

WATER RESOURCES

LOCAL PLANNING HANDBOOK

WASTEWATER RESOURCES

[Metropolitan Council Inflow/Infiltration Toolkit](#)

[Minnesota 7080 Rules](#)

Community Wastewater Flow Data:
[Anna Bessel, anna.bessel@metc.state.mn.us](mailto:anna.bessel@metc.state.mn.us)

GIS Information and Support:
[Steven Hack, steven.hack@metc.state.mn.us](mailto:steven.hack@metc.state.mn.us)



SURFACE WATER RESOURCES

[Minnesota's Stormwater Manual](#)

[Minimal Impact Design Standards \(MIDS\)](#)

[Twin Cities Metropolitan Area Chloride Management Plan](#)

[Assessment of Stormwater Best Management Practices](#)

[Minnesota Extension Water Resources](#)

[Northland Nonpoint Education for Municipal Officials \(NEMO\)](#)

[MDNR Link to NOAA Atlas 14 Precipitation Estimates For Minnesota](#)

[Minnesota 8410 Rules](#)

[Minnesota's Impaired Water List by MPCA](#)

[Metropolitan Council stream monitoring reports](#)

[Urban Small Sites Best Management Practice Manual](#)
(See bottom of the webpage)

[Metropolitan Council Water Resources Toolbox](#)

Additional Information and Examples on Local Water Plans:
[Joe Mulcahy, joe.mulcahy@metc.state.mn.us](mailto:joe.mulcahy@metc.state.mn.us)



WATER SUPPLY RESOURCES

[Local Water Supply Plan Template](#)

[Master Water Supply Plan](#)

[Metropolitan Council Water Conservation Toolbox](#)

[Metropolitan Council Stormwater Reuse Guide](#)

Source Water Protection:
[PCA Stormwater and Wellhead Protection](#)

Source Water Protection:
[MDH Drinking Water Protection, Land Use and Water Supply Planning](#)

Managing Potential Contamination Sources:
[Drinking Water](#)

Managing Potential Contamination Sources:
[What's in My Neighborhood](#)

[Key Water Information Catalog](#)

Community Water Conservation Program:
[Eden Prairie Example](#)

Source Water Protection:
[Burnsville Example](#)



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HOW TO CREATE A PDF

LOCAL PLANNING HANDBOOK

Sending documents in PDF format is a more secured way to exchange information compared to a Microsoft Word document. A PDF provides the capability to protect the formatting of a document, as well as ensuring no changes and edits can be made to the content.

During the Comprehensive Plan Update process, documents sent to the Metropolitan Council for review need to be in PDF format, and unified into one searchable document. There are multiple ways to create PDFs from Word documents that either involves the use of Adobe Acrobat Professional or online resources. Below these different ways are explained in more details.

CREATE A PDF

Create PDF from Word

The best way to create a PDF is to use the original document in Word format (.doc or .docx). This conversion ensures that the created PDF is a searchable document by default.

To do this, when done with the content of a document, click File ⇒ Save As. After choosing the destination folder, from the “Save As Type” drop down select PDF.

In newer versions of Microsoft Word, you can save a document as PDF in a more direct way. Click File ⇒ Save As Adobe PDF, and choose the destination folder.

Create PDF from an Image File

In some cases, you may need to create a PDF from an image such as a map. If you have Adobe Acrobat Professional installed on your computer, you can create a Pdf from a JPG, PNG, TIFF, etc. by clicking File ⇒ Create ⇒ PDF from File, and choose your image.

You can also use free online tools for this conversion. A few of these websites are:

- <http://smallpdf.com/jpg-to-pdf>
- <http://jpg2pdf.com/>

Note: if a map’s source is your ArcMap software, a better way to create a PDF of it is to export the original .mxd to PDF. This selection needs to be made in ArcMap.

COMBINE PDFS

Combine PDFs with Adobe Acrobat

If you have the Adobe Acrobat Professional installed on your computer, you can combine multiple PDF and other file formats into one PDF file.

Click on File ⇒ Create ⇒ Combine Files into a Single PDF. Then either click on Add Files and select your desired files, or drag and drop them into the window. The final step before combining them is to put the files in the correct order. The software will automatically convert the non-PDF files into PDF before combining them.

Combine PDFs Online

If you do not have Adobe Acrobat Professional on your computer, you can still combine your desired PDFs into a single file online. Use the below URL and follow instructions in creating your unified PDF.

<http://smallpdf.com/merge-pdf>

SEARCHABLE PDF

OCR with Adobe Acrobat

One of the required qualities of a PDF for submittal to the MetCouncil is searchability. In some cases of created PDFs from scans, the document is an image PDF, and therefore not searchable. OCR (Optical Character Recognition) is the conversion of the images into text.

Adobe Acrobat Professional software provides this capability. In the most recent version of the software, while you have the file open, click Tools ⇒ Enhance Scans ⇒ Recognize Text in This File. If your document is multiple pages with maps, this process can take several minutes. Then save the document after the process is done.

OCR Online

If you do not have Adobe Acrobat Professional on your computer, below are two different websites to run the OCR process on your document online.

- <http://www.cvisiontech.com/online-conversion/general/main.html>
Needs a free sign up, faster, user-friendly interface, smaller final file.
- <http://www.free-online-ocr.com/>
Takes a long time, may time out, large output, better for sheets with many details.

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