

3.5 Map Files. Under subsection 193.1142, F.S., the Department requests that property appraisers submit parcel-level geographic information to the Department. As with the NAL, NAP, and SDF files, maps may be submitted electronically to the Department's secure FTP site. These files should be placed in the "Mapping" sub-directory located in the main county root directory. Data format specifications are listed below:

Data Projection: The GIS files submitted should be projected in the correct Florida State Plane Coordinate System Zone, US survey feet units, using NAD83/HARN datum (1990 adjustment).

Data Format: A Parcel layer polygon file should be submitted in the ESRI shapefile format. The data attributes must contain a **PARCELNO** field. This **PARCELNO** field is the unique parcel identification number as listed on the NAL. The Department requests that no other field name be used. The formatting of the **PARCELNO** field should also match the NAL file. The naming convention for the Parcel layer polygon file is "T_ *countyname* _monthdayyear_parcels.shp" for test submissions and "F_ *countyname* _monthdayyear_parcels.shp" for final submissions. **Note:** Month, day and year designations are numeric.

Other parcel-level GIS data layers to be submitted, if available, should be in the ESRI Geodatabase format. Please note that if the cartographic elements, as required by Rule 12D-1.009 F.A.C., are not present in the parcel-layer polygon file, they must be included in the Geodatabase. The GIS data layers requested to be submitted, if available, include:

- Parcel polygons – shapefile format only;
- Parcel lines;
- Parcel dimensions;
- Lots, lot numbers, blocks and block numbers;
- Subdivision boundaries and annotation;
- Condominium polygon layer (if condominiums are not accounted for in the parcel's polygon);
- Condominium relate (lookup) table (if condominiums are not accounted for in either the parcel's polygon or the condominium polygon layer);
- Street or road centerlines and annotation;
- Railroad layer;
- Water features and annotation;
- Municipal boundaries;
- Taxing district boundaries;
- Parcel metadata (recommended FGDC compliant); and
- Additional parcel level GIS layers.

3.5.1 2012 GIS Data Edits and Levels: Edits performed on GIS data submissions are categorized by levels coded 1 through 4. Each edit level is performed on a different set of data fields. Significant discrepancies will be noted in the post-audit review process pursuant to s. 195.097, F.S. The Edit Guide for GIS Data contains the standards for GIS data submissions and lists specific edits at each level of review. The Edit Guide can be found on the Department's website at:

<http://dor.myflorida.com/dor/property/gis/pdf/giseditguide1211.pdf>

3.5.2 Hardship Waiver: The Department recognizes that some counties may have difficulty complying with the GIS data submission requirements. Property appraisers experiencing a hardship must notify the Department in writing and include a plan to achieve compliance. The hardship request must be submitted by May 1. A request for Hardship Status for GIS Map Submission is available for download at:

<http://dor.myflorida.com/dor/property/gis/>

3.5.3 Electronic Submission of GIS Data. The preferred method for submission of GIS data is the Department's File Transfer Protocol (FTP) website. Please contact Charles Russell at (850) 617-8867 with any questions. The Department will accept GIS data mailed on DVD, CD or portable hard drive to the addresses below:

Charles Russell
Florida Department of Revenue
Property Tax Oversight
Post Office Box 3000
Tallahassee, FL 32315-3000