LEELANAU COUNTY
REQUEST FOR DIGITAL INFORMATION

Phone: 1-866-256-9711 (toll free), or 256-9812 or 256-9823
8527 E. Government Center Dr., Suttons Bay MI 49682

Today's Date:_____ Date this request is needed by: _____

This form completed by: _____ Organization Name:_____
Contact Person:_____ Address:_____
Phone #: _____ Email: _____

****

* **Delivery Method:** ___CD (mailed) ___CD (pick up) ___Email ___FTP File Transfer ____Other

Geographic Extent: County *or* Township_____

Data layers requested:*

- ☐ **Zoning**
- ☐ **Parcel maps** (linked to ownership/tax information—includes federal and state ownership, school districts, etc.)
- ☐ **Government Buildings, Schools**
- ☐ **Roads**
- ☐ **Section lines**
- ☐ **Soils** *(includes septic suitability, agricultural suitability, water table, etc.)*
- ☐ **1990 Land Use/Land Cover**
- ☐ **2000 Land Use/Land Cover**
- ☐ **Other Services** *(Specify the project requested)*

_____
_____

**For files in an AutoCAD format, please contact the Equalization Department at (231) 256-9823*

Office use:
Date completed: _____ **Final project cost: $**_____ **Date paid:** _____
Delivered to or picked up by: _____ **Project completed by:** _____

Acceptance: By signing below, I/We agree to the terms of the Enhanced Access for Records Policy (attached), and the estimated charges and time to complete. Please proceed with this order and send the completed order, upon receipt of our payment, to:_____

Accepted by: _____ (Name & Organization) Signature: _____

Director's Review: Priority Level of request:_____(Low, medium, high, or immediate) _____ Printed Name: _____

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Please explain the project or program this information will be used for or a part of:

Is the information or service requested:

_____Critical to public health or safety

____ Required for non-profit research purposes such as academic or public interest research

____ Required to meet legal objectives

____ Other (explain) _____

_____

_____

LEELANAU COUNTY
BOARD POLICY

GENERAL SUBJECT:	Information Technology (Information Technology and Planning & Community Development)	Policy No.	44
SPECIFIC SUBJECT:	Enhanced Access To Records Policy	Adopted:	11/21/2000
		Revised:	10/08/2002
		Revised:	10/10/2006
		Revised:	04/15/2008
		Revised:	04/16/2013
		Revised:	05/15/2018

APPLIES TO: All departments, elected official offices, and agencies of Leelanau County government.

PURPOSE: This policy is established pursuant to the authority of the Enhanced Access to Public Records Act, 1996 PA 462, as amended. The policy is intended to outline procedures for providing certain records to the public and establishing a fee for such records as allowable by law.

1. Authority: Leelanau County Board of Commissioners.

2. Responsibility: County elected officials, department heads, agencies, boards, commissions and councils legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record shall select which records may be made public through enhanced access.

3. Definition(s):

   a. "Enhanced Access" means a public record's immediate availability for public inspection, purchase or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.

   b. "Geographical Information System" (GIS) means an informational unit or network capable of producing customized maps based upon a digital representation of geographical data.

   c. "Person" means that term as defined in Section 2 of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.232.

   d. "Public Body" means that term as defined in Section 2 of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.232.

e. "Third Party" means a person who requests a GIS or output from a GIS under the Enhanced Access to Public Records Act, 1996 PA 462. However, third party does not include a person for whom a fee authorized under the Enhanced Access to Public Records Act is waived in accordance with an Intergovernmental Agreement.

f. "Public Record" means that term as defined in Section 2 of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.232.

g. "Software" means that term as defined in Section 2 of the Enhanced Access to Public Records Act, 1996 PA 462, as amended, MCL 15.442.

h. "Reasonable Fee" means a charge calculated to enable Leelanau County to recover only those operating expenses directly related to the public body's provision of enhanced access.

i. "Operating Expenses" includes, but is not limited to, Leelanau County's direct cost of creating, compiling, storing, maintaining, processing, upgrading or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, system development, employee time and the actual cost of supplying the information or record in the form requested by the purchaser.

4. Policy:

a. Authorization

(1) Pursuant to 1996 PA 462, as amended, all Leelanau County public bodies may provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from full disclosure.

(2) This policy does not require a public body to provide enhanced access to any specific public record.

(3) This policy does not limit the inspection and copying of a public record pursuant to the Freedom of Information Act.

(4) Principles and policies to be considered in determining which public records shall be made available through enhanced access include, but are not limited to the following:

(a) Management principles applied to information resources should be the same as those applied to other governmental resources.

(b) Elected officials, department heads, agencies, boards, commissions, councils and other county public bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.

(c) Information resource investments must be driven by legal, programmatic and governmental requirements.

(d) Leelanau County government, in trust for the people of Leelanau County, has a duty to ensure that ownership of information products and County-created intellectual property is protected and maintained.

b. Fees

(1) It is the policy of Leelanau County to charge a reasonable fee for providing enhanced access to a public record. (See the Leelanau County Map Data Fee Schedule May 15, 2018). It is not the intent of this policy to sell actual data maintained as public records. Rather, the fee is intended as a reasonable method to recover costs for providing enhanced access to the data in the various forms available through technological enhancements, i.e., online access via the internet, direct dial-in service to a county computer, server, etc., CD-ROM, DVD-ROM, flash drive, paper products, and labels generated by computerized means.

(2) Except as otherwise provided by law, the Leelanau County Board of Commissioners shall establish reasonable fee(s) for enhanced access to a public record or for access to any proposed GIS or the output from a GIS. All fee(s) shall be approved by the Board of Commissioners before they shall become effective. (See the Leelanau County Map Data Fee Schedule May 15, 2018).

(3) Except as otherwise provided by law or this policy, all public bodies and third parties shall be charged the reasonable fees approved by the Board of Commissioners for enhanced access to a GIS or the output from a GIS, unless otherwise agreed to in compliance with Section 4(b)(4) of this policy.

(4) Leelanau County Board of Commissioners may provide another public body with access or enhanced access to County public records for the official use of that other public body, without charging a fee to that other public body, if:

(a) in the County's determination a waiver is in the public interest because access or enhanced access can be considered as primarily benefitting the general public. Examples include, but are not limited to, the information is found to be critical to public health or safety, the information is required for non-profit research purposes, or the information is required to meet legal objectives; and

(b) the access to the County's public records is provided in accordance with a written Intergovernmental Agreement that conforms with Section 3(1)(d) of the Enhanced Access to Public Records Act, MCL 15.433(1)(d), and the other public body complies with the other requirements of Section 3(1)(d) of the Enhanced Access to Public Records Act, MCL 15.433(1)(d), as it relates to collection and payment of fees to the County.

(5) This policy does not apply to particular fees for service charged by County Departments for public records prepared under an act or statute specifically authorizing the sale of those public records to the public or where the amount

of the fee for providing a copy of the public record is otherwise specifically provided for by any act or statute.

(6) An individual elected or appointed to a board of the County shall not have an ownership interest in or accept compensation from a person who sells information that is obtained from a public record of the County.

(7) Applications for enhanced access to public records shall be reviewed and decided by the Planning Director or the Equalization Director who are responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of the public record(s) in question.

c. Disclaimer

(1) Recipients of access or enhanced access receive all information "as is." Leelanau County, its officers, officials, employees, agents, volunteers, contractors, or its public bodies make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose or of a recipient's right of use. Recipients are solely responsible for investigating, litigating and settling such complaints that may arise regarding the data accessed, including the payment of any damages or costs, unless the Leelanau County Board of Commissioners by resolution agrees to participate in the process at the County's expense.

(2) Unless authorized by resolution of the Leelanau County Board of Commissioners, no other officer, employee, agent, volunteer, contractor or other person or public body may make any representation or warranty on behalf of Leelanau County, or one of its public bodies.

(3) Information from a GIS, or the output of a GIS, shall not, in any way, be transmitted, distributed, or sold to any third party, without the express written consent of the Leelanau County Board of Commissioners.

EXHIBIT "A"

Leelanau County Enhanced Access Fee Schedule

For additional information, please refer to the Leelanau County Enhanced Access To Records Policy.

Map and Data Order

Individuals must submit their requests in writing to the Leelanau County Planning and Community Development Office or to the Leelanau County Equalization Department. Request forms may be picked up directly from the Planning Office or the Equalization Department, or they may be accessed directly from the County's website. Individuals must indicate acceptance of the terms of Leelanau County's Enhanced Access to Records Policy when submitting any requests for data, and pay appropriate fees prior to the County's release of said data.

Projects will be prioritized by the Planning Director or Equalization Director. Fees for digital data will be collected by the County prior to the release of the data.

Disclaimer

Every effort is made to offer the most current, accurate, detailed, and clearly expressed information possible. However, inadvertent errors may occur and information provided is not intended to replace any official source. Leelanau County makes no representation as to the accuracy, appropriateness, or any other aspect of the information provided.

Non-Disclosure

Information obtained through this policy shall not be transmitted, distributed, or sold to any third party without the express written consent of the Leelanau County Board of Commissioners.

Fee Schedule

The following fee schedule applies to all existing map data and digital data for Leelanau County. Special or custom projects will be subject to a service rate for labor of the lowest fully loaded rate for the qualified GIS personnel. (quarter hour increments)

Printed and Digital Documents

Black & white printouts and copes are sold at a flat-rate of $.50/page.
Color printouts and copies are sold at a flat-rate of $1.00/page.
Documents that are e-mailed or faxes will be sold at a rate of $1.00 for the first sheet and $.50 (for black and white) or $1.00 (for color) for each additional sheet.
Blueprints, up to 24" X 36", scanned and plotted are available for $5. Each (1-4 copies), $4 each (5+ copies).
Scanned documents are subject to a service rate for labor of the lowest fully loaded rate for the qualified GIS personnel. (Quarter hour increments)

Plotted Map Fees

Plot Size	Map	Aerial Image
11"x17"	$10	$17
18"x24"	$15	$25
24"x36"	$25	$37
36"x48"	$35	$55

Additional charges for digital storage media (DVD, CD, USB) or mailing costs apply.

Digital Geographic Data Fees

Parcels	Orthoimagery (2006, 2012, 2017)
20 cents per parcel	$10 per tile (~ 1/4 Section)
$2,500 for entire County	$4,000 for entire County

1 ft. Contours & Hillshade (2015)	Street Centerlines
$10 per tile (~1/4 Section)	$50 per Township
$4,000 for entire County	$550 for entire County

The following shapefiles (SHP) are available for the entire County at a cost of $35 per shapefile:

Approximate PLSS boundaries (Sections, Eighths, Government Lots)
Approximate PLSS Quarter Corners
Hydrography
Political boundaries (school districts, Village & township boundaries)
Oil & Gas Wells
Watersheds
Wetlands
Critical Dune Area
Historical Datasets
*Additional shapefiles may be available upon request.

Property Assessment/Tax Data (Excel Spreadsheet)
County-Wide: $50
Contains: Owner Name, Property Address, Assessed Value, Taxable Value, etc.
Can be delivered via CD, E-Mail or FTP.

Hard Copy Map Fees (Township Tax Maps)

Bingham	$70
Centerville	$49
Cleveland	$64
Elmwood	$110
Empire	$71
Glen Arbor	$94
Kasson	$52
Leelanau	$123
Leland	$87
Solon	$47
Suttons Bay	$68
ALL TOWNSHIPS:	**$837 for hard copies, or $150 for digital PDF**

Leelanau County Tax Maps are delivered in an Adobe PDF format and optimized for printing on 8.5” x 11” paper.
Tax maps can be delivered via CD, E-Mail or FTP.

May 15, 2018