



**GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA
 REQUEST & RELEASE AGREEMENT**

I, _____, acting on behalf of _____,
 (Printed name of Requester) (Printed Name of Organization)
 request the following geographic data files from the City of Traverse City:

Requests must be filled out completely and submitted to the City GIS Coordinator

Description of Files Requested-Include Extents of Project	Output File Format Requested
	Graphical Output: ESRI DXF Interchange Tabular Output: ASCII-fixed length ASCII-CSV Other-List Type
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The geographic data files I have requested shall be used for the following purpose:

By signing below, I certify that I am authorized by my organization to request this data and that I/we acknowledge and understand the following:

1. The use is restricted to the purpose indicated above and for no other purpose.
2. Any geographic data files obtained are either the property of the City of Traverse City or are files licensed to the City of Traverse City for dissemination of proprietary data via a Data Licensing Agreement.
3. The City of Traverse City is not obligated to collect, assemble or compile data or geographic information. If the information is not readily available, or is not available in the requested format, the request may be denied in whole or in part.
4. This digital information is conveyed "AS IS" without any warranty of accuracy or fitness for a particular purpose or of a recipient's right of use.
5. **Requester agrees not to sell, loan or otherwise convey said data to third parties in any digital form.**

Date _____

Organization (Requester) _____

Name (Print) _____

Authorized Signature _____

Address _____

Telephone number _____

E-mail Address _____

Requester: Do not write below this line

GIS Coordinator Approval

- Approved. Files will be provided as requested.
- Approved in Part/Denied in Part. See Comments below.
- Refused. Further information is required. See comments below.
- Denied. See comments below.

GIS Coordinator Comments

GIS Coordinator Printed Name GIS Coordinator Signature Date Phone Number