



Susquehanna County GIS and Mapping Department

31 Lake Avenue Montrose, Pennsylvania 18801, PA 18801

Phone: 570-278-5916 Fax: 570-278-5917



Susquehanna County GIS Data Order Form

Individual or Agency Name: _____

Phone Number: _____ Email: _____

Type of Organization

- ☐ Private Individual, Consultant, Contractor, or other For-Profit enterprise
- ☐ Municipality or Government Agency
- ☐ Non-Profit or Education Agency
- ☐ Emergency Service Organization

Requested Data

- ☐ Parcel Data (One Time) ☐ Structure Address Data (One Time) ☐ Road Data (One Time)
- ☐ Standard County Road Map ☐ Municipal Lines
- ☐ Parcel Subscription ☐ Data Subscription
- ☐ Shape File(s): _____

Scope of Data

- ☐ Entire County
- ☐ Single Municipality: _____
- ☐ Multiple Municipalities or Custom Area: _____

File Format and Delivery Preferences

- ☐ ESRI Shapefiles ☐ EMAIL ☐ DropBox
- ☐ PDF ☐ FTP ☐ KMZ
- ☐ Text/CSV ☐ CD/DVD ☐ KML
- ☐ Paper Sized: _____



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Custom Order

Custom Orders will be billed at a rate as defined in fee schedule.

☐ Map

☐ Dataset

Description of work requested (attach separate document if necessary): _____

Payment Method

☐ Check

☐ Credit Card

Requesters Signature: _____ Date: _____

A completed Data Sharing Agreement must accompany a data order.

For Susquehanna County Use

Received By _____ Received Date _____ Order Number _____

Completed By _____ Completed Date _____ Payment Received _____



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Data Sharing Disclaimer Agreement Between County of Susquehanna And Requestor

I. Description of Data to Be Provided

Upon written consent to the following conditions and restrictions, in addition to completing and returning the County Public Record Request Form, the **County of Susquehanna** provides digital data layers, as requested, to:

_____ (Referred to as The User hereafter).

II. Terms of Agreement

Data provided by the **County of Susquehanna** is subject to the following conditions and restrictions:

A. Liabilities and Limitations for the Accuracy of Digital Data Provided:

1. By signing this Agreement, The User shall become contractually bound to all provisions stated in this Agreement.
2. Although **County of Susquehanna** has verified the digital data to the best of its ability, **County of Susquehanna** makes no representations of any kind as to its complete accuracy; nor does it guarantee the complete accuracy of any digital data furnished. **County of Susquehanna** additionally makes no warranties of merchantability or fitness for a particular use, nor are such warranties to be implied, with respect to the digital data provided under this Agreement.
3. The User is responsible for understanding the accuracy limitations of all digital data provided. In particular, alterations and/or manipulation of the original data may adversely affect its accuracy, meaning and design integrity.
4. To assist in the proper utilization of the digital layers, Metadata files are provided if available. The User, however, assumes all responsibility for the correct use of the digital data provided and for their interpretation.
5. The User agrees to hold the **County of Susquehanna** and all its employees and agents harmless from any claim, suit or proceeding arising out of the use of the data in accordance with this agreement, including indemnification of the **County of Susquehanna** and the State of Pennsylvania for reasonable expenses incurred in defending such claims.

B. Production of Printed Map/Report/Publication Products Using Digital Data Layers Provided:

1. The User may reproduce digital data layers in the form of a printed product provided The User abides by this agreement.
2. Any maps, reports, or publications created using the digital data provided by the **County of Susquehanna** shall give credit to the **County of Susquehanna** GIS Department by using the following statement/disclaimer:

"This (map/report/publication) was created using County of Susquehanna Geographic Information System digital data, but this is a secondary product and has not been verified and is not authorized by the County of Susquehanna."

C. Sharing of the GIS Data with Other Persons or Entities

Once data is purchased from **County of Susquehanna** The User cannot re-sell or share data with any other parties. If at any time during the course of this Agreement, The User determines that it is necessary to share portions of the GIS data with a person or entity not employed by The User as a consultant, contractor, or any similar person or entity for a limited public purpose, The User shall first request permission from **County of Susquehanna** before sharing any portion



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of the GIS data, unless otherwise permitted by this Agreement or as required by law. Any such request shall be in writing to the **County of Susquehanna GIS Department** and shall specify the persons or entities The User wishes to share GIS data with and the reasons why such sharing of information is necessary. Permission for The User to share the GIS data provided by the **County of Susquehanna** with other parties shall not be unreasonably withheld if such sharing of information is necessary to further legitimate governmental purposes.

The undersigned hereby accepts and agrees to be bound by the terms and conditions set forth in the Data Sharing Disclaimer Agreement. It is fully understood that pursuant to this agreement the undersigned is permitted to utilize digital information provided by the **County of Susquehanna**, solely in the conduct of its own daily business affairs. Any other use, unless with prior written permission from **County of Susquehanna**, shall be deemed unauthorized and punishable by law.

County of Susquehanna makes no representations of any kind, including but not limited to the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied, with respect to the digital data layers furnished hereunder. **County of Susquehanna** assumes no responsibility to maintain them in any manner or form.

I have the authority to legally obligate The User to the terms of this agreement.

NAME _____ TITLE _____

SIGNED _____ DATE _____

For Susquehanna County Use

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Susquehanna County GIS Fee Schedule

STATEMENT OF POLICY:

To recover Susquehanna County GIS & Mapping expenditures in capture, creation and maintenance of GIS layers and databases and to re-coop media fees associated with the delivery of said databases including both digital and hardcopy formats, a fee schedule must be created and updated for purchase of both Susquehanna County GIS & Mapping layers, databases, maps, and use of staff time. Susquehanna County GIS & Mapping, located at 31 Lake Avenue, Montrose, PA, is to be the sole distribution site for all Susquehanna County GIS & Mapping databases and products.

STATEMENT OF PROCEDURE:

As authorized and endorsed by the Susquehanna County Commissioners, the following prices are applicable to data requests made to the Susquehanna County GIS & Mapping. All fees are due and payable at the time of records request.

STATEMENT OF USE:

All requests for services provided by Susquehanna County GIS & Mapping will be considered commercial requests. Commercial requests may also be subject to additional restrictions on the services provided, including, but not limited to: license agreements, restrictions of use and additional fees as required by Susquehanna County GIS & Mapping to satisfy the request.

FEE STRUCTURE:

Maps

The Susquehanna County GIS & Mapping, produces aerial photography maps and other similar maps for sale. These maps are most often utilized by local surveyors and real estate agents, but they are available to any member of the general public.

The base price for a standard map including Road Centerlines, Address Points, and Municipal Boundaries is \$5.00. Additional Layers can be added for \$2.00 per layer for existing data.

Printed maps are produced at the following rate:

Digital delivery via email (PDF format):

8.5" x 11" Maps – \$1.00

8.5" x 11" Maps – \$5.00

11" x 17" Maps – \$2.00

11" x 17" Maps – \$5.00

17" x 22" Maps - \$5.00

17" x 22" Maps - \$5.00

24" x 36" Maps – \$10.00

24" x 36" Maps – \$5.00

36" x 48" Maps – \$15.00

36" x 48" Maps – \$5.00



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Digital Data

Parcels

Data includes: Pin, Owner Information, Acreage, etc.

One Time Purchase:

1 – 2,000 Parcels	\$0.15 Per Parcel	Minimum Fee of \$2.00
2,000 – 5,000 Parcels	\$0.10 Per Parcel	
5,000 Parcels – Full County	\$0.05 Per Parcel	Full County costs approximately \$1,400 - \$1,450 depending on current number of parcels

All other Layers:

Per Layer Per Municipality	\$25.00 up to \$750.00
Per Layer Entire County	\$750.00

Parcel Subscription – Parcels Updated Quarterly:

First Year: \$1,350 + remaining quarters at \$135/Quarter. Released January, April, July, and October.
Subsequent Years: \$540 paid annually.

Data Subscription – Updated Quarterly:

Road Center Lines, Address Points, and Municipal Boundaries

First Year: \$1875 + remaining quarters at \$187/Quarter. Released January, April, July, and October.
Subsequent Years: \$750 paid annually.

Miscellaneous Services and Special Orders

- Mailing Fee is charged at actual cost.
- Any mapping that requires alterations or editing of the data is subject to a \$25.00 fee per hour required, in addition to the base map fee.
- There is a minimum digital data order of \$3.00
- Payments will be made via check.

Digital data will be subject to a data sharing agreement between Susquehanna County GIS & Mapping and the party requesting data. All Susquehanna County GIS & Mapping data is subject to the licenses, copyrights, and disclaimers provided by Susquehanna County GIS & Mapping at the time of a price quote.

Digital tax parcel data is only a representation of the “official” tax parcel maps. Digital maps should not be used for land disputes, measurement purposes, or legal issues.

In order to receive the data, you must fill out the data sharing agreement and send payment to *Susquehanna County GIS*. Payments can be brought to the office, paid online, or mailed to the following address: *Susquehanna County GIS Department, 31 Lake Avenue, Montrose PA, 18801*