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STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS  
HYDRAULICS UNIT

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

MEMO TO: Roadway Design Project Engineers and Division Operations Engineers

FROM: Jay A. Bennett, PE  
State Roadway Design Engineer

DATE: January 9, 2009

SUBJECT: Final Survey Folder/Files (File Management Structure for Tip Server)

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, TV 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.

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LOCATION:  
CENTURY CENTER COMPLEX  
ENTRANCE B2  
1020 BIRCH RIDGE DRIVE  
RALEIGH NC

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

- [-] TIP
  - [+] Common
  - [+] Drainage
  - [+] Dtm
  - [+] Environmental
  - [+] FinalSurvey

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  - [+] Geotech
  - [+] Gpk
  - [+] Hydraulics
  - [+] LightingElectrical
  - [+] LocationSurveys
  - [+] Photogrammetric
  - [+] RightOfWay
  - [+] Roadway
  - [+] Structures
  - [+] Traffic
  - [+] Utilities
  - [+] WetLand

NO. 001

TIP#_DOT_FS.dgn	36 KB	MicroStation Dgn File
TIP#_FS_history.XLS	13 KB	Microsoft Excel Workshee

JANUARY 2009