

3.5 Map Files. Under s. 193.1142, F.S., the department requests that property appraisers submit parcel-level geographic information. Property appraisers may submit maps electronically to the department's SFTP site. These files should be placed in the "Mapping" sub-directory in the main county root directory. Data format specifications are listed below.

Data Projection: The GIS files 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 in the ESRI shapefile format. The data attributes must contain a PARCELNO field. This PARCELNO field is the unique parcel identification number as listed in Field 2 on the NAL. The department requests that the property appraiser use no other field name. The formatting of the PARCELNO field should match the data in Field 2 of the NAL file. The naming convention for the parcel layer polygon file is "T_countyname_monthdayyear_parcel.shp" for test submissions and "F_countyname_monthdayyear_parcel.shp" for final submissions.

Note: Month, day, and year designations are numeric, with two digits for the month, two digits for the day, and four digits for the year (mmddyyyy). The initial submission date and any subsequent submission dates should each be unique.

Other parcel-level GIS data layers, if available, should be in the ESRI Geodatabase format. 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 requested GIS data layers, if available, include:

- Parcel polygons – shapefile format only.
- Parcel lines.
- Street or road centerlines and annotation.
- Railroad layer.
- Water features and annotation.
- Municipal boundaries.
- Taxing district boundaries.
- Neighborhood/market areas.
- Zoning.
- Parcel metadata (recommended FGDC compliant).
- Additional parcel-level GIS layers.

3.5.1 GIS Data Edits and Levels. Edits implemented on GIS data submissions are categorized by levels coded 1 through 4. Each edit level applies to a different set of data fields. The department will note significant discrepancies in the post-audit review process under 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 is on the department's website at:

<http://dor.myflorida.com/dor/property/gis/pdf/giseditguide0215.pdf>

3.5.2 Letter of Intent for GIS Map Submissions. The department recognizes that some counties may need additional time to comply with the GIS data submission

requirements. Property appraisers needing additional time must notify the department in writing by May 1 and include a plan to achieve compliance. The preferred method of submitting the letter is by USPS or by email to Charles Russell (Charles.Russell@floridarevenue.com). The format is included in Attachment Three of the Complete Submission and Roll Evaluation Standards.

3.5.3 Electronic Submission of GIS Data. The preferred method of submitting GIS data is to compress all files into one .zip file and transmit to the department through its Secure File Transfer Protocol (SFTP) website. Please contact Patrick Murphy at 850-617-8536 with any questions. The department will accept GIS data on DVD, CD, or portable hard drive mailed to the address below:

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

4.6 Minimum Image Technology Standards for Physical Inspection. Minimum standards for the use of image technology are available at:

http://dor.myflorida.com/dor/property/gis/pdf/min_img_tech_standards_phy_inspect.pdf