fittings, etc.)
- Sewer text (size and material labels, dimensions, notes, etc.)
- Sewer as-built markups

Specific layer names are not required, but a list of layer names for the feature/entity layers listed above must be included with the submittal.

**A completed Electronic Data Submittal form must accompany all drawing files submitted.**

**ST. JOHNS COUNTY UTILITY DEPARTMENT  
3G - CLOSEOUT - ELECTRONIC AS-BUILT SUBMITTAL**

**Include a completed copy of this form with ALL electronic files submitted.**

---

Company Name: \_\_\_\_\_

Project: \_\_\_\_\_

File Name(s): \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Format:**     \_\_\_ DWG (AutoCAD drawing file)                   Version: \_\_\_\_\_

                  \_\_\_ SHP (ArcView shape file)  
                                  Include all files (.shp, .shx, .dbf, etc.)

**Layer Identification for Plan drawing sheets:**

<u>Layer Name</u>	<u>Utility features/entities</u>
_____	Water mains
_____	Water service laterals
_____	Water point features (fire hydrants, meters, valves, fittings, etc.)
_____	Water text (size and material labels, dimensions, notes, etc.)
_____	Water as-built markups
_____	Reuse mains
_____	Reuse service laterals
_____	Reuse point features (meters, valves, fittings, etc.)
_____	Reuse text (size and material labels, dimensions, notes, etc.)
_____	Reuse as-built markups
_____	Sewer pressure mains
_____	Sewer gravity mains
_____	Sewer service laterals
_____	Sewer point features (lift stations, manholes, valves, fittings, etc.)
_____	Sewer text (size and material labels, dimensions, notes, etc.)
_____	Sewer as-built markups

For technical questions regarding this request please contact:

GIS Department  
St. Johns County Utility Dept.  
(904) 209-2700  
Fax: (904) 209-2701  
Email: utilgis@sjcfl.us