

VAP USD Electronic Instructions

Submission requirements for electronic copies under OAC 3745-300-10(C)(2)

All Urban Setting Designation (USD) requests must include an electronic copy of the documents that comprise the USD request. Submit the documents via compact disc. The formatting of the electronic copy should be as follows:

- Text documents should be provided in PDF format.
- Each PDF must be bookmarked or indexed by section. Instructions for bookmarking are on the VAP web page at <http://www.epa.ohio.gov/portals/30/vap/docs/Electronic%20Submittals.pdf>.
- Documents should be combined into as few PDFs as possible, without exceeding 150,000 KB per PDF.
- When creating PDFs, please compress the size of files whenever possible. (This is especially needed for photos.)
- When naming documents:
 - DO NOT use any special characters (i.e., *, <, >, /, |, ?, etc...)
 - Only letters, numbers, dashes (-) and underscores (_) should be used.
 - Names should not exceed 25 characters.
 - Names should be indicative of the contents of the document (e.g., USD Request.pdf, USD Boundaries.pdf, etc...).
 - Refrain from using only internal project numbers as the name of documents.

In addition, the following electronic files that identify the proposed USD boundary must be submitted via CD:

- A CD with a GIS data layer of the USD boundary in an ESRI ArcGIS Geodatabase or SHAPE file format, including metadata that includes the following projection information:
 - Coordinate System: North American Datum 1983 (NAD83), North American Vertical Datum 1988 (NAVD88).
 - Projection: Ohio State Plane North or South (US Survey Foot).
- The electronic submittal must include the parcel layer that was used to create the proposed USD boundary, specifying the date the parcel layer was created.
- If the USD boundary is defined by a survey, submit also the boundary survey map that has been signed and sealed by the professional surveyor.

The submittal of a USD request is not considered complete until the electronic copies comply with these procedures. Any electronic copy submitted that does not adhere to these procedures may be returned for correction and Ohio EPA review of the USD request may be delayed until the electronic copy is determined to have been submitted correctly.