



**City Utilities
Design Standards
Manual**

Exhibit CADD3-2 Minimum Electronic CADD Deliverables Checklist

Version: July 2023

(1 of 6)

Deliverables submitted to City Utilities Engineering on: _____

Project Name:	
Work Order #:	

<u>Required</u>	<u>Submitted</u>	
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- | | | |
|-------------------------------------|--------------------------|--|
| ☐ | ☐ | 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. |
| ☐ | ☐ | 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). |
| ☐ | ☐ | Cross Section Sheets along the supplied survey or alignment route(s) at 1" = __ft. scale (Full scale). |
| ☒ | ☐ | LandXML (.xml format) file(s) including all final versions of pertinent Civil 3D data objects (points, surfaces, alignments, profiles, pipe networks, corridors, etc....). |
| ☒ | ☐ | Plans use Standard CADD1 Acronyms and Abbreviations |
| ☒ | ☐ | Plans use Standard CADD2 Introduction |
| ☒ | ☐ | Plans use Standard CADD3 Submittals |
| ☐ | ☐ | Insertion scale units set to feet. |



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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.
☒	☐	All electronic files submitted as directed.
☒	☐	Drawing(s) in current Autodesk Drawing (*.DWG) format.
☐	☐	Drawings created In Model Space at Full (1:1) scale.
☒	☐	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 internal Civil 3D format and structure.
☐	☐	Distance units are set to decimal Feet and Angle type decimal degrees.
☐	☐	Symbol & linetype legend included
☐	☐	North Arrow & Scale included
☐	☐	Pipe Networks submitted
☐	☐	Latest CUE Pipe Network Catalog used submitted
☐	☐	Latest CUE Pipe Networks Parts List used
☐	☐	CUE Pipe Networks Structure and Pipe Properties filled in
☐	☐	CUE Pipe Networks Structure and Pipe Label Styles used
☒	☐	Latest CUE DWT Template used
☐	☐	Pertinent notes included
☒	☐	Benchmarks included



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| ☐ | ☐ | Match-lines included |
| ☐ | ☐ | Sheet Set (DST) file submitted. |
| ☒ | ☐ | Drawings submitted in Indiana 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. |
| ☒ | ☐ | 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 (NAVD 88) used for vertical control. Any spatially-referenced or referenced on other coordinate systems were translated to this same 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. |
| ☒ | ☐ | 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. |
| ☒ | ☐ | 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. |
| ☒ | ☐ | Plans use Standard CADD4 Organization |
| ☒ | ☐ | Plans use Standard CADD5 Drafting Conventions |



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| ☒ | ☐ | All externally referenced files included in part of project; otherwise detached. |
| ☒ | ☐ | All referenced files use relative paths and Overlay insertion method. |
| ☒ | ☐ | Plans use Standard CADD6 Layers |
| ☒ | ☐ | Plans use Standard CADD7 Symbols |
| ☒ | ☐ | Plans use Standard CADD8 Standard Drawings and Details |
| ☒ | ☐ | Project Folder Structure root folder or the top-most folder named in the following format:

<i>City of Fort Wayne Work Order Number – Official City of Fort Wayne Project Name</i>
<i>For example, “83131 – Dwight Ave Storm Drainage Improvements”</i> |
| ☒ | ☐ | Source and External Reference/Model Files (DWG) per Chapter CADD4.04, Item 3A:

<i>For example, “83131C – 3DPN01.dwg”</i> (For a pipe network model file, where 3D = Isometric View, PN01= Pipe Networks Drawing 01)

<i>For example, “83131C – GPAL01.dwg”</i> (For an alignment model file, where GP = General Plan, AL = Alignment Drawing 01)

<i>For example, “83131C – XPBS01.dwg”</i> (For a baseplan model file, where XP = Existing Plan, BS = Base Drawing 01) |
| ☒ | ☐ | Sheet files (DWG) per chapter CADD4.04, Item 3B:

<i>For example, 83131C–107–03.dwg</i> (For the third (plan) sheet of the Civil subset). |
| ☐ | ☐ | Report explaining the external reference files and their association to other files/drawings submitted. |



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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).

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Additional Requirements:

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Deliverables Submittal Review Date: _____

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

Reviewed by: _____

Deliverables Submittal Comments:

Note: This CADD Deliverables review is only for adherence to CUE CADD Standards and not necessarily for topographical survey content or accuracy. Additional questions and/or comments may arise in the near future.

For questions and comments please contact Reviewer or:

City Project Manager
City of Fort Wayne, Indiana
Phone: 260-427-5066