



City of Bothell™

Public Records Officer, City Clerk
18415 – 101st Avenue NE
Bothell, WA 98011
425.806.6150 Phone
425.806.6127 Fax
PublicRecords@bothellwa.gov

FOR CITY USE ONLY	
DATE RECEIVED:	
TIME RECEIVED:	
REQUEST #:	
RECEIVED BY:	
FORWARDED TO:	

SUPPLEMENTAL REQUEST FOR CUSTOM G.I.S. RECORDS OR SENSITIVE WATER UTILITY DATA

Please complete and return this form to the address, fax number, or email address listed above.
The City will contact you within five working days of receipt.
The information you provide on this form may be subject to public disclosure.

NAME: _____ DATE: _____
 REPRESENTING: _____ EMAIL: _____
 MAILING ADDRESS: _____ PHONE: _____
 CITY, STATE ZIP: _____ PREFER CONTACT BY: Email Phone US Mail

Please provide **detailed** information regarding the requested project area (map extents, sample map, parcel number(s), address number, or street range). Attach additional information, if necessary.
Note regarding custom GIS maps: The City is not required to create new custom maps or data to comply with the Public Records Act. Creation of such maps is at the City's discretion where such work does not adversely impact normal and essential operations of the City.

All sensitive water utility data will be provided from the project boundary with a 200-foot buffer. If data is required beyond this limit, please specify desired foot buffer and provide a reason.

All Sensitive Water data will be provided in ArcGIS.MDB file format. There will be an additional cost for conversion to other file formats such as Autocad, .DWG or .SHP files. Cost is determined by prorated per hour plus material and an estimate will be provided by the [GIS Division](#). Use of this data is for the sole purpose of providing professional services to the City of Bothell Public Work Utilities or for information use to benefit the City of Bothell or its residents. Immediately upon completion of the project, requestor shall delete from its computers, workstations, and other storage devices all copies or any portions sensitive Utility data which are in its possession, custody, or control.

I wish to receive a cost estimate first. I am requesting an alternate file format:

REPRODUCTION COSTS per Resolution 1331 (2015), effective 01/01/2016

For custom maps requiring plotting, an hourly fee of \$60.00 per hour, with a 15-minute minimum (\$15.00), plus reimbursement for supplies, will apply.

CD	\$5.00/Each	DVD	\$1.00/Each
Paper Copies 11"X17"	\$4.00/Imprint	36" Min. Wide Plot.....	\$5.00/Per Lineal Foot

TIME SPENT @ \$60 per hour:

OTHER FEES:

TOTAL CHARGE: