

# **INSTRUCTIONS FOR SUBMITTING A DIGITAL BOUNDARY FOR STATE COASTAL ZONE CONSISTENCY (CZC) DETERMINATIONS.**

SCDES-BCM strongly encourages the submission of an AutoCAD .DWG file, ESRI shapefile showing the project boundary for all Coastal Zone Consistency (CZC) applications associated with requests for coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities. The .DWG files or ESRI Shapefiles should be prepared and submitted using the protocols indicated below.

The requirements for a boundary submission in AutoCAD .DWG format are as follows:

- (1) The AutoCAD .DWG file should contain a closed polyline showing the limits of disturbed area or project boundary. In some instances, multiple closed polylines are acceptable if the individual project involves separate, noncontiguous areas of disturbance, which are of a relatively significant distance apart, or separated by permanent features such as a paved road or waterbody.
- (2) The polyline should be closed to its point of beginning, so that it forms a polygon when imported into GIS. List the properties of the boundary polygon before sending the file for review to ensure the polygon is closed to its point of beginning. Closing the project boundary using object osnap and selecting the POB endpoint DOES NOT CLOSE the polygon. To close the polygon completely, right click and select close when drawing the last line of the project boundary.
- (3) The closed polyline should be properly oriented North and properly scaled. This should not be an issue if all vertices are associated with verified state plane coordinates. See #5, below.
- (4) The “Named UCS” should be set to “World.” GIS software automatically interprets. DWGs to be in the “World” UCS. When the .DWG is created, the supporting coordinate information that may have been used by add-on software packages to manage the coordinate geometry in AutoCAD is not transferred as part of the file. The result of which is that though the boundary may appear to be in state plane on your system, it is not when imported into our system. Often when this occurs, the Named UCS will appear as “Unnamed” when viewed in our system.
- (5) **MOST IMPORTANT – THE POLYLINE SHOULD BE CREATED IN OR ADJUSTED TO MATCH THE S.C. STATE PLANE COORDINATE SYSTEM (NAD 1983 – INTERNATIONAL FEET). EACH VERTEX SHOULD BE ASSOCIATED WITH A VERIFIED STATE PLANE COORDINATE. GENERALLY SPEAKING, THE “X” OR EASTING IS A 7-DIGIT NUMBER (NOT COUNTING DECIMAL PLACES) BETWEEN 1913700.00 – 2743157.00 AND THE “Y” OR NORTHING IS A 5 OR 6-DIGIT NUMBER (NOT COUNTING DECIMAL PLACES) BETWEEN 79142.00 – 902504.00. REGARDING THE NORTHING, IN PARTICULAR, IT IS MOST COMMONLY A 6-DIGIT NUMBER. IT IS ONLY A 5-DIGIT NUMBER IN THE MOST SOUTHERN PORTIONS OF BEAUFORT AND JASPER COUNTIES.**
- (6) The .DWG should contain annotation for at least one boundary vertex (preferably a property corner) listing the Easting (X) and Northing (Y) of that vertex. The presence of this annotation enables SCDES-BCM to provide better assistance/guidance in correcting certain common mistakes. (This step is not a requirement for the automated boundary processing system so can be skipped.)
- (7) The .DWG should be saved as AutoCAD 2014 (Software v. 19.1, Format v. 2013) or earlier.

Graphic representations of .DWG boundary submission requirements are shown in the “AUTOCAD BOUNDARY DETAILS” section of this document.

The requirements for a boundary submission in ESRI Shapefile format are as follows:

- (1) An ESRI Shapefile is actually made up of several distinct files (.dbf,.prj,.sbn,.sbx,.shp,.shp,.xml and .shx). Components of your Shapefile may vary, but to be readable by our GIS software a .dbf, .shp and .shx are REQUIRED, and unless the projected coordinate system of the Shapefile is NAD83, South Carolina StatePlane (FIPS 3900) International Feet, a .prj (projection) file is also required. For example, if a Shapefile is named “SCDESBCM\_BOUND,” then the email should (at minimum) contain:

SCDESBCM\_BOUND.dbf

SCDESBCM\_BOUND.shp

SCDESBCM\_BOUND.shx

(and preferably) SCDESBCM\_BOUND.prj

One somewhat common issue when Shapefiles are sent by those unfamiliar with its components is the .shp.xml file is sent instead of the .shp. This typically occurs when the “Hide extensions for known file types” setting is active on Folder Option > View tab in Windows. Because .xml is typically a “known file type,” the .xml extension is hidden, and the user just sees the .shp and assumes it’s the correct file to send. To be safe, we recommend sending all components of the Shapefile, whether a required component or not.

- (2) The Shapefile should be a Polygon geometry type, containing a polygon feature (or multiple polygon features when appropriate) showing the limits of disturbance or project boundary.

Accompanying the .DWG or Shapefile (ITEM #1) should be a completed Digital Boundary Details form (ITEM #2). The Digital Boundary Details Form is attached for your reference. Failure to include a completed Digital Boundary Details form may cause your boundary not to be processed. The form can be submitted as a MS Word document or Adobe PDF document, or the information outlined in the form can be included in the body of the email. (This step is not a requirement for the automated boundary processing system so can be skipped.)

**Items #1 & #2** should be attached to an email and sent to ocrmdigbound@des.sc.gov. CDs, DVDs Floppy Disks and FTP links can no longer be accepted.

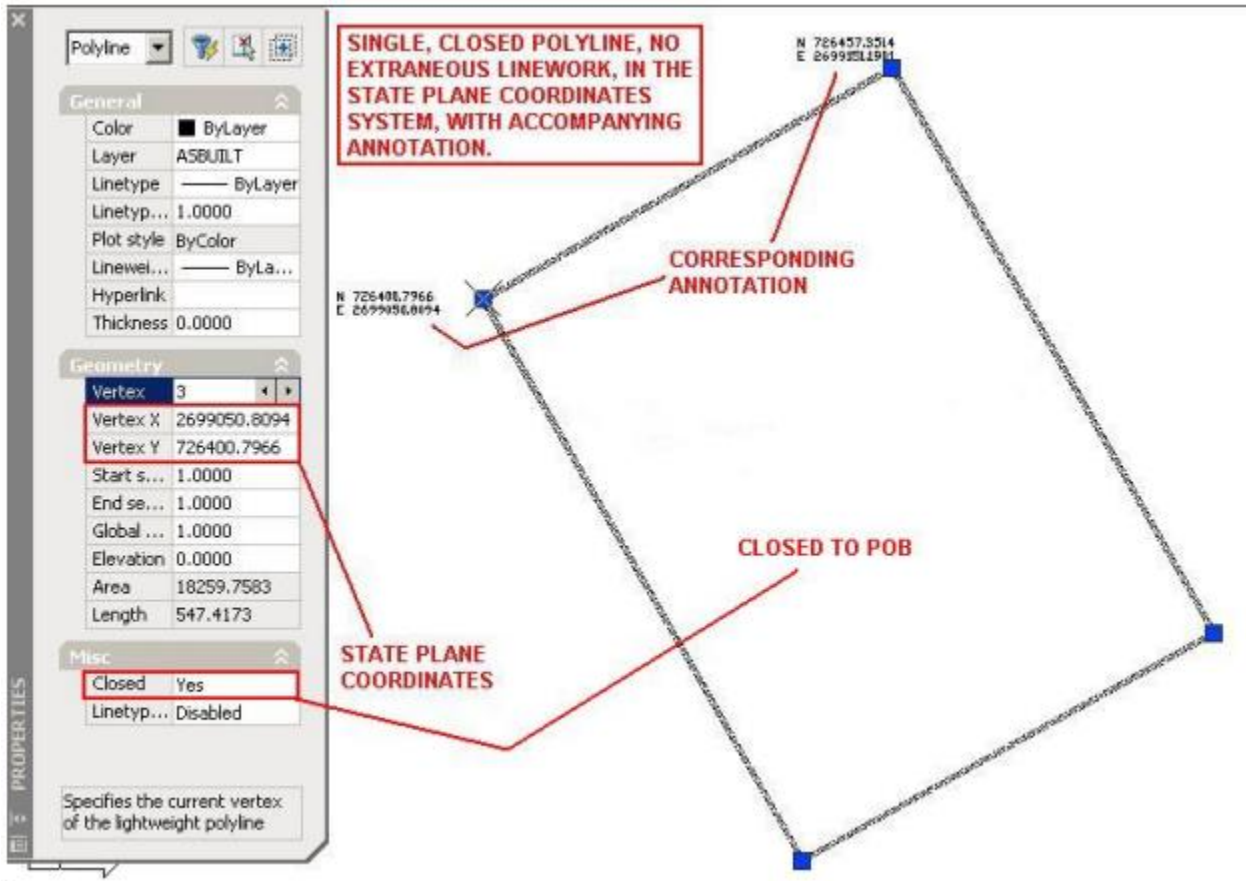
For reference and file preparation purposes, SCDES-BCM has made available for download an AutoCAD .DWG containing coastal zone county boundaries in the S.C. state plane coordinate system. These are generalized county boundaries and should only be used for reference and file preparation. The .DWG can be downloaded from the SCDES-BCM website: <https://des.sc.gov/programs/bureau-coastal-management/south-carolina-coastal-zone-management-program/coastal-zone-consistency-certification/coastal-zone-consistency-state>.

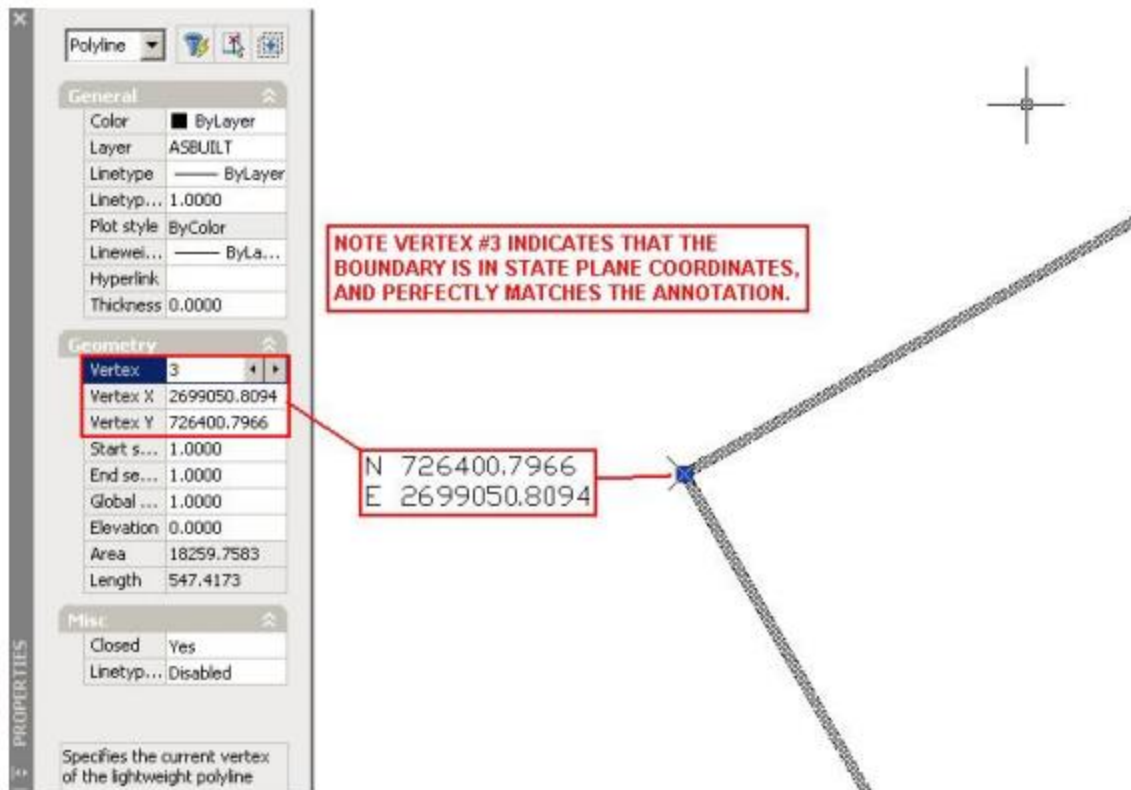
For any data submission issues or questions, please contact Samuel Nyarkoh at samuel.nyarkoh@des.sc.gov. For your convenience, these instructions, along with the Digital Boundary Details form, will be posted at: <https://des.sc.gov/programs/bureau-coastal-management/south-carolina-coastal-zone-management-program/coastal-zone-consistency-certification/coastal-zone-consistency-state>. BCM suggests that you periodically check for new versions of digital boundary instructions, as contact information and procedures may change.

SCDES-BCM have implemented an automation system that efficiently processes email submissions within 10 minutes. The system is designed to handle various file formats, including CSV, TXT, AutoCAD, and shapefiles, ensuring seamless integration and timely processing of data submissions. Please refer to the [new digital boundary instructions](#) for details.

## AUTOCAD BOUNDARY DETAILS

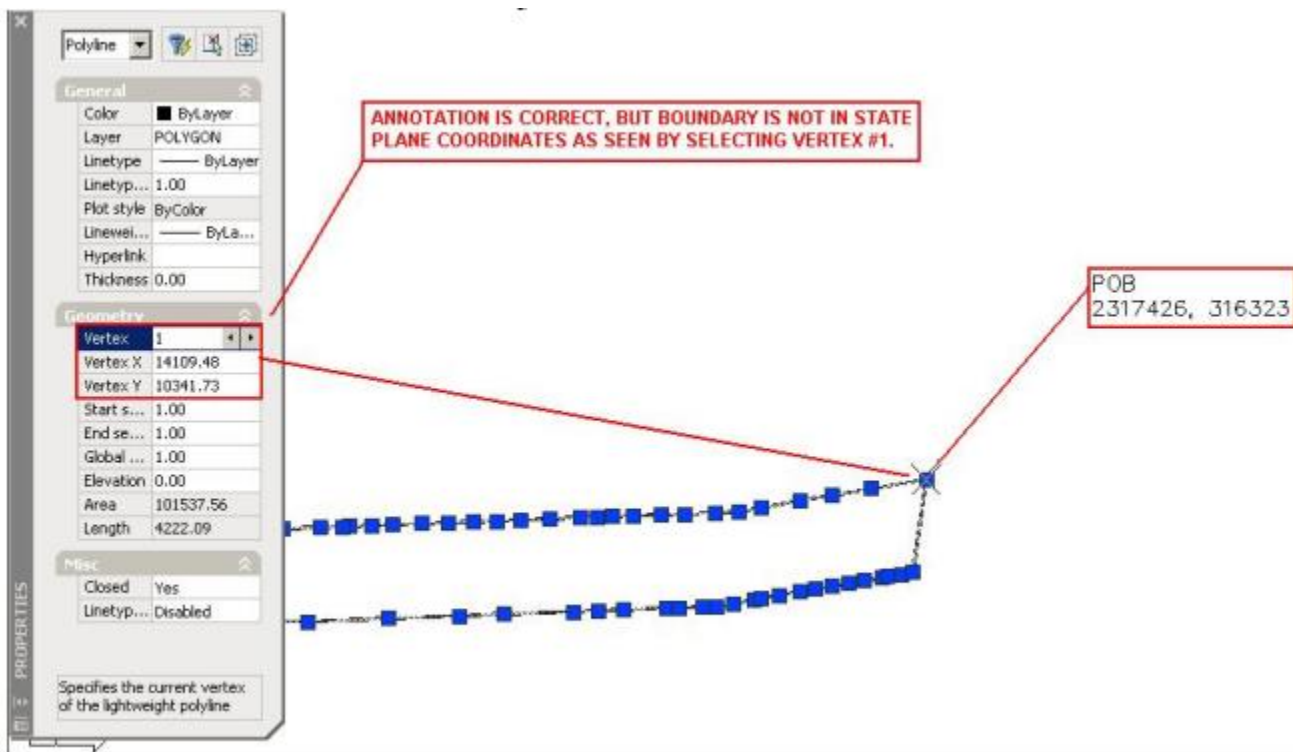
Below is an example of a preferred boundary submission.



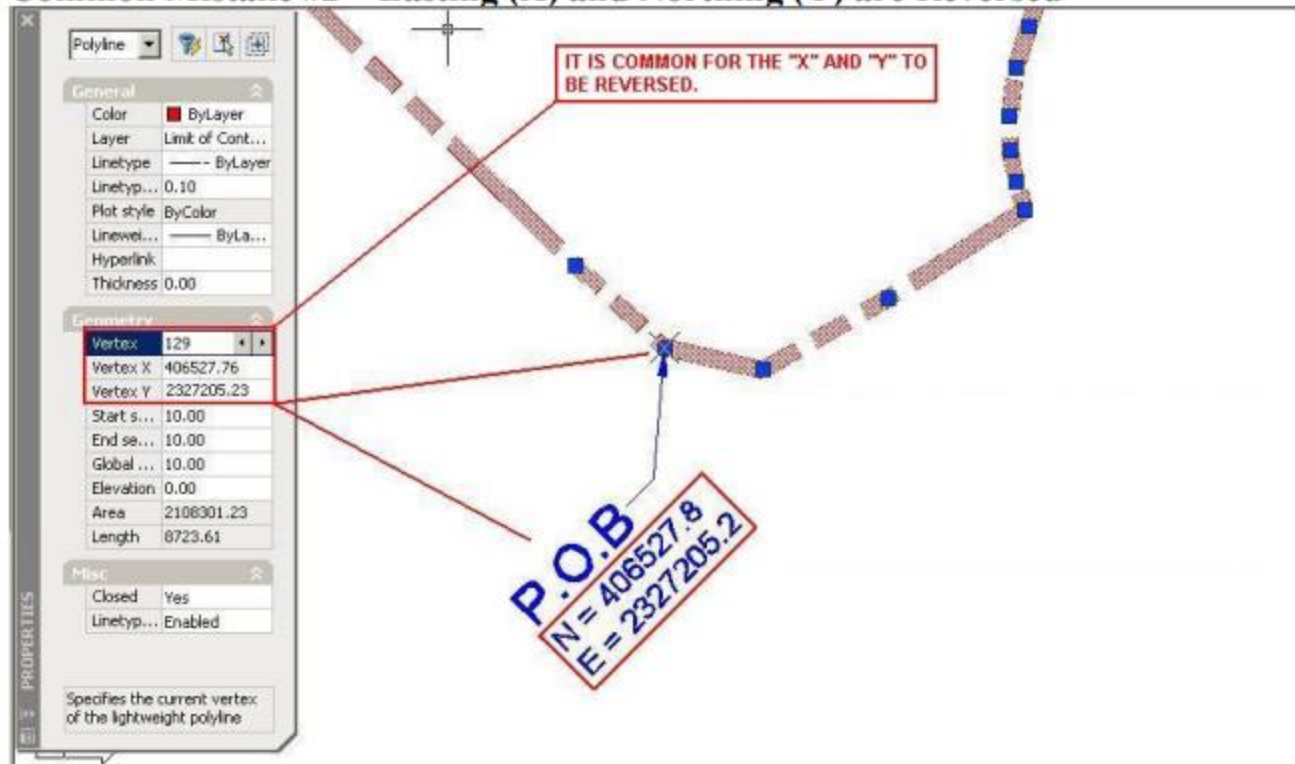


Below are common mistakes to avoid.

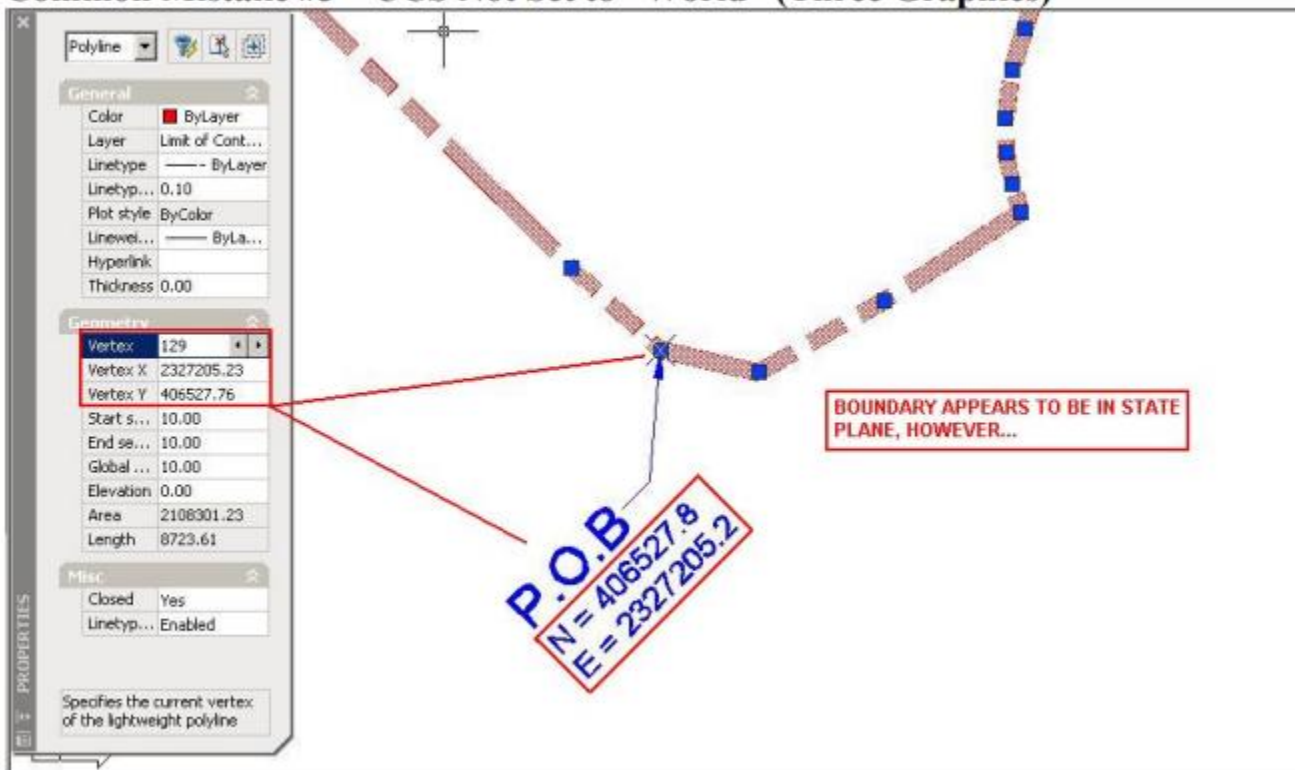
### Common Mistake #1 – Boundary Not in State Plane Coordinates

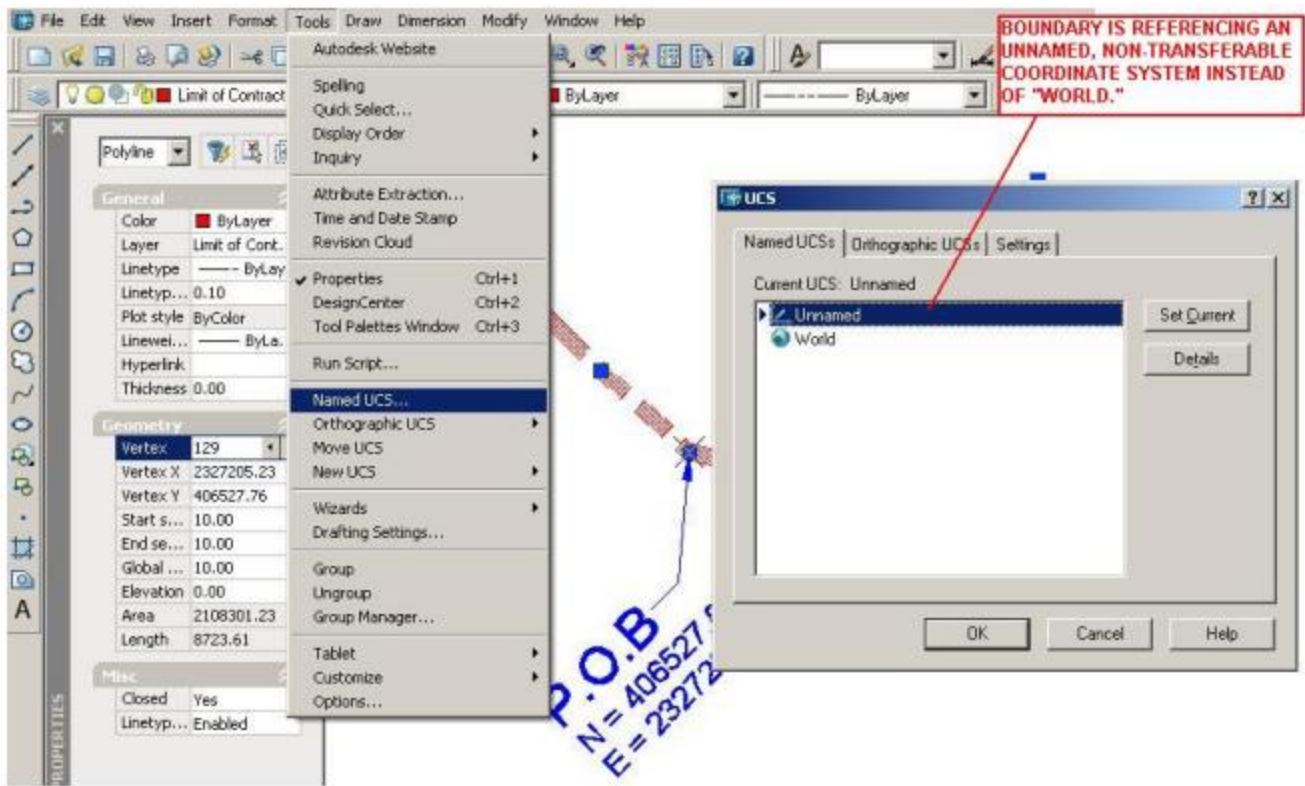


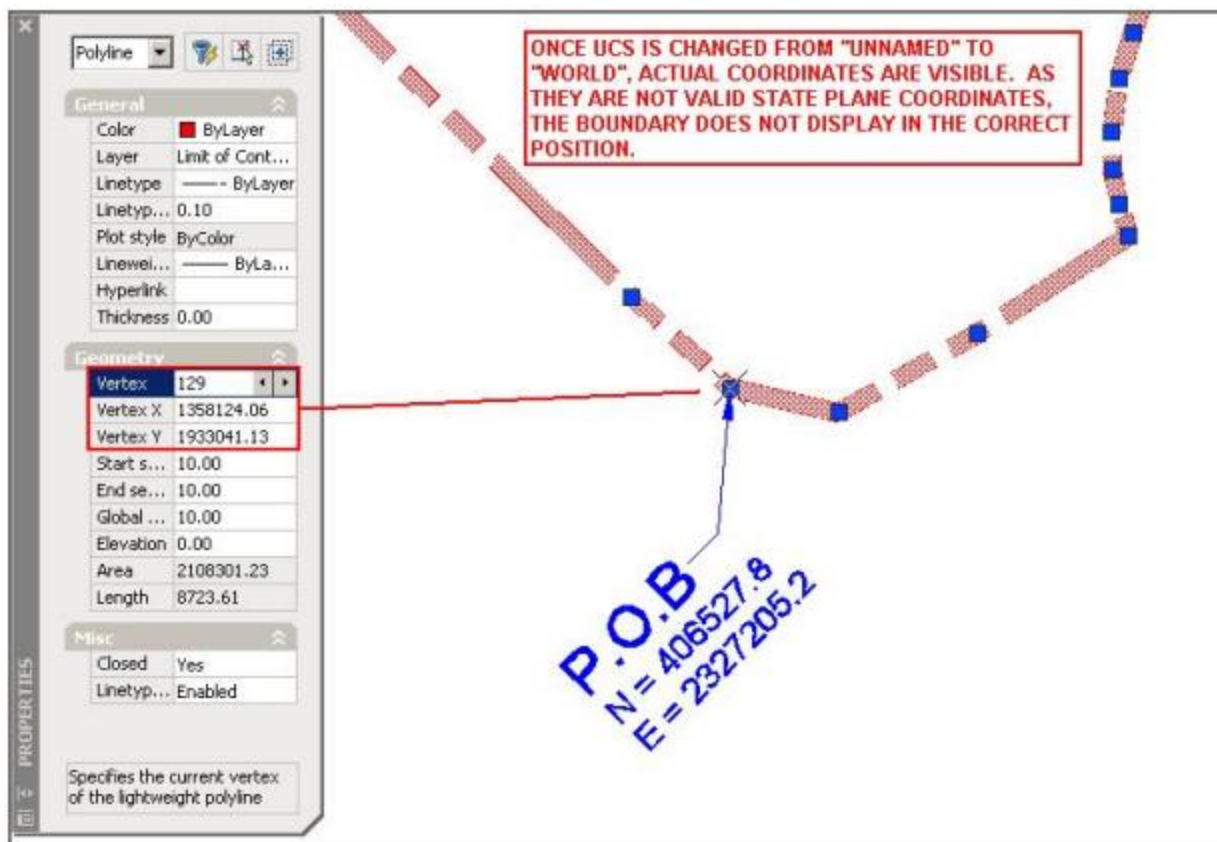
## Common Mistake #2 – Easting (X) and Northing (Y) are Reversed



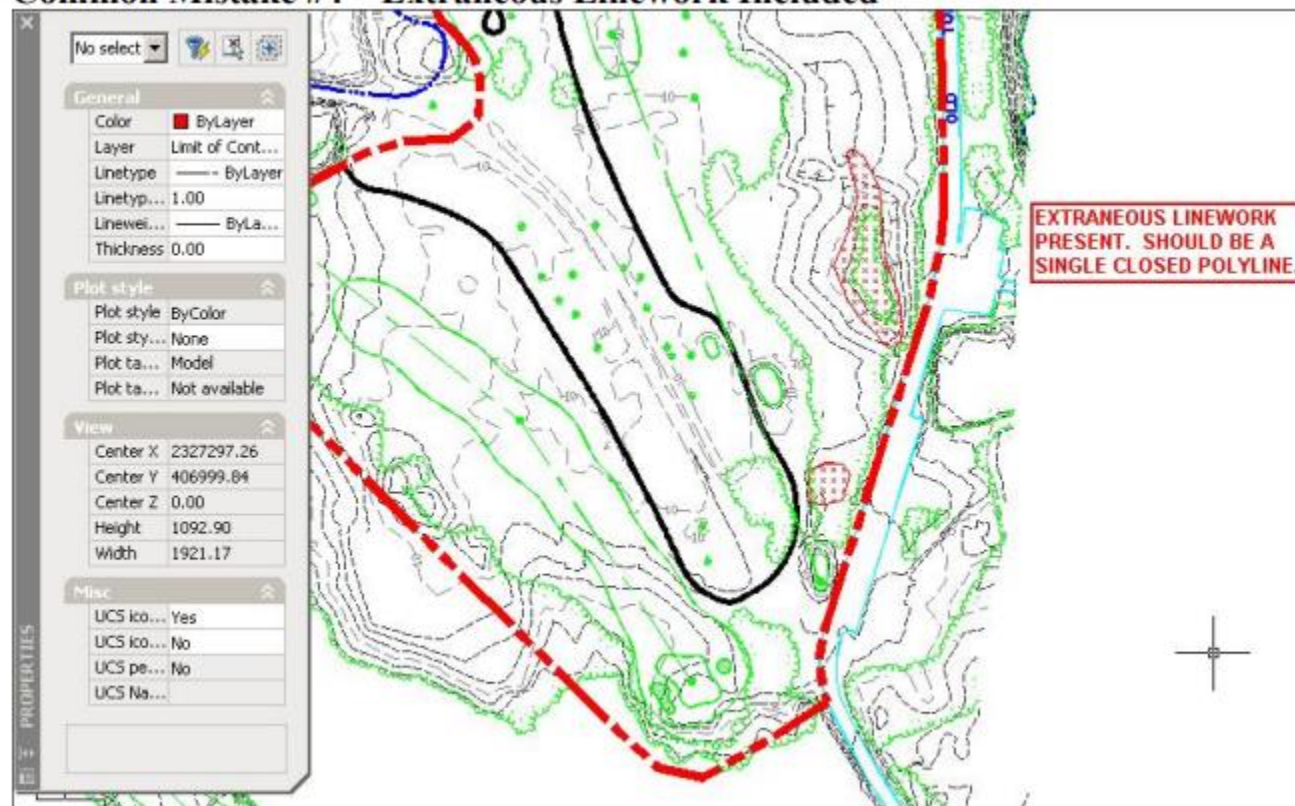
## Common Mistake #3 – UCS Not Set to "World" (Three Graphics)







### Common Mistake #4 – Extraneous Linework Included



## **DIGITAL BOUNDARY DETAILS**

- 1) PLEASE PROVIDE THE INFORMATION REQUESTED BELOW IN **UPPERCASE** LETTERING.
- 2) PROJECT NAME **MUST** CORRESPOND TO PROJECT NAME LISTED ON THE CZC APPLICATION.
- 3) PLEASE AVOID USING SPECIAL CHARACTERS SUCH AS "@" IN THE PROJECT NAME WHENEVER POSSIBLE, UNLESS THIS CREATES A CONFLICT WITH #2.

DATE:

PROJECT NAME:

COUNTY:

PARENT PARCEL/TMS#:

PREPARED BY (FIRM NAME):

ENGINEER OF RECORD (WITH EMAIL):