

Highlands Council Municipal Project Review
Digital Plan Submission Standards

Purpose

To facilitate project review by the Highlands Council, a submittal of digital mapping files in accordance with the below requirements is required. This specific requirement exists in addition to the submission of other required material, such as reports or correspondence, as specified in the Highlands Project Review Procedures and Standards. The objective is to obtain relevant development plan information, in a digital format, to expedite staff review when using Highlands Council digital data. In the event of a discrepancy between this document and another, please use these guidelines.

Transmittal

For the initial submission, files may be submitted via a physical media, via email or through other standard file transfer methods.

Requirements

The following information shall be submitted in the digital formats, as noted below. Where a Geographical Information System (GIS) format is specified, all files must be ESRI-compatible and geo-referenced using the New Jersey State Plane Coordinate System¹. Acceptable GIS file formats include shapefiles (.shp) and geodatabases (.gdb). The batch export of an entire CAD file containing extraneous layers (e.g., survey points) is not acceptable. The relevant layers must be exported into individual shapefiles/layers containing the required information, as noted below.

- 1) A complete plan set shall be submitted as a single file in the most recent version of Adobe Acrobat® (.pdf) format, with each plan sheet representing a page within the document; and
- 2) An ESRI compatible file shall be submitted showing the limits of site disturbance, including both temporary and permanent disturbances; and
- 3) An ESRI compatible file shall be submitted showing the full extent of proposed development (inclusive of building footprints, roadways, stormwater infrastructure, and utility infrastructure); and
- 4) An ESRI compatible file shall be submitted indicating existing parcel boundaries and proposed lot line adjustment or subdivisions (if any).

If you should have any questions regarding these standards, please contact the Highlands Council at: (908) 879-6737

¹ NJDEP Mapping and Digital Data Standards (2021) –
https://www.nj.gov/dep/gis/assets/NJDEP_GIS_Spatial_Data_Standards_Edition_2_7_2021.pdf