

Town of Enfield, CT
Geographic Information Systems

Geographic Information System Data Distribution Policy

Purpose

The purpose of this policy is to (1) protect the Town of Enfield, Connecticut (“Town”) against the misuse or misinterpretation of Geographic Information System data (GIS Data) compiled and electronically stored by the Town, (2) limit third party distribution of GIS data and (3) establish a procedure by which the public may request GIS data.

Scope

This policy applies to all requests for GIS data made to any municipal department or division that is permitted to release GIS data.

Procedure

All requests (except internal requests) for GIS data shall be made in writing on the Town’s GIS Data Request Form. The party requesting the GIS data shall be required to sign the Town’s Data Distribution Agreement. The GIS data is provided in ESRI personal geodatabases only. The party requesting the GIS data shall pay a fee as set forth on the Town’s Cost Schedule, which fee shall be paid prior to the distribution of the requested GIS Data.

Town of Enfield, CT Geographic Information Systems

Data Distribution Agreement

This Data Distribution Agreement is between the Town of Enfield (“Town”) and the undersigned customer (“Customer” or “Requestor”) governing certain proprietary Geographic Information Systems Data Products (“GIS Data”) specified on the GIS Data Request Form, which is incorporated by reference herein.

The undersigned requestor agrees to the following:

1. The GIS Data and other information provided by the Town is provided “as is” and the Town makes no representations as to its accuracy or fitness for any purpose whatsoever.
2. The Town disclaims all representations or warranties regarding GIS information, including, but not limited to, all express or implied warranties, representations or conditions of merchantability, fitness for a particular purpose, non-infringement of intellectual property, non-infringement of third party rights, freedom of computer virus, or warranties of an other nature.
3. The customer’s request is limited to GIS Data as of the date of this Agreement. The customer’s request is not an ongoing request for the future GIS Data and the customer agrees that this Agreement does not entitle the customer to future GIS Data or notices of changes, revisions and/or updates to GIS Data.
4. The Requester shall indemnify and hold harmless the Town and its officers, employees, and agents from and against all losses, claims, demands, actions, payments, costs, suits, liabilities, including attorney’s fees, expenses and damages (direct or consequential) whether or not caused by the negligence of the Town, its officers, employees or agents, which are incurred or recovered against the Town for any reason whatsoever arising out of or relating to this Agreement, or the data, or to any use to which the Requester might put the data.
5. The Requester shall not redistribute, sell, or otherwise use GIS data provided by the Town of Enfield for commercial or trade purposes except as allowed by applicable state or federal statutes or regulations.
6. When using Town data on maps or in digital applications, source credit should be stated as “Town of Enfield, CT Geographic Information System”

The Requester acknowledges that he/she has read this agreement, understands it, and agrees to be bound by its terms and conditions.

Signature

Date

Printed Name

Company (if application)

Address

GIS DATA REQUEST PROCEDURE

Please follow the instruction below for ordering GIS data.

Ordering Instructions:

1. Sign the Data Distribution Agreement and complete the Data Request Form.
2. Cost for the selected products on the form will be added by Town Staff and the requestor will be informed of that cost.
3. Upon receipt of the total cost by cash or check (payable to the Town of Enfield) the data will be provided for delivery or pickup. A postage cost will be applied if the product is to be delivered by carrier.

Contact Information:

Town of Enfield, CT
IT Department
GIS Division
820 Enfield Street
Enfield CT, 06082
(860)253-6454 (phone)
(860)253-6308 (fax)
dpstaff@enfield.org (email)

GIS DATA REQUEST FORM

NAME: _____ DATE: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Requested Data (Cost includes media cost for 1 CD):

Check all that apply

Town wide GIS data:(ESRI personal geodatabase format only)

- Planimetric *See Cost Schedule* _____
- Parcels *See Cost Schedule* _____
- Contours *See Cost Schedule* _____
- Orthophotography *See Cost Schedule* _____

Tiles:

Orthophotography (See tile map grid for list of tile numbers)

1. _____ .tiff/.sid (please circle)
2. _____ .tiff/.sid (please circle)
3. _____ .tiff/.sid (please circle)
4. _____ .tiff/.sid (please circle)

QTY: _____ x *See Cost Schedule* _____ = _____

Combined Total Due: _____

Town of Enfield, CT Representative

Name: _____

Title: _____

Date: _____

Payment Date: _____