



**AMENDMENTS TO TITLE 9 TO ADD DIGITAL  
FORMAT LAND SURVEYS TO THE PLAT  
RECORDATION REQUIREMENTS**

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Prepared April 25 for the BOCC  
Public Hearing of May 16, 2013

**APPLICANT:** Teton County Planning Department

**APPLICABLE CODE:** Title 9 Teton County Subdivision Ordinance- Section pertaining to Boundary Adjustments, One-time-only lot splits and plats including plat amendments (9-3-2-D-2, 9-3-1, 9-7-1-B)

**REQUESTS:** Add sections of code to three separate sections of the Subdivision Ordinance to require the submission of digital-format land surveys when recordation of the document is required. A digital version of the survey would be submitted to the Planning Department prior to recording a Subdivision plat or replat, boundary adjustment, or lot-split survey. The three sections of code include: 1) Final Plat Section 9-3-2 (D-2-i) Filing and Recording; 2) Minor Boundary Adjustment Section 9-7-3 (B-4) Recording; and 3) One-Time- Only Section 9-3-1-E-5 Submission to Planning Department.

**APPLICABILITY:** County wide, all zoning districts

**AMENDMENT DESCRIPTION:** Require digital format, GIS-compatible files at the time of recordation. This requirement will be used to enter the new data (parcels, lots, subdivisions etc.) into the County GIS. The purpose is to save time for our GIS department (of one person) and to increase accuracy of the information that is entered into the GIS.

**BACKGROUND:** At present, if a survey or plat is not submitted with digital files, the GIS analyst must enter in line data by hand. This entails adding an entry for every “change” in the line. These include line type (boundary of a lot vs. boundary of a subdivision vs. an easement) and direction (curves are especially onerous) among others. This process, especially for complex projects, can take days (or weeks) and is prone to human error due to tedious monotony. When a surveyor creates a digital survey, these lines are entered digitally by the surveyor. Being able to import this pre-existing line work saves vast amounts of time for GIS staff and improves accuracy. Typically, this will not require added work for the surveyor, with the exception of making sure the data are in the correct coordinate system. This is a low-cost, high-cost-savings amendment.

## **AMENDMENTS TO TITLE 9 -TETON COUNTY SUBDIVISION ORDINANCE**

See attached text for placement and alternative language.

Add “Additionally, line work used to create the survey must be submitted digitally at the time of recordation in DWG file format. The development boundary, the individual lot or unit boundary lines, easement lines, and line annotation shall be provided on separate working layers from sheet information. A survey tie, or ties, to a corner of the Public Land Survey System (PLSS) shall also be required. Preferably, the development, parcel and road easement boundaries should also be submitted in ESRI shapefile format as closed polygons. All files shall be submitted in the State Plane Coordinate System, Eastern Idaho Zone, NAD 83 datum, and units of feet,” to the sections stated above.

### **STAFF ANALYSIS:**

1. **Consistent with purposes of the Teton County Subdivision Ordinance.** The proposed amendment and associated text changes are consistent with Section 9-1-3 Purposes and Scope of Title 9 of the Teton County Subdivision Ordinance, and in particular 9-1-3-G: “The manner and form of making and filing of any plat.”
2. **Consistent with Comprehensive Plan.** The proposed amendment is consistent with the Teton County Comprehensive Plan 2012-2030. This proposal alleviates a financial/resource burden on the County and provides accurate data, available to the public.
3. **Consistent with other sections of the Teton County Zoning and Subdivision Ordinance.** The proposed amendment is consistent with other provisions of the Teton County Code. The proposed amendment does not alter any other part of the subdivision process, but adds an additional requirement at the time of recordation.
4. **Consistent with State Statute.** The proposed amendment is consistent with the Idaho State Local Land Use Act and other state statutes, particularly 55-19: Recording of Surveys 54-12: Engineers and Surveyors, 50-13: Plats and Vacations, and 67-65: Local Land Use Planning.

### **FINDINGS OF FACT AND CONCLUSIONS OF LAW:**

1. The proposed amendment supports the goals, purposes and intent of the Teton County Comprehensive Plan.
2. The proposed amendment supports the goals, purposes and intent of Teton County Title 9, Subdivision Ordinance.
3. The proposed amendment is in compliance with Idaho State Statute.

**PUBLIC NOTICE:** Legal ads were made to the Teton Valley News in accordance with local and state requirements.

### **COMMENTS FROM NOTIFIED NEIGHBORS AND GENERAL PUBLIC**

No comments have been received at the time writing this report.

**PLANNING & ZONING RECOMMENDATION:** The Planning and Zoning Commission unanimously recommended approval of the amendment. The PZC had some technical discussion about whether the County should require CAD files of GIS files and wished to defer to the GIS Analyst for his professional recommendation. The PZC proposed language. Rob Marin, GIS Analyst, has reviewed the language after the PZC's discussion and felt that CAD files are the most appropriate to require, although GIS files of certain data would be nice to have, but not necessary. Mr. Marin has proposed the following language be added to the code to require digital files.

Additionally, line work used to create the survey must be submitted digitally at the time of recordation in DWG file format. The development boundary, the individual lot or unit boundary lines, easement lines, and line annotation shall be provided on separate working layers from sheet information. A survey tie, or ties, to a corner of the Public Land Survey System (PLSS) shall also be required. Preferably, the development, parcel and road easement boundaries should also be submitted in ESRI shapefile format as closed polygons. All files shall be submitted in the State Plane Coordinate System, Eastern Idaho Zone, NAD 83 datum, and units of feet.

**STAFF RECOMMENDATION:** It is staff's recommendation that you approve the amendment as proposed by the GIS Analyst.

**Recommended Motion:** Having found that the proposed amendment to Title 9 is in compliance with state statute and supports the comprehensive plan and other Teton County ordinances, and that a public hearing was legally noticed and conducted, I move to approve the amendment as proposed by the GIS Analyst in the attachment entitled "Requirement of Submittal of Digital Files at Time of Recordation" [with the following changes].