

UPDATING AND MAINTENANCE PROCEDURES

1. APN Maps:

As new APN maps are received from the County, they shall be routed to assigned for processing. Each map will be checked against existing maps for changes. All significant changes shall be highlighted in a contrasting color and the highlighted maps will be given to an outside contractor to make corrections to the data base.

After completion by the contractor, they shall initial and date each document and forward the highlighted maps to the District.

On the first of each month, the contractor shall provide a floppy disk containing all up date information. A billing indicating hours involved with each document and their respective charges shall accompany the update floppy disk.

Updates shall be generated by District personnel based on the need. Once updates are done, the contractor shall make necessary changes to the data base as per any existing agreements.

2. Response Book Corrections:

Inaccuracies found in the response books such as missing or improper addresses, wrong street names, etc., need to be corrected. To do this, first take a photocopy of the suspect page and note the needed changes in red ink along with any needed explanation. The person requesting the change shall sign the photocopy, date it and forward it, along with map update form, to the fire chief. The fire chief shall evaluate the request and cause a correction to the data base and response books to be done if required. This correction to the data base must be forwarded to the contractor for updating.

3. "Final" New Development Maps:

New development "Final Maps" shall be routed from the planning department of jurisdiction to the FFPD. Review shall cause the needed corrections to the data base to be done.

4. Importing and Exporting of Electronic Information:

In an effort to keep both the contractor and the FFPD current with like map files, information must be exchanged as to what updates have been done to the data base on a consistent basis. This is best accomplished by exchanging floppy disks or a magnetic tape of update information on a regular basis.

Developers, at the time of submitting plans to the District for proposed development, shall be given a specification sheet outlining the requirements of submitting final maps in diskette form. If a developer chooses not to provide the District this information in disk form, he/she shall be subject to the cost of converting that information to floppy disk at the hourly rate that the District's contractor charges for digitizing such information.

See Attached Pages

MAPPING SYSTEM REQUIREMENTS

The Felton Fire Protection District maintains a computer mapping data base of the fire district. This system provides accurate and current information for the engine company personnel to utilize when responding to emergencies.

In an effort to keep the data base updated when changes occur through new development it is necessary that final maps be submitted in electronic format (disk) or hard copy tract/site plan.

Drawings of the plans shall be submitted on an Auto CAD drawing up to version 11 or a DXF File on a high density 5 1/4" 1.2 MB floppy disk. If you are unable to provide a disk or prefer to submit a hard copy drawing, a \$40.00 per hour fee, plus printing cost, will be charged to convert the drawings to the fire district digital mapping consultants.

Disk or final plan should be submitted to the Fire District. If you submit a hard copy drawing please include the person and/or firm to be billed.

FELTON FIRE PROTECTION DISTRICT

Map Update Request

DATE _____ MAP PAGES _____ APN# _____ STREETS _____

CHANGES NEEDED: (INCLUDE A MARKED COPY)

NOTIFICATION: FDES _____ SV CITY PLAN _____ Co. OES _____ P.O. _____

UPDATE DONE BY: _____ DATE COMPLETED: _____ TO CAD CONT. _____

STATUS: _____ DATE: _____ INITIAL: _____

PROOFED & RETURNED: _____

FINAL COPIES DIST.: _____

COLOR COPIES: E1 _____ E2 _____ E3 _____ E4 _____ T1 _____ WT1 _____ C1 _____ U2 _____
MASTER STA. 1 _____ STA. 2 _____ OFFICE _____ Co. FIRE _____

B/W COPIES: S1 _____ S2 _____ S3 _____ S4 _____ S5 _____ PREV. _____ SVPD _____