



City Utilities Design Standards Manual

Exhibit CADD3 -2 (1 of 5) Minimum Electronic CADD Deliverables Checklist

Created: February 2014

Revised: June 2, 2015

Deliverables submitted to City Utilities Engineering on: <<Click to enter a date.>>

Project Name:	Click here to enter the project name.
Work Order Number:	Click here to enter the Work Order number.

Required Submitted

- All electronic files submitted as directed.
- Two (2) sets of 24" x 36" (Full scale) hard-copy (printed) plans of the drawing(s).
- Two (2) sets of 12" x 18" (Half scale) hard-copy (printed) plans of the drawing(s).
- One (1) set of 24" x 36" (Full scale) drawings/plans in Autodesk DWF (Design Review) format.
- One (1) set of 24" x 36" (Full scale) drawings/plans in Adobe Acrobat Portable Document File (PDF) format.
- One (1) set of 24" x 36" (Full scale) drawings/plans in Adobe Acrobat Portable Document File (PDF) format.
- Final, existing ground/conditions 3D surface of surveyed area (Ex. Triangulated Irregular Network (TIN)).
- Plan and Profile Sheets along the supplied survey or alignment route(s) at 1" = __ft. scale (Full scale).
- Drawing(s) in current Autodesk Drawing (*.DWG) format.
- Drawings created In Model Space at Full (1:1) scale.
- Distance units are set to decimal Feet and Angle type decimal degrees.
- Insertion scale units set to feet.
- Cross Section Sheets along the supplied survey or alignment route(s) at 1" = __ft. scale (Full scale).



**City Utilities
Design
Standards
Manual**

Exhibit CADD3 -2 (2 of 5)
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- Additional Requirements:

<<Click here to enter Additional Requirements>>.

- [LandXML](#) (.xml format) file(s) including all final versions of pertinent data objects (points, surfaces, alignments, profiles, pipe networks, corridors, etc...).
- All CAD drawings submitted include all project files, data and final versions of pertinent objects (points, linework, databases, survey databases, data shortcuts, surfaces, 3D faces, alignments, profiles, utilities, images, sheet layouts, gradings, etc...) associated with drawing/project required to rebuild and/or modify the drawing(s)/project.
- Autodesk Civil 3D drawings' data and/or objects are in the native/norm internal Civil 3D format/structure.
- Sheet Set (DST) file submitted.
- Drawing files are full files, uncompressed, and unzipped. All unused items (e.g. blocks, layers, line types, nested items, etc.) purged. Layer descriptions included within .dwg file or Documentation in text (.TXT), Microsoft Excel (.XLS) or Microsoft Word (.DOC) format which includes a list of all layers and layer descriptions provided.



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Design
Standards
Manual**

**Exhibit CADD3 -2 (3 of 5)
Minimum Electronic CADD Deliverables Checklist**

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- Project files are placed within the City Utilities Engineering (CUE) Project (CADD) Folder Structure per Exhibit CADD2-1 of the CADD Standards.
- Plans adhere to and follow the CUE CADD Standards
- Symbol & linetype legend included
- North Arrow & Scale included
- Match-lines included
- Pertinent notes included
- Benchmark included
- All support files necessary for initializing, editing and plotting drawing files provided. They are a standard component of Autodesk® or Microsoft Windows ®; or they are an integral and standard component within the drawing file that requires no third party custom utility or program to utilize. Support files include, but are not limited to, linetypes, hatch patterns, blocks, font styles, plot styles (*.CTB or *.STB), layer filters, display configurations and object styles.
- All externally referenced files included in part of project; otherwise detached.
- All referenced files use relative paths.
- Report explaining the external reference files and their association to other files/drawings submitted.
- Drawings submitted in State Plane coordinates with a minimum of two points of geodetic control for spatial reference. All controls and control witnesses used referenced and shown in the CADD drawings.



**City Utilities
Design
Standards
Manual**

Exhibit CADD3 -2 (4 of 5)
Minimum Electronic CADD Deliverables Checklist

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- The North American Datum of 1983 (NAD83) Indiana State Plane, East Zone, US (Survey) Foot (IN83-EF) grid coordinate system used for horizontal control. The North American Vertical Datum of 1988 (NAVD88) used for vertical control or Any spatially-referenced or referenced on other coordinate systems were translated to this same (NAD83/IN83-EF) grid coordinate system.
- Drawings and/or plot files are set up so that when the drawings are plotted, existing surveyed items are plotted with lighter and/or thinner lines and proposed items are plotted with darker/bolder and thicker lines. Definite distinction between existing and proposed items created. Color dependent (.CTB) plot style convention used.
- Project Folder Structure root folder or the top-most folder named in the following format:
City of Fort Wayne Work Order Number – Official City of Fort Wayne Project Name
For example, “83131 – Dwight Ave Storm Drainage Improvements”
- Source and External Reference/Model Files (DWG) per Chapter CADD4.04, Item 3A:
For example, “83131C – 3DPN01.dwg” (For a pipe network model file, where 3D = Isometric View, PN01= Pipe Networks Drawing 01)
For example, “83131C – GPAL01.dwg” (For an alignment model file, where GP = General Plan, AL = Alignment Drawing 01)
For example, “83131C – XPBS01.dwg” (For a baseplan model file, where XP = Existing Plan, BS = Base Drawing 01)
- Sheet files (DWG) per chapter CADD4.04, Item 3B:
For example, 83131C–107–03.dwg (For the third (plan) sheet of the Civil subset).



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Design
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Exhibit CADD3 -2 (5 of 5)
Minimum Electronic CADD Deliverables Checklist

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- Published plot files (PDF and DWF) in the following format:

*For example, **83131C – 107-03.pdf*** (For an Adobe Acrobat design file for the third (plan) sheet of the Civil subset).

*For example, **83131C – Dwight Ave Storm Drainage Improvements (30%).pdf*** (For an Adobe Acrobat design file including the complete drawing set at the 30% phase).

*For example, **83131C – Dwight Ave Storm Drainage Improvements (60%).dwf*** (For an Autodesk Design Review design file including the complete drawing set at the 60% phase).

Deliverables Submittal Review Date: <<CLICK TO SELECT DATE>>

- Deliverables Submittal Approved
 Additional Deliverables items necessary, please resubmit (see comments below)

Reviewed by: <<Type Reviewers Name>>

Deliverables Submittal Comments:

<<Type SUBMITTAL COMMENTS HERE>>

For questions and comments please contact Reviewer or:
CADD Technician Working Leader
City of Fort Wayne, Indiana
Phone: 260-427-5066