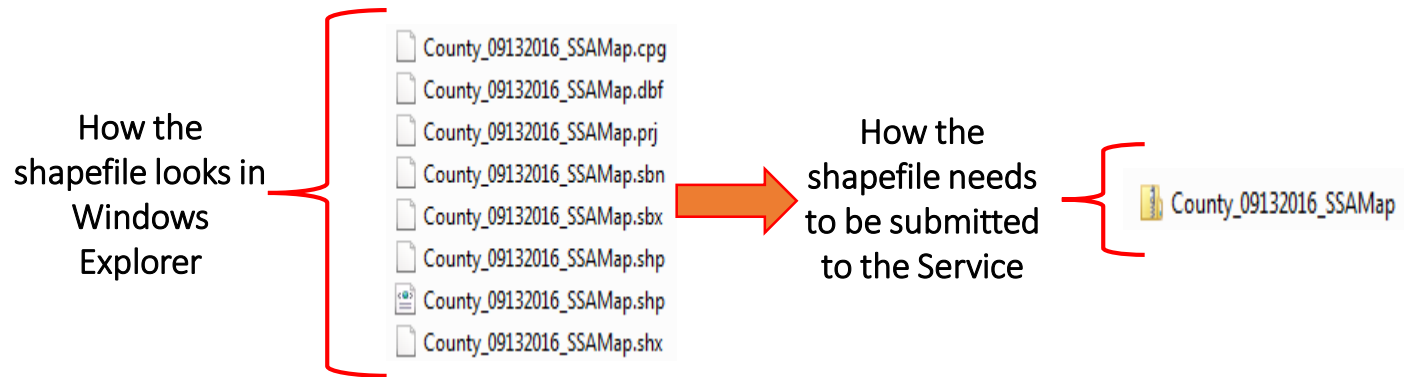


# Directions for Shapefile Submittal

**Purpose:** This document will provide directional text in order to ensure proper shapefile submittal and acceptance. Failure to follow these directions may result in the delay or denial of the shapefile submission. **Please note that shapefiles are required. This service will not accept AutoCad extensions (which include but are not limited to; DST, DWF, DWFx, DWG, DWS, DWT DXB, DXF, etc.)**



1. The submission of the shapefile must contain the Sewer Service Area only. You will be required to submit an Official Map at the end of the service (in PDF format).

- A. Create a polygon shapefile
- E. Populate all the required attribute information
- E. Save the shapefile submission
- F. Resave the files into a compressed zip file

2. The shapefile should be labeled in the following format:

**County/MuniName\_MonthDayYear\_SSAMap i.e. "MercerCounty\_01312016\_SSAMap"**

3. The shapefile submitted may contain multiple files but upon submission the shapefile must contain the following core files:

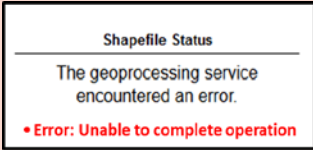
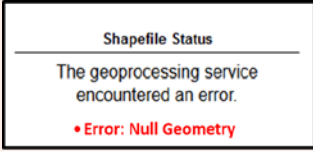
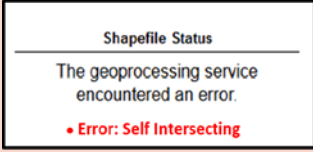
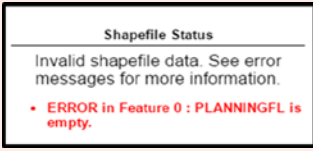

- **.shp:** ESRI file that represents the feature geometry.
- **.shx:** ESRI and AutoCAD shape index position.
- **.dbf:** Standard database file used to store attribute data and object IDs.
- **.prj:** This file type contains the shapefiles coordinate and projection system.

4. The shapefile's Attribute Table must contain the following fields **and** those fields must be populated unless indicated below:

- **WQMP:** Indicates the Areawide Water Quality Management Plan that the submission falls within.
- **WMP:** Indicates the Wastewater Management Plan Document Name that the submission is amending/revising.
- **TYPE:** Indicates the type of discharge that the facility will use in order to process wastewater, these include:  
**SW (Surface Water) or GW (Ground Water)**
- **FACNAME:** Indicates the name of the facility that will process the wastewater from the submission. If unknown due to the facility being proposed, please put "TBD"
- **WMPAGCY:** Indicates the Wastewater Management Planning Agency that is responsible for wastewater management planning. This is normally the Designated Planning Agency or the County's Board of Chosen Freeholders. However, in Bergen, Union, and Warren County, it is the Municipal Planning Board
- **NJPDES:** Indicates the permit number of NJPDES-regulated wastewater treatment plant serving the wastewater service area. If permit has not been issued, please place a "0"
- **NJPDESFL:** Indicates the NJPDES permit flow for the wastewater treatment plant. This number should be recorded in Million Gallons Per Day (MGD). If permit has not been issued yet, please place "0"
- **PLANNINGFL:** Indicates total wastewater treatment plant projected planning flow. This number should be recorded in Million Gallons Per Day (MGD).
- **COMMENTS:** This field does not need to be populated, it's use to denote special circumstances.

# Common Errors for Shapefile Submittal

**Purpose:** This section outlines common errors with shapefile submittals. **Please note that shapefiles are required. This service will not accept AutoCad extensions (which include but are not limited to; DST, DWF, DWFx, DWG, DWS, DWT DXB, DXF, etc.)**

RSP Screen	Common Error Message	Meaning	Fix
	Error Unable to complete operation	No attributes and/or multiple shapefiles in zipfile	Populate attributes as outlined and/or delete shapefiles until there is only ONE shapefile within the zipfile
	Null Geometry	There is no geometry	Create polygon
	Self Intersecting	Polygons within the shapefile are intersecting with one another	Correct intersections
	Error in Feature “ # “: Error	There is an error in object id #	Go to object id # and fix Error.
	Uploading to Geodatabase	-	Delete special characters within the attribute table. Special characters are defined as any characters not letters or numbers.