

State of New Jersey Tax Map Template Procedures

AutoCAD Format

This document provides instructions on how to use the new State of New Jersey Tax Map template. The state has created this template to streamline the process of creating digital tax maps. It will help maintain uniformity throughout the state for each municipality producing digital tax maps. The templates were created using AutoCAD 2004 software.

The following files have been provided as part of the state tax map template:

- NJTax_Map_2011.xls – An Excel spreadsheet containing details of all of the required layers, optional layers, Line Weights, and Text Styles.
- NJTax_Map_Detail_Sheet-v2.dwt– The template file to be used when creating a new digital tax map detail sheet. The appropriate units and other settings are also contained within this file.
- NJTax_Map_Key_Sheet-v2.dwt – The template file to be used when creating a new digital key map. The appropriate units and other settings are also contained within this file.

All of the above files are contained on the State of New Jersey, Treasury Department, Division of Taxation, Local Property Tax/Tax Map website.

Creating a New File

To create a new file launch AutoCAD. When the file dialog window opens select file menu and select a new file. You will have to enter a name for your file. Use an appropriate name so that you will be able to identify the tax map sheet in the future. In the select drawing template box use the browse button to find the appropriate template file for use, detail sheet or key map sheet. After you have selected the correct template file, create your new tax map sheet file.

Using the Tax Map Template

Before you attempt to enter data into the file, take a few minutes to become more familiar with the information contained within the newly created drawing. If you look at the buttons located at the bottom of the screen, you will see that you are currently in model space. This is where you will enter all of your actual map information. If you click on the layout tab labeled Tax Map Sheet you will be switched to paper space and a sample sheet will appear. This is where you will do all of the final set-up for producing a paper tax map sheet that will meet the state's current standards for producing a paper tax map sheet. We will get into more detail about producing this tax map sheet later in this document.

Now switch back to model space by using the Model layout tab. Use the Layer Properties Manager Tool to view the layers contained within this template. From the Layer Manager, you will see the layers included in the template, as well as their required line widths and line types. You will also see whether the layer is set to plot on the paper tax maps. These layer settings should not be changed. If they are changed it will effect how the tax map appears during plotting, and your printed tax map sheet may not meet the State's requirements.

You will notice that colors have not been set for any of the layers. The user is free to select any color that is appropriate for them. Care should be taken when using colors so that they have no effect on the printed tax map sheet that is produced. A proper ctb file must be used to insure a compliant tax map is produced. We will get into more detail about producing this tax map sheet later in this document. If you opt to set or change the colors you may want to create a new template file so the changes will be reflected in all of your files. You will not have to go through each Tax Map Sheet File to change the color.

If you select the format pull down from the top of the screen and then select Text Styles, you will see all of the available Text Styles within the template. Each Text style has a different size set-up depending on the scale of the tax map sheet. When entering text be sure to use the proper text style. This will ensure that your font type and text size meets the State's Standards for each tax map sheet when printed.

Working with the Tax Map Sheet Layout

When you are ready to produce your final tax map sheet, switch back to the paper space Tax Map Sheet layout. Create your view port, orient and scale it appropriately. Edit the sample text to the appropriate values. Do not change the font or size of the provided sample text. Changing the font or size may cause the printed tax map sheets to be incompliant with the State's standards.

Once you have completed the final tax map sheet preparation, you are ready to plot the tax map sheet. As previously discussed a proper ctb file must be used if you have changed the layer colors. The line weights are controlled by layer, so you must make sure that all colors are set to plot black and with no line weight assigned. An option is prior to plotting, use the layer manager and select all and change all layers back to the original white color. You than can use the standard acad.ctb to plot.

The sheet is set up as 24" x 36" so your plot scale will be 1:1. You must make sure that you can plot the sheet numbers that appear outside of the border. If necessary you can plot a sheet larger than 24" x 36" and use the provided trim lines to obtain a properly formatted 24" x 36" tax map sheet.