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

SCDHEC-OCRM has moved the Digital Boundary processing to an automated system. As a result, there have been changes to the earlier submission protocols. SCDHEC-OCRM strongly encourages the submission of a text file (.txt) with coordinates representing the vertices of the project boundary for Coastal Zone Consistency (CZC) applications associated with requests for coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities. The TXT files should be prepared and submitted using the protocols indicated below.

WHAT YOU CAN DO:

1. Send new boundaries.
2. Update an existing boundary (Shape, TMS).
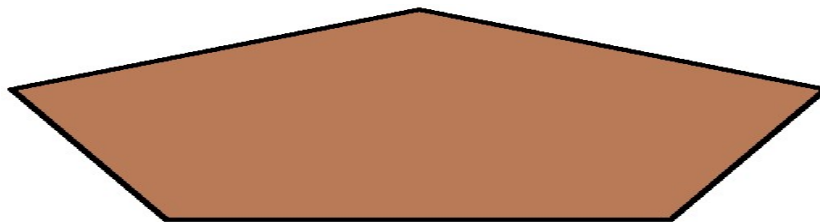3. Rename an existing boundary (Project name)

IMPORTANT NOTES:

- ALL COORDINATES SHOULD BE IN S.C. STATE PLANE COORDINATE SYSTEM (NAD 1983 – INTERNATIONAL FEET).
- ORDER OF COORDINATES:
    - **Singlepart: Northings, Eastings**
    - **Multipart: Part Number, Northings, Eastings**
- **PARENT PARCEL/TMS#** is an important field. It is used to easily identify your boundary. It should always be provided. However, when not available, mark it as N/A. It should never be left empty.
- **Begin and end PARENT PARCEL/TMS with #**
- **EMAIL SUBJECT LINE FORMAT: Digital Boundary Project Name #Parent Parcel or TMS Number#.** It should begin with Digital boundary. E.g. Digital boundary for, Digital boundary submittal, Digital boundary submittal for: etc.
- **BOUNDARY-UPDATE FORMAT: Digital Boundary Project Name #Parent Parcel or TMS Number# - Boundary update**
    - **Boundary update is** required in order to update/replace existing boundary in database.

- **BOUNDARY RENAME FORMAT: Rename Project ** Old Project Name ** New Project Name**
- All requirements are case-insensitive

The submission requirement for Singlepart polygon boundaries are as follows:

Singlepart polygon features are features that have only one part and references exactly one set of attributes in the database. For more details see
https://desktop.arcgis.com/en/arcmap/10.3/tools/data-management-toolbox/multipart-to-singlepart.htm

Singlepart polygon feature

STEPS:

1. Create a .txt file and give it your project name as shown in the example below.

   NOTE: This name will be stored in database so should be clean.

   📄 ABC Substation Phase 1   4/7/2020 2:49 AM   Text Document   1 KB

2. Enter your boundary vertex coordinates as shown below.

   ```
   2639905.64, 682605.98
   2640229.64, 682731.78
   2640136.25, 682953.20
   2639770.84, 682811.28
   ```

   Coordinates for a Singlepart boundaries

3. Add .txt file as an Email attachment.
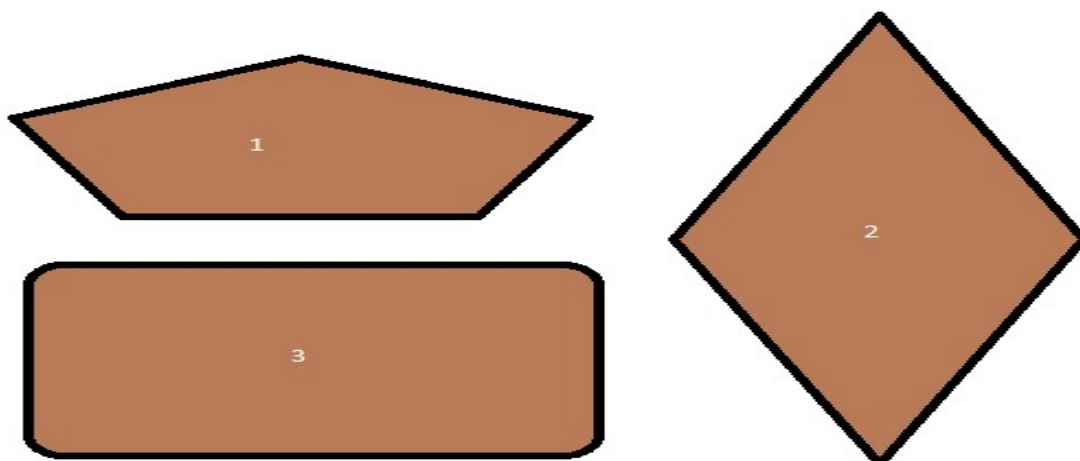4. Your Email subject should begin with: Digital boundary….

   From   dnxy@ugcc.com

   To   ⬤ ocrmdigbound@dhec.sc.g ✕

   Digital Boundary for ABC Substation Phase 1 #PARENT PARCEL/TMS#

   Example: Digital Boundary for ABC Substation Phase 1 #234-3657-5643#

5. Send Email to ocrmdigbound@dhec.sc.gov

6. Done!!

The submission requirement for Multipart polygon boundaries are as follows:

Multipart polygon features are polygons that contain more than one physical part but only references one set of attributes in the database. For more details see https://desktop.arcgis.com/en/arcmap/10.3/tools/data-management-toolbox/multipart-to-singlepart.htm

Multipart polygon feature

STEPS:

1. Create a .txt file and give it your project name as shown in the example below.
   NOTE: This name will be stored in database so should be clean.

ABC Substation Phase 1	4/7/2020 2:49 AM	Text Document	1 KB

2. Enter your boundary vertex coordinates as shown below.

```
1, 2639405.64, 662655.98
1, 2640186.25, 632923.20
1, 2239779.84, 672881.28
1, 2633381.91, 669900.54
1, 2440269.64, 662741.78
2, 2633866.59, 670535.66
2, 2633537.64, 670907.29
2, 2633075.31, 670671.60
2, 2633381.91, 632927.20
3, 2640186.25, 632943.20
3, 2633537.64, 670907.29
3, 2633075.31, 670671.60
3, 2632963.67, 670298.99
```

Coordinates for 3 Multipart boundaries

3. Add the .txt file as an attachment.
4. Your Email subject should begin with: Digital boundary for….

   From   dnxy@ugcc.com

   To   ● ocrmdigbound@dhec.sc.g ×

   Digital Boundary for ABC Substation Phase 1 #PARENT PARCEL/TMS#

   Example: Digital Boundary for ABC Substation Phase 1 #234-3657-5643#

5. Send Email to ocrmdigbound@dhec.sc.gov

6. Done!!

The submission requirement for UPDATE of existing boundaries are as follows:

If for some reason the limits of your boundary changes or project name changes and you want to update or replace the boundary in the database. You can perform that update by simply appending to your project name in the Email subject with "Boundary-Update".

From   dnxy@ugcc.com

To   ● ocrmdigbound@dhec.sc.g ✕

Digital Boundary for ABC Substation Phase 1 #PARENT PARCEL/TMS# - Boundary-update

Example: Digital Boundary for ABC Substation Phase 1 #234-3657-5643# - Boundary-update

The submission requirement for RENAMING existing boundaries are as follows:

1. You DON'T need a text(.txt) file.
2. Format your Email Subject line as:
   Rename Project**Old project name**New project name
3. Send.

From   dnxy@ugcc.com

To   ● ocrmdigbound@dhec.sc.gov

Rename Project ** ABC Substation Phase 1 ** ABC Substation Phase 2