



Plumas County
Geographic Information Services
 555 Main Street
 Quincy, CA 95971

For Internal Office Use:	
Date Request Completed: _____	Amount prepaid: _____
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>	Balance Due Before Release: _____
If denied, please provide reason(s): _____	Total Amount Paid: _____
Summary/Description of documents provided: _____	

GIS Data Request Form

Procedure:

- To request a published map, custom map, or digital data, please fill out, sign, and return the order form. For custom data production, please call Plumas County GIS at (530) 283-7011 to discuss your request.
- Sign** the data use disclaimer agreement on the second page.
- E-mail or FAX the completed request form and signed data use disclaimer agreement to:
 - E mail:** beckyosborn@countyofplumas.com
 - FAX:** (530) 283-6134
- For data requiring a fee, please mail (or in-person/drop-off) this form *with the signed data use agreement* and a check for the cost of the order (see fee schedule attached).
 - Make checks payable to:** *County of Plumas. Do not mail cash.*
 - Mail to:** *Plumas County Planning – GIS Division, 555 Main Street, Quincy, CA 95971*
- Plumas County currently provides access to GIS data in KML/KMZ format from the County's web site (www.plumascounty.us). Please visit the web site for more information and download instructions.

Requested By		Mailing Address	
Name: _____	Street: _____	_____	_____
Title: _____	City: _____	_____	_____
Agency/Company: _____	Zip: _____	_____	_____
Department: _____	E-mail: _____	_____	_____
Phone: _____	_____	_____	_____
Date of Request: _____	_____	_____	_____

Frequently Requested Data:

<input type="checkbox"/> County Parcels	<input type="checkbox"/> Airports-Heliports	<input type="checkbox"/> Special Plan Combining Zones
<input type="checkbox"/> Address Points	<input type="checkbox"/> Water Bodies	<input type="checkbox"/> General Plan Designations
<input type="checkbox"/> Roads (<i>public and private</i>)	<input type="checkbox"/> Streams	<input type="checkbox"/> City of Portola Boundary
<input type="checkbox"/> County Boundary	<input type="checkbox"/> Communities	<input type="checkbox"/> Planned Development Zoning Designations
<input type="checkbox"/> Subdivisions	<input type="checkbox"/> Primary Zoning	<input type="checkbox"/> Special Districts (<i>specify district under 'Brief Description of Request' below</i>)
<input type="checkbox"/> Other _____		

Note: This office does not provide parcel, land or home ownership information. To obtain owner information in regards to a specific property, please visit the Plumas County Assessor's Office or contact them by phone at (530) 283-6380.

Purpose of Request (required):

- | | | |
|--|--|---|
| <input type="checkbox"/> Display | <input type="checkbox"/> Design | <input type="checkbox"/> Preliminary Plan and Feasibility Study |
| <input type="checkbox"/> Site analysis | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Site Development and Permitting |
| <input type="checkbox"/> Other : _____ | | |

Brief Description of Request (required): _____

Data Format:

Data delivery format is ESRI shapefile in NAD 1983, California State Plane (feet), Zone 1. We will not change the format or projection to meet your needs. Only datasets maintained or developed by Plumas County will be released.

- | | | | |
|------------------------------------|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Shapefile | <input type="checkbox"/> Geodatabase | <input type="checkbox"/> Paper Map | <input type="checkbox"/> Data Table |
|------------------------------------|--------------------------------------|------------------------------------|-------------------------------------|

Transfer Method:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> CD or DVD via US mail | <input type="checkbox"/> Paper (Check size below): | | |
| <input type="checkbox"/> CD or DVD pickup | <input type="checkbox"/> ANSI A (8.5 x 11) | <input type="checkbox"/> ANSI C (17 x 22) | <input type="checkbox"/> ANSI E (34 x 44) |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> ANSI B (11 x 17) | <input type="checkbox"/> ANSI D (22 x 34) | |
| <input type="checkbox"/> FTP Site - <i>Web Link:</i> _____ | | <i>Password:</i> _____ | |

PLUMAS COUNTY PLANNING DEPARTMENT

555 Main Street
Quincy, CA 95971

www.plumascounty.us

Voice: (530) 283-7011
FAX: (530) 283-6134



Disclaimer, Restrictions, and Data Use Terms

In obtaining and using Plumas County GIS data, you are agreeing to the following restrictions:

Specific Restrictions:

1. **Government entities, Educational entities or Cooperating Public Utilities:** you will not resale, redistribute, nor perform work for the benefit of a third party using the Plumas County GIS data.
2. **All other entities:** you will not resale or redistribute the Plumas County GIS data.

General Disclaimer and Restrictions for all entities:

1. In the case that any kind of documents are created using the Plumas County GIS data, you will make a note on or within the document that you received the data from Plumas County California.
2. If you have edited the Plumas County GIS data to fit your needs, you will explicitly list that you received the data from Plumas County California, but that you alone are responsible for your edits or changes.
3. Plumas County shall not be held responsible for any misrepresentation or adjustment of the Plumas County GIS data through data manipulation, tabular edits or spatial edits.
 - a. Plumas County shall not be held responsible for inappropriate or incorrect use of this information.
 - b. The Plumas County GIS data is mapping grade not survey grade.
 - c. The Plumas County GIS data is for informational purposes only and should not be used to determine precise boundaries, parcel boundaries, appraisal, engineering, nor legal descriptions. The Plumas County GIS data shall not be construed or used as an official survey or legal description. Site specific evaluation should be verified by field inspection.
 - d. Primary sources from Plumas County GIS data must be consulted for verification of information contained in the data. Contact the Plumas County Planning Department for more information.
 - e. Plumas County GIS shall not be held liable for any errors in the GIS data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. No representation is made that the features presented accurately reflect true locations.
4. The Plumas County GIS data is deemed reliable but accuracy is not guaranteed. Use of this data should be with acknowledgement of the limitations of the data including the fact that the data is dynamic and is in a constant state of maintenance, correction, and update. It is your responsibility to verify any information derived from the GIS data before making any decisions or taking any actions based on the information. It is also your responsibility to contact us if you need future updates. Any errors or omissions should be reported to Plumas County GIS.
5. The Plumas County GIS data is distributed as is. We will not change the format or projection to meet your needs.
 - a. The Plumas County GIS data is provided in ESRI shapefile format in NAD 1983, California State Plane (feet), Zone 1.
 - b. The included metadata contains specific information regarding the attribute fields and other information about the data.

Questions or problems should be directed to:

Becky Osborn, GIS Planner ♦ 555 Main Street, Quincy, CA 95971 ♦ Ph: (530) 283-6420

Email: beckyosborn@countyofplumas.com

RECEIVING PARTY AGREEMENT

"I, _____, have read, understood and agree that I (and my organization, entity or agent) will abide with the above data use terms.

Signed: _____ Dated: _____

Phone: _____ Email: _____

Organization/Agency: _____

Geographic Information System (GIS) Fee Schedule

GIS Service Description	Fee Schedule										
<p>Media Shipping and Handling <i>(Includes setup and shipping materials/package preparation)</i> Note: Shipping rate is variable as postage rates change, usually a \$2.00 minimum charge. Postage is charged at actual cost.</p>	<ul style="list-style-type: none"> • \$16.00 per CD/DVD • \$5.00 / per printed map (plus print costs by size below and any additional shipping costs, if applicable) • Shipping: Variable, \$2.00 minimum (<i>see "note" at left</i>) • Electronic delivery of GIS digital data (email, FTP upload) free of charge 										
<p>Hourly Rate</p>	<p>\$68.00 - Computed in 15 minute increments, plus media costs as listed. (<i>See additional information below.</i>)</p>										
<p>Photocopies</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Letter (8 ½" x 11")</td> <td style="text-align: right;">\$0.50 / per copy</td> </tr> <tr> <td style="padding-left: 40px;">Legal (8 ½" x 14")</td> <td style="text-align: right;">\$0.50 / per copy</td> </tr> <tr> <td style="padding-left: 40px;">Tabloid (11" x 17")</td> <td style="text-align: right;">\$1.00 / per copy</td> </tr> </table>	Letter (8 ½" x 11")	\$0.50 / per copy	Legal (8 ½" x 14")	\$0.50 / per copy	Tabloid (11" x 17")	\$1.00 / per copy				
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<p>Existing Hard Copy Maps*</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">ANSI A (8 ½" x 11")</td> <td style="text-align: right;">\$5.00 per map / Color Print</td> </tr> <tr> <td style="padding-left: 40px;">ANSI B (11" x 17")</td> <td style="text-align: right;">\$6.00 per map / Color Print</td> </tr> <tr> <td style="padding-left: 40px;">ANSI C (17" x 22")</td> <td style="text-align: right;">\$10.00 per map / Color Plot</td> </tr> <tr> <td style="padding-left: 40px;">ANSI D (22" x 34")</td> <td style="text-align: right;">\$11.00 per map / Color Plot</td> </tr> <tr> <td style="padding-left: 40px;">ANSI E (34" x 44")</td> <td style="text-align: right;">\$14.00 per map / Color Plot</td> </tr> </table>	ANSI A (8 ½" x 11")	\$5.00 per map / Color Print	ANSI B (11" x 17")	\$6.00 per map / Color Print	ANSI C (17" x 22")	\$10.00 per map / Color Plot	ANSI D (22" x 34")	\$11.00 per map / Color Plot	ANSI E (34" x 44")	\$14.00 per map / Color Plot
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<p>Custom Data/Map Production** Custom GIS mapping and analysis for planning purposes is available for \$68.00 per hour with a ½ hour minimum charge. To consult with a mapping specialist and to place a request for a custom map order, please contact the GIS Division at (530) 283-7011. <i>Please see notes below.</i></p>											
Notes:											
<p>Existing Hard Copy Maps:* A map that is available as a hard copy or can easily be printed from GIS digital data (i.e., it does not require any editing).</p> <p>Custom Data Production:** The development of custom digital maps and/or databases requiring data creation, analysis or manipulation of existing data. Custom data production work will only be undertaken if staff time is available.</p> <p>Priority Policy: When multiple requests for spatial data are received from different organizations in the same time period staff will respond to requests in the following order:</p> <ol style="list-style-type: none"> 1. County Departments 2. Public or Non-Profit Organizations 3. Private Organizations or Individuals <p>How to Order: To request a published map, custom map, or digital data, please fill out, sign, and return the GIS Data Request form. Read and sign the Data Usage Agreement to agree to the terms and conditions of the Agreement. For custom data production, please call Plumas County GIS at (530) 283-7011 to discuss your request.</p> <p style="text-align: center;"><u>Additional Information:</u></p> <p><i>Labor Rate of \$68.00/hour as of 9/2012. This rate is based on time required for file retrieval, research, redaction, review, copy, scan, create, analyze, and any other time related to the production of the requested documents. Shipping Rate is variable as postage rates change, usually a \$2.00 minimum charge. Postage is charged at actual cost.</i></p> <p style="text-align: center;"><u>NOTE:</u></p> <p><i>The County of Plumas reserves the right to refuse requests for electronic data products or services that may unreasonably interfere with ongoing operations of the County by requiring an inordinate diversion of County manpower, materials, or equipment use or would necessitate utilization of an outside contractor.</i></p>											