



MOST COMMON OVERLOOKED ITEMS WITH GIS DATA REQUIREMENTS

- **Providing an AutoCAD file with all layers included. Be sure to include irrigation, ROW, lot lines, building footprints, easements, etc.**
- **Information illustrated on the record drawings should be identical to the AutoCAD file.**
- **Plat and/or Easement sketch having the Point of Commencement, Point of Beginning, and an opposite corner (from the P.O.B. / P.O.C.) labeled with the State Plane coordinate (Northing and Easting).**
- **The sketch and description for the Utility Facilities Warranty Deed and Bill of Sale needs to encompass all utilities being conveyed to BSU. For example, some utilities may be located outside of the owners parcel but within an adjacent R.O.W. and/or within existing easements.**
- **Providing the manufacturer, model, and model year for individual features within the GIS database.**
- **The quantities on the “Cost-Material Breakdown” sheet should equal the quantities illustrated on Record Drawings. For example, the number of valves, manholes, linear footage of gravity main, ARV’s, etc. should be identical.**