

The Town of Windsor requires that electronic drawing files be submitted as part of the development review process as defined in the town ordinances. Submissions not conforming to the electronic drawing standards contained in this document may be returned to the applicant for correction.

1. **File Format:** Drawings must be submitted in either an AutoDesk 2000 or newer DWG file or an ESRI SHP file. When submitting AutoDesk DWG files, the mapping content must be comprehensively contained in a single model space. Mapping content broken across multiple model spaces will not be accepted.
2. **Coordinate System & Projection:** All drawings submitted must be projected. It is preferred that drawings be referenced horizontally using Colorado state plane north zone coordinate system, NAD 1983 HARN, which uses the Lambert conformal conic double parallel standard projection. Drawings may also be submitted projected in a modified Colorado state plane north coordinate system only if a comprehensive scale factor is provided. Drawings including vertical or topographic information shall be referenced using the NAVD 1988 datum and contain reference to at least one Town of Windsor benchmark.
3. **Content:** All features/entities within any drawing submitted shall be grouped into distinct layers based on functional characteristics. There is not a layer naming convention that must be followed. However, the names for the layers should be readily discernible and described in a simple text file that accompanies the drawing file. Existing and proposed layers shall be maintained separately. The layers and descriptive annotation/attributes described in the table below are required for the proposed layers based on the plan type as well as the stage of the plan.

A = Annexation	S = Subdivision (Major or Minor)	SP = Site Plan	LLA = Lot Line Adjustment
FPA = Final Plan Approval		CA = Construction Acceptance	

Layer	Attributes/Annotation	Applies To	Due At
Control Monuments	Description & Coordinates	A, S, SP, LLA	FPA
Annexation Boundary	Name, Area in Sq. Ft., Bearings & Distances	A	FPA
Subdivision Boundary	Name, Bearings & Distances	S, SP, LLA	FPA & CA*
Lot Lines	Identification, Bearings & Distances	S, SP, LLA	FPA & CA*
Easements	Bearings & Distances	S, SP, LLA	FPA & CA*
Street Right-of-Way	Bearings & Distances	S, SP, LLA	FPA & CA*
Street Centerlines	Names	S, SP, LLA	FPA & CA*
Water Lines	Size & Material	S, SP	FPA & CA*
Water Valves	Type (e.g. butterfly, gate, etc.)	S, SP	FPA & CA*
Water Fittings	Type (e.g. cap, bend, tee, etc.)	S, SP	FPA & CA*
Curb Stops		S, SP	FPA & CA*
Hydrants	Make	S, SP	FPA & CA*
Sewer Lines	Size & Material	S, SP	FPA & CA*
Sewer Manholes	Invert Elevation	S, SP	FPA & CA*
Sewer Lift Stations		S, SP	FPA & CA*
Storm Water Lines/Pans	Size & Material	S, SP	FPA & CA*
Storm Water Inlets	Type	S, SP	FPA & CA*
Storm Water Outlets	Type	S, SP	FPA & CA*
Storm Water Manholes	Invert Elevation	S, SP	FPA & CA*
Runoff Mgmt. Basins	Type (e.g. detention pond, retention pond, swale, etc.)	S, SP	FPA & CA*

*Drawing submittals for the Construction Acceptance (As-Built) phase are only required if plans have changed between the Final Plan Approval and the Construction Acceptance. Only layers that have changed are required.