

## **How to set up the Construction Submittal**

The Construction submittal has many different parts. This document is to help with the ease of putting together the Submittal. Each section represents what we are asking for.

### **CD Setup**

- 1) One CD will be submitted in a jewel case.
- 2) The label of the CD will have the following
  - a) Engineering Company Name
  - b) Prepared by Statement (who created the CD)
  - c) Project Name
  - d) Date that the data is burnt onto the CD
  - e) Designate CD as Construction
- 3) Each file should be for one section of development. If multiple sections, place files in separate directories on the CD.

### **Zip File Setup**

- 1) One zip file for each email
- 2) The zip file should contain:
  - a. A word document containing:
    - i. Engineering Company Name
    - ii. Prepared by Statement
    - iii. Project Name
    - iv. Date the data was prepared
    - v. Designate the data as Construction
  - b. Overall CAD File
- 3) Email to Michael Morris at [mmorris@noblesville.in.us](mailto:mmorris@noblesville.in.us)
  - a. CC: Rod Dougan at [rdougan@noblesville.in.us](mailto:rdougan@noblesville.in.us)

### **OVERALL CAD FILE**

- 1) CAD file will be in DWG format.
- 2) CAD file will be in NAD83, Indiana State Plane Coordinate System, East Zone, using Survey Feet
- 3) File name should make sense (i.e. project\_overall.dwg)
- 4) There will be no XREFs attached to the drawing.
- 5) Layers
  - a) Should be descriptive (i.e. sanitary\_pts or ab-sanpts)
  - b) Separate layers for structures, pipes, annotation
- 6) File must show the location of the following:
  - a) Storm structures (manholes, inlets, end sections, BMPs)

- b) Sanitary structures (manholes, lift stations, wyes, cleanouts)
- c) Water structures (hydrants, valves, etc.)
- 7) All Structures will be cells or blocks and have an appropriate Structure ID.
- 8) All Storm and Sanitary lines will be continuous polylines beginning and ending at a structure insertion point. Lines will be drawn in direction of flow.
- 9) All Easements will be drawn as closed polylines for aggregate areas.
- 10) All Ponds will be drawn as closed polylines.
- 11) All annotation needs to be text (blocks and mtext does not work).
- 12) All other layers (lots, r-o-w, centerlines, sidewalks, etc) need to be on separate layers.

Please send all Submittals with a transmittal letter to:

Michael Morris  
City of Noblesville  
16 S. 10<sup>th</sup> St.  
Noblesville, IN 46060

Please Carbon Copy the transmittal to:

Engineering Department  
City of Noblesville  
16 S. 10<sup>th</sup> St. Suite 155  
Noblesville, IN 46060