

# Database Import Requirements



When using the online Shape File Import Request Form, make sure your submission meets the requirements outlined below.

**Submitted shape files can be polygons, polylines or points.**

- Submit data using NAD83 or WGS84 Datum with a coordinate reference system of latitude/longitude.
- Submit the files using the naming convention shown in the tables below.
- Unless otherwise instructed, all imports will be completed upon receipt. Shape files intended to replace an existing database will be given a two-hour window for review prior to activation.
- Do not submit grids.

**Polygons:** Unless instructed by the member, polygon shape files are imported without buffering.

**Lines and Points:** Line and point shape files will automatically be buffered upon import by 250 feet from the centerline. If more or less than 250 feet is needed, please state so on the online Shape File Import Request Form.

**Counties:** Shapes submitted for a single member code may include data for multiple counties. List *all* counties affected by the new file, including the counties you are overwriting with no data; i.e. a replacement shape file containing no data for a county that previously contained data.

Buffers for 30—2,500 feet can be requested.

Shape File Submission		
Your submission must include the four file types listed below.		
File Extension	File Type	File Name
.shp	Shape	The required format for shape file names is [Facility Code]_[Date Submitted].  <b>Example:</b> TESTMD_11.3.17.shp
.dbf	Database	
.prj	Projection	
.shx	Index	

.KML or .KMZ Submission		
File Extension	File Type	File Name
.kml	Keyhole Markup Language	The required format for shape file names is [Facility Code]_[Date Submitted].  <b>Example:</b> TESTMD_11.3.17.kml  TESTMD_11.3.17.kmz
.kmz	Keyhole Markup Language Zipped	

**Please limit database size to 100 MB.**