**UNIFORM INSTRUCTIONS FOR PREPARING COUNTY LAND INFORMATION PLANS

March 2018

Badger County Land Information Plan

2019-2021

DELETE THIS EXPLANATION FROM THE FINAL DOCUMENT

Notes on Cover

- Use this document as your new plan template.
- Delete the "UNIFORM INSTRUCTIONS" title box at the top of this page.
- Update other cover page text as appropriate.
- **Version.** The "Version" date below will automatically update when you save the document. There is no need to manually change the Version line.
- **Approved/Adopted.** The "Approved/Adopted" line should remain blank until the plan is approved by the county land information council and a date can be added, before the final plan is due on December 31, 2018.
- In the case of future amendments, plan to add a line on the document cover with amendment date.

**Wisconsin Land Information Program
Wisconsin Department of Administration
101 East Wilson Street, 9th Floor
Madison, WI 53703
(608) 267-3369
www.doa.wi.gov/WLIP

Version: 2018-03-29
Approved/Adopted by Land Information Council on: 2018-**-**

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SEE COMPLETE INSTRUCTIONS ON PAGE 3

To Update Table of Contents

- Click the top-most word, "CONTENTS" ▶Click option to "Update Table . . ." ▶"Update entire table" ▶ OK
- Be sure to UPDATE TABLE OF CONTENTS before your final save!

To Determine What Shows Up in Table of Contents

- The Table of Contents is built automatically from something called Microsoft Word "Styles."
- The template is programmed to display these Word Styles: *Heading 1* and *Heading 2*.
- Find them on the *Style* list in the *Formatting* toolbar.
- Text in the document formatted as *Heading 1* and *Heading 2* will show up in this Table of Contents. Alter the headings/styles as you wish. It is helpful for DOA staff if you keep *Heading 1* and *2* so they show in Table of Contents.

To Delete a Text Box (Like This One)

- Click the box so that it appears as selected ▶ Hit "Delete" on keyboard or "Cut" to remove it.

EXECUTIVE SUMMARY

DELETE THIS EXPLANATION FROM THE FINAL DOCUMENT

This document, the 2018 *Uniform Instructions for Preparing County Land Information Plans*, sets forth the directions and minimum plan elements for 2019-2021 county land information plans. The format is designed to assist counties in organizing their plan layout and meet the minimum requirements, which are detailed in this dual instructions/ template document.

How to Use This Template

- **Instructions** on using the Microsoft Word template document and on the plan process **appear in purple text and are surrounded by asterisks** to distinguish them from the language which should appear in the actual document.
- When it is time to write your plan, **delete** all purple instructional text, surrounded by asterisks.
- All black text should appear in the final document, unless otherwise noted.
- Examples are included but are only intended as guides.
- To paste in content from the Microsoft Word version of your 2016 plan:
  - Copy ▶ Right-click ▶ Paste Options: **Merge Formatting**
  - Tip: Add a command called "Paste and Merge Formatting" to the Quick Access Toolbar.
    - Word ▶ File ▶ Options ▶ Quick Access Toolbar ▶ Choose Commands From: Select "All Commands" from dropdown ▶ Scroll to "Paste and Merge Formatting"▶ Click "Add>>"▶OK

This adds a one-click **Paste and Merge Formatting button** to your toolbar. Use it to paste in content that you want to match the destination (template) document style, but retain original formatting such as italics, hyperlinks, etc.

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.

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 may copy 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/Template **

About this Document. This document is a land information plan for Badger County prepared by the land information officer (LIO) and the Badger County land information council. Under state statute 59.72(3)(b), 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 2018, Badger County was awarded $__**k in WLIP grants and retained a total of $__** million in local register of deeds document recording fees for land information.

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:

Badger County Land Information Projects: 2019-2021	
Project #1	**Indexing of documents by geography in GIS**
Project #2	**Countywide integration of tax/assessment data with parcel polygons**
Project #3	**100% PLSS remonumentation with survey grade GPS coordinates**
Project #4	**Expansion of the use of mobile GPS/GIS technology**
Project #5	**Document imaging improvements**
Project #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 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.

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
- Coordinate the sharing of parcel/tax roll data with the Department of Administration in a searchable format determined by DOA under s. 59.72(2)(a)

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 59.72(1)(a)

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan.

DELETE THIS FROM THE FINAL DOCUMENT

Again, this general text (in black) is for unfamiliar readers, such as members of a county board. Edit or add text as you deem appropriate for your audience.

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 made funding available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel/tax roll dataset improvement.

For Strategic Initiative grant eligibility, counties are 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—were determined through a

participatory planning process. Current benchmarks are detailed in the WLIP grant application, as will be future benchmarks.

WLIP Benchmarks (For 2016-2018 Grant Years)

- Benchmark 1 & 2 – Parcel and Zoning Data Submission/Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

More information on how Badger County is meeting these benchmarks appears in the Foundational Elements section of this plan document.

County Land Information System History and Context

The history of land information in Badger County . . . . **

DELETE THIS FROM THE FINAL DOCUMENT

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.

To paste in content from the previous Microsoft Word version of your plan:

- Copy ▶ Right-click ▶ Paste Options: **Merge Formatting**

County Land Information Plan Process

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. The 2019-2021 plan, completed at the end of 2018, is the second post-Act 20 required update.

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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.

You may optionally include other information about the plan writing process here, such as meeting dates and county-level approval dates.

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County Land Information Plan Timeline

March 31, 2018	DOA update of plan instructions/template
April–September 2018	Counties work on land info plans
October 1, 2018	Complete draft **plans due October 1**, but sooner is advised!
Oct.–December 31, 2018	Plan review, approval, and finalization process
December 31, 2018	**Final county land info plans due with documentation of county land info council approval** (2019 WLIP grant application also due December 31st)

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.

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

Badger County Land Information Council and Plan Workgroup				
Name	**Title**	**Affiliation**	**Email**	**Phone**
+ **ROD Name****	Register of Deeds, Land Information Officer	Adams County Land Information Office	jhelgeson@co.adams.wi.us	608-339-4206
+ **Treasurer Name****	County Treasurer	Adams County Treasurer's 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 the plus symbol

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Fill in the table above. Add any locally-relevant information. Delete any unused rows.

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 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, this plan places 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.

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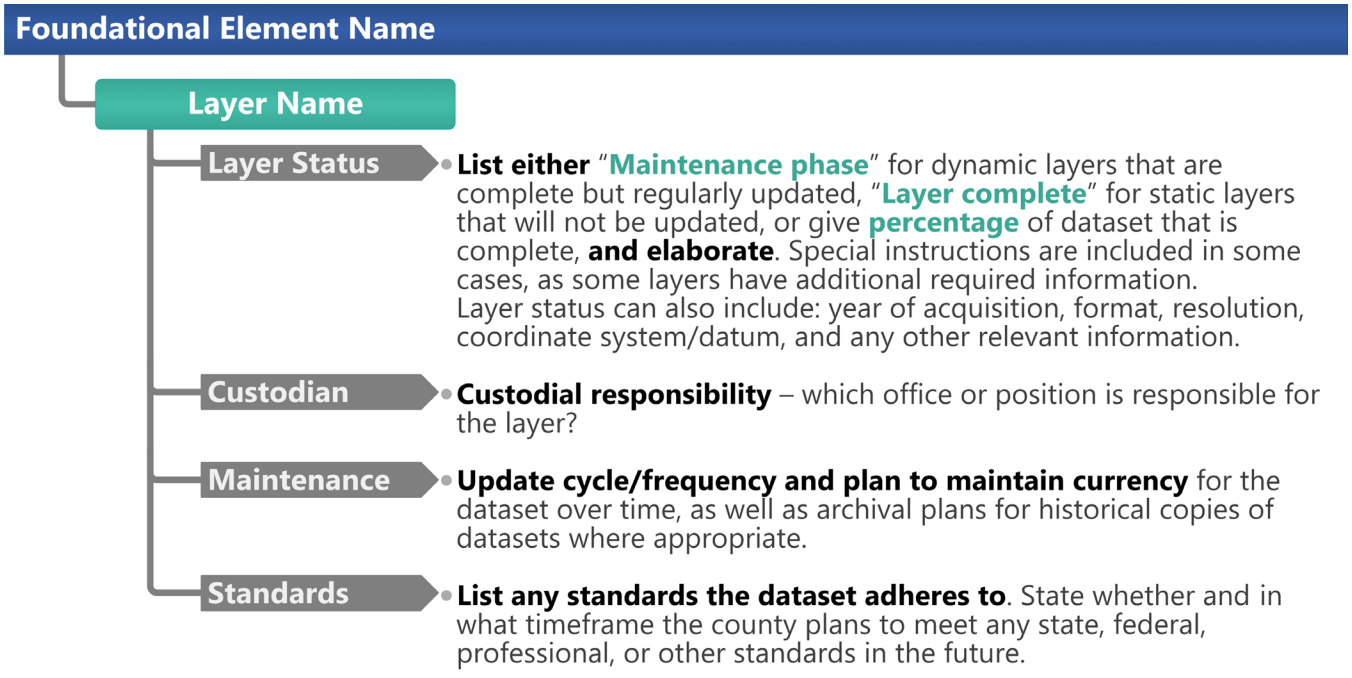
The list of WLIP's Foundational Elements has evolved with each update of the county land information plan instructions. They are a guideline of what counties need to address in their plans *at a minimum*. As the list of layers in this document is not exhaustive, counties are **welcome to insert additional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

Do not delete Foundational Element headings. If an element or layer does not apply to your county:

- Under **Layer Status**, type "Badger County does not have a __ layer"
  then delete subheadings for Custodian/Maintenance/Standards for that particular layer

Foundational Element Subheadings are shown in the image below. You may **delete the image** from the final document (but the first Foundational Element, PLSS, must start at the top of a fresh page.)

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



PLSS

Public Land Survey System Monuments

Layer Status

DELETE THIS FROM THE FINAL DOCUMENT

The "Layer Status" section for PLSS is unique, because it contains a table with several required questions. For the PLSS Foundational Element, the table below documents Layer Status.

The PLSS section must 1) start at the top of a page in the final plan document, beginning with the heading for "PLSS." Do not delete rows from the table.

PLSS Layer Status

		Status/Comments
	Number of PLSS corners (selection, ¼, meander) **set in original government survey** that can be remonumented in your county	**
	Number and percent of PLSS corners capable of being remonumented in your county that **have been remonumented**	**
	Number and percent of remonumented PLSS corners with survey grade coordinates (see below for definition) • **SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision • **SUB-METER** – point precision of 1 meter or better • **APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information	**
	Number and percent of survey grade PLSS corners integrated into county digital parcel layer	**
	Number and percent of non-survey grade PLSS corners integrated into county digital parcel layer	**
	Tie sheets available online?	** **Answer: **Yes** or **No**. If yes, **provide URL** for tie sheet search here**
	Percentage of remonumented PLSS corners that have **tie sheets available online** (whether or not they have corresponding coordinate values)	**
NEW	Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) **and a corresponding URL path/hyperlink value** in the PLSS geodatabase	**
	PLSS corners believed to be remonumented based on filed tie-sheets or surveys, but do not have coordinate values	**
	Approximate number of PLSS corners believed to be lost or obliterated	**
NEW	Which system(s) for **corner point identification/ numbering** does the county employ (e.g., the Romportl point numbering system known as Wisconsin Corner Point Identification System, the BLM Point ID Standard, or other corner point ID system)?	** **Answer: Name **all** corner point ID systems used in the county. Explain if a different point ID system is used in a particular area/region. If the county uses a **unique** naming convention/standard for point identification, describe how it breaks down in detail.**
NEW	Does the county contain any **non-PLSS areas** (e.g., river frontage long lots, French land claims, private claims, farm lots, French long lots, etc.) or any special situations regarding PLSS data for tribal lands?	** **Answer: **Yes** or **No**. If yes, provide explanation.**
	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	**
	In what ways does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?	**

Custodian

- **

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Custodian: Custodial responsibility – which office or position is responsible for the layer?

Maintenance

- **

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Maintenance: Update cycle/frequency and plan to maintain currency for the dataset over time, as well as archival plans for historical copies of datasets where appropriate.

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 requirement.
- SURVEY GRADE standard from Wisconsin County Surveyor's Association:
  - **SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision
  - **SUB-METER** – point precision of 1 meter or better
  - **APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information
- **

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Standards

- **List any standards the dataset adheres to**.
- State whether and in what timeframe the county plans to meet any state, federal, professional, or other standards in the future.
- If you meet the statutory standards listed, keep them in the document for reference.
- If the dataset does **not** meet a standard that is listed and there are no plans to meet it, explain.

Other Geodetic Control and Control Networks

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

Layer Status

- **

DELETE THIS FROM THE FINAL DOCUMENT

If an element or layer does not apply to your county:

- Under **Layer Status**, type "Badger County does not have a _ layer"
  then delete subheadings for Custodian/Maintenance/Standards

Add sections for sub-themes for relevant layers as needed.

Custodian

- **

Maintenance

- **

Standards

- **

Parcel Mapping

Parcel Geometries

Layer Status

- **Progress toward completion/maintenance phase:** County-wide parcel layer is . . .** In Badger County, 100% of the county's parcels are available in a commonly-used digital GIS format.

DELETE THIS FROM THE FINAL DOCUMENT

Layer Status

- **Progress toward completion/maintenance phase**: State progress toward completion/ maintenance phase. If county-wide digital parcel layer has reached maintenance phase, include the sentence, "In Badger County, 100% of the county's parcels are available in a commonly-used digital GIS format."

- **Projection and coordinate system:** **

DELETE THIS FROM THE FINAL DOCUMENT

- **Projection and coordinate system**: Provide projection and coordinate system used.

- **Integration of tax data with parcel polygons:** The county does not have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.
- The county does have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.

DELETE THIS FROM THE FINAL DOCUMENT

- **Integration of tax data with parcel polygons:**
  Select one and delete the one that does not apply.
  - The county does not have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.
  - The county does have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.

- **Esri Parcel Fabric/LGIM Data Model:** The county does not use or plan to implement the Esri Parcel Fabric Data Model, and/or Esri's Local Government Information Model.
- The county does use or plan to implement the Esri Parcel Fabric Data Model, and/or Esri's Local Government Information Model.

DELETE THIS FROM THE FINAL DOCUMENT

- **Esri Parcel Fabric/LGIM Data Model:**
  Select one and delete the one that does not apply.
  - The county does not use or plan to implement the Esri Parcel Fabric Data Model, and/or Esri's Local Government Information Model
  - The county does use or plan to implement the Esri Parcel Fabric Data Model, and/or Esri's Local Government Information Model ▶ **Specify which and explain**

- **Online Parcel Viewer Software/App and Vendor name:** __**

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- **Online Parcel Viewer Software/App and Vendor name:**
- Provide the name of the **app/software** used in the county's online parcel viewer, and **contractor/vendor** name if applicable. (This information was in the "Public Access" table in the 2016-2018 plan template.)
- Some common options are:
  - **WebGUIDE Xtreme (WGX)** – from contractor/vendor Applied Data Consultants
  - **Esri ArcGIS Map Viewer** – **Contractor name OR In-house
  - **Esri ArcGIS Map Viewer** – from contractor/vendor Pro-West & Associates Inc.
  - **Esri Web AppBuilder for ArcGIS** (custom) – **Contractor name OR In-house
  - **Esri Web AppBuilder for ArcGIS w/Tax Parcel Viewer** – **Contractor name OR In-house
  - **Geocortex Essentials or Geocortex/Esri** – from contractor/vendor Ruekert-Mielke
  - **Custom (**Specify)** – **Contractor OR In-house

- **Unique URL path for each parcel record:** __**

NEW

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- **Unique URL path for each parcel record:** Does the county have **unique URL path** for each parcel record, from which one can view the **specific** parcel's attribute information and other land records (such as detailed assessment data, the tax bill for that parcel, information on recorded documents, permits, link to assessor's record for that specific parcel, zoning information, etc.).
- Answer: **Yes** or **No**.
  - If yes, include a list of information that can be accessed through the unique parcel URL.
  - If yes, is the URL stable?
  - If yes, could the unique URL values be exported?

Custodian

- **

Maintenance

- **Update Frequency/Cycle**. Parcel polygons are updated __**
- **

Standards

- **Data Dictionary**: __**
- **

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Standards

- **Data Dictionary:**
  - Describe the data dictionary for the parcel dataset.
  - Is it a separate document or in the dataset's metadata?
  - Specify whether there are definitions/explanations of any county-specific notations.
  - If the dataset lacks a data dictionary and there are no plans to create one, explain.
- List any standards the dataset adheres to.
- State whether and in what timeframe the county plans to meet any state, federal, professional, or other standards in the future.

Assessment/Tax Roll Data

Layer Status

- **Progress toward completion/maintenance phase:** NA
- **Tax Roll Software/App and Vendor name:** **
- **Municipal Notes:** **

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Layer Status

- **Progress toward completion/maintenance phase:** NA (This is not applicable, since assessment/tax roll data is not a GIS data layer and is updated throughout the year.)
- **Tax Roll Software/App and Vendor name:**
  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.
  - Some common options are:
    - **Ascent Land Records Suite** – from contractor/vendor Transcendent Technologies
    - **Property Assessment & Tax Billing Module** – from contractor/vendor GCS Software
    - **Novus** – from contractor/vendor Manatron/Thomson Reuters
    - **Custom AS-400** – **Contractor OR In-house
    - **Custom (**Specify)** – from contractor/vendor ACS/Xerox/Conduent
    - **Custom (**Specify)** – **Contractor OR In-house
      (County responses will aggregated to update the WLIP map of Tax_Parcel_Software_Vendors)
- **Municipal Notes:**
  - Note any special municipal situations—e.g., municipalities who do their own tax listing, or municipalities who maintain and submit their tax roll to DOR independently of the county.
  - If there are no special municipal notes, answer with "NA"

Custodian

- **

Maintenance

- **Maintenance of the Searchable Format standard:** To maintain the Searchable Format standard, the county will __**
- **Searchable Format Workflow:** **

NEW

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Maintenance

- **Maintenance of the Searchable Format standard:**
  - Describe how the county will maintain the Searchable Format standard for parcel/tax roll data (in about 300 characters or less).
  - The details of the Searchable Format can be found in the parcel Submission Documentation.
  - **For counties who utilize WLIP Strategic Initiative funding for the purpose of preparing the annual parcel/tax roll data submission to DOA for the Parcel Initiative**, you must include a ***Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)*** in Chapter 4.

NEW

- **Searchable Format Workflow:**
  Select one and paste in:
  - The county maintains parcel/tax roll data in the Searchable Format or close enough to the Searchable Format that **little to no human labor is required** for the annual submission of parcel/tax roll data to DOA.
  - The county maintains parcel/tax roll data in such a way that **requires significant formatting every year**—whether by the county staff in-house, or a third-party contractor/vendor.

Standards

- Wisconsin Department of Revenue Property Assessment Manual and attendant DOR standards
- DOR XML format standard requested by DOR for assessment/tax roll data
- **

DELETE THIS FROM THE FINAL DOCUMENT

Standards

- List any standards the dataset adheres to.
- State whether and in what timeframe the county plans to meet any state, federal, professional, or other standards in the future.
- If you meet the statutory standards listed, keep them in the document for reference.

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

Layer Status

- **Grantor/Grantee Index:** **
- **Tract Index:** **
- **Imaging:** **

- **ROD Software/App and Vendor Name:** **

DELETE THIS EXPLANATION FROM THE FINAL DOCUMENT

Layer Status

- **Grantor/Grantee Index:** Describe.
- **Tract Index:**
  - Give status
  - Specify whether tract indexing is parcel PIN-based or PLSS-based
  - Specify what sort of documents the county's tract indexing encompasses
- **Imaging:** Describe.
- **ROD Recorded Documents Software/App and Vendor name:**
  Include the name of software vendor(s) the county utilizes and/or who the county contracts with to make recorded documents available online.
  - Some common options are:
    - **Laredo/Tapestry** – from contractor/vendor Fidlar
    - **Landshark** – from contractor/vendor Trimin
    - **GCS Web Portal** – from contractor/vendor GCS Software
    - **Custom (**Specify)** – **Contractor OR In-house
      * Include notes on **fee structure/subscription fees** if applicable
      * There is no need to address fees for access to ROD recorded documents that are assessed at the statutory rate.
    - If ROD documents are not available online, type:
      ROD documents are not available online in Badger County

NEW

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

- **Most recent acquisition year:** 20**
- **Accuracy:** **
- **Post spacing:** **
- **Contractor's standard, etc.:** **
- **
- **Next planned acquisition year:** 20**

DELETE THIS EXPLANATION FROM THE FINAL DOCUMENT

Layer Status

- **Most recent acquisition:** Provide **year** of most recent acquisition.
- Specify the accuracy, post spacing, contractor's standard, etc. if known
- **Next planned acquisition year:** If there is a year planned for next acquisition, provide the year of next planned acquisition.

Custodian

- **

Maintenance

- **

Standards

- **

LiDAR Derivatives

e.g., Bare-Earth Digital Terrain Model (DTM), Bare-Earth Elevation Contours, Bare-Earth Digital Elevation Model (DEM), Digital Surface Model (DSM), etc.

Layer Status

- **

Custodian

- **

Maintenance

- **

Standards

- **

Other Types of Elevation Data

Layer Status

- **

Custodian

- **

Maintenance

- **

Standards

- **

Orthoimagery

Orthoimagery

Layer Status

- **Most recent acquisition year:** 20**
- **Resolution:** **
- **Contractor's standard:** **
- **
- **Next planned acquisition year:** 20**
- **WROC participation in 2020:** **

DELETE THIS EXPLANATION FROM THE FINAL DOCUMENT

Layer Status

- **Progress toward acquisition:** Provide **year** of most recent acquisition.
- Specify the resolution, contractor's standard, etc. for existing dataset.
- **Next planned acquisition year:** If there is a year planned for next acquisition, provide the year of next planned acquisition. Provide any notes on update cycle.
- **WROC participation in 2020:**
  - Specify either:
    - Confirmed participating in WROC 2020
    - Will not participate
    - Unsure about participation – Explain**

Custodian

- **

Maintenance

- **

Standards

- **

Historic Orthoimagery

Layer Status

- **

Custodian

- **

Maintenance

- **

Standards

- **

Other Types of Imagery

e.g., Oblique Imagery, Satellite Imagery, 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.
- **

DELETE THIS FROM THE FINAL DOCUMENT

Standards

- List any standards the dataset adheres to.
- Future land use maps are typically created through a community's comprehensive planning process.
  - If a future land use map is created as part of an adopted comprehensive plan(s), then it can be assumed to meet the standards in s. 66.1001
  - According to s. 66.1001, beginning on January 1, 2010, if a town, village, city, or county enacts or amends an official mapping, subdivision, or zoning ordinance, the enactment or amendment ordinance must be consistent with that community's comprehensive plan.
  - 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

- **

DELETE THIS FROM THE FINAL DOCUMENT

Note. The zoning section for the 2016-2018 plans used to group all of the "County Special Purpose Zoning" layers together under one sub-heading. Now the county-level zoning layers are separated out.

County General Zoning: Layer Status

NEW

LINE 1. Select one of the options below and paste it in Layer Status:

-- Not administered by county.
This means the COUNTY does not administer a general zoning ordinance (although some municipalities within it might).
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- Administered by county but not in GIS format.
This means the COUNTY does administer a general zoning ordinance, but does not have a GIS representation of the boundaries.
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- The County does maintain a GIS representation of county general zoning boundaries.
▶ Proceed to describe Layer Status, and complete Custodian/Maintenance/Standards.

Custodian

- **

Maintenance

- **

Standards

- **

Shoreland Zoning

Layer Status

- **

DELETE THIS FROM THE FINAL DOCUMENT

Shoreland Zoning: Layer Status

NEW

LINE 1. Select one of the options below and paste it in Layer Status:

-- Not administered by county.
This means the COUNTY does not administer a shoreland zoning ordinance (although some municipalities within it might).
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- Administered by county but not in GIS format.
This means the COUNTY does administer a shoreland zoning ordinance, but does not have a GIS representation of the boundaries.
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- The County does maintain a GIS representation of county shoreland zoning boundaries.
▶ Proceed to describe Layer Status, and complete Custodian/Maintenance/Standards.

Custodian

- **

Maintenance

- **

Standards

- **

Farmland Preservation Zoning

Layer Status

- **
- **Year of certification:** **

DELETE THIS FROM THE FINAL DOCUMENT

Farmland Preservation Zoning: Layer Status

NEW

LINE 1. Select one of the options below and paste it in Layer Status:

-- Not administered by county.
This means the COUNTY does not administer a farmland preservation zoning ordinance (although some municipalities within it might).
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- Administered by county but not in GIS format.
This means the COUNTY does administer a farmland preservation zoning ordinance, but does not have a GIS representation of the boundaries.
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- The County does maintain a GIS representation of county farmland preservation zoning boundaries.
▶ Proceed to describe Layer Status in LINE1, LINE2, and complete Custodian/Maintenance/Standards.

NEW

LINE 2. Year of certification:

- Give year of most recent certification of farmland preservation zoning ordinance by DATCP.
  - Specify whether the GIS dataset is updated to reflect re-zones in/out of districts since certification.

Custodian

- **

Maintenance

- **

Standards

- **

Floodplain Zoning

Layer Status

- **
- **
- **

DELETE THIS FROM THE FINAL DOCUMENT

Floodplain Zoning: Layer Status

NEW

LINE 1. Select one of the options below and paste it in Layer Status:

-- Not administered by county.
This means the COUNTY does not administer a floodplain zoning ordinance (although some municipalities within it might).
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- Administered by county but not in GIS format.
This means the COUNTY does administer a floodplain zoning ordinance, but does not have a GIS representation of the boundaries.
▶ Then delete the Custodian/Maintenance/Standards sections below.

-- The County does maintain a GIS representation of floodplain zoning boundaries.
▶ Proceed to describe Layer Status, starting with the options immediately below:

NEW

LINE 2. Select one of the options below and paste it in Layer Status:

- The county's floodplain zoning GIS data is the same as/identical to the FEMA map.
- The county's floodplain zoning GIS data is not the same as/identical to the FEMA map. Explain.

NEW

LINE 3 AND BEYOND. If any of the below apply, **paste the appropriate text** into Layer Status. Then explain how/why it applies.

- **Limited Boundary Adjustment/Fill in Flood Fringe** – Some counties may have more restrictive ordinances than FEMA's maps depict—due to "limited boundary adjustment" where there is fill in the floodfringe (e.g., Brown, Walworth, Waukesha, others).
- **Letters of Maps Change** – FEMA Flood Insurance Rate Maps (FIRMs) can be changed through "Letters of Maps Change," which is comprised of a few things: Letters of Map Amendment, Letters of Map Revision, and Letters of Map Revision Based on Fill. These are documents issued by FEMA that officially remove a property and/or structure from the floodplain. They are collectively called Letters of Map Change.
If your county floodplain zoning ordinance does not conform to a federal Letter of Map Amendment, explain.
- **PL-566 (PL-566 Watershed Program) Breach Routes** – Some counties may have more restrictive ordinances than FEMA's maps depict—due to PL-566 Breach Routes, under the Watershed Protection and Flood Prevention Act administered by USDA (see e.g., Vernon County zoning ordinance).
- **Any Other Case(s)** where the county maintains a GIS map layer that does not identically match the FEMA data. Explain.

Custodian

- **

Maintenance

- **

Standards

- **

Airport Protection

Layer Status

- **

- **Airport protection zoning map depicts:** **

DELETE THIS FROM THE FINAL DOCUMENT

Airport Protection: Layer Status

NEW

LINE 1. Select one of the options below and paste it in Layer Status:

-- Not administered by county.
This means the COUNTY does not administer an airport protection zoning ordinance (although some municipalities within it might).
▶ Then delete the Custodian/Maintenance/Standards sections.

-- Administered by county but not in GIS format.
This means the COUNTY does administer an airport protection zoning ordinance, but does not have a GIS representation of the boundaries.
▶ Then delete the Custodian/Maintenance/Standards sections.

-- The County does maintain a GIS representation of airport protection zoning boundaries.
▶ Proceed to describe Layer Status, starting with the options immediately below:

NEW

LINE 2 AND BEYOND. If any of the below apply, **paste the appropriate text** into Layer Status. Then explain how/why it applies.

- **Airport protection zoning map depicts:**
  - -- Height limitation restrictions
  - -- General zoning overlay for airport protection
  - -- Other—include/explain all that apply

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

- **Progress toward completion/maintenance phase:** **
- **Relation to parcels:** **
  - **Attributes linked to parcels:** **

DELETE THIS FROM THE FINAL DOCUMENT

Layer Status

- State progress toward completion/maintenance phase
- **Relation to parcels**: Specify whether/how school districts are tied to parcels.
  - **Attributes linked to parcels:** Name any specific school district attribute(s) that are linked to parcels.

Custodian

- **

Maintenance

- **

Standards

- **

Election Boundaries

e.g., Voting Districts, Precincts, Wards, Polling 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, Public Safety Answering Points, 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/Open Space, 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

- **

DELETE THIS FROM THE FINAL DOCUMENT

Copy the "Other" subsection to use as a template for any additional specific layers you wish to add.

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.

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.

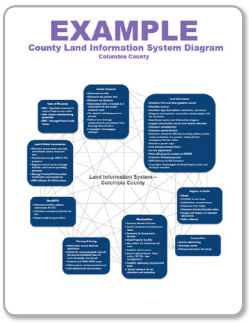
Current Land Information System

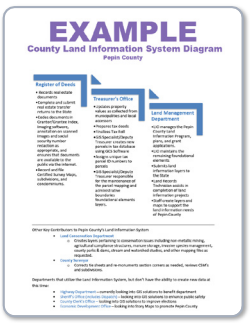
Diagram of County Land Information System

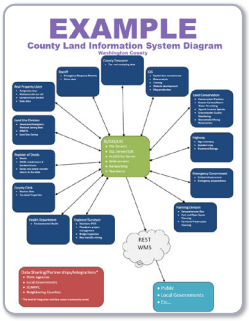
DELETE THIS FROM THE FINAL DOCUMENT

Diagram of County Land Information System

- This **optional section** features a diagram that documents your county's land information system and 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
- Examples appear below. Click for an enlarged view.
- If you choose not to include a diagram, delete this entire section, including the section heading.





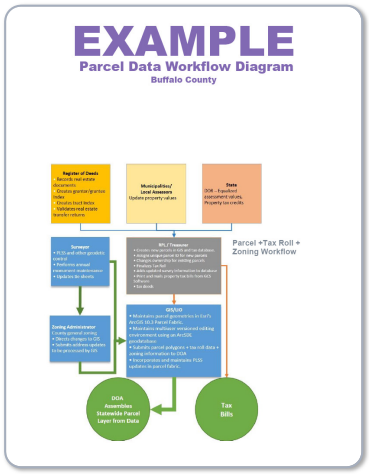


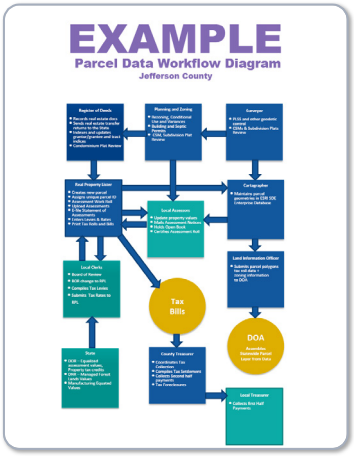
County Parcel Data Workflow Diagram

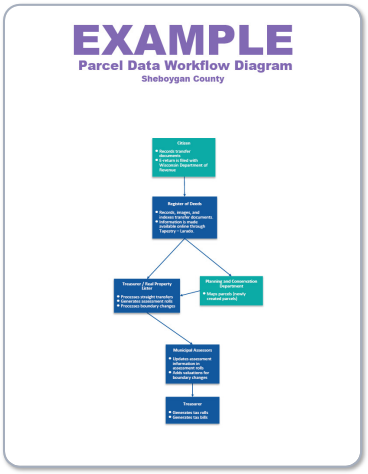
DELETE THIS FROM THE FINAL DOCUMENT

County Parcel Data Workflow Diagram

- This **optional 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 might depict:
  - Major components of parcel data, especially those referenced by s. 59.72(2)(a), including parcel polygons and tax roll data
  - Integration of parcel polygons with other data/attributes, if applicable
  - Departments/offices/staff involved with the creation and maintenance of parcel data
- Examples appear below. Click for an enlarged view.
- If you choose not to include a diagram, delete this entire section, including the section heading.







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.

DELETE THIS FROM THE FINAL DOCUMENT

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:
  - Hardware
  - Software
  - 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 elsewhere—specifically, 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 (so you can report that detailed expenditure information in that form rather than in this plan document).

Hardware

- **

DELETE THIS FROM THE FINAL DOCUMENT

Hardware

- Describe land information hardware.

Software

- **

DELETE THIS FROM THE FINAL DOCUMENT

Software

- Describe land information software.

Website Development/Hosting

- **

DELETE THIS FROM THE FINAL DOCUMENT

Website Development/Hosting

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

Metadata and Data Dictionary Practices

Metadata Creation

- **Metadata creation and maintenance process:** **

Metadata Software

- **Metadata software:** **
  - The software does generate metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata, and ISO geographic metadata standard 19115.
- **Metadata fields manually populated:** **

Metadata Policy

- **Metadata Policy:** **

DELETE THIS FROM THE FINAL DOCUMENT

Metadata Creation

- **Metadata creation and maintenance process:** Describe the process for metadata creation and maintenance.

Metadata Software

- **Metadata software:** Identify the software used to develop and provide access to geospatial metadata (e.g., ArcCatalog, Spatial Metadata Management Software, USGS-developed tools, etc.).
  - State whether the software generates **metadata** consistent with the FGDC Content Standard for Digital Geospatial Metadata (CSDGM) and/or the International Standards Organization (ISO) geographic metadata standard (19115).
- **Metadata fields manually populated:** Specify which, if any, metadata fields you manually populate.

Metadata Policy

- **Metadata Policy:** If your office has a policy of minimum metadata requirements, describe it or list any mandatory metadata fields.

Municipal Data Integration Process

- **

DELETE THIS FROM THE FINAL DOCUMENT

- 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.
  - This might include (but is not limited to) the integration of data for municipal parcel polygons and/or tax roll data for municipalities that maintain that data independently of the county.

Public Access and Website Information

Public Access and Website Information (URLs)

DELETE THIS FROM THE FINAL DOCUMENT

- List websites for public access to land information, **in a table format**, exactly matching the example below.
- This required table must come right after the heading for "Public Access and Website Information/Public Access and Website Information (URLs)." The first of these headings must start at the **top of a fresh page** your final plan document.
- Enter only one URL per cell. Accuracy matters here. These URLs will be aggregated with the other counties and put in the WLIP's County Contacts document, which end-users of the statewide parcel layer and Robinson Map Library use to find the most current county data sources and contacts.

Public Access and Website Information

GIS Webmapping Application(s) Link - URL	GIS Download Link - URL	Real Property Lister Link - URL	Register of Deeds Link - URL
http://saukgis.co.sauk.wi.us	http://www.co.columbia.wi.us/ColumbiaCounty/LandInformation/DownloadableGISData/tabid/3491/Default.aspx	http://lrs.co.sauk.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel	http://landshark.co.sauk.wi.us/LandShark/login.jsp?url=http://landshark.co.sauk.wi.us/LandShark/searchname.jsp
** Type URL here, then delete example row (above)	**	**	**

DELETE THIS FROM THE FINAL DOCUMENT

Public Access and Website Information (URLs)

NEW

Column 2. GIS Download Link - URL

- Provide URL for GIS data download, webpage/FTP site dedicated specifically to GIS data download, or OpenData page.
- If the county does not have a GIS download page, write "NONE"

Single Landing Page/Portal for All Land Records Data
URL
http://www.adamscountylandrecords.com

DELETE THIS FROM THE FINAL DOCUMENT

NEW

Single Landing Page/Portal for All Land Records Data

- If your county has **one single URL that provides access to *all* land records functions**, provide the URL in the Single Landing Page table.
  - This page would link to **all** four of the areas in the "Public Access and Website Information" table above, and possibly other areas—like zoning, PLSS tie sheets, etc.
- If the county does not have a single landing page/portal, delete this table entirely.

Municipal Website Information

Municipal Website	Municipal Website URL
City of Janesville GIS Web Map**	http://www.ci.janesville.wi.us/government/departments-divisions/public-works/planning-services/mapping-services/gis-website-disclaimer
** Type URL here, then delete example row (above).	**

DELETE THIS FROM THE FINAL DOCUMENT

Municipal Website Information

- In this **optional section**, you may also optionally add a table or list for 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).
- Delete the municipal table entirely if you do not wish to use it.

Data Sharing

Data Availability to Public

Data Sharing Policy

- **

Open Records Compliance

- **

DELETE THIS FROM THE FINAL DOCUMENT

- **Data Sharing Policy.** Describe your data sharing policy with the public.
- **Open Records Compliance.** Identify your efforts to comply with Wisconsin's Open Records Law.

Data Sharing Restrictions and Government-to-Government Data Sharing

Data Sharing Restrictions

- **

Government-to-Government Data Sharing

- **

DELETE THIS FROM THE FINAL DOCUMENT

- **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.
- (This does not include non-public personal information or data otherwise prohibited from public sharing by state or federal statute.)
    - **Data Sharing Policy.** Provide a URL/hyperlink for any official policies adopted by the county that address land records search or access by members of the public.
- **Government-to-Government Data Sharing.** Describe any government-to-government data sharing policies and practices, if applicable. Delete this section if not applicable.

Training and Education

- **

DELETE THIS FROM THE FINAL DOCUMENT

- 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.

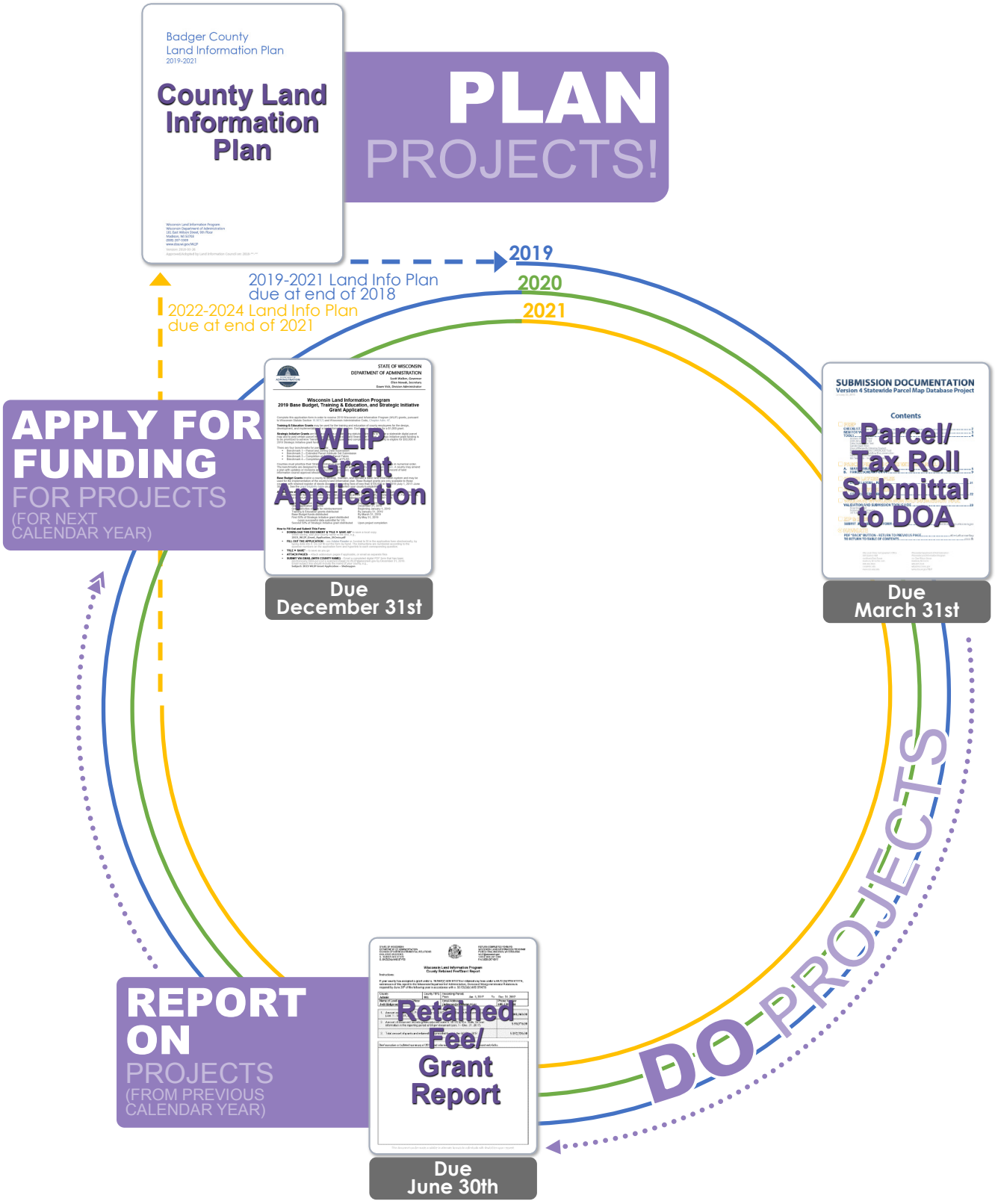


Figure 1. The WLIP Land Information Plan/Grant Project Cycle

DELETE THIS FROM THE FINAL DOCUMENT

You may either choose to delete the graphic from the previous page, or you can leave it in your final document, if you think it will be helpful for members of your audience.

DELETE THIS FROM THE FINAL DOCUMENT

This chapter lists the current and future land information projects the county is currently undertaking or intends to pursue over its planning horizon.

For each project, identify:

Project Title

- **Project Description/Goal**
  - **(with Land Info Spending Category)**
- **Business Drivers**
- **Objectives/Measure of Success**
- **Project Timeframes**
- **Responsible Parties**
- **Estimated Budget Information**

Technology Projects

- If your county foresees or has major technology projects planned, list them in this chapter as a project.

Open Data Projects

- We welcome and encourage you to include an "Open Data" project in your land information plan in order to make your county GIS data freely and openly available on your county website. The Wisconsin Land Information Council (WLIC) has encouraged the same, by way of a data sharing motion passed on 03/24/2016. However, there are no "requirements" for an open data project. The place where you can find all of the grant project requirements is the grant application document and parcel Submission Documentation.

Project Amendments

- Remember plans can be amended in the future should other significant projects arise.
- You may need to amend this plan in the future, if you apply for WLIP grant funding for projects that are not yet listed in the county land information plan.

Order of Projects in This Plan Document

Projects should be listed in the following order:

- **Projects on Benchmark Work**
  - Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)
  - Project Plan for Parcel Completion (Benchmark 3)
  - Project Plan for PLSS (Benchmark 4)
    *Do not include these project sections if they are not applicable.
- **Projects**
  - Project #1
  - Project #2
  - Project #3
  - Project #4
  - Project #5 . . . and so forth. You can have as many projects as you need.
  - Completed Projects (optional)

Subheadings for Project Sections

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Project Title

- Give the project a concise but descriptive title.
  - Ideally, this will match the project title in the WLIP grant application (for upcoming years).
  - The same project will be reported on in the Retained Fee/Grant Report.

Project Description/Goal

- Describe the project or project goal in 1-3 sentences.
- Select the primary Land Info Spending Category.
  - List the primary Land Info Spending Category for the project. Although a project may fit into multiple categories, you will have to select one primary land information spending category in the WLIP grant application and Retained Fee Grant Report.

Land Info Spending Categories

Digital Parcel Mapping
PLSS
Other Parcel Work
Lidar
Orthoimagery
Address Points
Street Centerlines
Software
Hardware
Website Development/Hosting Services
Administrative Activities and Management
Training and Education
Other (Specify)

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.
- The timeline can be in table format.

Responsible Parties

- List the staff responsible for the various aspects of the project, including in-house staff and any third-party contractors/vendors.

Estimated Budget Information

- This section gives 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 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 one single table at the end of Chapter 4 (as in the example at the end of this chapter).
- **Budget – Ongoing Costs Not Associated with a Specific Project.** You may include in a budget table 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.

Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)

Project Title: Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)

Project Description/Goal

How Searchable Format Will Be Maintained

- **

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- You must include the ***Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)*** section if you foresee utilizing Strategic Initiative funding for parcel/tax roll formatting to prepare the data submission to DOA.
- If you will not use future Strategic Initiative funds for maintaining the Searchable Format, you may delete this entire section, including the section heading. Do not include this section if it is not applicable.

How Searchable Format Will Be Maintained

- Describe how your county will maintain the searchable format for both Benchmark 1 and 2 each year.
- See the Submission Documentation for details on the Searchable Format.
- Note: LIO certification required upon data submission.
  Land information officers will be required to certify that data meets the standards for Benchmark 1 and 2 upon submission of data. Counties will certify their own level of attribute completeness relative to an element occurrence standard. This means that if an element (such as a property address, a total assessed value, total property tax value, etc.) actually occurs for a given parcel, then this element should be included in the submitted dataset. This also means that there may be justifiable omissions from the submitted dataset. Examples might be missing tax data for tax exempt properties, no address when no structure is present on a property, etc.

Business Drivers

- The Project Plan to Maintain Searchable Format for Benchmarks 1 & 2 is a requirement for those counties who utilize Strategic Initiative funds for parcel/tax roll formatting to prepare the data submission to DOA.
- **

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- The Project Plan to Maintain Searchable Format is a requirement for those counties who utilize Strategic Initiative funds for parcel/tax roll formatting to prepare the data submission to DOA.
- List any other business drivers for the project, including the departments affected.

Objectives/Measure of Success

- The objective is to continue to meet the Searchable Format for Benchmarks 1 & 2 (Parcel and Zoning Data Submission, Extended Parcel Attribute Set Submission).
- **

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- The objective is to meet the searchable format for Benchmarks 1 & 2 (Parcel and Zoning Data Submission, Extended Parcel Attribute Set Submission).
- Describe any other objectives/measures of success for the project and any defined completion

Project Timeframes

Timeline – Project Plan to Maintain Searchable Format **Example**

Milestone	Duration	Date
Project start	–	January 1, 2019
Gather data	1 month	January 1-30, 2019
Contractor formats data	1 month	February 1-28, 2019
Project complete	–	March 1, 2019

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Project Timeframes

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

Responsible Parties

- **

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- List the staff responsible for the various aspects of the project, including in-house staff and any third-party contractors/vendors.

Estimated Budget Information

- See table at the end of this chapter for project budget information.

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- You can provide project budget information either individually, or combine the budget for all projects and note "See table at the end of this chapter for project budget information."

Project Plan for Parcel Completion (Benchmark 3)

Project Title: Project Plan for Parcel Completion (Benchmark 3)

Project Description/Goal

Current status of parcel data

- **Current status of parcel data in the county:** **
- **Tally of the total number of parcels in digital format:** **
- **Estimated number of parcels yet to be digitized**: **

Goals

- **Number of parcels to be added for the grant project period(s):** **

Planned approach

- **

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- You must include a ***Project Plan for Parcel Completion (Benchmark 3)*** section if the county has yet to complete digital parcel mapping for the entire county. This section likely only applies to the counties of Buffalo, Burnett, Crawford, Marquette, and Vernon.
- If your county has reached "maintenance mode" of its digital parcel map, do not include this section. Do not include this section if it is not applicable.

Current status of parcel data

- **Current status of parcel data in the county:** Specify.
- **Tally of the total number of parcels in digital format:** Specify.
- **Estimated number of parcels yet to be digitized:** Specify.

Goals

- **Number of parcels to be added for the grant project period(s):** Specify.

Planned Approach

- **Planned approach for completing the parcel fabric:** Explain.
  - Note. PLSS first approach is an option. Some counties have a plan in place to complete PLSS remonumentation before completing the parcel fabric in a given area. Counties have the option of adopting a "PLSS first approach," where PLSS is prioritized in areas not covered by the parcel fabric. If selecting a PLSS first approach, explicitly note this in the ***Project Plan for PLSS (Benchmark 4)***, described below.

Business Drivers

- The Project Plan for Parcel Completion is a requirement for those counties who utilize Strategic Initiative funds for work related to digital parcel map completion.
- **

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- The Project Plan for Parcel Completion is a requirement for counties who utilize Strategic Initiative funds for work related to digital parcel map completion.
- List any other business drivers for the project, including the departments affected.

Objectives/Measure of Success

- The objective is to meet Benchmark 3 (Completion of County Parcel Fabric) by **date.
- **

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- The objective is to meet Benchmark 3 (Completion of County Parcel Fabric) by **date.
- Describe any other objectives/measures of success for the project and any defined completion milestone(s).

Project Timeframes

- **

Responsible Parties

- **

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

Estimated Budget Information

- See table at the end of this chapter.

Project Plan for PLSS (Benchmark 4)

Project Title: Project Plan for PLSS (Benchmark 4)

Project Description/Goal

Planned Approach

- **

Current Status

- **Tally of the total number of corners:** See PLSS Layer Status table in Chapter 2.
- **Remonumentation status:** See PLSS Layer Status table in Chapter 2.
- **Coordinate status (accuracy class) if known:** See PLSS Layer Status table in Chapter 2.

Goals

- **Number of corners to be remonumented and/or rediscovered:** **
- **Number to have new coordinates established:** **
- **Accuracy class for these new coordinates:** **
- **Way in which these points will be integrated into the parcel fabric:** **

Missing Corner Notes

- **Documentation for any missing corner data:** **

County Boundary Collaboration

- **

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- You must include this section if the county has yet to complete/reach "maintenance mode" for PLSS completion and integration.
- If your county has reached "maintenance mode," delete this entire section, including the section heading. Do not include this section if it is not applicable.

Planned Approach

- Planned approach for **remonumenting**, rediscovering, and establishing survey-grade coordinates for PLSS corners, **and integrating** corners into the parcel fabric.
  - Due to cost, accessibility, or land ownership, lower-quality coordinates may be substituted. However, lower grade coordinates should be the exception, rather than the rule. In addition, counties may (but are not required to) use Strategic Initiative grant funds to upgrade their PLSS from a NAD 27 coordinate system to a more current datum.

Current Status

- You may answer the Current Status questions with "See PLSS Layer Status table in Chapter 2."
- Current status of PLSS data in the county including:
  - Tally of the total number of corners
  - Their remonumentation status
  - Their coordinate status (accuracy class) if known.
    - Coordinate accuracy classes include survey-grade, sub-meter, and approximate.
      - **SURVEY GRADE** – 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
      - **SUB-METER** – Accuracies of 1 meter or better
      - **APPROXIMATE** – Accuracies of within 5 meters or to coordinates derived from public records and other relevant information

Goals

- Goals for the grant project period(s), including:
  - Number of corners to be remonumented and/or rediscovered
  - Number to have new coordinates established
  - Accuracy class for these new coordinates
  - Way in which these points will be integrated into the parcel fabric

Missing Corner Notes

- Documentation for any missing corner data. Often these will be justifiable exclusions, such as meander corners, corners on public forest land, etc.

County Boundary Collaboration

- Efforts to collaborate with neighboring counties. Explain.
  - In what ways **will** your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?

Business Drivers

- The Project Plan for PLSS is a requirement for those counties who utilize Strategic Initiative funds for work related to PLSS completion and integration.
- **

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- The Project Plan for PLSS is a requirement for those counties who utilize Strategic Initiative funds for work related to PLSS completion and integration.
- List any other business drivers for the project, including the departments affected.

Objectives/Measure of Success

- The objective is to meet Benchmark 4 (Completion and Integration of PLSS) by **date.
- **

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- The objective is to meet Benchmark 4 (Completion of and Integration of PLSS) by **date.
- Describe any other objectives/measures of success for the project and any defined completion milestone(s).

Project Timeframes

Timeline – Project Plan for PLSS **Example**

Milestone	Duration	Date
Project start	–	January 1, 2019
Hire contractor	1 month	January 1-31, 2019
Contractor remonumentation	1 year	Feb 1, 2019-Feb 1, 2020
Project complete	–	February 1, 2020

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

** Project – Example/Template **

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.
- **Land Info Spending Category:** PLSS (also affects 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
- Geographically indexed apps available on the county website

Project Timeframes

Timeline – Project #1 Title

Milestone	Duration	Date
Project #1 start	–	May 1, 2019
Index permits	1 month	May 1–June 30 2019
Index tie sheet and other records	4 months	June 1–Sept 30, 2019
Build apps	3 months	Oct 1–Dec 31, 2019
Project complete	–	Dec 31, 2019

Responsible Parties

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

Estimated Budget Information

- See table at the end of this chapter.

Project #2: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #3: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #4: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #5: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #6: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #7: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #8: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

Project #9: Title

Project Description/Goal

- **
- **Land Info Spending Category:** **

Business Drivers

- **

Objectives/Measure of Success

- **

Project Timeframes

- **

Responsible Parties

- **

Estimated Budget Information

- See table at the end of this chapter.

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To Add More Projects (Project #9, #10, etc.)

- Copy and paste a blank project section.
- Text in the document formatted as *Heading 1* and *Heading 2* shows up in this Table of Contents. Alter the headings and styles as you wish. In Chapter 4, if you put your cursor next to each "Project Title" and select Style ▸ *Heading 2*, your projects will show in the Table of Contents.
- It is helpful for DOA staff if you keep *Heading 1* and *2* so they show in Table of Contents, and helpful if *all* projects are displayed in the Table of Contents.
- **Delete** any unused project sections.

Completed Projects

- **

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- You may include an **optional section** for "Completed Projects" which might simply be a list or table of projects the county has accomplished since the last time the county land information plan was updated.
- Delete this entire section, including the section heading, if this section is not applicable.

** Estimated Budget Information – Example **

Estimated Budget Information (All Projects)

Estimated Budget Information

Project Title	Item	Unit Cost/Cost	Land Info Plan Citations Page # or section ref.	Project Total
1) Indexing of documents to geography in GIS	GIS technician position	75% of $60,000 = 45,000	Page 38 (**providing these references here will make it easier for you to fill out the next grant application)	–
	GIS contractor from Company XYZ	$10,000		–
				55,000
2) Countywide integration of tax/assessment data with parcel polygons	Real Property Lister position	25% of $60,000 = 15,000		–
				15,000
3) 100% PLSS remonumentation with survey grade GPS coordinates	Surveyor position	25% of $60,000 = 15,000		–
	GPS unit	20,000		–
				45,000
4) Project #4				
5) Project #5				
6) Project #6				
7) Project #7				
8) Project #8				
			GRAND TOTAL	**115,000**

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

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****END OF DOCUMENT****

1. Save your work.

2. Update the ***Table of Contents*** on page 2

3. Save document as a PDF file—with working hyperlinks if possible.
   a. If Acrobat plug-in is enabled in Word, make sure you go to "Preferences" and check "**Add Links**"
   b. File ▶ Print ▶ Select "Adobe PDF" as your printer ▶ Check for working links
   c. File ▶ Save as Adobe PDF ▶ Check for working links

4. Submit the final plan.
   a. Upload at www.sco.wisc.edu/parcels/upload
      (This is the alternative upload page for the Wisconsin Statewide Parcel Map Initiative. This is where you should upload your plan.)

5. Plan to do a voluntary review of two peer's plans when they are made available to you. Wait for an email from DOA with details.

6. Allow one month for DOA grant administrator to review your plan.

7. Implement revisions from DOA, and your peers as deemed appropriate.

8. Secure county Land Information Council approval.
   a. Often this takes the form of a vote at a **council meeting** (which you may need to **schedule in advance**).
   b. Attach either:
      - the meeting minutes and/or
      - any resolution adopted/approved
        ▶ you may wish include them as an appendix to the final plan PDF (or email them to DOA separately)
   c. County board approval is encouraged but not required

9. Submit the final plans with documentation of county land information council approval by December 31, 2018.