

C U S T O M P L O T R E Q U E S T F O R M

Stanford University Maps and Records 327 Bonair Siding, 1st floor Stanford CA 94305-7270 phone: (650) 725-8472 fax: (650) 723-7905

CLIENT CONTACT INFORMATION [[A minimum of two full business days is required to schedule and complete your request.]]

Name: _____ Dept/Company: _____

Date Needed: _____ Phone: _____ E-mail: _____

Project Name: _____

How this data will be used:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> General Campus Information | <input type="checkbox"/> Architectural Planning | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Health/Safety |
| <input type="checkbox"/> Civil/Traffic Planning | <input type="checkbox"/> Landscape/Grounds Planning | <input type="checkbox"/> Utility Design | <input type="checkbox"/> Class Project |

← Using the map on the back of this form, **MARK THE AREA** to be plotted.

↑ **DATA FORMAT** Paper Plot

Electronic File of type: .dwg or other (specify) _____

Deliverable as: disk or via e-mail (small files only) or via FTP

For deliverables via FTP, please provide the site name, dropoff directory path and login/password in Step ± below.

→ **BASE INFORMATION** Check the items/layers you want plotted (mark with **B** for **Bold** linework).

- | | | | | | |
|---|-----------------------------------|---------------------------------------|--|---|---|
| λ Buildings: | λ Circulation: | λ Miscellaneous: | λ Landscape: | λ Topography: | λ Boundaries: |
| <input type="checkbox"/> ALL | <input type="checkbox"/> ALL | <input type="checkbox"/> ALL | <input type="checkbox"/> ALL | <input type="checkbox"/> ALL | <input type="checkbox"/> Quad |
| <input type="checkbox"/> Footprints/Roof Edges | <input type="checkbox"/> Roads | <input type="checkbox"/> Recreation | <input type="checkbox"/> Trees (dripline only) | <input type="checkbox"/> 2' Contours | <input type="checkbox"/> Zone |
| <input type="checkbox"/> All Rooflines | <input type="checkbox"/> Paths | <input type="checkbox"/> Art | <input type="checkbox"/> Landscape Borders | <input type="checkbox"/> 10' Contours | <input type="checkbox"/> Utility Map Grid |
| <input type="checkbox"/> Details (stairs/decks) | <input type="checkbox"/> Parking | <input type="checkbox"/> Fences | <input type="checkbox"/> Shrubs | <input type="checkbox"/> Spot Elevs | <input type="checkbox"/> City/County Limits |
| <input type="checkbox"/> Names/Numbers | <input type="checkbox"/> Bollards | <input type="checkbox"/> Lakes/Creeks | | <input type="checkbox"/> Building Elevs | (approximated) |

↓ **UTILITY INFORMATION** Check the layers you want plotted (mark with **B** for **Bold** linework, **AG** for **Above Ground** features only).

- | | | | | | |
|--------------------------------------|---|-------------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> ALL | <input type="checkbox"/> Domestic Water | <input type="checkbox"/> Lake Water | <input type="checkbox"/> Fire Service Elements | <input type="checkbox"/> Chilled Water | <input type="checkbox"/> Steam |
| <input type="checkbox"/> Storm Drain | <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Electrical | <input type="checkbox"/> Street Lighting | <input type="checkbox"/> Communications | <input type="checkbox"/> Gas |

◦ If you are requesting a Paper Plot, please specify a Drawing Title: _____

Select a Plot Scale and Paper Size from the options below.

Plot Scale: Best fit to Paper Size (select Size below) **or** 1 Inch = _____ Feet

Paper Size: A (8.5"x 11") D (22"x 34") Other: _____ (max width is 36")

B (11"x 17") E (30"x 42") Best fit to Scale (select Scale above)

± **Other Instructions:**

" IF YOU ARE NOT EMPLOYED BY STANFORD FACILITIES OPERATIONS: The University department that will sponsor this request must submit an online Work Order through the FacOps web site. It is your responsibility to contact the Project Manager regarding this requirement: requested data cannot be released until billing arrangements have been finalized. The PM may direct any questions about the submittal process or hourly design rates to Cindy Kirby at 725-8472 or Kristina Seyer Smith at 723-0594.

Stanford Project Manager: _____ Dept: _____

To be supplied by PM: Work Order # _____ & Approver _____

MAPS & RECORDS USE ONLY

Received by: _____ Date Received: _____ Completed by: _____ Date Completed: _____

File Name: _____ Approximate Hours: _____