

City of Columbus
Department of Building and Zoning Services
GIS Section

Addressing Site Plan
Digital Submission Requirements

Site plan information submitted as a part of all requests for addresses from the Department of Building and Zoning Services must comply with the following requirements:

File Format:

- All CAD files must be submitted using appropriate City of Columbus DWG addressing templates in AutoCAD 2019 or earlier version
- File names must reference the project/location being addressed
- CAD drawings must be projected in the NAD83 (2011) Ohio State Plane South (US Feet) coordinate system

Layers: The layers, as applicably described within the following pages, should be the only layers in the submitted file for each project. All blocks should be exploded and any details not related to addressing the project, such as underground utilities or contour lines, should be removed. Layer names and contents must match the City provided template as defined on pages 4, 5, and 6 herein. Additionally:

- All hatch patterns and dimension annotation should be removed
- Purge the drawing so unused items are removed
- When applicable, use additional layers to separate floor plans, such as
COC_BLD_UNIT_FL1
COC_BLD_UNIT_FL2

Please note that the above requirements do not apply to:

- Non-occupied structures, e.g. free standing signs, meter pits, etc.

For these types of certified addressing requests, a scaled map containing adequate positional detail with latitude and longitude of feature centroid may be submitted in electronic pdf format

Delivery:

All CAD files, associated request forms, and other information should be e-mailed to BZS-GIS@columbus.gov. Addressing projects will be billed out to the email address provided on the certified address request form.

MULTI-UNIT RESIDENTIAL AND COMMERCIAL
CAD LAYER SUBMISSION REQUIREMENTS

DIGITAL SUBMISSION CAD LAYERS FOR ADDRESSING

Required Layers: Multi-Address

Layer Name	Drawing Feature
0	NO SITE DETAILS SHOULD BE ON THIS LAYER [FOR CITY USE ONLY]
COC_BLD_ENTR	Building exterior/interior door
COC_BLD_FP	Building outline
COC_BLD_FP_TXT	Building number
COC_BLD_SWALK	Sidewalk
COC_BLD_UNIT	Unit space/elevator/stairwell
COC_BLD_UNIT_TXT	Unit number/space name
COC_DRL_TXT	Text - general
COC_JPE_DVBND	Development boundary
COC_JPE_PAR_EX	Parcel line - existing
COC_JPE_PAR_PR	Parcel line - proposed
COC_JPE_PAR_TXT	Auditor parcel number
COC_JPE_ROW_EX	Right of Way line - existing
COC_JPE_ROW_PR	Right of Way line - proposed
COC_MIS_MBOX	Mail box kiosk
COC_MIS_TRCAN	Trash compacter
COC_ROAD_CLINE_PRIV	Street centerline - private
COC_ROAD_CLINE_PUB	Street centerline - public
COC_ROAD_CLINE_TXT	Street name
COC_ROAD_DRIVE	Drive
COC_ROAD_EDGE	Edge of pavement
COC_ROAD_PARK	Parking lot
COC_UWAT_METER	Water meter
COC_UWAT_MPIT	Water meter pit
MAP_MIS_SIGN	Entrance/stand-alone sign

When applicable, use additional layers to separate floor plans, such as COC_BLD_UNIT_FL1 and COC_BLD_UNIT_TXT_FL1 for the first floor, or COC_BLD_UNIT_FL2 and COC_BLD_UNIT_TXT_FL2 for the second floor.

SINGLE ADDRESS
CAD LAYER SUBMISSION REQUIREMENTS

DIGITAL SUBMISSION CAD LAYERS FOR ADDRESSING	
Required Layers: Single Address	
Layer Name	Drawing Feature
0	NO SITE DETAILS SHOULD BE ON THIS LAYER [FOR CITY USE ONLY]
COC_BLD_ENTR	Building exterior/interior door
COC_BLD_FP	Building outline
COC_BLD_SWALK	Sidewalk
COC_DRL_TXT	Text - general
COC_JPE_DVBND	Development boundary
COC_JPE_PAR_EX	Parcel line - existing
COC_JPE_PAR_PR	Parcel line - proposed
COC_JPE_PAR_TXT	Auditor parcel number
COC_JPE_ROW_EX	Right of Way line - existing
COC_JPE_ROW_PR	Right of Way line - proposed
COC_ROAD_CLINE_TXT	Street name
COC_ROAD_DRIVE	Drive
COC_ROAD_EDGE	Edge of pavement
COC_ROAD_PARK	Parking lot

SUBDIVISION PLAT
CAD LAYER SUBMISSION REQUIREMENTS

DIGITAL SUBMISSION CAD LAYERS FOR ADDRESSING	
Required Layers: Subdivision	
Layer Name	Drawing Feature
0	<u>NO SITE DETAILS SHOULD BE ON THIS LAYER</u> <u>[FOR CITY USE ONLY]</u>
COC_DRL_TXT	Text - general
COC_JPE_LOT_EX	Lot line - existing
COC_JPE_LOT_PR	Lot line - proposed
COC_JPE_LOT_TXT	Lot number
COC_JPE_PAR_TXT	Auditor parcel number
COC_JPE_ROW_EX	Right of Way line - existing
COC_JPE_ROW_PR	Right of Way line - proposed
COC_JPE_SUBDV	Subdivision boundary
COC_ROAD_CLINE_PRIV	Street centerline - private
COC_ROAD_CLINE_PUB	Street centerline - public
COC_ROAD_CLINE_TXT	Street name
MAP_MIS_SIGN	Entrance/stand-alone sign