

BURLINGTON COUNTY GIS DATA DISTRIBUTION POLICY

General

This policy defines procedures for service requests related to digital information that is contained within the County's GIS database (a contents list can be provided) and printed output thereof.

Digital and/or hard copy maps of the information in the GIS database will be made available to any member of the general public upon completion of a signed request form, signed data sharing agreement/addendum if applicable, and/or payment of the appropriate fee. The general public includes the public and private sector, consultants, utility companies, nonprofit organizations, etc. (For exceptions to fees, see Exemptions below).

The digital information will be provided in .E00 export, ESRI shapefile, ArcInfo coverage, or personal geodatabase. DXF format will be provided for small orders only with an additional charge for conversion. All digital data will be in the NAD83 Stateplane coordinate system with the units of measure being feet.

Excluded Information includes the Burlington County Engineering topographic database (and all associated Information of that database).

The applicant shall be responsible to locate the general area for which they want to purchase information. If the request is made at any geographic level other than township or USGS quarterquad, the geographic extent must be provided by block, lot number, or coordinates specified in NAD83 stateplane feet.

Fees

Fees are established by NJ statute and/or resolution of the Board of Chosen Freeholders.

Payment shall be made at the time the applicant files the request form. An application will not be considered complete unless payment in the correct amount and in an approved form is received. The approved forms of payment are; personal check, certified check, cashier's check, money order, and bank check. No third party checks will be accepted. All checks shall be made payable to the Burlington County Treasurer.

Time

Maps will be supplied as soon as possible upon request and submission of correct fee. A minimum of three (3) working days is required to complete any request, however, all requests will be completed within 7 days unless requestor is notified that additional time is needed. Mail-in requests will be accepted with completed application and fee. Results of the request will be sent out by standard mail. The results can be picked up in person by requestor or express mailed if requestor makes payment arrangements with the express mail service. No telephone requests will be accepted. Processing of any request will not occur until payment has been received in full.

Exemptions

The only exemptions from paying fees will be for municipalities or their consultant working on municipal projects, consultants working for the county, school districts, federal/state agencies, and emergency service organizations. In the case of such exemptions, the signing of a data sharing agreement will be the only requirement. However, only a limited quantity of hardcopies will be available.

County Projects

Where a consultant (architect, engineer, surveyor, attorney, etc.) is doing a project for the county and use of the data will save money on the project cost, data will be made available as needed. A Data Sharing Agreement and/or addendum as applicable will have to be signed. Only a limited number of hardcopies will be produced. Data are generally granted for the life of the project. The information will be available in digital E00, ArcInfo coverage, ESRI shapefile, or personal geodatabase. DXF format may be provided at the conversion fee mentioned above.

Public Viewing of Maps

Any member of the public may view any of the GIS database during normal business hours at the GIS Division Office provided that it does not interfere with the conducting of county business. Nothing can be copied or traced from information viewed.

Nonprofits

The County may grant an exemption for non-profit organizations engaged in projects that further a public purpose or the public interest. Typically these are projects including but not limited to traffic studies, farmland and open space studies and projects, wetlands and watershed studies, and other environmental initiatives that complement the County's interests.

Township Wide Planning Project (TWPP)

1. The Municipal Governing Body must make a formal written request either through the manager or mayor for any GIS information available at the county. The request should state the specific need and explain how the information will be used by the Municipality. Each request must be reviewed and approved by the Board of Chosen Freeholders.
2. The data will only be supplied on appropriate media. It may be emailed if the data requested is less than 10 MB. No format conversion will be made by the County unless proper fee is paid.
3. Large mapping areas may require up to 2 weeks to provide the data requested by the Municipality unless notified that additional time is needed
4. All new digital information developed in the course of the project for which the county data was requested shall be provided to the county for inclusion within its GIS database.
5. The municipality must assume responsibility for any maps produced as a result of their project. The maps must credit Burlington County as the source of base data with the disclaimer: "This map (report or publication) was developed, in part, using Burlington County GIS data in conjunction with the Township's work, but this secondary product has not been verified by Burlington County".
6. The municipality must provide a report annually on the status of the project.

Specifications

All digital information that is provided will follow the specifications outlined in the Data Sharing Agreement, if applicable. This includes the media used for the transfer and the cost of the media.