Attachment Four

Letter of Intent for GIS Map Submissions

County:

Date of Request:

Roll Year(s):

Contact Person: Contact

Phone:

GIS data submission requirements are in section 10 of the current year Tax Roll Production, Submission and Evaluation Standards.

Expectations for the evaluation of GIS data by PTO staff are in the current year Assessment Roll Edit Guide for Parcel-Level Geographical Information System (GIS) Information.

These documents are available for download at http://floridarevenue.com/property/Pages/Cofficial_CompleteSubRollEval.aspx.

Under section 193.1142, Florida Statutes, please provide the following information in detail. You may include additional pages as needed.

Data Edit and Layer: The expected response will identify the specific data edit and applicable layer. Begin a separate response section for each layer. Associated layers may be addressed in a single response (e.g., subdivision boundaries, blocks, lots).

Status of Progress Toward Completion: The expected response will provide an estimated percentage of improvement over the previous year or since the deficiency was initially identified.

Identification of Challenges and Constraints: Describe in detail the barriers preventing compliance and whether those barriers are because of staffing or budget limitations or are because of other causes.

Description of Why Additional Time Is Needed to Comply with Roll Submission Standards: The expected response will identify why the data cannot be in compliance by the April 1 submission due date.

Plan for Collecting, Entering, and Reporting the Data Layer: This should be a detailed plan of action describing the steps that will be taken during the process of bringing the data layer into compliance.

Timetable for Compliance with Requirements for Each Data Layer Listed: Provide a reasonable timetable to bring the data into compliance based on the workplan.

Request for Aid and Assistance (e.g., Budget or GIS):

Additional Comments:

Signature, GIS Manager: _____

Signature, Property Appraiser: _____

By signing, property appraiser and GIS manager agree to provide necessary GIS data files for test evaluation and detailed feedback from PTO staff between January 1 and March 15 of the year subsequent to this request.