UNIFORM INSTRUCTIONS FOR PREPARING COUNTY LAND INFORMATION PLANS

June 2015

Wisconsin Land Information Program
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EXECUTIVE SUMMARY

This document, the 2015 *Uniform Instructions for Preparing County Land Information Plans*, sets forth the directions and minimum plan elements for county land information plans. The format of these instructions is designed to assist counties in organizing their plan layout. Background information is provided for each section, which the county may choose to retain in their own plan. Examples are included but are only intended as guides. Where the instructions ask counties to address certain required topics, this is noted.

Executive Summary Directions

Plans should begin with an executive summary, which explains the main components and takeaways from the plan in one page. Write for a general audience, not a technical audience. Remember that executive level decision-makers, such as county board members, may be a key audience for the executive summary. The following structure is recommended, but you may choose to adapt the summary in any way you wish.

Paragraph 1: About this Document. The first paragraph is broad. It lays out what the plan is in the most general terms. Clearly state the purpose(s) of the plan right away. You are welcome to copy from the example on the next page.

Paragraph 2: WLIP Background. As the plans are mandated by statute for participation in the WLIP, it is important to provide brief context on the program for unfamiliar readers. Again, you may use the template paragraph. You may also choose to alter the paragraph to be specific to your county's history of WLIP funding.

Paragraph 3: Land Information in the County. Broadly describe how land records and GIS data are essential to the county and county services.

Paragraph 4: Three-Year Mission Statement. Include a mission statement for the land information office. A mission statement describes what an organization seeks to do. The mission statement can broadly mention your most significant projects, but details on how to achieve this mission through concrete goals and objectives should be laid out in Chapter 4.

Three-Year Mission Statement – Examples

- In the next three years, Badger County's Land Information Office strives to be recognized for its exceptional webmapping site, gains in governmental efficiencies by broadening the utilization of GIS, improvements in parcel mapping accuracy, and responsiveness to meeting the land records needs of residents and businesses.
- The Land Information Office will provide efficient and high quality services to its residents and county departments by maintaining land records in an efficient manner, adopting standards to streamline the use of GIS data across departments, and provide services such as a more user-friendly webmapping service.
- Badger County's Land Information Office will provide geospatial data for the county's comprehensive planning process, inform future land use decision making, partner with county departments to integrate land records, and improve public access to land records online.

Paragraph 5+: Projects Summary. Recap your major projects from Chapter 4. You can use a bulleted list, a table, or perhaps list them in general terms in paragraph form.

Executive Summary – Example

About this Document. This document is a land information plan for Badger County prepared by the land information officer (LIO) and the land information council. By Wisconsin statute, "a countywide plan for land records modernization" is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents.

WLIP Background. The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by register of deeds at the county-level. In 2015, Badger County received $__k in WLIP grants and retained a total of $__ million in local register of deeds document recording fees for land information. Beginning in 2016, WLIP Strategic Initiative grants are projected to increase the county land information budget by $50k per year.

This plan lays out how funds from grants and retained fees will be prioritized. However, as county budgets are determined on an annual basis with county board approval, this plan provides estimated figures that are subject to change and are designed to serve planning purposes only.

Land Information in Badger County. Land information is central to county operations, as many essential services rely on accurate and up-to-date geospatial data and land records. A countywide land information system supports economic development, emergency planning and response, and a host of other citizen services. The Badger County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

Mission of the Land Information Office. In the next three years, Badger County's Land Information Office strives to be recognized for its exceptional webmapping site, gains in governmental efficiencies by broadening the utilization of GIS, improvements in parcel mapping accuracy, and responsiveness to meeting the land records needs of residents and businesses.

Land Information Office Projects. To realize this mission, in the next three years, the county land information office will focus on the following projects:

1. Indexing of documents by geography in GIS
2. Countywide integration of tax/assessment data with parcel polygons
3. 100% PLSS remonumentation with survey grade GPS coordinates
4. Expansion of the use of mobile GPS/GIS technology
5. Document imaging improvements
6. Website development and hosting for improved access to land records

The remainder of this document provides more details on Badger County and the WLIP, summarizes current and future land information projects, and reviews the county's status in completion and maintenance of the WLIP map data layers known as Foundational Elements.

1 INTRODUCTION

In 1989, a public funding mechanism was created whereby a portion of county register of deeds document recording fees collected from real estate transactions would be devoted to land information through a new program called the Wisconsin Land Information Program (WLIP). The purpose of the land information plan is to meet WLIP requirements and aid in county planning for land records modernization.

LAND INFORMATION

Any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state.

'Land information' includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

– Wis. Stats. section 16.967(1)(b)

The WLIP and the Land Information Plan Requirement

In order to participate in the WLIP, counties must meet certain requirements:

- Update the county's land information plan at least every three years
- Meet with the county land information council to review expenditures, policies, and priorities of the land information office at least once per year
- Report on expenditure activities each year
- Submit detailed applications for WLIP grants
- Complete the annual WLIP survey
- Subscribe to DOA's land information listserv
- Meet a June 30, 2017 deadline to post certain types of parcel information online

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan. The *Uniform Instructions for Preparing County Land Information Plans* are designed as a template, but leave flexibility as to how counties may choose to address the minimum plan components. The county is able to include as much detail as necessary to make the planning process useful at the local level.

Act 20 and the Statewide Parcel Map Initiative

A major development for the WLIP occurred in 2013 through the state budget bill, known as Act 20. It directed the Department of Administration (DOA) to create a statewide digital parcel map in coordination with counties.

Act 20 also provided more revenue for WLIP grants, specifically for the improvement of local parcel datasets. The WLIP is dedicated to helping counties meet the goals of Act 20 and has proposed that funding be made available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel dataset improvement. For Strategic Initiative grant eligibility, counties will be required to apply WLIP funding toward achieving certain statewide objectives, specified in the form of "benchmarks." Benchmarks for parcel data—standards or achievement levels on data quality or completeness—are determined through a participatory planning process and will be detailed in future WLIP grant applications.

County land information plans were initially updated every five years. However, as a result of Act 20, counties must update and submit their plans to DOA for approval every three years. Thus, the minimum planning horizon for these documents is three years. The plan may incorporate a planning horizon that is longer if the needs and priorities of the participants warrant.

The first post-Act 20 required update deadline for draft county land information plans is December 29, 2015. Final plans are due March 31, 2016.

County Land Information Plan Timeline

January – April 2015	DOA leads workgroup to update plan instructions
May 2015	Public review and comment of draft plan instructions
June 2015	Instructions finalized
June – December 2015	Counties create draft land info plans
December 29, 2015	Draft county plans complete
January – March 2016	Plan review and approval process
March 31, 2016	Final county land info plans due

County Land Information System History and Context

In Chapter 1 of the plan, the county should provide an overview of the county's land records modernization efforts, dating back to when the WLIP was established in 1989 if possible. You may be brief here, or provide as much detail as desired.

Plan Participants and Contact Information

Another requirement for participation in the WLIP is the county land information council, established by legislation in 2010. The council is tasked with reviewing the priorities, needs, policies, and expenditures of a land information office and advising the county on matters affecting that office.

According to s. 59.72(3m), Wis. Stats., the county land information council is to include:

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office
- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

The land information council must have a role in the development of the county land information plan, and DOA requires county land information councils to approve final plans. A record documenting county land information council approval should be included in the final submission of the plan to DOA. County board approval of plans is encouraged but not required.

A county may amend a plan with updates or revisions as appropriate. If amended, a digital copy of the amended plan and record of land information council approval should be sent to the WLIP.

This plan was prepared by the county LIO, the Land Information Council, and others as listed below.

County Land Information Council and Plan Workgroup				
Name	Title	Affiliation	Email	Phone
*Jodi Helgeson	Register of Deeds, Land Information Officer	Adams County Land Information Office	jhelgeson@co.adams.wi.us	608-339-4206
*County Treasurer	Treasurer	Adams County Land Information Office	msmith@co.adams.wi.us	608-333-1234
*	Real Property Lister			
*	County Board Member			
*	Land Information Office Representative			
*	Realtor			
*	Public Safety Officer			
*	County Surveyor			

* Land Information Council Members designated by asterisk

2 FOUNDATIONAL ELEMENTS

Counties must have a land information plan that addresses development of specific datasets or map layer groupings historically referred to as the WLIP Foundational Elements. Foundational Elements incorporate nationally-recognized "Framework Data" elements, the major map data themes that serve as the backbone required by users to conduct most mapping and geospatial analysis.

FOUNDATIONAL ELEMENTS

- PLSS
- Parcel Mapping
- LiDAR and Other Elevation Data
- Orthoimagery
- Address Points and Street Centerlines
- Land Use
- Zoning
- Administrative Boundaries
- Other Layers

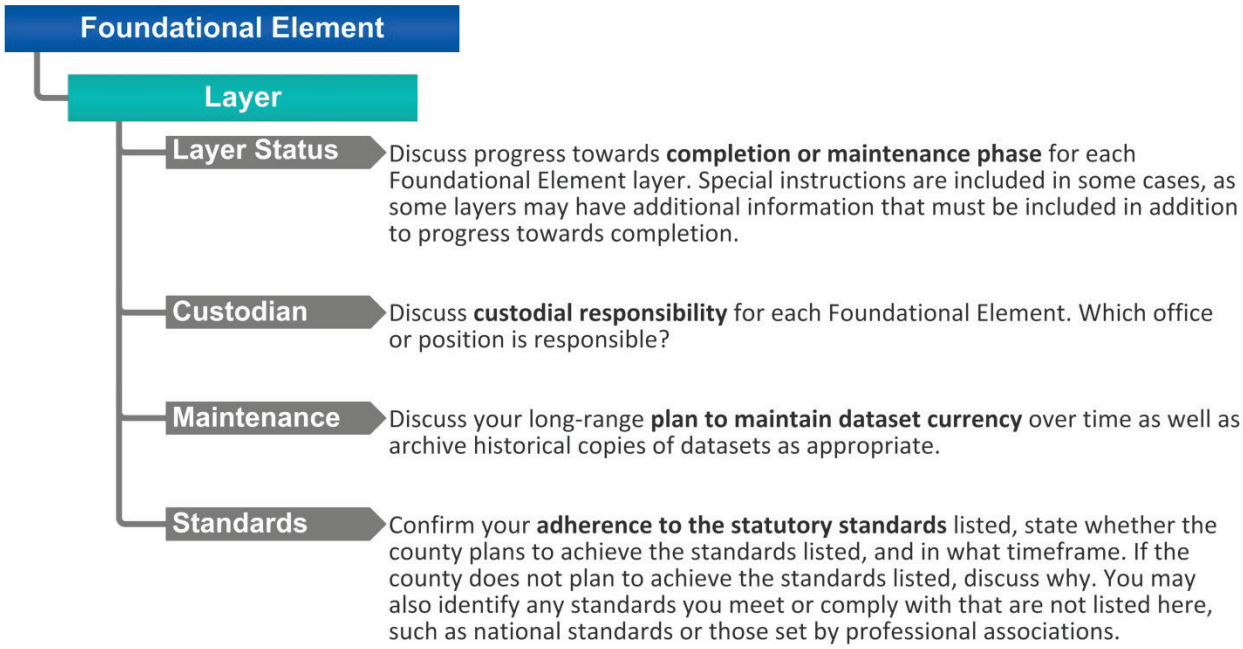
In the past, Foundational Elements were selected by the former Wisconsin Land Information Board under the guiding idea that program success is dependent upon a focus for program activities. Thus, the *Uniform Instructions* place priority on certain elements, which must be addressed in order for a county land information plan to be approved. Beyond the county's use for planning purposes, Foundational Element information is of value to state agencies and the WLIP to understand progress in completion and maintenance of these key map data layers.

The list of WLIP's Foundational Elements has evolved with each update of the county land information plan instructions. They are a guideline of what counties need to address in their plans *at a minimum*. As the list of layers in this document is not exhaustive, counties are welcome to insert additional layers for geospatial data categories stewarded by the county or municipalities that are of importance to local business needs.

Foundational Element Subheadings

For each layer listed under a Foundational Element, the plan should address: 1) Layer Status, 2) Custodian, 3) Maintenance, and 4) Standards.

If an element or layer does not apply to your county, please state why it is not applicable.



PLSS

Public Land Survey System Monuments

Layer Status

- For the PLSS Foundational Element, the table below documents Layer Status

PLSS Layer Status	
Name	**Status/Comments**
Total number of PLSS corners (section, ¼, meander) set in original government survey	
Number and percent of PLSS corners that have been remonumented	
Number and percent of remonumented PLSS corners with survey grade coordinates (see below for definition)	
Number and percentage of survey grade PLSS corners integrated into county digital parcel layer	
Number and percentage of non-survey grade PLSS corners integrated into county digital parcel layer	
Percentage of PLSS corners that have digital tie sheets (whether or not they have corresponding coordinate values)	
Digital tie sheets available online? Yes or No	
Approximate number of PLSS corners believed to physically exist based on filed tie-sheets or surveys, but do not have coordinate values	
Approximate number of PLSS corners believed to be lost or obliterated	
Total number of PLSS corners along each bordering county	
Number and percent of PLSS corners remonumented along each county boundary	
Number and percent of remonumented PLSS corners along each county boundary with survey grade coordinates	
Does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?	

Custodian

-

Maintenance

-

Standards

- Statutory Standards for PLSS Corner Remonumentation
  s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  s. 60.84, Wis. Stats. Monuments.
  ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
  ch. A-E 7.06, Wis. Admin. Code, Measurements.
  s. 236.15, Wis. Stats. Surveying requirements.
- Wisconsin County Surveyor's Association **survey grade** standard:
  Coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.

Other Geodetic Control and Control Networks

e.g., HARN, Height Mod., etc.

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Parcel Mapping

Parcel Geometries

Layer Status

- State progress toward completion/maintenance
- Specify whether 100% of the county's parcels are available in a commonly-used GIS format
- Give projection and coordinate system used
- Note whether your parcel polygon model directly integrates tax/assessment data as parcel attributes
- Specify whether you use or plan to implement the Esri Parcel Fabric Data Model, and/or Esri's Local Government Information Model

Custodian

-

Maintenance

-

Standards and Documentation

- Data Dictionary
  Confirm the presence of data dictionary in human-readable form, with thorough definitions for each element/attribute name, and explanations of any county-specific notations, particularly for parcel attributes listed by s. 59.72(2)(a)

Assessment/Tax Roll Data

Layer Status

- Include the name of software vendor(s) the county utilizes and/or who the county contracts with to prepare assessment and tax roll data and/or tax bills

Custodian

-

Maintenance

-

Standards

- s. 73.03(2a), Wis. Stats. Department of Revenue (DOR) – Powers and duties defined. Department of Revenue Property Assessment Manual – Chapter 5 and DOR format standard requested by DOR for assessment/tax roll data
- s. 59.72(2)(a), Wis. Stats. Presence of all nine "Act 20" attributes
- s. 59.72(2)(a), Wis. Stats. Crosswalk of attributes

Act 20 Attributes Required by s. 59.72(2)(a)	Field Name(s) in County Land Info System	Notes on Data or Exceptions to DOR Standard
Assessed value of land		
Assessed value of improvements		
Total assessed value		
Class of property, as specified in s. 70.32 (2)(a)		
Estimated fair market value		
Total property tax		
Any zoning information maintained by the county		Zoning information is not required in DOR schema
Any property address information maintained by the county		
Any acreage information maintained by the county		

Non-Assessment/Tax Information Tied to Parcels

e.g., permits, easements, non-metallic mining, brownfields, restrictive covenants

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

ROD Real Estate Document Indexing and Imaging

Status

- **Grantor/Grantee Index**. Describe.
- **Tract Index**. Give status and specify whether tract indexing is parcel PIN-based or PLSS-based. Also specify what sort of documents the county's tract indexing encompasses.
- **Imaging**. Describe.

Custodian

- County Register of Deeds

Maintenance

-

Standards

- s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

LiDAR and Other Elevation Data

LiDAR

Layer Status

- State progress toward completion/maintenance
- Specify the accuracy, post spacing, contractor's standard, etc. if known

Custodian

-

Maintenance

-

Standards

-

LiDAR Derivatives

e.g., terrain, contours, digital elevation models, etc.

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Other Types of Elevation Data

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Orthoimagery

Orthoimagery

Layer Status

- State progress toward completion/maintenance
- Specify currency of imagery, the resolution, contractor's standard, and the update cycle
- Specify whether county participated in WROC 2015
- Give next year of planned flight that occurs after 2015

Custodian

-

Maintenance

-

Standards

-

Historic Orthoimagery

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Other Types of Imagery

e.g., oblique, infra-red, etc.

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Address Points and Street Centerlines

Address Point Data

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Building Footprints

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Other Types of Address Information

e.g., address ranges

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Street Centerlines

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Rights of Way

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Trails

e.g., recreational trails

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Land Use

Current Land Use

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Future Land Use

Layer Status

-

Custodian

-

Maintenance

-

Standards

- s. 66.1001, Wis. Stats. Comprehensive planning.
  Future land use maps are typically created through a community's comprehensive planning process. Future land use mapping for a county may be a patchwork of maps from comprehensive plans adopted by municipalities and the county.

Zoning

County General Zoning

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

County Special Purpose Zoning

e.g., shoreland, farmland preservation, floodplain, and airport protection

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Municipal Zoning Information Maintained by the County

e.g., town, city and village, shoreland, floodplain, airport protection, extra-territorial, temporary zoning for annexed territory, and/or zoning pursuant to a cooperative plan

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Administrative Boundaries

Civil Division Boundaries

e.g., towns, city, villages, etc.

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

School Districts

Layer Status

- State progress toward completion/maintenance
- Specify whether and how school districts are tied to parcels, and which specific school district attribute(s) are linked to parcels

Custodian

-

Maintenance

-

Standards

-

Election Boundaries

e.g., voting districts, precincts, wards, voting places, etc.

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Utility Districts

e.g., water, sanitary, electric, etc.

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Public Safety

e.g., fire/police districts, emergency service districts, 911 call center service areas, healthcare facilities

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Lake Districts

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Native American Lands

Layer Status

-

Custodian

-

Maintenance

-

Standards

-

Other Administrative Districts

e.g., county forest land, parks, etc.

Layer Status

-

Custodian

-

Maintenance

•

Standards

•

Other Layers

Hydrography Maintained by County or Value-Added

e.g., hydrography maintained separately from DNR or value-added, such as adjusted to orthos

Layer Status

•

Custodian

•

Maintenance

•

Standards

•

Cell Phone Towers

Layer Status

•

Custodian

•

Maintenance

•

Standards

•

Bridges and Culverts

Layer Status

•

Custodian

•

Maintenance

•

Standards

•

Other

e.g., pipelines, railroads, non-metallic mining, sinkholes, manure storage facilities, etc.

Layer Status

•

Custodian

•

Maintenance

•

Standards

•

3 LAND INFORMATION SYSTEM

The WLIP seeks to enable land information systems that are both modernized and integrated. Integration entails the coordination of land records to ensure that land information can be shared, distributed, and used within and between government at all levels, the private sector, and citizens.

LAND INFORMATION SYSTEM

An orderly method of organizing and managing land information and land records

– Wis. Stats. section 16.967(1)(c)

One integration requirement is listed under s. 16.967(7)(a)(1), Wis. Stats., which states that counties may apply for grants for:

> The design, development, and implementation of a land information system that *contains and integrates*, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys, if available; wetlands identified by the department of natural resources; a modern geodetic reference system; current zoning restrictions; and restrictive covenants.

This chapter describes the design of the county land information system, with focus on how data related to land features and data describing land rights are integrated and made publicly available.

Current Land Information System

Diagram of County Land Information System

This *optional* section features a diagram that documents your county's land information system and/or the various inter-organizational workflows it encompasses.

A diagram of the county land information system might include the following offices involved with the creation and maintenance of land information:

- Land Information Officer
- GIS technician
- Register of Deeds
- Treasurer
- Real Property Lister
- Public safety or emergency communications office
- County surveyor
- Zoning administrator
- Any other departments/offices

Again, this diagram is not mandatory. An example appears on the following page.

Figure 1. Badger County Land Information System

County Parcel Data Workflow Diagram

This required section features a diagram that documents your county's parcel mapping and tax roll process. The diagram can be general and simple. Complex diagrams are welcome, but the purpose of the parcel workflow is for WLIP staff and other readers to better understand the various aspects of parcel data creation and maintenance, which greatly vary from county to county.

The workflow diagram for parcel data should depict:

- Major components of parcel data, especially those referenced by s. 59.72(2)(a), including: 1) parcel polygons, 2) tax roll data, and 3) zoning information
- Integration of parcel polygons with other data/attributes, if applicable
- Departments/offices/staff involved with the creation and maintenance of parcel data

Again, the diagram can be simple, like the example below.

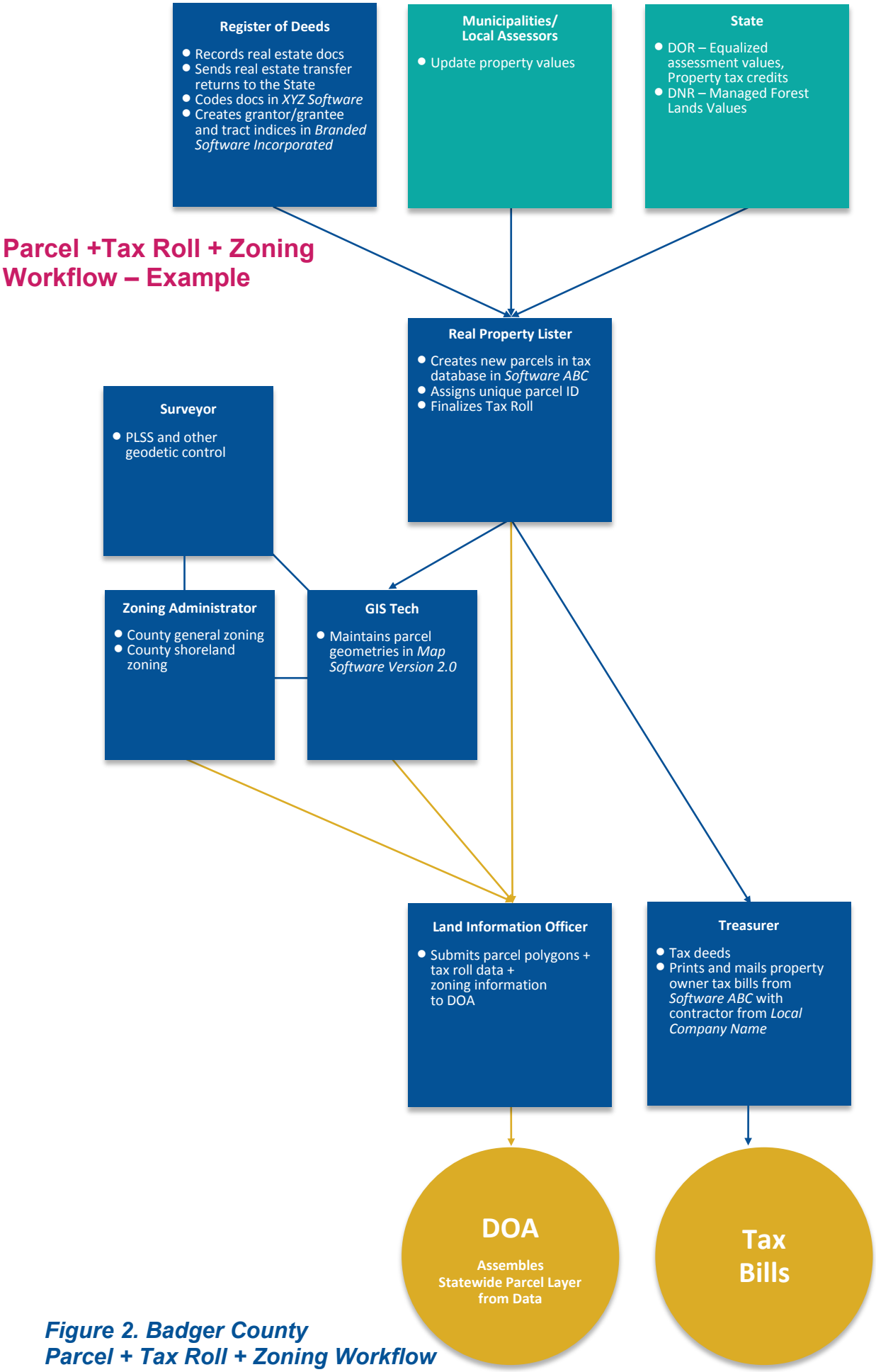


Figure 2. Badger County Parcel + Tax Roll + Zoning Workflow

Technology Architecture and Database Design

This section refers to the hardware, software, and systems that the county uses to develop and operate computer systems and communication networks for the transmission of land information data.

Describe the county's land information software, hardware, and website development/hosting services. You may be general or detailed in this section.

Costs associated with ongoing technology expenditures or projected expenditures can optionally be listed in Chapter 4. As a reminder, the annual "County Retained Fee/Grant Report" due to DOA at the end of the state fiscal year on June 30th provides detailed information on expenditures.

Metadata and Data Dictionary Practices

Describe the process for metadata creation and maintenance. Identify the software used to develop and provide access to geospatial metadata (e.g., ArcCatalog, Spatial Metadata Management Software, U.S. Geological Survey-developed tools, etc.). State whether the software generates metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata and which, if any, fields you manually populate. If your office has a policy of minimum metadata requirements, describe it or list any mandatory metadata fields.

Municipal Data Integration Process

Describe the process by which municipal data is integrated into the county land information system. If there are exceptional or notable situations regarding municipal data integration at the county-level, describe them.

Public Access and Website Information

List websites for public access to land information, perhaps in a table format as in the example below. If your county has one single URL for multiple functions (GIS webmapping, land records search, tax parcel search, zoning, and PLSS tie sheets), make sure it is clear to the reader that one website serves as a portal and/or achieves multiple functions. If county zoning information is available online—whether through an app , PDF map, or other format—note that as well.

If applicable, describe use of contractors, consultants, and/or third-party technology for access (e.g., specific web applications, consultants, software developers, offsite hosting).

Public Access and Website Information – Example

Type of Website	Software or App	3rd Party or Contractor	URL	Update Frequency/ Cycle
GIS webmapping site	*Software/app name*	*Vendor name*	http://saukgis.co.sauk.wi.us/	Weekly
ROD land records search tools	*Software/app name*	*Vendor name*	http://landshark.co.sauk.wi.us/LandShark/login.jsp?url=http://landshark.co.sauk.wi.us/LandShark/searchname.jsp	Daily
RPL or tax parcel site	*Software/app name*	*Vendor name*	http://lrs.co.sauk.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel	As records are updated
Zoning information (PDF or WebApp format)	*Software/app name*	County Planning and Zoning Administrator	https://www.co.sauk.wi.us/cpz/official-zoning-maps	Annual
PLSS tie sheets	*Software/app name*	County Surveyor		
Other				

In this section, you may also *optionally* list municipal websites serving land information data that are maintained or sponsored by municipalities within your county. If applicable, note any municipalities which display county data by accessing county servers (e.g., through county REST end points).

Data Sharing

Data Availability to Public

Describe your data sharing policy with the public. Identify your efforts to comply with Wisconsin's Open Records Law.

Data Sharing Restrictions

List and describe any restrictions on data distribution, search, download, or data privacy policies, as well as how or where members of the public are able to learn about any data restrictions.

Government-to-Government Data Sharing

Describe any government-to-government data sharing policies and practices, if applicable.

Training and Education

Describe, in as much detail as is appropriate, the county's strategy for training and education concerning the county's land information system.

4 CURRENT & FUTURE PROJECTS

This chapter lists the current and future land information projects the county is currently undertaking or intends to pursue over its planning horizon. A project is defined as a temporary effort that is carefully planned to achieve a particular aim. Projects can be thought of as the means to achieving the county's mission for its land information system.

For each project, identify:

- Project Description/Goal
- Business Drivers
- Objectives/Measure of Success
- Project Timeframes
- Responsible Parties
- Estimated Budget Information

If your county foresees or has major technology projects planned, list them in this chapter as a project. Note that projects may focus on one single Foundational Element, or they may touch upon several Foundational Elements. Remember plans can be amended in the future should other significant projects arise.

Project Subheadings

Project Title

Project Description/Goal

Describe the project or goal in 1-3 sentences. List the Foundational Elements impacted by the project at the end of the description.

Business Drivers

List the business drivers for the project, including the departments affected.

Objectives/Measure of Success

Describe the objective/measure of success for the project and any defined completion milestone(s).

Project Timeframes

Provide the start and end dates for the project, as well as any significant milestone dates.

Responsible Parties

List the staff responsible for the various aspects of the project.

Estimated Budget Information

Give an estimated budget for project costs, and the source of funding to be used. This is a *projected*, *estimated* budget to aid planning efforts. The WLIP understands that budgeting requires some flexibility. It is certainly acceptable if new funding opportunities or new projects arise after the plan is approved. Plans can also be amended to include new projects if necessary.

Individual cost information can be presented for each project, or the overall budget for all projects combined can be provided in a single table at the end of Chapter 4, as in the example on page 24.

Other Project Sections

Projects Related to Strategic Initiative Grants

Project planning should take into account that beginning in 2016, the WLIP plans to make available annual Strategic Initiative grants of $50k to all 72 counties, to be prioritized for the purposes of parcel dataset improvement.

For those counties who are planning either 1) parcel or 2) PLSS projects to be funded with WLIP Strategic Initiative grant funds, a parcel and/or PLSS plan for completion should be listed as a project.

Ongoing Costs Not Associated with a Specific Project

You may include an optional section for “Ongoing Costs,” which are costs not associated with a specific project. This may include ongoing technology expenditures like software licenses or staffing costs for general tasks like production of maps for other county departments and responding to public requests for GIS data.

Completed Projects

You may include an optional section for “Completed Projects” which might simply be a list of projects the county has accomplished since the last time the county land information plan was updated.

Project – Example

Project #1: Indexing of documents by geography in GIS

Project Description/Goal

To expand the use of document imaging and GIS to "geocode" documents to geography (such as permits) and make them available to the public via the Internet. Impacts Foundational Elements: PLSS, Parcel Mapping, and Other Layers.

Business Drivers

- County business data lacks detailed location information, making it less useful
- County land information system contains some ambiguous addresses
- Increase efficiency of Zoning Department with geocoded permits
- Call-Before-You-Dig hotline lacks detailed location information
- Need to improve routing and delivery of Social Services Department
- County surveyor need to access tie sheets in the field

Objectives/Measure of Success

- Permits 100% geocoded
- Geographiccally indexed apps available on the county website

Project Timeframes

Milestone	Duration	Date
Project #1 start	–	May 1, 2016
Index permits	1 month	May 1–June 30 2016
Index tie sheet and other records	4 months	June 1–Sept 30, 2016
Build apps	3 months	Oct 1–Dec 31, 2016
Project Complete	–	Dec 31, 2016

Responsible Parties

GIS technician (75%), Contractor to input data for index (25% for 3 months)

Estimated Budget Information

See table below.

Estimated Budget Information – Example

Project	Item	Unit Cost	Cost	Total Project Cost
1. **Indexing of documents to geography in GIS**	a. GIS technician position	75% of $60,000	45,000	–
	b. GIS contractor from Company XYZ	$10,000	10,000	–
				55,000
2. **Countywide integration of tax/assessment data with parcel polygons**	a. Real Property Lister position	25% of $60,000	15,000	–
				15,000
3. **100% PLSS remonumentation with survey grade GPS coordinates**	a. Surveyor position	25% of $60,000	15,000	–
	b. GPS unit	20,000	20,000	–
				45,000
			GRAND TOTAL	**115,000**

Note. These estimates are provided for planning purposes only. Budget is subject to change.