WV Database Submission/Change Request Form

****To expedite your request, please supply as much information as possible****

Please send updates to gismail@texas811.org

Company Name:

CDC:
(A new form must be completed for each additional CDC. New members will be assigned a CDC upon registration completion.)

State:

Changes requested:

☐ adds ☐ deletes (see below) ☐ add & deletes (see below) ☐ convert to polygon database ☐ new CDC ☐ new membership

☐ other (please describe nature of change) _____

Deletions are being made due to:

☐ abandonment of line(s)

☐ added in error/refining database

☐ moving to/covered by another CDC Provide CDC

☐ sold (Please provide any contact information available for purchasing company)

Company name:

Contact person:

Phone:

Email:

Date of purchase:

*****Manual Database Input***: $30.00 per hour
(Facility operator elects to use paper maps and not use the web based database system and the Center inputs the database information – minimum one hour.)

****Please note:** If deletions are being made and a reason is not given, an email will be sent requesting this information, which may delay your request* Please provide a reason for deletion.

Preferred buffer size: *(if applicable)* each side of the centerline. If shape file is not buffered, and one is not provided, a 300 ft. buffer on each side (totaling 600 ft.) will be applied.

Projection: *(if applicable)*

Helpful Hints:

- **We prefer all shape files to be buffered and in Lat/Long WGS 84 projection.**
- **Formats accepted are: shape files *(preferred)*, Lat/Long coordinates, tab files and .kml/.kmz files (you can easily get the .kml/.kmz files using Google Earth). Paper maps and CAD files must have named streets included****
- **There is a 2 week turnaround for changes to be completed. However, we are usually able to process most changes within a week. Live dates are every Thursday.**
- **Confirmations will be sent after updates have been processed, please review file attachments immediately to ensure accuracy of update(s).**