City of Suffolk, Virginia

Department of Planning

CUSTOMIZED MAPPING SERVICES REQUEST FORM

NAME: _____   TELEPHONE NUMBER: _____

ADDRESS: _____

_____

DATE: _____   TIME: _____   TAKEN BY: _____

Give a brief description of the area that you would like to see on the map. You can use tax map Numbers, GPIN values, Street Addresses, Street Intersections or commonly recognized landmarks to orient the map location.
_____
_____
_____

Do you need any specific feature (parcel, street, etc.) highlighted/outlined in a contrasting color for emphasis? If so, please identify the feature.

_____
_____
_____

What features should be shown on the map?

___ Street Centerlines	___ Street Names	___ Pavement Edges
___ Building Rooflines	___ Parking Lots	___ Driveways
___ Sidewalks (where available)	___ Structures (piers, etc.)	___ Railroads
___ Pipelines	___ Electric Transmission	___ Hydrography (Rivers, Lakes, Streams)
___ Parcels	___ Zoning	___ Development Restrictions (CZ, CUP, etc.)
___ 10 Foot Contours	___ 2 Foot Contours	___ Spot Elevations
___ Apparent 100 Year Flood Zone	___ Aerial Photo	___ Other (please describe)

_____

_____

_____

What title should the map be given? _____

_____

Should the map be produced to a specific scale (example 1"=100' 1:1200)? _____

_____

_____

What size paper should the map be when complete?
___ 8½ x 11   ___ 11 x 17   ___ 22 x 34
___ 34 x 44   ___ 17 x 22
___ other (Specify)_____

What orientation should the paper use?

___ Portrait   ___ Landscape

How many copies of the map should be generated? _____ (First included, $5.00 for each additional copy)
Should the map be exported to an image format and put onto CD-Rom? _____ ($1.00 additional for CD-Rom)
            Image Format (TIF, PDF, JPG, BMP) _____

By making this request for custom map services, I understand and agree to be bound by the City of Suffolk Planning Department's fee schedule as adopted by City Council annually. The fee schedule includes an hourly rate for Customized map Production with a minimum of 1 hour being charged. I further agree that the City of Suffolk Planning Department is allowed a minimum of 15 (fifteen) business days to process Customized map Requests. At certain times, this 15 day turn around may be extended because of the current workload and available staff time.

By submitting this Map Request form, I agree to be bound by the pricing and scheduling guidelines outlined on this form.

Signed: _____   Date: _____

For City Use Only: Application # _____

Date Received:_____   Assigned to: _____
Date/time Started: _____
Date/Time Completed: _____   Number of Additional Copies: _____ @ $5.00/sheet

Customer Notified: _____   Total Charge: _____