



**CITY OF GLENDALE  
MAPPING & RECORDS DEPARTMENT  
5850 W. GLENDALE AVE. 3<sup>RD</sup> FLOOR  
SERVICE AND DOCUMENT REQUEST FORM  
Fax to: 623-930-3659 or email  
jtrasancos@glendaleaz.com**

PERSON REQUESTING THE INFORMATION: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INFORMATION BEING REQUESTED:

QUARTER SECTION MAPS  paper  digital      AERIAL MAPS  paper  digital

AS-BUILT DRAWINGS  paper  digital      PLAT MAPS  paper  digital

DATE REQUIRED: \_\_\_\_\_

I am requesting copies of the following record(s):

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The public records, which I have requested, are for the following purpose(s):

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**DATA CONFIDENTIALITY**

THE REQUESTING PARTY AGREES THAT ALL DATA, INCLUDING ORIGINAL IMAGES AND REPRODUCTIONS, ARE CONFIDENTIAL AND PROPRIETARY INFORMATION BELONGING TO THE CITY. THE REQUESTING PARTY WILL NOT DIVULGE DATA TO ANY THIRD PARTY WITHOUT PRIOR WRITTEN CONSENT OF THE CITY AND WILL NOT USE THE DATA FOR ANY PURPOSES OTHER THAN THOSE STATED ABOVE. THE REQUESTING PARTY ASSUMES ALL LIABILITY FOR MAINTAINING THE CONFIDENTIALITY OF THE DATA IN ITS POSSESSION AND IS EXPECTED TO DESTROY THE INFORMATION AFTER THE PROJECT IS COMPLETED OR THE INFORMATION IS NO LONGER NEEDED.

**DISCLAIMER - INDEMNIFICATION**

THE REQUESTING PARTY UNDERSTANDS AND AGREES THAT CITY OF GLENDALE DOES NOT GUARANTEE THE ACCURACY OF THE DATA AND INFORMATION REQUESTED AND HEREBY EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR THE VALIDITY, ACCURACY, INACCURACY OF ANY SAID DATA AND INFORMATION. THE REQUESTING PARTY ACCEPTS RESPONSIBILITY FOR ANY UNAUTHORIZED USE OR TRANSMISSION OF ANY SUCH DATA OR INFORMATION IN ITS ACTUAL OR ALTERED FORM.

SIGNATURE: \_\_\_\_\_

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FOR OFFICE USE ONLY

COMPLETE BY: \_\_\_\_\_

DATE : \_\_\_\_\_