

**ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN, STATE OF NEW JERSEY,
AMENDING THE TOWNSHIP CODE SO AS TO CREATE CHAPTER 147, ENTITLED "ELECTRONIC FILE
SUBMISSION STANDARDS"**

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, that the Township Code is hereby amended and supplemented as follows:

SECTION 1. That Chapter 147 of the Township Code of the Township of Manchester entitled "Electronic File Submission Standards," is hereby created, which shall read as follows:

§147-1. APPLICABILITY

This Chapter shall apply to submissions required by the following sections of the Township Code: §245-13; §245-89C(1)9[6]; §430-19.2.5 and §430-25.8.2.

§147-2. REQUIRED DATA / FILE SUBMISSIONS

a. In addition to any/all hardcopy submissions already required of all map and plan materials currently being submitted to Township of Manchester, a digital graphics file containing the data outlined in §147-3 shall also be submitted with each project. All files must be submitted in the native file format, (i.e. .dwg, .dgn, .shp, .gdb, .tif or .dxf file format to name a few).

b. All electronic files must be created in NJ State Plane Coordinate System North American Datum 1983 (NAD 83), in US Survey FEET. All digital files must georeference to available digital mapping resource data from the New Jersey Department of Environmental Protection (NJDEP), the Natural Resource Conservation Service (NRCS) and the Federal Emergency Management Agency (FEMA) to name just a few. The geographical referencing process, known as georeferencing, essentially ensures that the positioning of all geographical data layers will be correctly referenced to the map projection of the New Jersey State Plane Coordinate System for increased accuracy.

c. All linework shall connect at line end points. Overlaps, gaps, or dangles are not acceptable. Polygon objects, such as parcels or other boundaries, shall be created from line segments, connecting to adjacent linework at intersections. Single, closed polygons are not to be used where coincidental boundaries may occur. All text shall be clearly legible and not obscured by polygon boundaries/linework.

§147-3. SUBMISSION TIMEFRAME

All digital files for proposed property upgrades/changes/improvements shall be submitted to the TOWNSHIP OF MANCHESTER within fourteen (14) days of recordation of the Final Plat or Parcel Map. Upon acceptance of the improvements by the appropriate reviewing body, the digital files for all public, private and site development, upgrades, changes and/or improvements shall be submitted by the originating party. These digital files shall contain all information as shown on the approved, hardcopy plans, as well as any approved changes or revision, and any/all "As-Built" information. Any proposed deviation from these guidelines shall be considered by the appropriate reviewing body on a case-by-case basis only.

§147-4. MINIMUM CONTENT REQUIREMENTS

The following MINIMUM information, including its Metadata, which is "data [information] that provides information about other data", must be provided as outlined for each type of project referenced.

a. **SIGNALIZATION DATA:** Striping, traffic signs, traffic signals, MUTCD sign type, Sign text, sign support type, legend.

b. **CONTOUR DATA:** Contour lines and contour elevations, Light Detection and Ranging (LiDAR), Digital Elevation Model (DEM). (The dates of flights range can vary depending on your given location. Be sure to review the

metadata file to verify this information before using this dataset. The general file format is *.tif with supporting shapefiles).

c. GRADING DATA: Street grade, top of curb elevations, gutter elevations.

d. ROAD DATA: Right of way lines, street name(s), sign locations, centerline locations, median island locations, sidewalk locations, retaining wall locations, sound barrier locations, driveway/gutter line locations, curb lines, handicap ramp locations, traffic light locations, tree/shrub locations, bridge/culvert name/code, water/road spanning over, bridge/culvert construction type, bridge/culvert year built, guiderail location, guiderail side of road, end cap type, sign post type, sign post type, bus stop location, legend.

e. SURFACE DATA: Water body locations, stream/drainage ditch locations, park locations, railroad locations, bike path/trail locations, well locations, aboveground storage tank locations, legend.

f. SURVEY DATA: Boundary line locations, monument locations, center line locations, lot/parcel boundaries, easement locations, control lines, legend.

g. UTILITIES DATA: Transmission line locations, pole locations, transformer locations, lateral locations, meter locations, valve locations, cleanout locations, catch basin locations, culvert/culvert fencing locations, water line locations, water material, water pipe size, sanitary sewer line locations, sanitary sewer material, sanitary sewer pipe size, stormwater line location, stormwater drainage facility locations, sanitary sewer service area, pipe size, pipe material, upstream elevation, downstream elevation, slope-from manhole-to manhole, manhole locations, manhole install date, invert elevation, invert, rim elevation, cover type, manhole type, pump station location, pump type, pump elevation, pump rotation, stormwater inlets, inlet type, inlet elevation, control valve location, control valve rotation, control valve diameter, control valve type, curb stop location, curb stop valve rotation, curb stop valve diameter, curb stop valve type, hydrant locations, hydrant install date, hydrant manufacturer, hydrant operable Y/N, hydrant owned by, water lateral location, water lateral material, water lateral pipe size, sanitary lateral location, sanitary lateral material, sanitary lateral pipe size, service connection location, valve location, valve type, legend.

h. TRANSIT DATA: Rail Station locations, rail service lines, rail service type, station name

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. This ordinance shall take effect after second reading and publication as required by law.

NOTICE

PUBLIC NOTICE is hereby given that the foregoing ordinance was introduced at a meeting of the Township Council of the Township of Manchester, in the County of Ocean and State of New Jersey on the 10th day of August 2026 and was then read for the first time. The said ordinance will be further considered for final passage by the Township Council in the Town Hall at 6:00 p.m. on August 24, 2026. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Teri Giercyk, RMC/CMC
Municipal Clerk