



Graphic Imaging Services, Inc.

Scanning Solutions & Data Management Services

County Data Research Services

Specializing in research for Engineering Records



Graphic Imaging Services, Inc. is now offering these services as part of a complete solution to locating, securing, indexing and archiving your data

Research Land Use Records

Research Permits on properties

Cross reference Permits with Plans

702.222.3590

www.graphicimaging.net

Your building records are important. Misplaced plans or missing plans do not provide for easy access or efficient time management. Property Records can be voluminous and to retrieve them can be arduous and time consuming. This Service is to prepare as complete a record as possible. Your records will include various land use actions such as zoning, special use permits, waivers, etc. as it exists currently on government records. Our research includes the Planning information including land use actions, agenda sheets, notices of final actions and plans. Records will be cross researched with the Records Department to verify their records. Once complete, an indexed list is prepared, with all actions, for your use and records.

If an Engineer or Architect is involved, a letter of release is required to access copies of all plans on file. We will generate a letter on your behalf to make this request. Upon receipt of the release, those files will be added to the record set and provided to you upon completion. Once the files are copied they are reviewed again and then indexed and incorporated into the current set of building records created by Graphic Imaging Services.

Our review capability allows the owner to access all government info and guard against potential notices of violation. There is no satisfaction knowing that the records the government agency has on file are "incomplete or not in order".

The property owner may actually have a more complete set of plans that may prevent additional violations. It is quite possible that some records are missing, omitted or incomplete. The only way to verify this is to review each record or permit. While anyone can review the files it takes a trained eye and experience of what to look for to get a complete picture of what is in the file. This capability is what our proposal can provide.

CONTACT US TODAY FOR A FREE INITIAL CONSULTATION!

ZONING RECORDS

All property that is subdivided or constructed upon has land use records. From a vacant lot that was subdivided to any kind of property improvement. The governmental corporate boundary that the property is located in has records of the land use action. All property improvements have a land use record and may include a public land use action, subdivision record, permits, etc. Different governments handle records in their own way. Some have the original paper records while some have all their records saved electronically while others have both.

Depending on the property, records can be voluminous or just a few sheets and to retrieve them can be arduous and time consuming. This plan is to prepare as complete a record as feasible. This is how the records will be retrieved: The zoning department has a record of land use actions and the records department has a similar set. We would research the Planning information including land use actions, agenda sheets, notices of final actions and plans. We would also go to the records department to cross research their records. Once a complete list is prepared, the list of all actions is retrieved from the records department. If an engineer or architect is involved letter of release are required to access copies of all plans on file. With the letter a disc is requested of all listed files on record. Once the files are copied they are reviewed again and then indexed and incorporated into the building records set.

This review capability allows the owner to access all government info and guard against potential notices of violation. There is no satisfaction knowing that the records the government agency has on file are not complete or in order. The property owner may actually have a more complete set of plans that may prevent additional violations. It is quite possible that some records are missing, omitted or incomplete. The only way to verify this is to review each record or permit. While anyone can review the files it takes a trained eye and experience of what to look for to get a complete picture of what is in the file. This capability is what our proposal can provide.



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