## **UTILITY DATA REQUEST FORM**

Public Works 701 Laurel St., Menlo Park, CA 94025 tel 650-330-6740



Contact information (please print)			
Contact person:		Organization:	
Address:			
Phone #1:	Phone #2:		Fax:
Email:		Signature:	
~ Return this form to the City of Menlo Park Engineering Division at the above address ~			
Description of area requested			
(Street address, bounding streets, parcel ID etc.)			
□ I am requesting that the following layers be printed on a hard copy map (11" x 17")			
I am requesting to receive the following layers in digital format (file geodatabase) - All requests for digital data must be accompanied by a signed copy of Digital Information License Agreement			
□ Water		□ Storm drain	
Reason:			
Digital informational license agreement			
The City of Menlo Park retains the title and ownership of its digital information and related products. By signing this agreement, the Licensee shall not sell, rent, lease, lend, assign, transfer, or otherwise publish in whole or in part any of the original data provided by the City of Menlo Park. This information includes, but is not limited to all digital files and documentation in soft or hard copy format. The Licensee agrees to use reasonable care in protecting the products from unauthorized use, reproduction, or publication. The Licensee is authorized to use the information for the purposes stated in their request and agreed to by the City of Menlo Park. The Licensee has the right to modify the information for design purposes and make copies for the purposes of backup.  The City of Menlo Park extends no warranty and makes no representation as to the accuracy or content of the			
digital information and related products. This information should be used for planning purposes only. Any use of this information will be at the sole responsibility of the Licensee.  *Form must be signed by an employee that has the authorization to encumber their organization with the provisions stipulated above.			
Licensee print:			
Licensee signature:		Date:	