

Big Horn County

Wyoming

**GIS DATA
DISTRIBUTION POLICY****General**

This policy defines procedures for requests related to digital information that is contained within Big Horn County's geographic information system (GIS) database and printed output thereof.

Copies of digital data (limited data layers are available for distribution) and printed or digital maps generated from the GIS database will be made available to any member of the general public upon completion of a 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 GIS data will be delivered with the following projected coordinate system:
NAD_1983_StatePlane_Wyoming_East_Central_FIPS_4902_Feet.

Fees

Fees are established by Wyoming State statute and/or resolution of the Big Horn County Commissioners and are posted in the Big Horn County Land Planning Office. Payment shall be made at the time the applicant files a signed Data Sharing Agreement. An application will not be considered complete unless payment in the correct amount and in an approved/signed Data Sharing Agreement is received. The approved forms of payment are; cash, 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 *Big Horn County Treasurer*.

Time and Delivery

Maps or data will be supplied as soon as possible upon request and receipt of a signed Data Sharing Agreement and appropriate payment. Mail-in requests will be accepted with a completed Data Sharing Agreement and correct fee. Requests initiated by telephone, email or fax will be processed after payment is received. Data requested will be provided in hard media (disks, CDs, paper, etc.) or email, whichever is appropriate and acceptable to the requester. Hard media can be picked up at the Big Horn County Land Planning Office by the requester, or will be sent via standard mail. If expedited delivery is wanted, the requester will be responsible for securing and paying for express mail service.

Exemptions

Those exempt from fee payment include the following: municipalities or their consultants working on municipal projects, consultants working for the county and federal or state agencies. In the case of such exemptions, the signing of a Data Sharing Agreement will be the only requirement. 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 Big Horn County Land Planning Office. 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. 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 signed Data Sharing Agreement will be required.

Notwithstanding any of the aforementioned policy provisions to the contrary, all requests for digital information that is contained within the Big Horn County GIS database shall comply with the Wyoming State Statute pertaining to public records (W.S. 16-4-201) and shall be subject to the exemptions from public access contained within said statute.

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