



## GIS Data Request Form

1154 Hawkins Blvd., El Paso, Texas 79925  
FAX (915) 594-5576

### Please Print or Type:

Contact Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **REQUEST PROCESS**

To initiate a request, our GIS Administrator *must* receive

1. A completed and signed copy of this *GIS Data Request Form*; and
2. Written information (**include maps**) detailing the nature of the request.

The form and information can be delivered in person, sent by regular mail, via fax or via email to [gis@epwater.org](mailto:gis@epwater.org). Following approval, our response time for requests is a minimum of 2 weeks, or in accordance with Texas State law. More time may be needed depending on the complexity of the request and our current workload. Faster responses will be attempted, but cannot be guaranteed. Our response will be accompanied or preceded by an invoice for any applicable fees, which are due within 30 days. Fees for our services will be computed on the basis of labor, materials and/or facilities required. Customers will be informed of the cost estimates prior to starting work on a request. El Paso Water may require a signed "Restricted Use Agreement" and a "Memorandum of Understanding" or a letter of intent prior to starting work on a request. El Paso Water reserves the right to retain a copy of all computerized data or GIS information products developed for a customer, **with all requests being fulfilled either in the form of a Shape File format and LiDAR provided as ADF Files**, unless arrangements to the contrary are specified in writing.

### **GIS DATA DISCLAIMER**

El Paso Water makes no representations or guarantees as to the delivery, completeness or accuracy of the land features, assets, or any provided attribute data. Mapped features have not been certified by a licensed land surveyor and should not be used to establish or determine property boundary locations. Data is provided as is, without warranty of any kind, either expressed or implied, including without limitation any warranties that the data is fit for a particular purpose. El Paso Water shall have no liability whatsoever relative to the use of provided data. Full responsibility relating to the use of the provided data rests with the user.

*By signing below, I acknowledge that I have read and agree to the Request Process and the GIS Data Disclaimer.*

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Revised July 2020*

**RESTRICTED USE AGREEMENT**

\_\_\_\_\_ agrees that the data provided by El Paso Water will be used solely for the project titled: \_\_\_\_\_, and further agrees that the information will not be sold, given, or provided to any third party during or after the project's completion.

**DESCRIPTION OF DATA REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this project being done as part of a contract or agreement with El Paso Water or the City or El Paso?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If YES:


Who is your point of contact who can verify this? \_\_\_\_\_

If NO:

What is the scope of the project? \_\_\_\_\_

How will the data be utilized? \_\_\_\_\_

*By signing below, I acknowledge that I have read and agree to the Restricted Use Agreement.*

Signed  \_\_\_\_\_ for \_\_\_\_\_  
*Requestor/Company*

Date \_\_\_\_\_