ORDINANCE NO. 04-2020

BOROUGH OF ROSELAND
COUNTY OF ESSEX, STATE OF NEW JERSEY

AN ORDINANCE OF THE BOROUGH OF ROSELAND
RELATING TO ELECTRONIC FILE SUBMISSION
STANDARDS FOR SUBDIVISION PLANS, SITE PLANS,
UTILITY PLANS AND CERTAIN PERMIT
APPLICATIONS

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roseland, Essex County, New Jersey that the Revised General Ordinances of the Borough of Roseland shall be amended by the addition of new Chapter 23 entitled "Maps, Drawings, and Other Documents, Electronic Submission of" as follows:

SECTION I

Chapter 23 entitled "Maps, Drawings, and Other Documents, Electronic Submission of" is hereby added to the Revised General Ordinances of the Borough of Roseland as follows:

CHAPTER 23   MAPS, DRAWINGS, AND OTHER DOCUMENTS, ELECTRONIC SUBMISSION OF

ARTICLE I
REQUIRED DATA

23-1 In addition to any/all hardcopy submissions already required of all map and plan materials currently being submitted to Borough of Roseland, two copies of the digital data files outlined in the submission time frame section shall be submitted to the appropriate Borough of Roseland department, board or agency or official for each project when required by said department, board or agency. A digital graphics file containing the data outlined in ARTICLE II shall also be submitted with each project. All files must be submitted in a CAD native file format, (i.e. .dwg, dgn, or .dxf file format, to name a few) or in an Esri geodatabase native file format, (i.e. .shp, .gdb, or .mxd file format, to name a few). Points, lines, polygons, annotations and legends shall be represented in separate layers as outlined in the minimum contents requirements section.

23-2 All electronic files must be created in New Jersey State Plane Coordinate System North American Datum 1983 (NAD 83), in US Survey FEET. All files shall not be rotated, so that North faces up to the top of the drawing. All digital files must georeference to available digital mapping resource data from the New Jersey Department of Environmental Protection (NJDEP), the Natural Resource Conservation Service (NRCS) and the Federal Emergency Management Agency (FEMA) to name just a few. The geographical referencing process, known as georeferencing, essentially ensures that the positioning of all geographical data layers will be correctly referenced to the map projection of the New Jersey State Plane Coordinate System for increased accuracy.

23-3 All linework shall connect at line end points. Overlaps, gaps or dangles are not acceptable. Polygon objects, such as parcels or other boundaries, shall be created from line segments, connecting to adjacent linework at intersections. Single, closed polygons are not to be used where

coincidental boundaries may occur. All text shall be clearly legible and not obscured by polygon boundaries/linework.

ARTICLE II
SUBMISSION TIMEFRAME

23-4All digital files for proposed property upgrades/changes/improvements shall be submitted to the Borough of Roseland within thirty (30) days of recordation of the Final Plat or Parcel Map. Upon acceptance of the improvements by the appropriate Borough of Roseland department, board or agency responsible for granting approval, the digital files for all public, private and site development, upgrades, changes and/or improvements shall be submitted by the originating party. These digital files shall contain all information as shown on the approved, hardcopy plans, as well as any approved changes or revision, and any/all "As-Built" information. Any proposed deviation from these guidelines shall be considered by the appropriate Borough of Roseland department, board or agency responsible for granting approval on a case by case basis only.

ARTICLE III
MINIMUM CONTENT REQUIREMENTS

23-5Project specific data. The following **MINIMUM** information, including its **Metadata,** which is "data [information] that provides information about other data", must be provided as outlined for each type of project referenced.

23-5.1   SIGNALIZATION DATA

Striping, traffic signs, traffic signals, MUTCD sign type, Sign text, sign support type, legend.

23-5.2   CONTOUR DATA:

Contour lines and contour elevations, Light Detection and Ranging (LiDAR), Digital Elevation Model (DEM). (The dates of flights range can vary depending on your given location. Be sure to review the metadata file to verify this information before using this dataset. The general file format is *.tif with supporting shapefiles).

23-5.3   GRADING DATA

Street grade, top of curb elevations, gutter elevations.

23-5.4   ROAD DATA

Right of way lines, street name(s), sign locations, centerline locations, median island locations, sidewalk locations, retaining wall locations, sound barrier locations, driveway/gutter line locations, curb lines, handicap ramp locations, traffic light locations, tree/shrub locations, bridge/culvert name/code, water/road spanning over, bridge/culvert construction type, bridge/culvert year built, guiderail location, guiderail side of road, end cap type, sign post type, sign post type, bus stop location, legend.

23-5.5 SURFACE DATA

Water body locations, stream/drainage ditch locations, park locations, railroad locations, bike path/trail locations, well locations, aboveground storage tank locations, legend.

23-5.6 SURVEY DATA

Boundary line locations, monument locations, center line locations, lot/parcel boundaries, easement locations, control lines, legend.

23-5.7 UTILITIES DATA

Transmission line locations, pole locations, transformer locations, lateral locations, meter locations, valve locations, cleanout locations, catch basin locations, culvert/culvert fencing locations, water line locations, water material, water pipe size, sanitary sewer line locations, sanitary sewer material, sanitary sewer pipe size, stormwater line location, stormwater drainage facility locations, sanitary sewer service area, pipe size, pipe material, upstream elevation, downstream elevation, slope-from manhole-to manhole, manhole locations, manhole install date, invert elevation, invert, rim elevation, cover type, manhole type, pump station location, pump type, pump elevation, pump rotation, stormwater inlets, inlet type, inlet elevation, control valve location, control valve rotation, control valve diameter, control valve type, curb stop location, curb stop valve rotation, curb stop valve diameter, curb stop valve type, hydrant locations, hydrant install date, hydrant manufacturer, hydrant operable Y/N, hydrant owned by, water lateral location, water lateral material, water lateral pipe size, sanitary lateral location, sanitary lateral material, sanitary lateral pipe size, service connection location, valve location, valve type, legend.

23-5.8 TRANSIT DATA

Rail Station locations, rail service lines, rail service type, station name

23-5.9 METADATA

All digital data will require an accompanying metadata (text) file. Metadata should be submitted in Federal Geospatial Data Convention (FGDC), which is the federal data standard. This file will be in ACSII file (.txt extension) format using the same naming convention as the individual project file being submitted. This file will contain the following minimum information:

1. Project identifier (e.g., subdivision name, permit ID, easement location).
2. Electronic file name and format.
3. Draft date.
4. Date.
5. Contact name.
6. Contact phone.
7. Contact e-mail.
8. Spatial location [block and lot number(s), street names, addresses, etc.]
9. Short project description.
10. Method information (explanation of assumptions used to determine subdivision or easement boundary lines. Indicate whether boundary lines reflect actual or legal lengths.).

23-5.10 DATA CUSTODIAN

A data custodian shall be appointed for the Borough of Roseland. The custodian shall verify receipt of required digital files, forwarding one copy to the Municipal Clerk for archival and the other copy to the appropriate municipal body or official for approval/incorporation.

SECTION II

This Ordinance shall be effective on the 21st calendar day after publication of the Notice of Adoption and shall remain in force until modified, amended or rescinded by the Borough of Roseland, County of Essex, New Jersey.

SECTION III
If any section or provision of this ordinance shall be invalid in any court, the same shall not affect the other sections or provisions of this ordinance except so far as the section of provision so declared invalid shall be inseparable from the remainder or any portion thereof.

SECTION III
All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

DATE OF INTRODUCTION: February 18, 2020

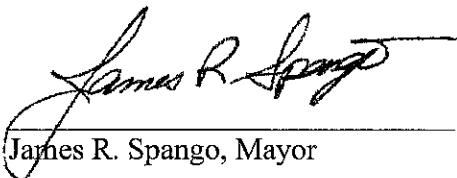|	
Motion to Introduce by:	Councilwoman Fishman
Motion Seconded by:	Councilman Trillo
Introduction Approved:	6-0 Voice Vote
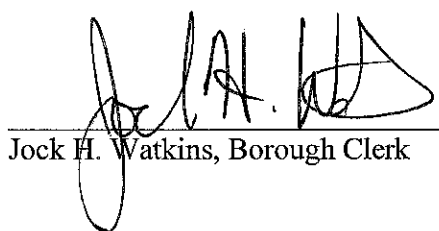
DATE OF ADOPTION: March 17, 2020

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	RECUSE	ABSENT
Councilman Bardi	X		X				
Councilwoman Fishman			X				
Councilman Freda		X	X				
Councilwoman Perrotti			X				
Councilwoman Tolli			X				
Councilman Trillo			X				
Mayor Spango (In case of tie)							
		VOTE:	6	0			

I hereby certify that the above Ordinance was duly adopted by the Mayor and Council of the Borough of Roseland at a meeting of Borough Council held on the 17th day of March, 2020.

_____
James R. Spango, Mayor

_____
Jock H. Watkins, Borough Clerk

Date of Publication: March 24, 2020, the Star Ledger

Ordinance No. 04-2020