




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

January 16, 2009

To: Location & Surveys Staff
Private Engineering Firms

From: Charles W. Brown, PE, PLS 
State Location & Surveys Engineer

Subject: Proc 2009-1
Final Survey Folder/Files (File Management Structure for TIP Server)

Attached you will find a memo from Jay Bennett, State Roadway Design Engineer, dated January 9, 2009. This memo describes our new procedure for delivery of design files. In short, beginning February 2, 2009, several new procedures will go into effect.

Location & Surveys and Photogrammetry will now deliver one combined planimetric/property file to the user (Roadway, Rails, etc.). All information will be in that one file, as identified in Mr. Bennett's memo of January 9, 2009. The individual files that we have used in the past will no longer be applicable. This one file will be placed in the FINALSURVEY folder that will reside in the TIP Directory. The dtm files will continue to be placed in the DTM Directory.

Any DTM files transmitted to Photogrammetry for merging may still carry the .dtl designation. Photogrammetry DTMs may still carry the .dtp designation. Merged data from either Unit will carry the .dtm designation. Any planimetric/property files being transmitted to Photogrammetry should have all data merged, and labeled TIP#_LS.dgn. When either Unit has completed the deliverable product, the file name will be changed to TIP#_NCDOT_FS.dgn to indicate completeness and placed on the Roadway server.

Any additional work will be added to the existing files on the server, retaining the original title (TIP#_NCDOT_FS.dgn). This same procedure applies to dtm files as well. Any changes to files will need to be noted in the history files (TIP#_FS_history.xls).

A transition period will be required to combine files from older projects. However, all new projects delivered after February 2, 2009 should comply with this procedure.

Thank you for your cooperation in this matter. Please do not hesitate to contact me with any questions or comments.

CWB

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
LOCATION & SURVEYS UNIT
1588 MAIL SERVICE CENTER
RALEIGH NC 27699-1588

TELEPHONE: 919-250-4109
FAX: 919-250-4223

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
BUILDING B -ENTRANCE B4
1020 BIRCH RIDGE DRIVE
RALEIGH NC 27610
Proc 2009-1.doc



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

MEMO TO: Roadway Design Project Engineers and Division Operations Engineer
FROM: Jay A. Bennett, PE
State Roadway Design Engineer
DATE: January 9, 2009
SUBJECT: Final Survey Folder/Files (File Management Structure for Tip Server)

RECEIVED

JAN 14 2009

DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCATION AND SURVEYS
HEAD OF LOCATION AND SURVEYS

On December 11, 2008, a meeting was held with the Roadway Design Unit, Location and Surveys Unit, Photogrammetry Unit and the Hydraulics Unit to discuss procedures for project file management of base mapping and plan sheets for highway projects.

Effective **February 2, 2009** a new file folder named **FINALSURVEY** will be created and added to the TIP Directory. This folder will have shared Read/Write access by Location & Survey, Photogrammetry, Roadway Design & Hydraulics. This folder will contain two (2) files **TIP#_NCDOT_FS.dgn** and **TIP#_FS_history.xls**.

The **TIP#_NCDOT_FS.dgn** file will have the following files merged into one on their unique levels and will no longer be delivered as separate files.

- HYL** - Hydro file containing primarily storm drainage structures and miscellaneous streams and ditches that were field surveyed.
- PRL** - Property data, including drawn property lines, labeled with bearings and distances, owner names, deed book and page.
- UTL** - Utility data surveyed by L&S. It contains all gravity utility lines and structures (i.e. sanitary sewer, maybe some poles, etc.)
- SUE** - Utility data that has been picked up by a PEF SUE Consultant. The file should contain all non-gravity utility data (i.e. water, telephone, telephone duct lines, power, forced sanitary sewer, T cable, fiber optic, gas, etc.) It can also contain appurtenant structures (i.e. water valves, MH, water meters, tel. pedestals, etc.).
- BLN** - This is the baseline control alignment that is set in the field.
- ELN** - This is L&S's calculation for the best-fit alignment of the centerline of the existing road.
- ALN** - This is the localization of the proposed alignment (cross country projects). We take the proposed alignment from Roadway's preliminary design (grid) and localize the alignment to fit the localized coordinate system that we have established for this project.
- PLM** - Any planimetric data that L&S may have picked up in the field that did not show up on the photography. (New features or areas that were under construction at the time of flight).

Photogrammetry's **PS file** - plan sheet planimetric data.

Note: The DTM and TIN files will continue to be separate files and stored in the DTM folder.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
DESIGN SERVICES UNIT
1591 MAIL SERVICE CENTER
RALEIGH NC 27699-1591

TELEPHONE: 919-250-4128
FAX: 919-250-4119

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
ENTRANCE 3
1020 BIRCH RIDGE DRIVE
RALEIGH

A **TIP#_FS_history.xls** file will be located in the **FinalSurvey** directory. This documentation file will contain information on all file revisions and updates to the **TIP#_NCDOT_FS.dgn** file. With all four units working in this same design file, it is critical that this history file is kept accurate and up to date. Even a minor text movement and/or editing should be noted.

Existing project conversion to this format and file structure will be on a project by project basis as approved by Jay Bennett. Project Engineers may request files be merged into the **TIP#_NCDOT_FS.dgn** format on those projects that would greatly benefit from this structure. The request for conversion by Location & Survey and Photogrammetry may be specified in the Request for Surveys letter. The turn around time for conversion will be dictated by L&S and Photogrammetry's work load.

If you have any additional question, please call Dewayne Sykes or Ted Walls at (919) 250-4016.

Attachment

JAB/hc

cc: Ellis Powell, PE
Art McMillan, PE
Charlie Brown, PE, PLS
Keith Johnston, PE, PLS
Dave Henderson, PE
Ron Allen, PE, PLS
Scott Blevins, PE
Dale Burton, PE, PLS
Marc Clifford, PE
Bryan Edwards, PE
Bill Elam, PE
Jim McMellon, PE
Carl Storch, PLS
Dewayne Sykes, PE