



## **REQUIREMENTS FOR ALL SUBDIVISION MAPS, CAPITAL ASSETS CIP SUBMITTALS, AND PLANS SUBMITTED WITH CAPITAL ASSETS PERMIT APPLICATIONS:**

The following is a ***draft base outline*** of compatibility issues that we are addressing with our consultants, engineering companies, and contractors. **We need to have all plans submitted in a consistent format.** We will be refining this process as necessary.

### **City of Beverly Hills - DRAFT DIGITAL SUBMITTAL GUIDELINES**

Digital files submitted ***shall be*** based on accurate coordinate geometry calculations. All elevations shall be per the NAVD 88 vertical datum. When the city has NAD 83 horizontal control in a **CITY PROJECT AREA**, the submittal ***shall be*** tied to this control at survey accuracy, and will be consistent with the overall project control. Currently it is acceptable to use the existing Beverly Hills horizontal and vertical control for all submittal purposes if there is no NAD 83 control existing. However, note the information below.

*Please note by 2015 the NAD83 State Plane Coordinate System format will be required for horizontal control. The City is in the process of updating their horizontal control systems, and recommends that all AutoCAD users gain an understanding of the California Coordinate Systems, and the North American Vertical Datum of 1988 (NAVD 88.)*

### **California Coordinate System – Sample Template**

A sample template can be emailed to the applicant. Please complete and submit attached disclaimer.

### **CAD SUBMITTAL FORMAT**

**All digital media submitted for CAD shall be in AutoCAD DWG format or DXF Format. DGN formats will be converted to AutoCAD DWG format prior to submission. All vendors will be responsible for the accuracy and completeness of final design products. All electronic files shall be submitted on standard CD format and compatible with existing City equipment.**

### **AUTOCAD – BLOCKS, LAYERS**

***ALL LAYERS shall be clearly marked as EXISTING, PROPOSED, or ASBUILT***

ALL RELATED ANNOTATION LAYERS WILL BE NAMED ACCORDINGLY AND MATCH THE MAIN LAYER TITLE

***For Example:***

**LAYERS – for Stormdrains**

EX\_STORMDRAIN\_MAINS

EX\_STORMDRAIN\_MAINS\_TEXT

PR\_STORMDRAIN\_MAINS\_TEXT

AB\_STORMDRAIN\_MAINS\_TEXT

ALL RELATED SYSTEM COMPONENTS WILL BE ON **INDIVIDUAL** RELATED LAYERS **AND MATCH THE MAIN LAYER NAMING FORMAT**



***For Example:***

EX\_STORMDRAIN\_CATCHBASINS  
EX\_STORMDRAIN\_CATCHBASINS \_TEXT

**BLOCKS**

***All AUTOCAD SYMBOLS SHALL BE BLOCKED.*** Blocks shall be whole, complete, as NO exploded blocks will be accepted. ALL BLOCKS MUST be inserted on the related EXISTING, PROPOSED, or ASBUILT layer. ***All blocks shall have the same common format.*** Multiple names for the same block shall not be acceptable. Clear and standardized block conventions are acceptable, such as

Water Valve = WV  
Catch Basin = CB  
Foundation = FDN  
Streetlight = SL

***The Following examples of naming a block ARE NOT ACCEPTABLE:***

Catch Basin for example SHALL NOT BE NAMED INCONSISTENTLY as below:

CB,  
CBasin  
CB1  
CB\_1

Water Valve SHALL NOT BE NAMED INCONSISTENTLY as below:

WV,  
WValve  
WV1  
WV\_1

**AUTOCAD – LAYER DICTIONARY**

***WITH YOUR FINAL ELECTRONIC CAD PROJECT SUBMITTAL, YOU WILL BE REQUIRED TO SUBMIT A LAYER DICTIONARY. THE DICTIONARY WILL DELINEATE THE PURPOSE OF EACH LAYER IN YOUR CAD DRAWINGS. ALL NON ESSENTIAL LAYERS ARE EXPECTED TO BE PURGED. THE CITY IS NOT RESPONSIBLE FOR DEFINING THESE LAYERS, AND LAYERING TECHNIQUES MUST BE CLEAR. THIS LIST CAN BE A SIMPLE EXCEL SPREAD SHEET STATING THE PURPOSE OF EACH LAYER, AND INDICATING HOW THE LAYER CORRELATES TO THE SUBMITTED DRAWING SUBMITTAL STRUCTURE.***



**Capital Assets Department**  
**Civil Engineering Division**  
City of Beverly Hills  
345 Foothill Road  
Beverly Hills, CA. 90210  
Phone 310-285-2514  
Fax 310-278-1838  
[bgauthier@beverlyhills.org](mailto:bgauthier@beverlyhills.org)

## **DATA USE AND ACCEPTANCE AGREEMENT**

### **DISCLAIMER:**

The City of Beverly Hills provides the CAD/GIS information and data as a public service. This data does not represent a professional survey. The mapping data has been extracted to only contain the information required for sample purposes. No liability, either expressed or implied, for the accuracy of the data delineated herein is assumed by the City of Beverly Hills.

The City of Beverly Hills data is provided for demonstration purposes only, and may not be distributed without prior signed authorization from the City of Beverly Hills Capital Assets Department.

The maps and data available are provided “as is” without any warranty or any representation of accuracy, timeliness, or completeness. By acceptance of this data, the user agrees to use this data solely for the purpose listed above and will not convey or sell this data or any part of it to a third party. Please complete the form and email to [bgauthier@beverlyhills.org](mailto:bgauthier@beverlyhills.org), or fax to 310-278-1838. Upon receipt of your completed form you will be provided the sample requested.

I have read and understand the information provided to me. I accept this agreement of the data, copyright, and disclaimer contained herein.

Company name *(Please Print)*: \_\_\_\_\_

Authorized *(Please Print)*: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_