



Map Request Form

Costs for the creation of maps not in stock.
Standard zoning and comprehensive plan maps in 11x17 format are not included with this fee schedule- See Planning Department 503-668-8609. All requests must include payment.

Contact information-

Name: _____

Phone: _____ Fax: _____

Email: _____

Delivery address: _____

Specify how you want your map delivered(additional charges for mailing). You may also have your map placed in will call at City Hall for you to pick up. _____

Step I- Data to display-Fill out a separate form for each map you need. Legends, color and line types are not changeable.

Column 1. (Choose as many as you want)

- Map Title (specify) _____
- Street Names-
- City Limit Boundary
- Urban Growth Boundary
- Urban Reserve Boundary
- North Arrow and scale bar
- Taxlot lines (not labeled)

Column 2 (choose only one per map)

- Additional data to display-
- Color Fill
- Zoning Boundary
 - Comprehensive Plan Boundary
 - FSH boundaries/buffers
 - Hillside development map
 - Wetlands

To combine or change the way data is displayed an hourly rate of \$30 will apply.

Step II-The largest area to see on the map(extent of map)

- City limits
- OR Urban Growth Boundary
- OR Urban Reserve Boundary
- OR Taxlot number-Example (R24E13DD0500)-_____
- OR Specify area by street names- list them below. The map will be scaled to fit your paper size(stepIII) and the nearest even scale chosen, unless you specify otherwise.
 - North side _____(Example- Park(runs East/West, but defines the farthest North boundary)
 - East Side _____(Example- Langensand runs North/South, but defines the farthest East boundary)
 - South Side _____(Example- Dubarko runs east/west, but defines the farthest South boundary)
 - West Side _____(Example-362nd runs North/South, but defines the farthest West boundary)

Step III-Base printing costs for size of map-Rounded to the next highest \$.

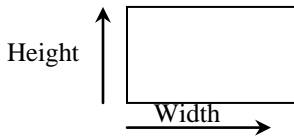
You may request more than one copy, but you may only select one size. Fill out a separate form for additional sizes and scales.

Height (in)	Width (in)	B&W (& color lines)	Fill (Color or B&W)	Aerial Photography
		(\$.005/in ²)	(\$.015/in ²)	(\$.035/in ²)
8.5	11	\$ 1.00	\$ 2.00	\$ 4.00
11	17	\$ 1.00	\$ 3.00	\$ 7.00
17	22	\$ 2.00	\$ 6.00	\$ 14.00
24	36	\$ 5.00	\$ 13.00	\$ 31.00
28	40	\$ 6.00	\$ 17.00	\$ 40.00
30	42	\$ 7.00	\$ 19.00	\$ 44.00
36	48	\$ 9.00	\$ 26.00	\$ 61.00

Total cost of items selected above=\$_____

Customized sheet size fees below:

If the size you need isn't listed in the table above, use the calculation method below for determine the fee for your paper size:



Printing costs for special paper sizes-

B&W(& color lines) \$.005 per square inch of paper

Fill(Color or B&W) \$.015 per square inch of paper

Aerial Photography \$.035 per square inch of paper

Specify Height _____ (Max 42") Width _____(Max 60")

Cost(\$)= Height(in)*Width(in)*Fee= Insert values here _____ Total=\$ _____
Rounded up to the \$.

Step IV-Scale of map

Choose a scale for me based on my paper size and the area I need to see on the map. OR

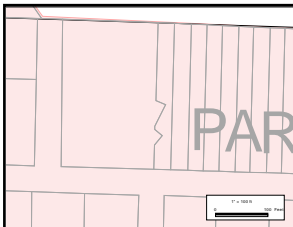
For small maps 8.5x11-(no smaller than 1"=50ft)

Choose a scale from the pictures below or specify your scale- Example(1:200, 1:300, 1:2000)_____

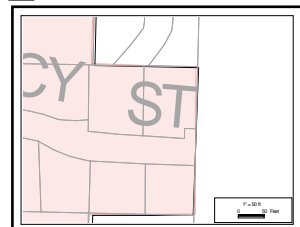
If you don't know how to choose a scale, pick the closest picture that represents the area you would expect to see on your size of paper and check the box below.

All the images below are shown based on an 8.5"x11" sheet of paper: These are examples of how a map would fit on an 8.5"x11" size piece of paper

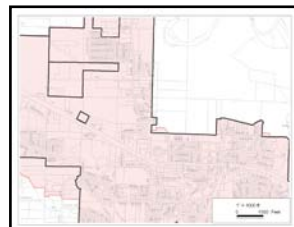
1"=50ft



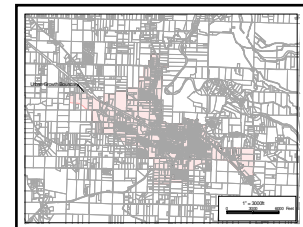
1"=100ft



1"=1000ft



1"=3000ft



Step V - Extra hourly costs(only if additional services are requested)

Extra hourly charges involved to manipulate, research, and/or create data to display on the map at the rate of \$30/hr.

Describe additional requests: _____

Step VI – Submit your map request.

Make sure you have included your phone number so we can contact you if we have questions.

Mail your map request with check payable to:
City of Sandy- Attention Thomas
39250 Pioneer Blvd,
Sandy, Oregon 97055

You may also email your map request to Tfisher@ci.sandy.or.us or fax your request to 503-668-8714 attention: Thomas and then call in your visa number to make your payment. If you have questions about this form you may call Thomas Fisher at 503-489-2161.

This section for office use only- Map prepared by _____ delivered on _____ Hours _____ billed to department _____ at the rate of \$30/hr. Total \$ _____ Comments _____
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