



Brian R. Sims
GIS Coordinator
City of Pasadena

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Dear Mr. Sims:

_____ (data requester) hereby request the use of electronic media in which the City of Pasadena has ownership and a copyright. This letter acknowledges _____ (data requester), notice of the City of Pasadena's ownership and copyright in its Digital Land Base.

The project area is within the _____ (area of interest) in the City of Pasadena between _____. The digital information required for _____ (data requester) to perform our services includes: (list of data)

_____ (data requester), understands that any license to _____ (data requester), of the City's Digital Land Base for its commercial use or use in projects other than for the City of Pasadena would be subject to a license and fees approved by the City Council and that _____ (data requester), has not received approval of a license for the City Digital Land Base. In consideration of the use of the City's Digital Land Base in assisting _____ (data requester), in meeting its objectives, _____ (data requester), understands and agrees as follows:

1. The _____ (data requestor) acknowledges and agrees that the data will only be used to verify a client's Pasadena address to target new clients within Pasadena's City Limits. Any reproductions of the map used in marketing pieces, non-city websites, blogs, or in any physical manifestation is strictly prohibited. Maps produced by the City of Pasadena and the Department of Housing and Community Development are the sole maps to be used when representing the City of Pasadena's Enterprise Zone Boundaries. Sale and/or distribution of the shape file data is prohibited and subject to legal action.

2. _____ (data requester) is designated as the custodian of the Land Base, which will be used only under the direct supervision of _____ (data supervisor) at _____ (address) and will be secured under lock and key when not in use.
3. The Land Base information will not be removed from _____ (address) except for return to the City.
4. No copies will be made of the Land Base.
5. _____ (data requester) will insure that every page of every map, drawings and all other material produced with or from the City's Land Base will contain the following legend: ©2001 City of Pasadena.
6. _____ (data requester) will not claim any license, use or ownership interest in the City's Land Base or in any map, drawing or other material produced with or from the City's Land Base.
7. The City does not guarantee the accuracy of the Digital Land Base and assumes no liability for errors or emissions.
8. _____ (data requester) acknowledges that the agreement will expire on April 10, 2022. Upon termination, the _____ (data requester) will return the Land Base information to the City of Pasadena.

Authorized Signature

Date

Print Name

Address: _____

City Contact: _____ Phone Number: (____) _____