

BERGEN COUNTY GIS DATA DISTRIBUTION POLICY
October, 2003

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) & 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 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).

All digital data will be in the NAD83 State Plane coordinate system with the units of measure being 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 County of Bergen.

Time and Delivery

Maps or data will be supplied as soon as possible upon request and submission of correct fee. 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, email or fax requests will be accepted. Data requested will be provided in hard media only (disks, CDs, paper, etc.). No email or Internet download will be available at the present time.

Exemptions

The only exemptions from paying fees will be for municipalities or their consultant working on municipal projects, consultants working for the county, and federal/state agencies. 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. In the event that a consultant for a municipal project requests data, all information, hardcopy or digital, will be sent to the municipality first.

Requests for exemptions to the fees will be accepted. Requests should be related to a specific municipal project where use of the data will result in cost savings or improved efficiency for the municipality. The request should be made to the County of Bergen GIS Task Force. Before receipt of data, a data sharing agreement shall be signed stating that products of the project will not be utilized for uses other than the specific project for which they are supplied.

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 will have to be signed. Only a limited number of hardcopies will be produced. Data are generally granted for the life of the project.

Notwithstanding any of the aforementioned policy provisions to the contrary, all requests for digital information that is contained within the Bergen County GIS data base shall comply with the New Jersey Public Records Act (N.J.S. 47:1A-1 et seq) and shall be subject to the exemptions from public access contained within said statute; any other statute; resolution of either or both Houses of the Legislature; regulations promulgated under the authority of any statute or Executive Order of the Governor; Rules of Court; any federal law, federal regulation or federal order.

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