

General Policy

- No proposed features or drawing entities allowed in the SV-BASE drawing.
- No additional features or information may be placed in the SV-BASE without prior knowledge of the Survey group. Contact your Survey Project Managers or Phase Manager before making any modification to the SV-BASE or 3D-SURF-EG drawings.
 - When checking SV-Base back in vault, add in the comments of any changes you performed in the drawing file.
- Do not move any drawn object (i.e. lines, arcs, polylines, blocks, feature lines, etc.) from its original location.
- Do not conduct an AutoCAD rotation on any object; either around the insertion point or the 0,0 base point.
- No modifications may be made to property lines, rights-of-way, easements and their descriptions.
- Point Objects cannot be moved by anyone outside of the Survey group. Points imported from the field should be locked to prevent accidentally shifting.
- Do not modify or add layout tabs to the SV-BASE. There should not be any sheet views in the SV-Base.

Allowable Modifications

- Text labels for any drawn object may be moved, but if resizing is necessary, add the required annotative scale to the text object.
- Natural Science team is authorized to add wetlands/streams/GPS items. They should coordinate with the Survey Project team, prior to the addition.
- For the demolition phase of the project, objects may be modified and placed on demolition layers.
 - Before adding a demolition layer to the SV-BASE, create a new Revision in Vault. This will preserve a clean copy of the SV-BASE.
 - When checking in the modified SV-BASE with the demolition objects, add the comment "Added demo items".
 - Add a status field to the newly created demolition layer. The prescribed code is '-D' (ex. V-SITE-TREE-D).