

MAPPING AND GRAPHICS

I. PURPOSE:

The following guideline establishes policies and procedures for performing mapping and graphics functions, and to inform all Departments of such responsibilities.

II. RESPONSIBILITY:

This guideline is based on agreements reached between the Public Works Department and the Planning and Development Department. These Departments will have responsibility for completing respective mapping and graphics activities. All Departments are responsible for scheduling requests for service and cooperating with the Public Works Department and the Planning and Development Department.

III. POLICY:

The Public Works Department will be responsible for:

A. Maps:

1. Development and Maintenance of City Base Maps (200 and 1,000 scale)
2. City Limits Base Map (2,000 scale)
3. Annexation Base Maps (2,000 scale)
4. Copies of Overlays of Various Maps Necessary for Engineering Project Support

B. Engineering Support Graphics:

1. Engineering Project Plans
2. Architectural Project Plans
3. Survey Sketches
4. Intersection Designs and Schematics
5. Sign Board of Review Sketches
6. Street Address Assignments
7. Silk Screen Art Work for Traffic Control Signs

C. City-Wide Graphics Support:

1. Graphic Displays
2. Flow Charts

3. Organization Charts
4. Brochure Art Work

The Planning and Development Department will be responsible for:

A. Maps:

1. Maintenance of Planning Area Boundary Base Map
2. Maintenance of Master Street Plan Base Map
3. Maintenance of Official Zoning Maps
4. Maintenance of Land Use Plan Map

B. Sketches:

1. Little Rock Planning Commission Sketches
2. Zoning Board of Adjustment Sketches

C. Support Graphics:

1. Planning Study Graphics
2. Brochures
3. Organizational Chart
4. Report Covers
5. Photography
6. Graphic Support

D. GIS:

1. Maintenance of Data Layers
2. Creation of Base Maps
3. Production of Maps

IV. PROCEDURE:

Requests for mapping and graphics services may be initiated by any City agency. All requests shall be kept, along with pertinent information, in respective files. All service requests shall be scheduled, and applicants for service shall be notified of the status of their projects.

Approved:



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City Manager