

**COUNTY OF WARREN
LOCAL LAW NO. 3 OF 2011**

**A LOCAL LAW PROVIDING FOR FEES AND THE COLLECTION THEREOF IN
CONNECTION WITH GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES AND
E-911 ADDRESSING SERVICES PROVIDED BY THE WARREN COUNTY PLANNING
DEPARTMENT**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1. Title: This Local Law shall be entitled “A Local Law Providing for Fees and the Collection Thereof in Connection with Geographic Information Systems (GIS) Services and E-911 Addressing Services provided by the Warren County Planning Department”.

SECTION 2. Purpose and Intent: The purpose of this Local Law is to authorize revenue sources to help defray costs associated with the Warren County Planning Department’s provision of general GIS services and E-911 Addressing Systems Services to members of the general public.

SECTION 3. Statutory Authorization: This Local Law is adopted pursuant to and in accordance with the authorization provided by the Municipal Home Rule Law Section 10(1)(i) and Section 10(1)(a)(ii)(9-a).

SECTION 4. Imposition of Fees for GIS and E-911 Addressing Services provided by Warren County Planning Department: On and after the effective date of this Local Law there shall be imposed and there shall be paid fees for various Warren County Planning Department services provided to the general public relating to 1) general GIS services or documents and 2) E-911 Addressing services, provided however that fees for E-911 Addressing services shall not include the cost of the travel time of Warren County personnel to and from field locations anywhere in Warren County. The fees imposed by this Local Law are set forth in Schedule “A”, which is attached hereto and incorporated herein.

SECTION 5. Collection of Fees: The Warren County Planning Department is authorized to establish procedures in conjunction with the Warren County Treasurer’s Office for the collection of the fees imposed under SECTION 4 of this Local Law. Fees collected in accordance with established procedures may allow for a requirement for payment of such fees prior to the provision of services or release of documents by the Warren County Planning Department.

SECTION 6. Authority to Act: The Director of Planning and the Warren County Treasurer are hereby authorized to take all actions necessary to carry out the purposes of this Local Law.

SECTION 7. Severability Clause: If any provision of this Local Law or the application thereof to any person or circumstance shall be held invalid, the remainder of this Local Law and the application of such provision to other persons or circumstances shall not be affected thereby.

SECTION 8. Effective Date: This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

SCHEDULE "A"
UPDATED WARREN COUNTY GIS FEE SCHEDULE

GENERAL GIS SERVICES:

SERVICE	FEE	
GIS Consulting and Support (includes data development, analysis, GPS collection, and general technical services)	\$30.00/hour	
Data Distribution		
Email/FTP upload	No Fee	
CD-ROM	\$10.00	
DVD (Note: countywide parcel data in Geodatabase format must be burned to DVD)	\$15.00	
Custom Mapping Total Cost = Map preparation fee (\$15.00) + output fee Assumes use of <i>standard available map layers</i> – <u>additional hourly rate</u> will be applied if analysis, conversion and/or new data is required for display on the custom map		
Output Needed	Output Fee	Shipping
PDF only (digital file will be emailed if possible, burned to CD-ROM if too large)	(email) \$1 (CD-ROM) \$3	N/A \$1.50
8.5" x 11" per side (includes emailed PDF if requested)	\$0.50	\$1.50
11" x 17" per side (includes emailed PDF if requested)	\$1.00	\$1.50
17" x 22" (includes emailed PDF if requested)	\$2.00	\$3.50
24" x 36" (includes emailed PDF if requested)	\$3.00	\$5.00
34" x 44" (includes emailed PDF if requested)	\$5.00	\$5.00
Larger custom size – square foot pricing applies (includes PDF if requested)	\$0.50/sq ft	\$6.00
Reprints of Existing Maps Total Cost = Processing fee (\$4.00) + output fee		
Output Needed	Output Fee	Shipping
8.5" x 11" per side (includes emailed PDF if requested)	\$0.50	\$1.50
11" x 17" per side (includes emailed PDF if requested)	\$1.00	\$1.50
17" x 22" (includes emailed PDF if requested)	\$2.00	\$3.50
24" x 36" (includes emailed PDF if requested)	\$3.00	\$5.00
34" x 44" (includes emailed PDF if requested)	\$5.00	\$5.00
Larger custom size – square foot pricing applies (includes emailed PDF if requested)	\$0.50/sq ft	\$6.00

Payment for services, particularly for large jobs, is preferred in advance but can be deferred until product pickup.
 Data and maps to be mailed must be paid for in advance, however.

E-911 ADDRESSING:

ADDRESSING CASE	FEE
Single address request – Property has pre-2009 driveway and/or house <i>visible on aerial photos</i> (address completed in GIS)	\$15
Single address request – Property has driveway and/or house <u>but is not visible on aerial photos</u> (field investigation required to measure distances for address calculation). <i>Field investigation time based on mileage from Warren County municipal center to site location and back plus 5 minutes to record location via GPS.</i>	\$15 + Field time
Single address request – Vacant land but site plan of proposed development submitted (address completed in GIS)	\$15
Single address request – Vacant land only (address completed in GIS using center of road frontage)	\$15
Subdivisions (2 or more tax parcels) – with site plan of proposed development submitted (addresses completed in GIS)	\$15 per address
Multiple address requests for structures on the same parcel – <u>IF</u> structures are visible on aerial photos <u>OR</u> a site plan of proposed development is submitted (addresses completed in GIS)	\$15 per address
Multiple address requests for structures on the same parcel – Structures <u>NOT</u> visible on aerial photos (field investigation required to measure distances for address calculations). <i>Field investigation time based on mileage from Warren County municipal center to site location <u>plus 5 minutes per address to record each location via GPS.</u></i>	\$15 per address + Field time

Payment for E-911 addressing must be received before notification and final forms are submitted to applicant.

Addressing Process:

- 1. Application completes request form online OR submits hardcopy form. Required site plans submitted (if needed).**
- 2. Notification of request received by GIS Coordinator.**
- 3. Fee calculated determined and relayed to applicant.**
- 4. Address(es) calculated either directly in GIS or with field investigation and then GIS.**
- 5. Payment received from applicant.**
- 6. Final forms and notifications submitted to applicant and municipality (clerk, assessor, zoning administrator)**