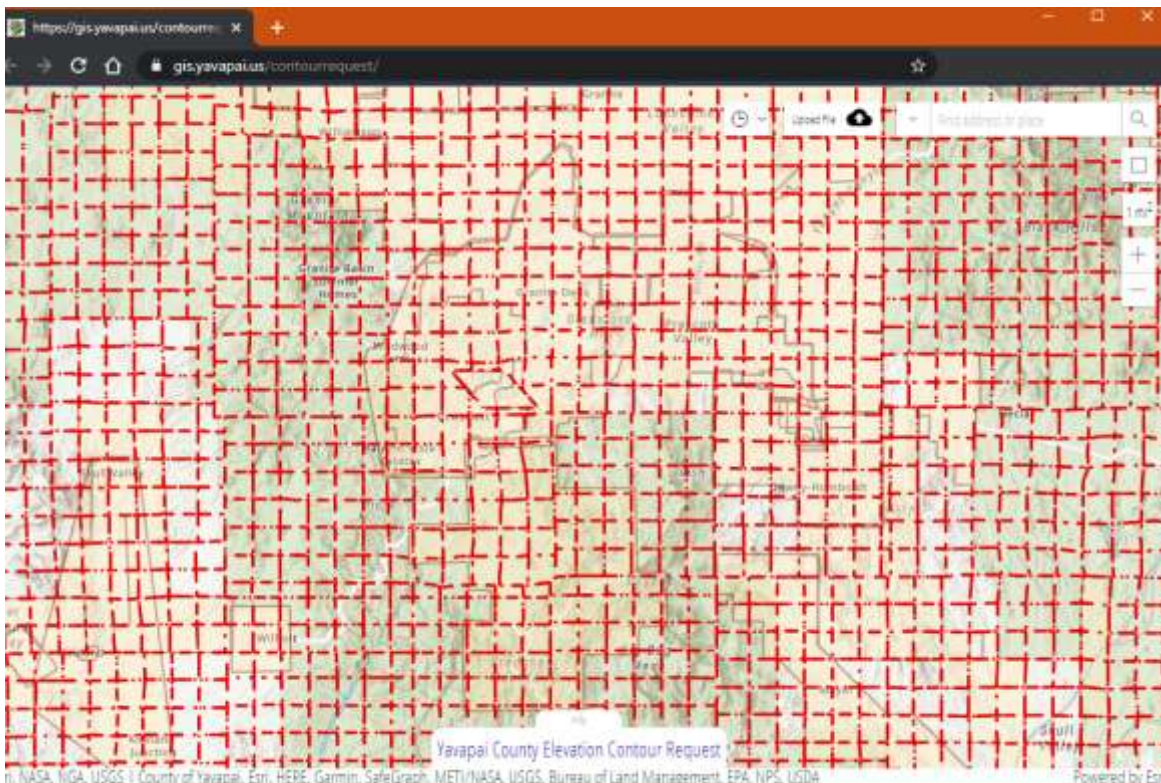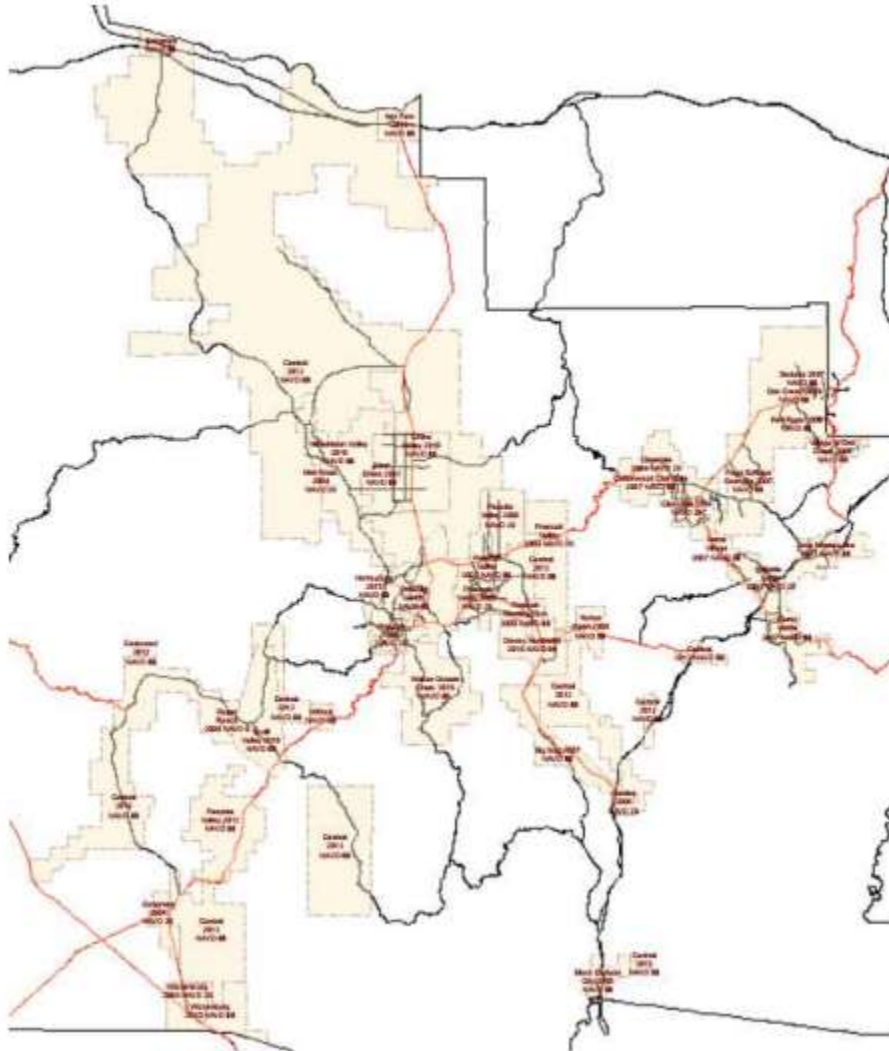# 2 Foot Contour Request Step-By-Step

Yavapai County GIS is accepting data requests for **limited area** 2-foot contours. Contours are collected over several years therefore some parts of these data may no longer represent actual surface conditions. The purpose of acquisition of these contours were for Yavapai Flood Control project to update Flood Insurance Rate Map (FIRM). 2-foot Contours cost **$100 per Section** (public land survey system). Contour are limited in certain areas, some contours overlap portions.

- Visit Web Mapping Application – https://gis.yavapaiaz.gov/contourrequest/
- Make Selection
- Complete Form
- Select Contour in area of interest
- Confirm and submit, user should get an email of their requests.
- GIS Department is informed and will contact you for payment. **Payment** are arranged manually. Cash, personal check or bank cashier check accepted.
- After **Payment,** user should receive an email with instructions how to download a zipped file from the County FTP server.

This document is designed to help understand how to request contours for limited areas within Yavapai County. For City of Prescott contours, requests are automatically forwarded to the City of Prescott GIS staff and they will contact you. If you want to contact the city directly for questions, visit their website at http://www.prescott-az.gov/departments/.

The public web application provides users with a set of tools to customize and request contours. The general steps for a request are as follows:

- **If a user has never visited the website before, or the user web browser cache has been deleted, then they will be greeted with a modal tutorial.**
- **The user can either determine a clip area or they can revisit previous clips from the history tool**

   o   **Free form rectangle tool**
      - The user is not allowed past ~ 1sq mile.

- o **1 sq. mile tool**
    - ▪ When clicked, provides a 'cookie-cutter' 1 square mile geometry to place on the map.
- o **Upload a feature**
    - ▪ This tool allows a user to upload a custom geometry to select contours
    - ▪ Only a zipped shapefile or a file geodatabase with a single feature class can be used.
- o **Select/Search and buffer a feature**
    - ▪ There are 3 separate feature layers that can be selected and/or searched for:
        - • Parcels
        - • Addresses
        - • Section/Township/Range
    - ▪ The user may either:
        - • Click on a feature to select it
        - • Use the search bar to search for it
    - ▪ Either of these options results in a feature being selected and a Popup with options presented
    - ▪ Addresses:
        - • The user can buffer the address point to a circle or square with a radius up to 2500 ft.
    - ▪ Parcels:
- - **The user can revisit previously cached selections as long as the users web browser cache has not been cleared since their last visit.**
- - **The user will fill out a request form after making selection**
    - ▪ First name and last name:
        - • Length of each must be under 75 characters
    - ▪ Company, Mailing Address
        - • Length must be under 75 characters
    - ▪ Email
        - • Length must be under 75 characters
    - ▪ Phone number
    - ▪ Comments
        - • Length must be under 150 characters
- - **User submits request**
- - **Upon submitting, user should get an email of their requests.**
- - **GIS Department is informed.**
- - **Payment is arranged manually through email or phone from the GIS Department staff. Cash, personal check or bank cashier check accepted. Details about payment types is on GIS Forms and Products web page, under the heading, "Payment types accepted"** https://www.yavapaiaz.gov/gis-products
- - **After Payment received process begins to clip your contours. User should receive an email with instructions how to download a zipped file from the County FTP server.**