Precinct Boundaries, Designations and Polling Place Locations

DE Reference Guide 0021 (Updated 01/2024)

These guidelines are for reference only. They are not to be construed as legal advice or representation. For any particular set of facts or circumstances, refer to the applicable state, federal law, and case law, and/or consult a private attorney before drawing any legal conclusions or relying upon this information.

GOVERNING LAW

- Section 98.0981, F.S. – The requirement is for Supervisors of Elections to:

  o Submit to the Division of Elections for each presidential preference primary election, special primary election, special election, primary election and general election, the geographical information system (GIS)[1] map of precinct boundaries created and maintained pursuant to s. 101.001 that applies for the applicable election.

- Section 101.001, F.S. -The requirements are for Supervisors of Elections to:

  o Maintain a geographical information system that clearly delineates all major observable features such as roads, streams, railway lines, and with current geographical boundaries of each precinct, representative district and senatorial district and other type of district.

  o Report to the Secretary of State within 10 days of reorganization of any precinct and to including a copy of the geographical information system compatible map showing the geographical boundaries and designation of each new precinct. Have precincts that consist of areas bounded on all sides only by census block boundaries from the recent United States Census. (Precincts are altered and created in conjunction with the board of county commissioners)

    o If the boundaries split or conflict with a municipality or other political subdivision boundary, then boundaries may still be defined based on one of 2 other existing criteria in law

  o Report within 10 days of any change with the division, name, number or boundaries of precincts or polling place locations are changed, the information including accurate description of new or altered precincts, setting forth the boundary lines identification of the new or changed polling location and to post such description at the supervisor of elections' office; and provide precinct data for all precincts for which there are election results and voting history results

SUBMISSION METHOD

Files must be submitted through the File Transfer Utility in the SOE Portal.

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[1] GIS is a system for managing and mapping integrated location data (where and what).

- **TYPES AND FILE FORMATS**

Polling Locations - PctPoll

o **File is required** o **Description: Listing of polling places in the county** o **File format: Tab-delimited ASCII file or excel spreadsheet** o **File Extensions: .txt; .xlsx.** o **See layout table below for details**	**File naming convention:** o CountyAbbrDateStamp _FileType.extension. o The CountyAbbr is the state assigned 3-character county code. o The DateStamp, formatted YYYYMMDD, is the date the data contained in the file becomes effective. o The FileType isPctPoll. o Examples depending on the underlying file: ALA20100129_PctPoll.txt

Field	Name	Format (max)	Value/Description
1	County Code	Char(3)	Three-character county code
2	Precinct Number	Char(6)	Must be a unique precinct identifier (i.e., alphanumeric code representing the precinct name or number and containing no more than the maximum characters as specified by rule). Precinct number should not contain splits. It should correspond to the precinct as reported in election results and voting history
3	Polling Location	Char(75)	Polling Place location name
4	Address1	Char(75)	
5	Address2	Char(75)	
6	City	Char(25)	
7	Zip	Char(10)	

Precinct GIS Map Files – PctMap

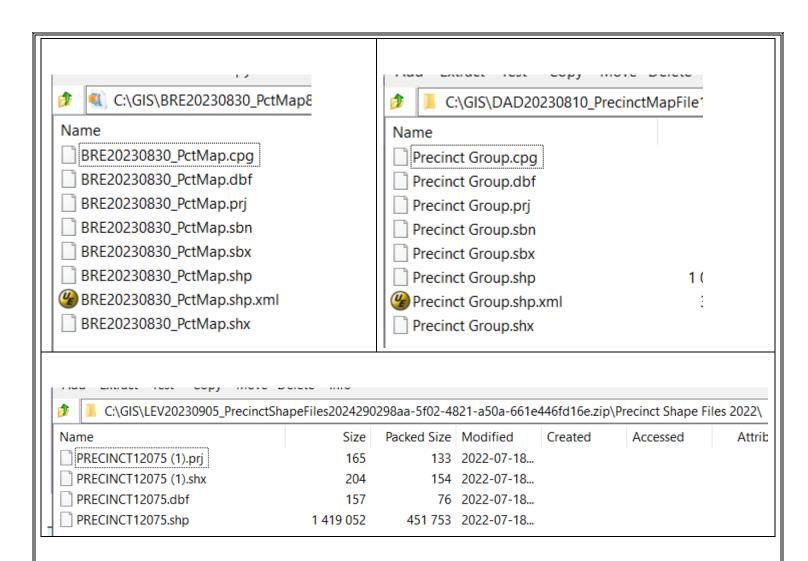|	
o File is required o Description: A shapefile is a vector data storage format for geographic information system software and geospatial analysis. It stores the location, shape, and attributes of geographic features. Storage consists of a set of related files and contains one feature class. (Property appraisers and emergency management offices use GIS data and programs). o File Format: A shapefile consists of at least these 4 components: .shp, .shx, .dbf, and .prj files. Before uploading, the file **must** be zipped to allow for viewing through a web browser and published on a hosted feature layer. o File Extension: .zip o Examples on next page	**File naming convention for 101.001:** o CountyAbbrDateStamp _FileType.extension. o The CountyAbbr is the state assigned 3-character county code. o The DateStamp, formatted YYYYMMDD, is the date the precincts contained in the file becomes effective. o The FileType PctMap. o Extension is .zip **File naming convention for 98.0981:** o CountyAbbrDateStamp _FileType.extension. o The CountyAbbr is the state assigned 3-character county code. o The DateStamp, formatted YYYYMMDD, is the election date. o The FileType PctMap. o Extension is .zip

EXAMPLES

C:\GIS\BRE20230830_PctMap8

Name
- BRE20230830_PctMap.cpg
- BRE20230830_PctMap.dbf
- BRE20230830_PctMap.prj
- BRE20230830_PctMap.sbn
- BRE20230830_PctMap.sbx
- BRE20230830_PctMap.shp
- BRE20230830_PctMap.shp.xml
- BRE20230830_PctMap.shx

C:\GIS\DAD20230810_PrecinctMapFile

Name
- Precinct Group.cpg
- Precinct Group.dbf
- Precinct Group.prj
- Precinct Group.sbn
- Precinct Group.sbx
- Precinct Group.shp   1 (
- Precinct Group.shp.xml   ⦂
- Precinct Group.shx

C:\GIS\LEV20230905_PrecinctShapeFiles2024290298aa-5f02-4821-a50a-661e446fd16e.zip\Precinct Shape Files 2022

Name	Size	Packed Size	Modified	Created	Accessed	Attrib
PRECINCT12075 (1).prj	165	133	2022-07-18...			
PRECINCT12075 (1).shx	204	154	2022-07-18...			
PRECINCT12075.dbf	157	76	2022-07-18...			
PRECINCT12075.shp	1 419 052	451 753	2022-07-18...			