



# City of Newburgh

City Hall, 83 Broadway, Newburgh, NY 12550  
Phone (845) 569-7488 Fax (845) 569-7314  
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www.newburgh-ny.com

## GIS Service Request Form

City of Newburgh maintains, develops, and distributes a wide variety of maps and digital data. It offers Geographic Information System (GIS) services to City departments, local governments, partners, and the general public. To request a service or purchase digital data, please fill out the following form and submit it with payment if applicable to the City Clerk. A delivery time and cost estimate will be provided upon the submission of properly completed request form.

### APPLICATION INFORMATION

Name: \_\_\_\_\_ Department / Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Address: \_\_\_\_\_

### REQUEST DESCRIPTION

#### Types of Service:

Map / Poster / Brochure / Map Book  
Data Development / Conversion / Analysis  
GPS Data Collection  
Other: *(Please Specify)*

#### Project / Map Title:

#### Paper Size:

#### Number of Copies:

**Geographic Area:** *(Please indicate city-wide, parcel numbers, or streets)*

**Service Request Details:** *(Please refer to ready-access data listed in the GIS Data Warehouse and indicate the desired data layers and mapping requirements for page layout, graphic, table, chart, scale, inset, legend, label, output format & etc.)*

### COST

A \$40 per hour labor fee in 15 minute increments and a 15% administrative fee are applied to all non-governmental applicants. All hardcopy maps are subject to printing fees based upon the GIS Fee Schedule. CD/DVD - \$5 Each.

Service	Amount
Mapping:	
Printing:	
Data:	
Media:	
Shipping:	
Subscription:	
Administrative:	
<b>Total Service Amount Due: \$</b>	_____

#### **PAYMENT (Please make checks payable to City of Newburgh)**

City of Newburgh  
City Hall, 83 Broadway  
Newburgh, NY 12550  
Phone (845) 569-7488  
Fax (845) 569-8091

#### **DELIVERY INFORMATION**

Pick Up / Mail / Email / Drop Off  
Date Required: \_\_\_\_\_

#### **ADMINISTRATIVE USE**

Date Received: \_\_\_\_\_  
Request Number: \_\_\_\_\_  
Hours of Labor: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Payment Received: \_\_\_\_\_

### DISCLAIMER AGREEMENT

Maps and data are provided without warranty concerning the accuracy, completeness or suitability for any particular purpose. City of Newburgh makes no representations and assumes no liability from any damage arising out of reliance upon the information contained herein. By signing below, the applicant accepts this policy. Any unauthorized duplication or distribution of services provided is strictly prohibited.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_