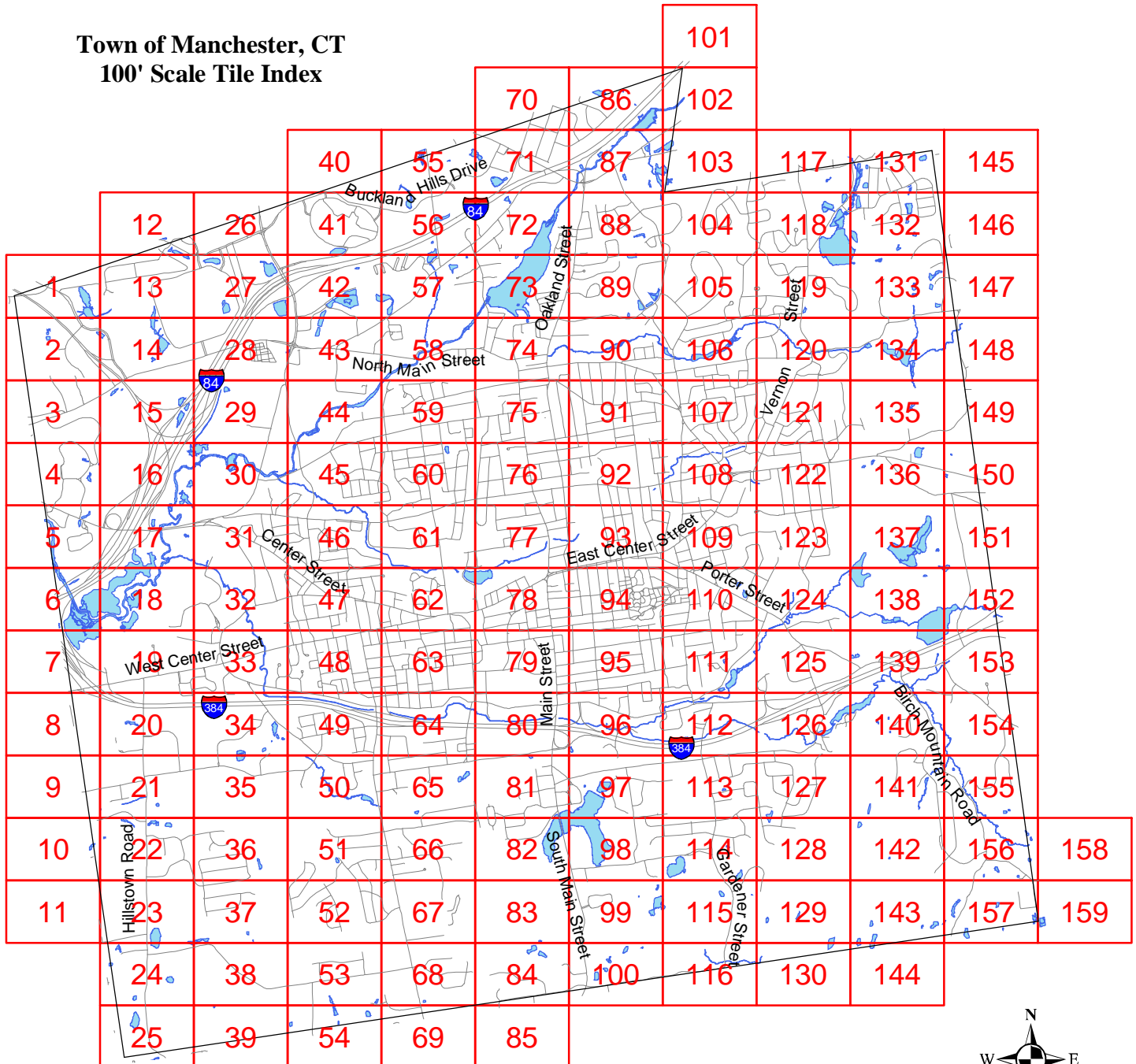




Town of Manchester, CT Geographic Information System

Policies and Rate Schedules

Town of Manchester, CT
100' Scale Tile Index



**Town of Manchester
Geographic Information System
Policies and Rate Schedules**

Table of Contents

SECTION	Page
Purpose.....	2
GIS Disclaimer.....	2
GIS Data Fee Waivers	2
Electronic Submittals	3
APPENDIX	
Ordering Instructions and Contact Information.....	6
General Notes on GIS Data.....	7
Summary of Distributed GIS Data Layers	8
GIS Products and Rate Schedule	13
• Distribution Options.....	13
• Digital Data.....	13
• Hardcopy Maps	14
Electronic Submittal Requirements	15
FORMS	
• GIS Product Request Form	18
• GIS Product Receipt Form.....	20
• Electronic Submittal Requirement Agreement Forms.....	21
Planning Department.....	21
Building Department.....	22
• GIS Data Fee Waiver Form	23
• GIS Water Data Release Form.....	24

PURPOSE

This policy document has been prepared to provide, and make available to the public, general information concerning the Town of Manchester's Geographic Information System (GIS), to establish a rate schedule for GIS map products and electronic data and to define the requirements for electronic data submissions with specified land-use approvals.

GIS DATA DISCLAIMER

Please be advised that all information stored in electronic format is provided "as-is" without warranty of any kind, either expressed or implied. It is the end user's responsibility to establish that the results obtained from the use of this information are appropriate for the use intended.

Planimetric and topographic information represented in these map data was prepared through the use of photogrammetric methods from photography dated April 1999. This information meets National Map Accuracy Standards for 1" = 40' scale data.

Real property is compiled from recorded deeds, subdivision plans, and other public records and data. Users of these map data are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained in these map data.

The Town of Manchester and the mapping companies who prepared these electronic data assume no legal responsibility for the information contained in these data.

NOTE: *The GIS parcel layer acreages are NOT used and should not be used for property assessment purposes nor should any of the GIS data layers be used as a surrogate to field survey data.*

GIS DATA FEE WAIVERS

The Director of Public Works may, in his or her sole discretion, waive the GIS data fees required by reason of activity performed by or on behalf of the Town whether by contract or otherwise (see page 22 of the Appendix for the *GIS Data Fee Waiver Form*).

ELECTRONIC SUBMITTALS

NOTE: AS OF JUNE 15, 2009 THE TOWN OF MANCHESTER IS NO LONGER REQUESTING ELECTRONIC SUBMITTALS (CADD FILES) AS A REQUIREMENT OF THE APPLICATION PROCESS. THIS IS DUE TO REGULATIONS DESCRIBED IN AN OFFICIAL LETTER RECEIVED FROM THE CONNECTICUT BOARD OF EXAMNINERS FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS WHICH IS UNDER THE DEPARTMENT OF CONSUMER PROTECTION. THIS REGULATION STATES THAT "...land surveyors are not permitted to release unsealed materials in violation of State statutes and regulations." THE AFOREMENTIONED STATUTES AND REGULATIONS REFER TO SECTION 20-300-10 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES - PROFESSIONAL ENGINEERS AND LAND SURVEYORS DOCUMENT LOCATED AT:

<http://www.ct.gov/dcp/lib/dcp/pdf/forms/penlsregs298.pdf>

THE TOWN OF MANCHESTER WILL NOW CHARGE A \$50 FEE FOR EACH SUBMITTED SHEET CONTAINING PUBLIC IMPROVEMENTS.

Overview

The developer/owner of any project receiving land use approval within the Town of Manchester shall submit a version of the final approved plans in electronic format for incorporation into the Town's GIS. Upon completion of the project, the developer shall also submit a version of the as-built/record drawings in electronic form. These plans shall be in conformance with the Town of Manchester Public Improvement Standards.

Structural lot features required for capture in electronic form include, but are not limited to:

- 1) primary single and multi family residential buildings
- 2) commercial, industrial, apartment and condominium buildings and
- 3) structural additions to commercial, industrial, apartment and condominium buildings.

Structural additions on existing commercial, industrial, apartment and condominium buildings that are less than 10% of the building being added to, and NOT exceeding 500 square feet, are exempt from the electronic submission requirements. Determination of electronic submission exemptions is the responsibility of the Town's GIS Coordinator.

Excluded from the electronic submission requirements are ancillary residential lot structures such as decks, pools and sheds and additions to single and multi family residential buildings. For a complete list of required features to be included with submissions, see the *Electronic Submittal Requirements* in the Appendix (page 14).

Charges for Digital Conversion of Data

In the event that the developer/owner is unable to provide a digital submission to the Town at the time of final permit approval or if the electronic submission fails to comply with these requirements, a charge of \$50 per each 24"x36" plan and \$25 for each 18"x24" or smaller plan will be applied to the submitter's permit fees for conversion costs. An *Electronic Submittal Requirement Agreement Form* must be completed, signed, and submitted with the permit application before any permit application is accepted (see page 20 of the Appendix). This form indicates the applicant's intention of providing an electronic submission. Costs will be based on

the number of sheets in the final plan set. ***Proposed plans will be stamped only after the electronic submission is approved by the GIS Unit or the appropriate conversion fee has been paid by the applicant.***

These conversion costs will also be applied if the as-built/record drawings are not provided in electronic format and/or are NOT in conformance with the *Electronic Submittal Requirements* in the Appendix (page 14).

APPENDIX

ORDERING INSTRUCTIONS

To place an order for GIS data products:

1. Review *Summary of GIS Data Layers* and *General Notes on GIS Data* sections in the appendix to determine what data you require and if the data meets your requirements.
2. Complete the *GIS Product Request & Receipt Form*.
3. The GIS Products and Rate Schedule section will determine cost for GIS products.
4. Upon receipt of cash or a check made payable to the “Town of Manchester” by the GIS Division, data will be provided to the person or organization listed on the *GIS Product Request & Receipt Form*. Please allow three to five days for delivery of electronic GIS data.

CONTACT INFORMATION

Location:

Lincoln Center-2nd Floor
Engineering Division
GIS/Maps & Records Unit
494 Main Street
Manchester, CT 06040

Mailing Address:

Town of Manchester
Engineering Division
GIS/Maps & Records Unit
494 Main Street
P.O. Box 191
Manchester, CT 06045-0191

Telephone #: (860) 647-3062 or
(860) 647-3066

Fax #: (860) 647-3140

Email: RichG@manchesterct.gov

EDaRos@manchesterct.gov

GENERAL NOTES ON GIS DATA

Planimetric and topographic data was prepared through the use of photogrammetric methods from aerial photography dated April 24, 1999. This data complies with National Map Accuracy Standards (NMAS) and the American Society of Photogrammetry and Remote Sensing (ASPRS) Standards for 1" = 40' scale mapping with a two foot contour interval.

Cadastral (Parcel) data was compiled from recorded deeds, subdivision plans, and other public records and data following a hierarchy of source reliability. Coordinate geometry (COGO) methods were used to automate the real property data then registered to fit the planimetric layers. Users of these map data are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained in these map data. **This parcel layer was not used for property assessment purposes nor should this data be use as a surrogate to field survey data.**

Primary utility features were collected using conventional and GPS surveying techniques and were located to a horizontal accuracy of one foot horizontal and 0.5 feet vertical. All field procedures will follow Federal Geodetic Control Subcommittee (FGCC) guidelines. Secondary utility features were captured by either photogrammetric methods from aerial photography dated April 24, 1999 at a scale of 1" = 40' or from digitizing 1" = 100' scale utility record plans stored and maintained by the Town of Manchester Public Works and Water Departments.

Color orthophotography is based on aerial photography dated April 24, 1999 and compiled to be displayed at 1" = 100' with a 1 foot minimum pixel resolution.

All Town of Manchester data has been projected to the Connecticut State Plane Coordinate System, Zone 3526, Horizontal Datum NAD-83, and Vertical Datum NAVD-88 with US Survey Feet as units.

Data Accuracy is based on National Mapping Accuracy Standards (NMAS) i.e. 90% of well-defined visible features are within tolerance listed. It must be noted, however, that these accuracy tolerances are only suggested and are based on the conversion processes. In no way does this GIS data replace field survey data. The Town of Manchester legally responsible for any features that fall outside these tolerances.

Planimetric:	1" = 40' (+- 1.3')
Topographic:	+ - 1' (1/2 contour interval)
Cadastral:	N/A (COGO)
Orthophotography:	Compiled for display at 1"=100' with 1 foot pixel resolution
Utility:	
Survey Capture	+ - 1.0' horizontal + - 0.5' vertical
Photogrammetric Capture	1" = 40' (+- 1.3')
Digitized	compiled from 1" = 100' utility maps

SUMMARY OF DISTRIBUTED GIS DATA LAYERS

<i>Data Group</i>	<i>Data Layer Name</i>	<i>Description</i>	<i>Features</i>
Address	AddressPoints	address points	address points
	AddressRanges	Street centerlines with address ranges	Street centerlines with address ranges
	StreetNames1000Scale	street names for 1"=100' mapping	street names for 1"=100' mapping
	ZipCodes	zip code boundaries	zip code boundaries
Control	ControlPoints	surveyed control monuments	surveyed control monuments
Planimetrics	Aprons	driveway aprons	concrete or asphalt aprons
	AthleticFields	athletic fields	athletic fields
	BikePath	bike path	East Coast Greenway
	Bridges	bridges	roadway and walking bridges
	Buildings	building footprints	commercial, residential and ancillary structures
	Cemeteries	cemeteries	cemeteries
	Driveways	driveways	driveways
	Flagpoles	flagpoles	flagpoles
	ParkingLots	parking lots	paved and unpaved parking lots
	Parks	parks	parks
	Playgrounds	playgrounds	playgrounds
	RadioTowers	radio towers	radio towers
	Railroads	railroads	active and abandoned railroads
	RetainingWalls	retaining walls	retaining walls
	Roads	road edge of pavement	paved and unpaved roads
	Sidewalks	sidewalks	sidewalks
	StreetCenterLines	street centerlines	street centerlines
	Streetlights	streetlights	streetlights
	StreetNames40Scale	street names	street names used in 1"=40'

			scale mapping
	TrafficControlSigns	traffic control signs	traffic control signs
	TrafficLights	traffic lights	hanging and pole mounted traffic lights
	Poles	poles	utility poles, streetlight poles, stadium light poles, etc.
	UtilityTowers	utility towers	high tension line towers
Recreation	Trails	GPS generated trails	trails
Topography	ElevationContourLabels40Scale	10' contour labels	10' contour labels used for 1"=40' mapping
	ElevationContours10Ft	10' elevation contours	10' elevation contours
	ElevationContours2Ft	2' elevation contours	2' elevation contours
	SpotElevationLabels40Scale	spot elevation point labels	spot elevation labels for 1"=40' scale mapping
	SpotElevations	spot elevation points	spot elevation points
Hydrography	Dams	dams	dams
	HydroEdge	water body edges	water body edges
	Marshes	marshes	marshes
	Streams	streams	streams
	Uplands	uplands	uplands
	WaterBodies	water bodies	water bodies
	WaterBodyLabels1000Scale	water body labels for 1" = 1000' scale mapping	water body labels for 1" = 1000' scale mapping
	WaterBodyLabels100Scale	water body labels for 1" = 1000' scale mapping	water body labels for 1" = 1000' scale mapping
LandRecords	AcreageLabels100Scale	acreage labels	acreage label used for the 1"=100' scale tax maps

LandRecords (cont.)	AddressLabels100Scale	parcel address labels	parcel address labels used for 1" = 100' scale tax maps
	DimesionLabels100Scale	parcel dimension labels	dimension labels used for the 1"=100' scale tax maps
	EasementLabels100Scale	easements labels	easement labels used for the 1"=100' scale tax maps
	LotLabels100Scale	developer lot number labels	developer lot labels used for the 1"=100' scale tax maps
	Parcels	parcels	parcels
	ParCondo	parcels with condos	parcels with condos used for CAMA table linking
	PrivateROWLines	private ROW lines	Private ROW lines
	PropertyLines	property lines	property lines used to generate parcels
	PropertyPoints	property points	property points used to generate parcels
	RPKEYLabels100Scale	RPKEY (PID) labels	RPKEY labels used for the 1"=100' scale tax maps
	StreetNames100Scale	street name	street name labels used for the 1"=100' scale tax maps
	Subdivisions	parcel based subdivision boundaries	subdivisions
	Takings	ROW takings	ROW takings with deed date and book/page
	TownBoundary	Town boundary	Town boundary
	TownBoundaryLabels100Scale	Town boundary labels	Town boundary labels used for the 1"=100' scale tax maps

Regulated (Planning)	Zoning	zoning	official land use zoning
	ZoningLabels	zoning labels	zoning labels
	OverlayZone	Special regulated zone protecting aesthetic qualities of historic Manchester	Overlay Zone
Control	ControlPoints	Town survey monumentation	monumentation structures and coordinates - degraded
School	SchoolDistricts	Manchester school districts	Manchester school districts
Hydrography	Aqueducts	aqueducts	aqueducts
	Dams	dams	dams
	Marshes	marshes	marshes
	Streams	streams	streams
	Uplands	uplands	uplands
	WaterBodies	water bodies	ponds, rivers & reservoirs
	WaterBodieLabels1000Scale	water body labels	water body labels used for 1"=1000' scale mapping
	WaterBodieLabels40Scale	water body labels	water body labels used for 1"=40' scale mapping
Sanitary Sewer	Laterals	sewer laterals	sewer laterals
	PumpStations	pump stations	pump stations
	SanManholes	sanitary sewer manholes	sanitary sewer manholes
	SewerPipeLabels100Scale	sanitary sewer pipe labels	sanitary sewer pipe labels used for 1"=100' scale mapping
	SewerPipeLabels400Scale	sanitary sewer pipe labels	sanitary sewer pipe labels used for 1"=400' scale mapping
	SewerPipes	sanitary sewer pipes	sanitary sewer pipes
	TreatmentPlants	sanitary treatment plants	sanitary treatment plants
Storm Drainage	CatchBasins	catch basins	catch basins
	DetBasOutets	detention basin outlets	detention basin outlets
	DetentionBasins	detention basins	detention basins
	DrainagePipeLabels100Scale	drainage pipe labels	Drainage pipe labels used for 1"=100' scale mapping
	DrainagePipes	storm drainage pipes	storm drainage pipes

Storm Drainage (cont.)	DropInlets	drop inlets	drop inlets
	DryWells	dry wells	dry wells
	Infiltrators	infiltrators	infiltrators
	Inlets	inlets	inlets
	Outlets	outlets	outlets
	StormManholes	storm manholes	storm manholes
	WtrQualStruct	water quality structures	Sediment chambers, hydro-separators, etc.
Water System	AbandonedWaterMain	abandoned water mains	abandoned water mains
	Hydrant	hydrants	hydrants
	WaterConnection	water connections (curb boxes)	water connections (curb boxes)
	WaterEasement	water easements	water easements
	WaterLateral	water laterals	water laterals
	WaterFitting	Water fittings	Wye, reducer, bend, sleeve, etc.
	WaterMain	water mains	water mains
	WaterMainAnno	water main labels	water main labels
	WaterManhole	water manholes	water manholes
	WaterMeter	water meters	water meters
	WaterTank	water tanks	water tanks
	WaterValve	water valves	water valves
	WaterValvePit	water valve pits	water valve pits
Transportation	BusShelters	bus shelters	bus shelters
	BusStops	bus stops	bus stops
Recreation	Trails	trails	trails
Environment	StreetTrees	street trees	street trees
	VegetationAreas	vegetation areas	vegetation areas
EighthDistrict	EightFireDistrict	Eighth Fire district	Eighth Fire district
	EighthSewerDistrict	Eighth Sewer district	Eighth Sewer district
Orthophotography (April 1999)	1F*****.TIF	digital color orthophotograph	1 foot pixel resolution tiles
	MANCHESTER.SID	digital color orthophotograph	town wide MrSID at 1 foot pixel resolution

GIS PRODUCTS AND RATE SCHEDULE

Distribution Options

Digital distribution options for GIS products offered by the Town of Manchester include:

- 1) Digital town wide data sets for planimetric, topographic, cadastral (property), utility, zoning and orthophotography and
- 2) Tile data sets comprised of planimetric, topographic, cadastral (property), utility, zoning and orthophotography sets based on the Town's 1"=100' map tiles.

Various hardcopy (paper) stock maps are also provided by the Town's GIS. Product types and prices can be found in the *Hardcopy (Paper) Maps* section (see page 13).

Digital Data

The Town of Manchester currently stores all GIS layers in ESRI geodatabase format. Line, point and polygon data can also be requested in ESRI shapefile format (does not include annotation) or as DXF files including line, point and annotation data (does not include polygons). Orthophotos are provided as a MrSID compressed town wide file or as geoTIFs based on the Town's 1"=100' tile map. A data dictionary will be provided with every purchase.

**Water system data is available but only on a tile-by-tile basis (no town-wide distribution) and a release form must be filled out and approved by the Water & Sewer Administrator before the water system data is released (see page 23 of the Appendix).*

Town Wide Data		
<i>Item</i>	<i>Description</i>	<i>Cost</i>
Planimetric	all planimetric layers	\$300
Topographic	2' contours & spot elevations	\$300
Cadastral (property)	property & easements	\$300
Utility	storm drainage & sanitary sewers	\$100
Zoning	zoning	\$100
Orthophotograph (MrSID)	1 foot minimum pixel resolution	\$300
100 Scale Tiles		
<i>Item</i>	<i>Description</i>	<i>Cost</i>
All available items	planimetrics, cadastral, topographic, zoning storm drainage and sanitary sewer networks	\$50
1 Foot Res. Digital Orthophotography	geoTIF file format	\$25

NOTE: Please contact the Town of Manchester GIS Division at (860) 647-3062 if you have any questions concerning data formats and use.

Hardcopy (Paper) Maps

Stock Maps		
<i>Item</i>	<i>Description</i>	<i>Cost</i>
1"=40' Plan/Prop Map 24"x36"	Color planimetric and property map at 40' scale	\$10
1"=100' Plan/Prop Map 24"x36"	Color planimetric and property map at 100' scale	\$10
1"=100' Tax Map 24"x36"	Color cadastral map at 100' scale	\$10
1"=100' Tax Map plus Ortho 24"x36"	Color cadastral map at 100' scale plus orthophotography	\$30
1"=40' Plan/Prop/Topo Map 24"x36"	Color planimetric, property and topography map at 40' scale	\$15
1"=100' Plan/Prop/Topo Map 24"x36"	Color planimetric, property and topography map at 100' scale	\$15
1"=100' Orthophotograph 24"x36"	Color orthophotograph at 100' scale	\$25
11"x17" Site Map	Color parcel map at large scale	\$3
11"x17" Site Map plus Plan	Color parcel map plus planimetrics at large scale	\$3
11"x17" Site Map plus Plan/Topo	Color parcel map plus planimetrics and topography at large scale	\$5
11"x17" Site Map plus Ortho	Color parcel map at large scale plus orthophotography	\$5
8.5"x11" Site Map	Color parcel map at large scale	\$2
8.5"x11" Site Map plus Plan	Color parcel map plus planimetrics at large scale	\$2
8.5x11" Site Map plus Plan/Topo	Color parcel map plus planimetrics and topography at large scale	\$3
8.5"x11" Site Map plus Ortho	Color parcel map plus orthophotography at large scale	\$3
1"=100' Storm Drainage Map 24"x36"	Color storm drainage network map at 100' scale	\$10
1"=100' Sanitary Sewer Map 24"x36"	Color sanitary sewer network map at 100' scale	\$10
1"=800' Manchester Street Map 42"x42"	Color town wide street map	\$15
1"=1000' Zoning Map 36"x42"	Color town wide zoning map	\$25
1"=1000' Wetlands Map 36"x42"	Color town wide wetlands map	\$25
1"=1000' Black & White Zoning Map Copy 36"x42"	Black and white copy of the Zoning Map	\$3

ELECTRONIC SUBMITTAL REQUIREMENTS

NOTE: AS OF JUNE 15, 2009 THE TOWN OF MANCHESTER IS NO LONGER REQUESTING ELECTRONIC SUBMITTALS (CADD FILES) AS A REQUIREMENT OF THE APPLICATION PROCESS. THIS IS DUE TO REGULATIONS DESCRIBED IN AN OFFICIAL LETTER RECEIVED FROM THE CONNECTICUT BOARD OF EXAMNINERS FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS WHICH IS UNDER THE DEPARTMENT OF CONSUMER PROTECTION. THIS REGULATION STATES THAT "...land surveyors are not permitted to release unsealed materials in violation of State statutes and regulations." THE AFOREMENTIONED STATUTES AND REGULATIONS REFER TO SECTION 20-300-10 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES - PROFESSIONAL ENGINEERS AND LAND SURVEYORS DOCUMENT LOCATED AT:

<http://www.ct.gov/dcp/lib/dcp/pdf/forms/penlsregs298.pdf>

THE TOWN OF MANCHESTER WILL NOW CHARGE A \$50 FEE FOR EACH SUBMITTED SHEET CONTAINING PUBLIC IMPROVEMENTS.

The DXF files submitted to the Town shall contain separate and distinct layers designated as DXF-LAYERS in the DXF file format for each of the Feature Groups or Layers designated by the Town and listed below. Electronic submittals shall be submitted on compact disc media or e-mailed to the Planning & Economic Development Department. Electronic submittals of as-built/record plans to the Town shall conform to the Town of Manchester Public Improvement Standards.

The coordinate information contained in the digital drawings or record plans shall be delivered in the Connecticut State Plane coordinate system using the NAD83 horizontal datum and NAVD88 vertical datum using US Survey feet as units. These data shall be produced in real coordinate space with an insertion point of (0,0). Horizontal and vertical accuracy of these data shall meet the minimum standards for surveys and maps as stated in Section 20-300b and Section 4-168 of the Connecticut General Statutes.

These feature groups or layers include:

FEATURE GROUP

- Property Lines
- Property Dimensions
- Easements and Rights of Way
- Easement Dimensions
- Survey Monumentation
- Road Edge of Pavement/Curb Lines
- Bridge Lines
- Parking Lots
- Residential Principle & Commercial/Industrial/Apartment/Condominium Buildings
- Commercial/Industrial/Apartment/Condominium Building Additions
- Utility & Street Light Poles
- Retaining Walls
- Fences
- Guardrails
- Paths

- Traffic Control Signs
- Traffic Control Signals
- Railroads
- Road Center Line
- Street Names
- Street Striping
- Aprons
- Sidewalks
- Street Trees
- Contours
- Tree Lines
- Wetlands
- Water Courses
- Storm Drainage Structures
- Storm Drainage Pipes
- Sanitary Sewer Structures
- Sanitary Sewer Pipes
- Water Distribution Structures
- Water Services
- Water Distribution Pipes

NOTE: ***Line work for these features shall be continuous and should contain topological consistency with other lines i.e. lines shall not be broken by label text or connected to other lines by marker pins.***

FORMS

Town of Manchester, CT GIS Product Request Form

NOTE: Payment is due prior to compilation and delivery of data. Please make checks payable to the "Town of Manchester".

I. Digital Data

Data Format	Media
<input type="radio"/> ESRI Geodatabase (*.mdb) <input type="radio"/> ESRI Shape File (*.shp) <input type="radio"/> AutoCAD DXF File (*.dxf)	<input type="radio"/> Compact Disc <input type="radio"/> Deliver to FTP Site <input type="radio"/> E-Mail

*NOTE: ESRI personal geodatabase files can contain points, lines, polygons and annotation.
 ESRI shape files can contain points, lines and polygons (NO annotation).
 AutoCAD DXF files will contain only points, lines and annotation (NO polygons).
 Please contact the GIS Unit if you have any questions regarding appropriate data formats.*

Town Wide Layer(s) by Data Group	Cost (\$)	# Copies	Extended Cost (\$)
Planimetrics	\$300		
Topographic	\$300		
Cadastral (Property)	\$300		
Utilities (storm drainage & sanitary sewer)	\$100		
Zoning	\$100		
Orthophotography (MrSID)	\$300		

100 Scale Tiles (tile number)	Cost (\$)	# Copies	Extended Cost (\$)
	\$50		
	\$50		
	\$50		
	\$50		

Digital Orthophotos (tile number)	Pixel Resolution	Cost (\$)	# Copies	Extended Cost (\$)
	1 2 4 8	\$25		
	1 2 4 8	\$25		
	1 2 4 8	\$25		
	1 2 4 8	\$25		

**Town of Manchester, CT
GIS Product Request Form (cont.)**

II. HARDCOPY MAPS

<i>Map Product</i>	<i>Tile #(s)</i>	<i>Cost (each)</i>	<i># Copies</i>	<i>Total Cost(\$)</i>
<input type="radio"/> 40' Scale Plan/Prop Map (24"x36")		\$10		
<input type="radio"/> 100' Scale Plan/Prop Map (24"x36")		\$10		
<input type="radio"/> 100' Scale Tax Map (24"x36")		\$10		
<input type="radio"/> 100' Scale Tax Map plus Ortho (24"x36")		\$30		
<input type="radio"/> 40' Scale Plan/Prop/Topo Map (24"x36")		\$15		
<input type="radio"/> 100' Scale Plan/Prop/Topo Map (24"x36")		\$15		
<input type="radio"/> 100' Scale Ortho Map (24"x36")		\$25		
<input type="radio"/> 11"x17" Site Map	N/A	\$3		
<input type="radio"/> 11"x17 Site Map plus Plan	N/A	\$3		
<input type="radio"/> 11"x17" Site Map plus Plan/Topo	N/A	\$5		
<input type="radio"/> 11"x17" Site Map plus Ortho	N/A	\$5		
<input type="radio"/> 8.5"x11" Site Map	NA	\$2		
<input type="radio"/> 8.5"x11" Site Map plus Plan	NA	\$2		
<input type="radio"/> 8.5"x11" Site Map plus Plan/Topo	NA	\$3		
<input type="radio"/> 8.5"x11" Site Map plus Ortho	NA	\$3		
<input type="radio"/> 100' Scale Storm Drainage Map (24"x36")	N/A	\$10		
<input type="radio"/> 100' Scale Sanitary Sewer Map (24"x36")	N/A	\$10		
<input type="radio"/> 800' Scale Manchester Street Map (42"x42")	N/A	\$15		
<input type="radio"/> 1000' Scale Zoning Map (36"x42")	N/A	\$25		
<input type="radio"/> 1000' Scale Wetlands Map (36"x42")	N/A	\$25		
<input type="radio"/> 1000' Scale Black and White Zoning Map (36"x42")	N/A	\$3		

TOTAL HARDCOPY MAPS		
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ELECTRONIC SUBMITTAL REQUIREMENT AGREEMENT FORM

PLANNING DEPARTMENT

In accordance with Town of Manchester, CT
Geographic Information System Policies and Rate Schedules

CHECK APPROPRIATE BOX

Excluded Activity

Applicant Signature

Date

Electronic Submittal to be provided after PZC/IWA or ZBA approval and with submission of plans for stamping.*

Applicant Signature

Date

Electronic submission of plans will not be provided with approved plans for stamping. Fee in lieu of digital submission is herewith provided ___ sheets x \$ _____ = \$ _____.

Applicant Signature

Date

Fee received by: _____ Date _____

FOR OFFICE USE ONLY

Staff Approval _____ Date _____

* NOTE: if submittal is not in accordance with the town's electronic submittal requirements a charge will be assessed in accordance with the Town of Manchester, CT Geographic Information System Policies and Rate Schedules and must be provided to the Town of Manchester prior to stamping of approved plans.

**PUBLIC WORKS DEPARTMENT
BUILDING DIVISION**

ELECTRONIC SUBMITTAL REQUIREMENT AGREEMENT FORM
In accordance with Town of Manchester, CT
Geographic Information System Policies and Rate Schedules

CHECK APPROPRIATE BOX



Not required - excluded by GIS Policy (not required by ordinance or submitted previously to the Planning Department)

Staff Signature

Date



Electronic Submittal to be provided when foundation AS-BUILT is submitted to the Building Department

Applicant Signature

Date



Electronic submission of plans will not be provided with approved plans for Building Permit. Fee in lieu of digital submission is herewith provided ___ sheets x \$ _____ = \$ _____.
Received by:

Staff Signature

Date

*NOTE: if submittal is not in accordance with the Town's electronic submittal requirements a charge will be assessed in accordance with the Town of Manchester, CT Geographic Information System Policies and Rate Schedules and must be provided to the Town of Manchester prior to issuance of Certificate of Occupancy.

**Town of Manchester, CT
GIS Data Fee Waiver Form**

The Director of Public Works may, in his or her sole discretion, waive the GIS data fees required by reason of activity performed by or on behalf of the Town whether by contract or otherwise.

Please provide the following information to expedite this request:

Date: _____

Name: _____

Company/Institution: _____

Address: _____

City/State: _____

Phone: _____

E-Mail: _____

Town of Manchester Contract/Project Waiver

Town Department: _____

Contract/Project # _____

Town Contact Person: _____

Purpose: _____

Director of Public Works Date

Town of Manchester, CT GIS Water Data Release Form

The Water & Sewer Administrator may, in his or her sole discretion, determine if electronic water network data shall be released based on State of Connecticut exemption policies describe in PA 02-133: "An Act Concerning the Disclosure of Security Information Under the Freedom of Information Act (FOIA)". Please provide the following information to expedite this request:

Date: _____

Name: _____

Company/Institution: _____

Address: _____

City/State: _____

Phone: _____

E-Mail: _____

Town Contact Person: _____

Town Contact Department: _____

GIS Tile(s): _____

Purpose:

- Approved
- Not Approved

Water & Sewer Department AdministratorDate