

STANDARD OPERATING PROCEDURE

Importing survey data into Civil 3D

Standard operating procedure for setting up and importing survey data into Civil 3D with processed linework.

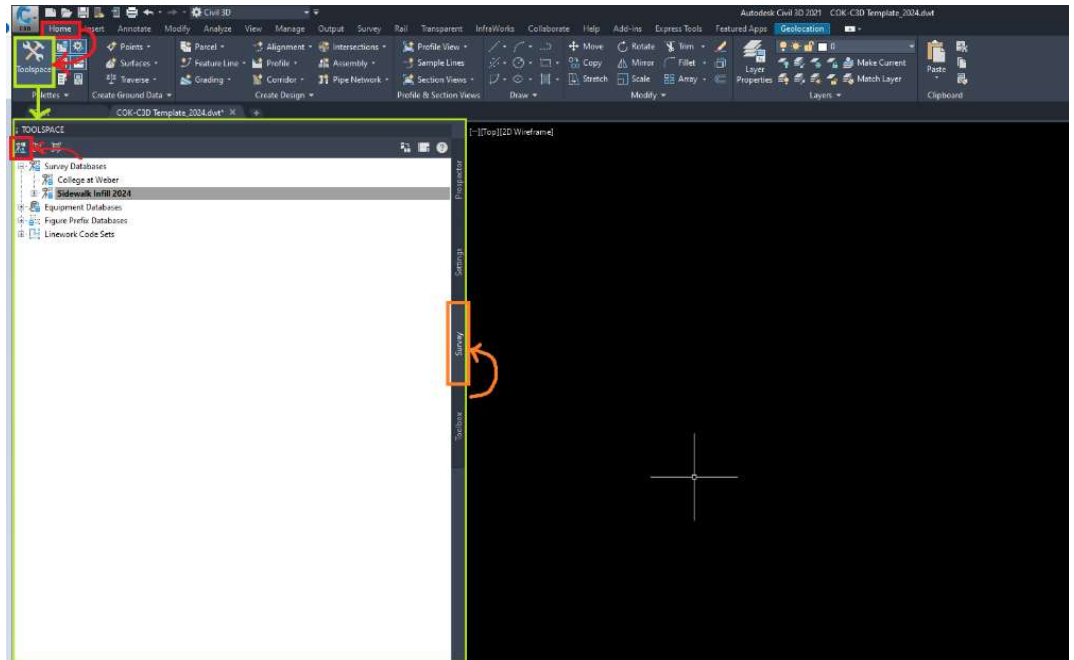
SURVEY DATABASE SET UP:

Survey database settings are local to your computer. Once you open other drawings, the settings will carry over.

1. Take a copy of and open City of Kitchener's latest CAD drawing template (.dwt) from the following location. Replace **XX** with the current year. **(This is our Master File, please use a copy)**

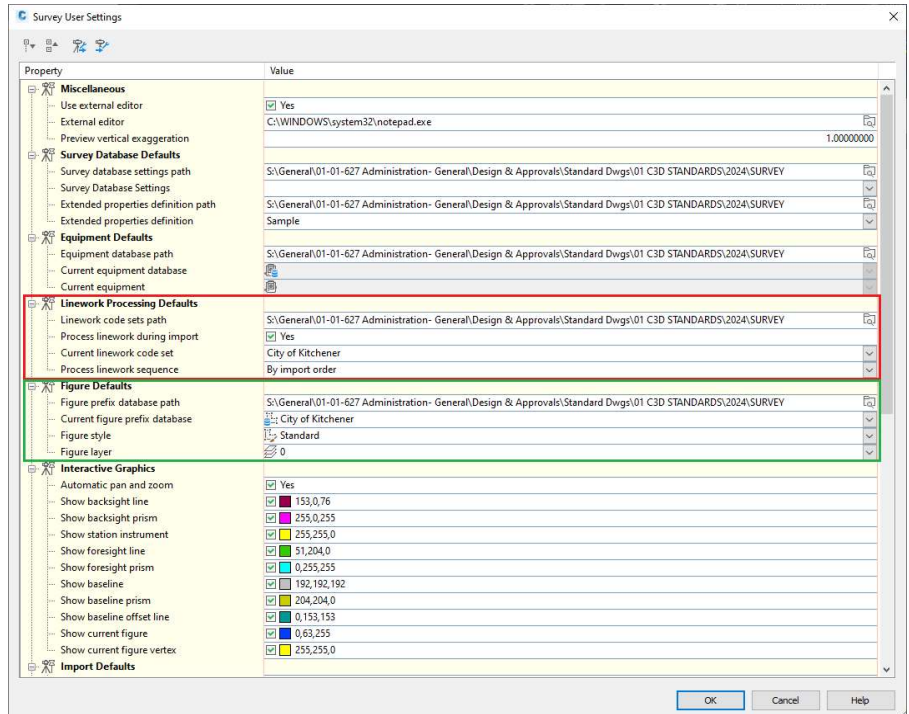
S:\General\01-01-627 Administration-General\Design & Approvals\Standard Dwgs\01 C3D STANDARDS\20XX\C3D

2. Within the Toolspace panel, navigate to the "Survey" tab and access the "Survey User Settings" at the top left corner.



3. In the "Survey User Settings" prompt, ensure the following directories and settings are set per the reference to the right:

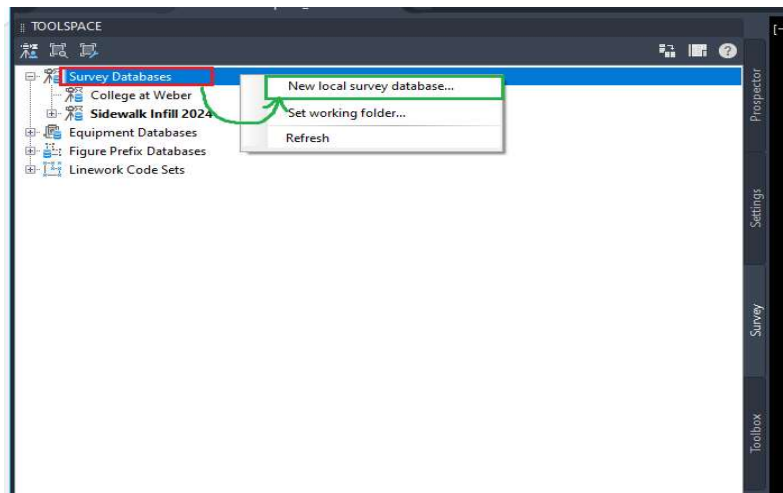
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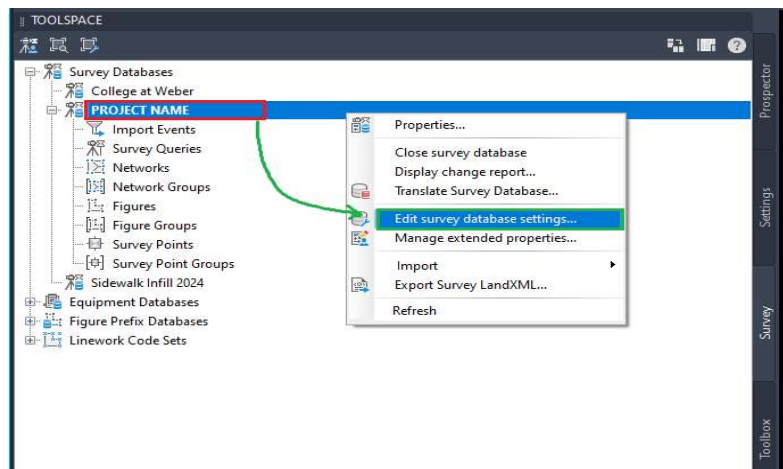
IMPORTING SURVEY DATA:

Once the survey data is extracted from the survey equipment, save the file (typically as a .CSV excel file) to a known location and **ensure it is closed**.

1. Within the Toolspace, Right-click on “**Survey Database**” and select “**New local survey database...**”
2. Give the survey database a name. Typically the project name would suffice.



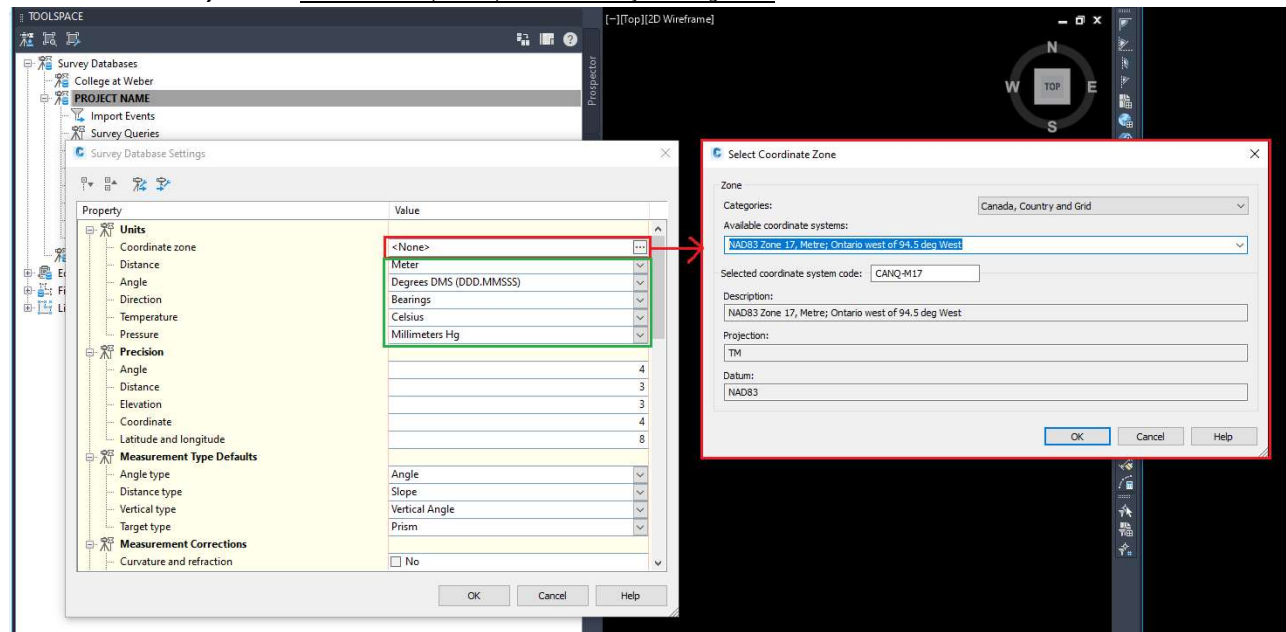
3. The survey database should now be populated with your project database. At this stage, we'll want to give your database a coordinate system. Although, your drawing file already has a coordinate system set up, a survey may not necessarily be in the same system. Right-click on your Project Database (in this case, **PROJECT NAME**), and select “**Edit survey database settings...**” and set the following coordinate system settings to the reference below:



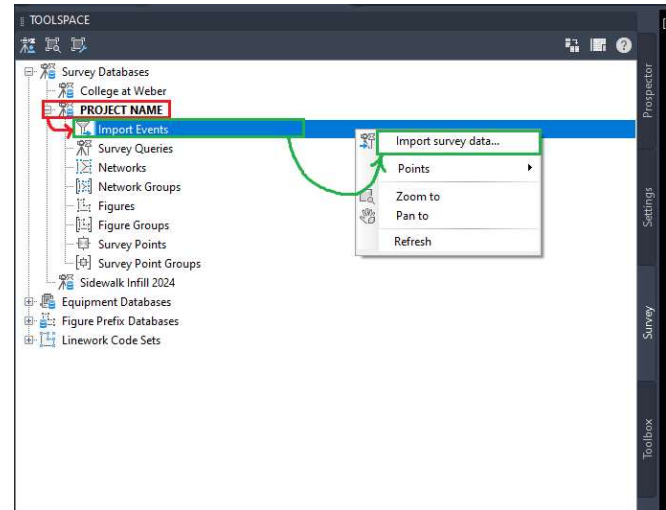
(Setting the coordinate system for the survey database)

Categories: Canada, Country and Grid

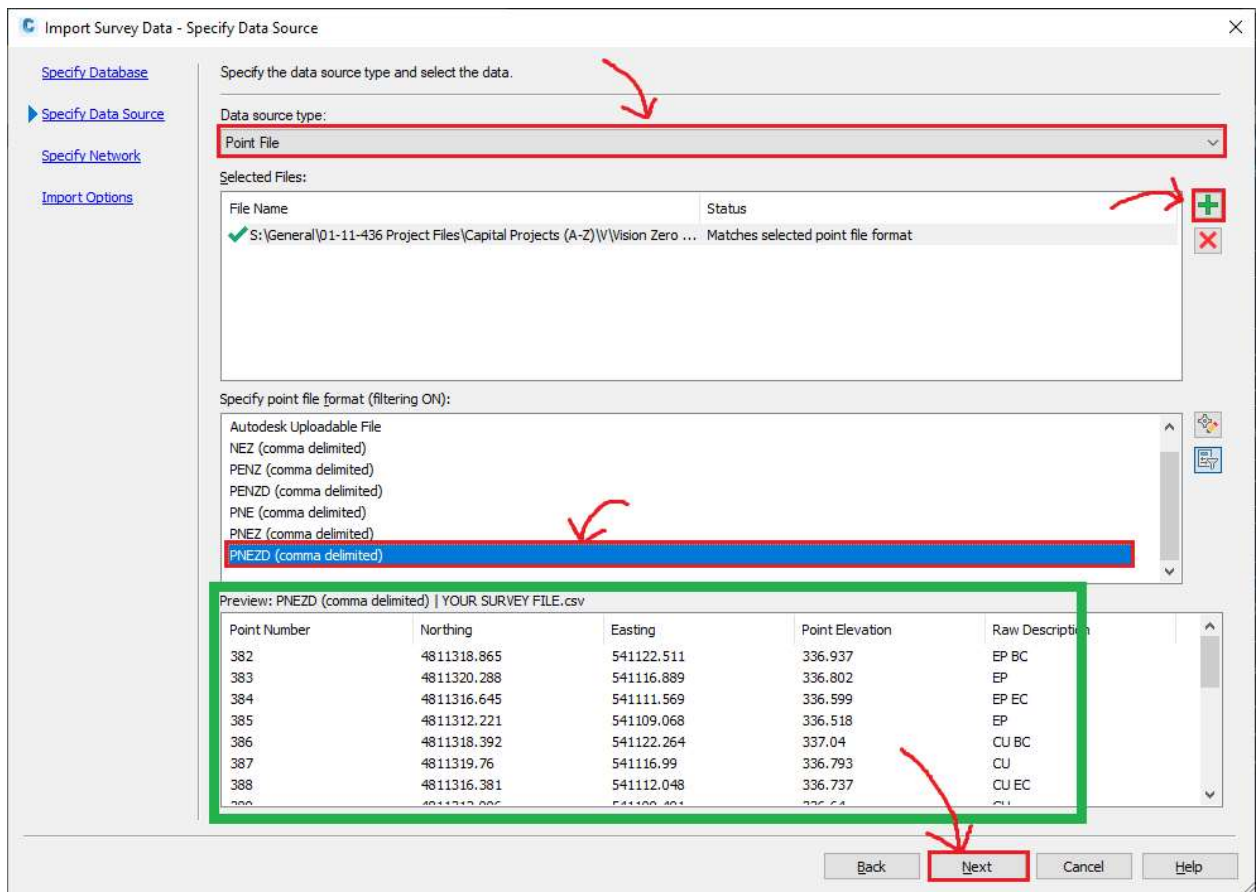
Available coordinate systems: NAD83 Zone 17, Metre; Ontario west of 94.5 deg. West



4. Under the Project's survey database, right-click "Import Events" and select "Import survey data..."
5. In the following prompt, specify your Survey database you would like to import your survey points to. In this case, it would be "PROJECT NAME" – select "Next".



- a. Load your survey data by setting the "Data source type:" to be "Point File".
- b. Select the survey point file with the "+" icon.
- c. Specify the point file format to be "PNEZD" or the format utilized during survey.
 - i. P – Point number
 - ii. N – Northing
 - iii. E – Easting
 - iv. Z – Elevation
 - v. D – Description
- d. Verify in the preview window that the format is correct. Verify the following prompts, and select "Finish".



6. Your survey points and linework/figures should be inserted into your drawing at this stage. If you cannot find it in your model space, use the command "Zoom", "Extent".