



DEPARTMENT OF PUBLIC WORKS  
 COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579  
 AREA CODE 707 / FAX 445-7409

ARCATA-EUREKA AIRPORT TERMINAL  
 MCKINLEYVILLE 839-5401  
 AVIATION

PUBLIC WORKS BUILDING  
 SECOND & L ST., EUREKA  
 ADMINISTRATION 445-7491 NATURAL RESOURCES 445-7741  
 BUSINESS 445-7652 PARKS 445-7651  
 ENGINEERING 445-7377 ROADS & EQUIP MAINT. 445-7421  
 ARCHITECT 445-7493

CLARK COMPLEX  
 HARRIS & H ST., EUREKA  
 LAND USE 445-7205

**ENVIRONMENTAL DATABANK**  
 Last Updated: June 18, 2010

The Public Works Department maintains a databank of environmental information related to Humboldt County including historical aerial photographs, maps, surveys, and reports. Most aerial photographs are hard-copies, while some are digital files. Materials within the environmental databank are available to the public for review by appointment only on Thursdays between 1 and 4 p.m. Staff are not available to coordinate reviews at other times.

**Location:** 1106 Second Street, Eureka, CA 95501 (modular building)

**Appointments:** Appointments can be made by calling 707-445-7741. When making the appointment, describe the material you are requesting. For aerial photographs, describe the geographic area and dates of interest.

**Use Policies:**

- No food or drink in the building during review.
- Use extreme care to avoid any type of damage including bending or tearing.
- Use diligence to maintain the organization of databank materials.
- The Public Works Department reserves the right to terminate databank access for inappropriate use.

**Duplication:** Materials can only be viewed in the building (no check-outs). Duplication options include:

Hard-copies – Standard copies of 10 pages or less can be made in-house during the appointment. For high-quality color photocopies and copies, large-format documents, or requests more than 10 pages, arrangements can be made through FedEx/Kinko’s (2021 5<sup>th</sup> Street, 445-3334), Ellis Art and Engineering (401 5<sup>th</sup> Street, 445-9050), or other copying service businesses. Public Works staff will transport the documents to these businesses, and the client will be responsible for picking up the copies and paying the duplication charges directly.

Digital files – Existing digital data can be copied to a CD (or a client’s USB flash drive). For documents that are hard-copy only, Public Works staff can make up to five scans to create digital versions. For more than five files, clients must bring in their own computers and scanners and perform the scanning themselves.

**Fees:** If effort by staff is limited to pulling less than five specifically requested documents for review and making in-house copies, the charge is only the duplication cost. If staff provide more extensive research assistance and/or transport of materials for duplication, the charge is based on a labor rate of \$56 per hour as shown below.

<u>Staff Time</u>	<u>Fee</u>	<u>Duplication</u>	<u>Fee</u>
<15 minutes	No charge	Standard copies	\$0.10 per copy
15-30 minutes	\$28	CD	\$1.00 per CD
30-60 minutes	\$56	Copying service	(Contact company)
>60 minutes	\$56/hour		

Fees can be paid directly with cash or check or through invoice. Make checks payable to County of Humboldt. Receipts are available upon request.