

2019

Utility Asset Plan Submittal Requirement

The City of Henderson Department of Utility Services announces a new requirement for plan submittals involving water, sewer, and reclaimed infrastructure. Beginning April 1, 2019, the City will begin requiring that CAD (computer aided drawing) files be submitted online through the CAD Validator, a tool available on the Utility Submittal Portal that determines if the standards are met. Help with the submittal process is available at: www.cohdus.com/Content/Page/Help_Intro



What is changing with the CAD file submittal process?

We will now **require** the use of the online CAD Validator for the file verification and submittal, rather than submitting on a CD, via email, or other methods. After uploading the file, the CAD Validator will provide specific comments about compliance with the file standards to allow corrections and then successful submittal of a verified file within minutes.

Why April 2019?

Utility Services has been requiring submittal of CAD files since January 2018. This past year, we have developed and tested the CAD Validator tool and it is ready for full-scale use. This tool will allow for online submittal and ensure that files received meet the standards.

A CAD Validator workshop will be held on March 27th from 9:00-11:00am at the Henderson Convention Center.

Do I need to resubmit the CAD file every time there is a change to the plans?

No. The CAD file should be submitted once after all comments have been addressed, concurrent with the submittal of Mylars for final approval. Successful submittal of the CAD file is required for final plan approval.

In what format do I submit the CAD file?

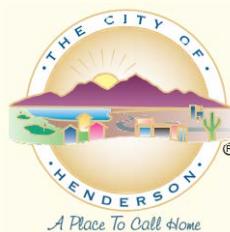
Utility Services will accept any version of an AutoCAD (DWG) file provided it meets the adopted standards. Microstation and other CAD formats will also be accepted with advance notice provided they meet the adopted standards.

What do I name the CAD file?

The CAD file may be named after your normal naming convention and must be suffixed with “_UT” to indicate that this file contains utility information of interest to the Department of Utility Services and follows the adopted CAD Submittal Standards.

Do I need to submit a CAD file for all utility information?

No. At this time only utility information managed by the Department of Utility Services is required in the CAD file. This includes horizontal infrastructure related to water, sewer and reclaimed water assets within the City of Henderson service area.



Why is the Department of Utility Services asking for CAD file submittals?

Utility Services is streamlining the process wherein submittal data is converted and stored in its system of record. Having the proposed changes to the utility infrastructure in an electronic format will help make this process more efficient.

How do I submit the CAD file?

The required submittal method is through the department's Utility Submittal Portal at www.cohdus.com, which allows the user to upload a CAD file using a web browser interface. **This portal requires users to create an account in the system.** Please visit [cohdus.com/Content/Page/Help_Intro](http://www.cohdus.com/Content/Page/Help_Intro) or email CADSubmit@cityofhenderson.com for help using the portal website.

How will I know if the CAD file meets the submittal standards?

After uploading a CAD file using the Utility Submittal Portal, the portal will display the results of a submittal report under the My Uploads list. The report will provide specific comments to assist the engineer with making any necessary corrections. Please visit [cohdus.com/Content/Page/Help_Intro](http://www.cohdus.com/Content/Page/Help_Intro) or email CADSubmit@cityofhenderson.com for help using the portal website.

For more information, visit www.cohdus.com