

# SUBMISSION DOCUMENTATION

## Version 10 Statewide Parcel Map Database Project

December 1, 2023

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SUBMIT .INI SUBMISSION FORM + DATA.....	@geodatacollector.legis.wisconsin.gov
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# V10 Data Submission Checklist

## Tools

- Address Parsing Tool
- DOR XML Parse Tool
- Data Standardize Tool
- Condo Stack Tool
- Class of Property Dissolve Toolset
- Null Fields and Set to UPPERCASE Tool
- Field Mapping Workflow Documentation
- Summary Table Guide
- **Validation Tool**  
(run in "Test Mode" will check data)
- GIS Template – Searchable Format

## Counties Note

### You may need to first groom the data!

Note that counties may need to clean and standardize some of the parcel and tax roll data in order to meet the Searchable Format. The county is responsible for meeting the Searchable Format standard—regardless of whether they work with a third-party vendor. All submissions should be vetted by the county before submission, as vendors do not always catch each error or deviation from the schema fields/domains.

### County, incorporate ALL municipal data.

Counties should be the only entity submitting data. If a municipality stewards 1) parcel polygon data and/or 2) tax roll data separately from the county, the county should request, integrate, and submit data that has been standardized for the municipality.

## Dates of Data

V10 data submitted by March 31, 2024 should be a snapshot of:

- **Parcel geometry and non-valuation-related data** from 12/31/23 or more current.
- **Valuation-related (assessor-assigned) data** associated with the parcel as finalized in the December 2023 tax roll (based on the parcel as it existed on January 1, 2023, as assessment data lags a year behind).

## Grant Timeline

Submit by March 31, 2024

State Cartographer's Office Intake of Data  
≤ 6 weeks after submission

Full Amount of  
Strategic Initiative Grant Funds Dispersed  
≤ 3 months after \*complete\* submission  
adhering to Searchable Format

## Read the Full

### Submission Documentation!

This checklist does NOT represent all schema specs and requirements. Read the full documentation and ask questions along the way as you prep your data!

## Questions?

- **LIO county contacts** in your peer counties are a great resource!
- **Key word search:**  
[Submission Documentation Validation Tool Guide](#)
- **Check the V10 webpage**
- **Technical questions** – contact SCO at [help@sc0.wisc.edu](mailto:help@sc0.wisc.edu)
- **Policy/grant questions** – contact Peter Herreid at 608-267-3369 or [peter.herreid@wisconsin.gov](mailto:peter.herreid@wisconsin.gov)

## 1. PREP

- Read schema documentation in full and review **V10 webpage!**
- Review your old **Observation Reports** and rectify all prior years' errors
- Prep data for the Searchable Format – Gather, clean, groom, and standardize!
- Employ any useful **Tools**

## 2. PARCEL FEATURE CLASS WITH TAX ROLL DATA

- First, **re-project** your native dataset from its native CRS to the CRS of the statewide parcel layer, and, after that, merge into the GIS template file
- All attribute data in the GIS table
- Include county-wide digital parcel data with attributes according to **Apex B** (PARCEL SCHEMA – annotated list ▶)
- Follow instructions in **Apex A** to format, standardize domains, and model condos according to **Fig A-1**

## 3. OTHER LAYERS – PLSS

- Submit PLSS corner data, per **Apex C**

## 4. OTHER LAYERS – RML

- Submit other layers AS IS, per **Apex D**:
  - **Zoning: General** (county-maintained)\*
  - **Zoning: Shoreland** (county-maintained)\*
  - **Zoning: Airport Protection** (county-maintained)\*  
→ \*w/mandatory DESCRIPTION/LINK field
  - **Rights of Way**
  - **Roads/Streets/Centerlines** (required)
  - **Hydro**
  - **Address Points** (required)
  - **Buildings/Building Footprints**
  - **Land Use**
  - **Parks/Open Space; Trails; Other Recreation**

## 5. VALIDATE WITH VALIDATION TOOL

- Download then run the **Validation Tool**. You may need to REPEAT in **Test Mode** to resolve deviations from schema
- Work to either eliminate or explain each error message on the **Validation\_Summary\_Page**
- Run Validation Tool in **Final Model**
  - Input your **Explain Certification**
  - Certify that your submission is complete (relative to the Element Occurrence Standard) in the tool
  - Save the **“.ini” file**—which is your \*mandatory\* submission form

## 6. ZIP & SUBMIT

- Submit .ini submissionform + data to **[geodatacollector.legis.wisconsin.gov](http://geodatacollector.legis.wisconsin.gov)** as a single zipped (.zip) file

Statewide Field Name (Clickable!)	Alias (Full Definition in <a href="#">Apex B</a> )	Benchmark 1 & 2 Requirement
<input type="checkbox"/> STATEID <sup>2</sup>	State ID [Auto-Populated]	–
<input type="checkbox"/> PARCELID	Parcel ID	Yes
<input type="checkbox"/> TAXPARCELID	Tax Parcel ID <sup>3</sup>	Yes
<input type="checkbox"/> PARCELDATE	Parcel Date	Yes
<input type="checkbox"/> TAXROLLYEAR	Tax Roll Year <sup>4</sup>	Yes
<input type="checkbox"/> OWNERNAME1	Primary Owner Name <sup>5</sup>	Yes
<input type="checkbox"/> OWNERNAME2	Secondary Owner Name <sup>5</sup>	Yes – If available
<input type="checkbox"/> PSTLADDRESS	Full Mailing Address (Owner) <sup>6</sup>	Yes
<input type="checkbox"/> SITEADDRESS	Full Physical Address <sup>7,8</sup>	Yes
<input type="checkbox"/> ADDNUMPREFIX	Address Number Prefix	Yes – Parse <sup>9</sup>
<input type="checkbox"/> ADDNUM	Address Number	Yes – Parse <sup>9</sup>
<input type="checkbox"/> ADDNUMSUFFIX	Address Number Suffix	Yes – Parse <sup>9</sup>
<input type="checkbox"/> [PREFIX]	Prefix <sup>1</sup>	Yes – Parse <sup>9</sup>
<input type="checkbox"/> STREETNAME	Street Name	Yes – Parse <sup>9</sup>
<input type="checkbox"/> [STREETTYPE]	Street Type	Yes – Parse <sup>9</sup>
<input type="checkbox"/> [SUFFIX]	Suffix	Yes – Parse <sup>9</sup>
<input type="checkbox"/> LANDMARKNAME	Landmark Name	Yes – Parse <sup>9</sup>
<input type="checkbox"/> [UNITTYPE]	Unit Type	Yes – Parse <sup>9</sup>
<input type="checkbox"/> UNITID	Unit ID	Yes – Parse <sup>9</sup>
<input type="checkbox"/> PLACENAME	Place Name (Jurisdictional)	Yes
<input type="checkbox"/> ZIPCODE	Zip Code	Yes
<input type="checkbox"/> ZIP4	Zip Code Plus 4	Yes
<input type="checkbox"/> STATE	State	Yes
<input type="checkbox"/> [SCHOOLDIST]	School District	Yes
<input type="checkbox"/> [SCHOOLDISTNO]	School District Number	Yes
<input type="checkbox"/> CNTASSDVALUE	Total Assessed Value	Yes
<input type="checkbox"/> LNDVALUE	Assessed Value of Land	Yes
<input type="checkbox"/> IMPVALUE	Assessed Value of Improvements	Yes – If applicable
<input type="checkbox"/> MFLVALUE	Assessed Value of MFL/FCL Land	Yes – If applicable
<input type="checkbox"/> ESTFMKVALUE	Estimated Fair Market Value	Yes
<input type="checkbox"/> NETPRPTA	Net Property Tax	Yes
<input type="checkbox"/> GRSPRPTA	Gross Property Tax	Yes
<input type="checkbox"/> [PROPCCLASS]	Class of Property <sup>10</sup>	Yes
<input type="checkbox"/> [AUXCLASS]	Auxiliary Class of Property <sup>11</sup>	Yes
<input type="checkbox"/> ASSDACRES	Assessed Acres	Yes
<input type="checkbox"/> DEEDACRES	Deeded Acres	Yes
<input type="checkbox"/> GISACRES	GIS Acres <sup>12</sup>	No
<input type="checkbox"/> [CONAME]	County Name	Yes
<input type="checkbox"/> LOADDATE <sup>2</sup>	Load Date	–
<input type="checkbox"/> [PARCELFIPS]	Parcel Source FIPS	Yes
<input type="checkbox"/> [PARCELSRC]	Parcel Source	Yes
<input type="checkbox"/> LONGITUDE <sup>13</sup>	Longitude of Parcel Centroid	–
<input type="checkbox"/> LATITUDE <sup>13</sup>	Latitude of Parcel Centroid	–

### Table Notes

1. **[STANDARDIZE DOMAINS]**. Standardize domains for PREFIX, STREETTYPE, SUFFIX, UNITTYPE, SCHOOLDIST, SCHOOLDISTNO, PROPCCLASS, AUXCLASS, CONAME, PARCELFIPS, and PARCELSRC.
2. **STATEID & LOADDATE**. Include STATEID and LOADDATE with submission but **leave <Null>**.
3. **TAXPARCELID**. Populate if value in PARCELID is not ID number on the tax bill.
4. **TAXROLLYEAR**. Value will be “2023” for the majority of parcel records submitted for V10 (because they existed on January 1, 2023 and thus have finalized valuation-related, assessor-assigned tax roll data). For parcels split or newly created from January 2, 2023 and beyond, enter a “future” year value representing the first year tax roll data will be available (i.e., “2024” or “2025”).  
**Valuation-related (assessor-assigned) data** includes these attributes: CNTASSDVALUE, LNDVALUE, IMPVALUE, MFLVALUE, ESTFMKVALUE, NETPRPTA, GRSPRPTA, PROPCCLASS, AUXCLASS, & ASSDACRES.
5. **OWNERNAME1**. 2nd owner goes in OWNERNAME2; 3rd owner is omitted. For publicly-owned exempt lands (AUXCLASS X1-X4), standardize owner names.
6. **PSTLADDRESS**. Tax bill mailing address (for **owner**—NOT the parcel itself—owner mailing address may be out-of-state); all other mailing addresses omitted.
7. **SITEADDRESS**. Unless no address has been assigned (e.g., no physical structure on parcel). If a site address does not exist as segmented elements in the county land information system, the county must **parse site address elements** before submitting. Address elements are (in this order): ADDNUMPREFIX, ADDNUM, ADDNUMSUFFIX, PREFIX, STREETNAME, STREETTYPE, SUFFIX, LANDMARKNAME, UNITTYPE, UNITID.
8. **SITEADDRESS**. Only include primary address; 2nd address is omitted.
9. **ADDRESS ELEMENTS & PARSING**. (ADDNUMPREFIX through UNITID) Counties must provide fully parsed site address elements. While PSTLADDRESS and SITEADDRESS are provided as a full field and not parsed, there are elements of the parcel's SITEADDRESS which should be **parsed** into individual elements with standardized domains.  
For ADDRESS ELEMENTS, only include address elements from the primary site address.
10. **PROPCCLASS**. Listed if more than one exists and delimited by commas.
11. **AUXCLASS**. AUXCLASS domains should be standardized for the assessment classifications of “TAX EXEMPT” and “SPECIAL” specified in schema.
12. **GISACRES**. GIS acres is optional.
13. **LONGITUDE/LATITUDE**. Do not include LONGITUDE/LATITUDE fields, as they are to be populated by the aggregation team.

# NEW FOR V10

The data acquired through this request will be used to develop a statewide parcel layer for the next version of the Statewide Parcel Map Database Project, Version 10. All attribute names, definitions, domains, and other schema requirements remain the same as last year. A few minor changes and updates are summarized on this page.

## Modifications for V10

- **Validation Tool Updated.** Our project partners at the State Cartographer's Office have updated the Validation Tool.

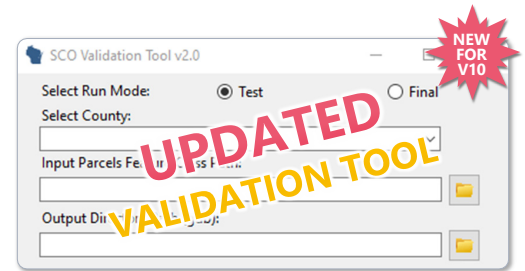
The basic operation of the tool remains the same. As with previous years, counties will need to run the tool in Test Mode first, to identify errors and schema deviations in order to rectify them.

There are still three types of error flags:

- ▶ **IMMEDIATE ERRORS**, which appear in the tool's Status Window;
- ▶ **GENERAL FILE ERRORS**, which are summarized in the *Validation\_Summary\_Page* that opens in your browser; and
- ▶ **FLAGS IN OUTPUT FEATURE CLASS (IN-LINE ERRORS)**, which appear in the output feature class in-line. These in-line flags can pertain to: Geometric Element Errors, General Element Errors, Address Element Errors, and Tax Element Errors.
- ▶ **Explain Certification entry** – For explanations for legitimate schema deviations, known as "Explain Certification" information, enter the information directly into the tool interface in an *Explain Certification* window, the last time you run the tool in Final Mode.

For tool questions, contact [help@sco.wisc.edu](mailto:help@sco.wisc.edu). After running the tool in Test Mode followed by Final Mode, to submit, all counties will need to do is zip the directory containing three auto-generated files:

- COUNTYNAME.ini (submission form); COUNTYNAME\_**PARCELS**.gdb; and COUNTYNAME\_**OTHER**.gdb.



- **Repeal of the Personal Property Tax.** No major changes are being made to the V10 schema to accommodate the repeal of the personal property tax as part of Act 12 of 2023.
  - ▶ The personal property tax exemption will come into effect on January 1, 2024.
  - ▶ For V10, submit valuation-related (assessor-assigned) data associated with the parcel as finalized in the December 2023 tax roll (based on the parcel as it existed on **January 1, 2023**, because assessment data lags a year behind).
  - ▶ Due to Act 12, some parcels may have been created that are only for improvements. This means that the real estate associated with a parcel ID may only have an IMPVALUE associated with it but no LNDVALUE, and that the tax roll record would have no corresponding parcel geometry. Reference the Building(s), Fixture(s), and/or Improvement(s) Document for more information.
  - ▶ For V10, please do not submit these tax roll records which cannot be joined to a parcel polygon.
- **ESTFMKVALUE – No requirement to null ESTFMKVALUE for Ag/Undeveloped/Agricultural Forest & AUXCLASS Parcels.** While most properties are assessed at full market value, some classes of property—specifically 4, 5, and 5M—are not. In keeping with a precedent that was start during V6 in 2020, for V10, ESTFMKVALUE (Estimated Fair Market Value) values will continue to be nulled out for parcels that are wholly or partially PROPCCLASS 4, 5, or 5M; enrolled in the MFL/CFL programs (AUXCLASS W1-W9); and tax exempt (AUXCLASS X1-X4). However, **counties are \*not\* required to null ESTFMKVALUE for Ag/Undeveloped/Agricultural Forest & AUXCLASS parcels for V10, but it is optional for counties to do so.** This processing step will be performed by the DOA/SCO technical team on behalf of counties who wish to submit with these values populated. See ESTFMKVALUE for further information.
- **Submit PLSS Data.** If the county has the PLSS attributes listed in Appendix C in a digital tabular format, including a **PLSS corner ID attribute**, they should be submitted. The unique corner ID could be alphanumeric or numeric.
  - ▶ If for some reason **Contributor Corner ID** will be different from what was submitted last year, please contact SCO before submitting.
- **Submit Other Layers.** For V10, DOA is continuing to combine the V10 data request with Jaime Martindale of the UW-Madison Robinson Map Library (RML). Therefore, we are requesting a few other layers, listed in Appendix D.
- **Zoning Data Submission Requirements.** For V10, counties only need to submit three layers of county-maintained zoning data: 1) General, 2) Shoreland, and 3) Airport Protection. These may be submitted AS IS, except for a DESCRIPTION/LINK field requirement.
  - ☐ **DESCRIPTION** A field with a **DESCRIPTION** of the class name for each zoning feature
  - ☐ **LINK** A field or metadata populated with a **LINK** to a valid webpage or web document that contains authoritative/official descriptions of the specific zoning class or all zoning classes within the jurisdiction. Often the LINK field is simply filled with the URL for the county's zoning ordinance document.
    - ▶ A current, accurate **DESCRIPTION** or **LINK** is a **mandatory** component of the zoning layers submission
- **Searchable Format.** Counties will need to meet the Searchable Format in order to execute their 2024 WLIP Strategic Initiative Grant and receive the payment. In some cases in which a county does not meet the Searchable Format requirements with their V10 submission or fails to rectify errors from prior years' Observation Reports, the county may need to re-submit data.
- **Clarified Documentation.** The V10 documentation has been revised. Discard any old documentation and links. Replace with this updated Submission Documentation and V10 links. To avoid flags in the Validation Tool and ensure that data submissions meet the Searchable Format requirements called for by State Statute 59.72(2), **counties will need to carefully read this Submission Documentation and the Validation Tool Guide** before preparing data submissions. ■

# TOOLS

## Tools and Guides to Assist



### Validation Tool *\*Updated for V10 – Download new version*

- **Check your parcel dataset for errors and prepare a parcel submission .ini file**

The Validation Tool is a dual-purpose tool that helps to:

- 1) Prepare a parcel dataset submission that is free of some of the most commonly found parcel dataset errors; and
- 2) Offers the interface through which to prepare the .ini submission form that must be included with the parcel data submission.

### Address Parsing Tool

- **Parse site addresses into sub-address elements**

Use this guide if your county's parcel SITE ADDRESS data is not available as fully parsed address elements meeting the statewide parcel schema and you would like to use the given site address data to help meet the Searchable Format.

### DOR XML Parse Tool

- **Translate Wisconsin Department of Revenue Tax Roll XML into a GIS table**

Use this guide if your county's tax roll data is already in XML format and you would like to use that XML data to help meet the Searchable Format.

### Data Standardize Tool

- **Standardize file geodatabase feature class data via the creation of a lookup table.**

This toolbox contains a two-tool sequence. The first tool may be used to create a summary table of a field. This table will then be edited by the user and subsequently used as input to the secondary tool. The output of the second tool will include all original field domains as well as newly standardized domains in a new field as defined by the user in the lookup table. The output will be written to a new feature class.

### Condo Stack Tool

- **Model condos by stacking condo parcel geometries by owner.**

Use this tool to model condo parcel geometries to match tax roll records with a 1:1 relationship.

### Class of Property Dissolve Toolset

- **Format class of property data to the Parcel Initiative's schema definitions.**

This tool may be helpful if you wish to reformat your class of property information so as to meet the requirements of the statewide parcel schema definitions of PROPCCLASS and AUXCLASS. This tool will handle various common formats for class of property and may be helpful if your data exists in one of these formats.

### Null Fields and Set to UPPERCASE Tool

- **Format all attributes within a feature class to <Null> and UPPERCASE.**

This tool may be helpful if you wish to format your blank fields or fields annotated with a specific string to a true SQL <Null> or if you wish to set all fields to UPPERCASE alpha characters.

### Field Mapping Workflow Documentation

- **Use this guide for mapping your parcel attributes to the Statewide Parcel Schema.**

This guide may be useful if you have parcel data formatted to the statewide schema specifications, but the fields do not have one or more of the following qualities:

- FIELD NAME
- ALIAS NAME
- DATA TYPE and/or PRECISION

### Summary Table Guide

- **Use this guide if you wish to examine your submission in preparation for submitting your Searchable Format data. This guide is of particular use for cleaning, validating, and standardizing data.**

Creating and using summary tables can be an efficient and effective means for understanding, assessing, and standardizing your data. Through the simple workflows outlined in this guide, you'll be able to know exactly what domains exist within a field and quickly be able to apply corrections to the data, if needed.

### GIS Template – Searchable Format

- **Contains the attribute schema and coordinate reference system for achieving the Searchable Format.**

The template contains no features so that you can readily load your parcel features and field map as appropriate using the Field Mapping Workflow Documentation. There is also an optional PLSS template included as a separate feature class.

# A. SEARCHABLE FORMAT

The Searchable Format directly meets the data model requirements of the statewide parcel layer. When submitting in the Searchable Format, the parcel and tax roll data is prepared by the county for immediate aggregation with the statewide layer, matching the schema exactly.

The Searchable Format follows a “flat model,” meaning that one-to-many, many-to-many, or many-to-one relationships between geometries and attributes cannot exist. This also means that **all attribute data exists in the GIS table**. Data submissions requiring table joins are prohibited.

## 1. Searchable Format Parcel Geometries

### 1.1 File Specifications

- **GIS Template.** A GIS template file has been provided on the V10 webpage and can be used for submission: [GISTemplates.gdb\SearchableFormatTemplate](#)
- **File Geodatabase.** Parcel geometries must be submitted as a file geodatabase (.gdb) containing all available digital parcels as a single feature class.
- **Naming Convention.** Parcel feature class must follow the naming convention:
  - Geodatabase named with the county name
  - Feature class containing parcel geometries named “PARCELS”
  - Spaces annotated as underscores “\_”
  - Punctuation omitted
  - All alpha characters UPPERCASE
  - Examples:
    - ▶ LA\_CROSSE\_PARCELS.gdb\PARCELS
    - ▶ FOND\_DU\_LAC\_PARCELS.gdb\PARCELS
    - ▶ ST\_CROIX\_PARCELS.gdb\PARCELS
- **Projection/CRS.** Parcel geometries **must be transformed to the following CRS** (coordinate reference system specifications) using the transformation of choice, if applicable.
  - This CRS may be imported from [GISTemplates.gdb\SearchableFormatTemplate](#) on the V10 webpage.
  - To project data to that of the statewide parcel CRS, see section 2 of the [Field Mapping Guide](#).
  - **Note.** If your data is in a county-specific native projected coordinate system (PCS), you must **first re-project the data**. Begin by re-projecting your native dataset from its native CRS to the CRS of the statewide parcel layer, and, after that, merge into the GIS template file. If you do not re-project before merging into the template, you may encounter the problem of your parcels being relocated to the middle of Lake Michigan (which you can check by overlaying the data to be submitted with a statewide basemap).
    - ▶ Datum: NAD\_1983\_HARN\_Wisconsin\_TM
    - ▶ WKID: 3071
    - ▶ Authority: EPSG
    - ▶ Projection: Transverse Mercator
    - ▶ False Easting: 520000.0
    - ▶ False Northing: -4480000.0
    - ▶ Central Meridian: -90.0
    - ▶ Scale Factor: 0.9996
    - ▶ Latitude of Origin: 0.0
    - ▶ Linear Unit: Meter (1.0)

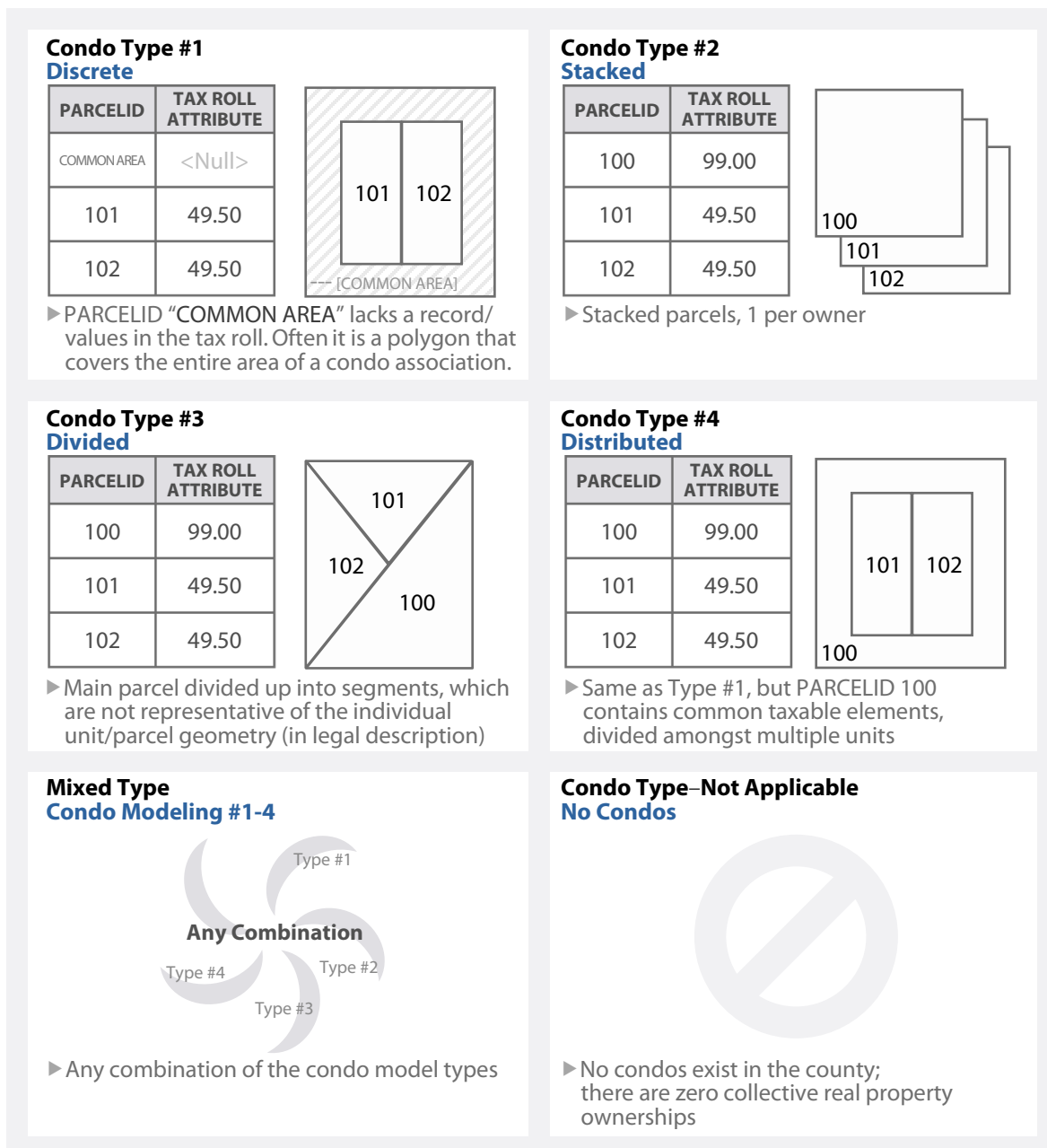
### 1.2 Geometric Specifications

- **1 Feature Class.** All available digital parcel geometries must be included as one GIS feature class.
- **Include All Parcels.** File must include all available digital parcels, regardless of tax exemption status.
  - Only current parcels should be included. Historic parcels should be omitted.
- **County Submits All County-Wide Data.** Counties should be the only entity submitting data.
  - If a municipality stewards 1) parcel polygon data and/or 2) tax roll data separately from the county, the county should request, integrate, and submit data for the municipality that has been standardized.

**Missing Municipal Geometries.** Counties should not include a municipal gap covered by a large placeholder polygon. Complete municipal data should be integrated with the county’s initial data submission.
- **Non-Parcel Features (ROW, GAP, HYDRO, RAIL, et cetera).** Geometries that are not tax parcels, such as rights of way (ROW), gaps, or hydrography need not join to a tax roll element. These elements, however, should be annotated with the appropriate “non-parcel” label in the PARCELID field. See examples in the schema definition for PARCELID and Figure A-2 for how to label non-parcel features.
- **One-to-One Relationship.** There must be a one-to-one relationship between parcel geometries and records in the attribute table. Each tax parcel geometry must attach to one and only one record; each record must attach to one and only one parcel. However, there are exceptions, which are detailed in section 2.1 below.



- **Condos.** In the case of condos or other collective real property ownerships, if there is more than one tax record for the same area of land, each record must attach to one and only one parcel geometry.
  - **Tip.** The **Condo Stack Tool** may help model condos by stacking condo parcel geometries by owner.
  - Condos may be presented with one of the following geometric representations (Figure A-1):
    - Condo Type #1–Discrete (Condo Type #1, COMMON AREA may designate “AWO” in AUXCLASS)
    - Condo Type #2–Stacked
    - Condo Type #3–Divided
    - Condo Type #4–Distributed (Condo Type #4, PARCELID 100 may designate “AWO” in AUXCLASS)
    - Mixed Type–Condo modeling #1-4
    - Condo Type–Not Applicable



**Figure A-1. Condo Model Scenarios.** In the condo graphic, ‘TAX ROLL ATTRIBUTE’ means valuation-related (assessor-assigned) data.

**Valuation-related (assessor-assigned) data** includes these attributes:

CNTASSDVALUE, LNDVALUE, IMPVALUE, MFLVALUE, ESTFMKVALUE, NETPRPTA, GRSPRPTA, PROPCCLASS, AUXCLASS, & ASSDACRES.

## 2. Parcel-Attribute Relationships for Searchable Format

### 2.1 Attaching Geometries to Attribute Records

- **One-To-One Relationship.** There must be a one-to-one relationship between parcel geometries and records in the attribute table. Each parcel must attach to one, and only one, record; each record must attach to one, and only one, parcel.
  - Every record in the tax roll should attach to a parcel geometry. If a record exists in the tax roll but not in the parcel geometry, it is a missing parcel geometry. There should be no missing parcel geometries.
  - **Exceptions.** Note, there are exceptions to the one-to-one relationship rule:
    - ▶ Some tax roll elements may not be represented in the parcel layer if they do not have a digital parcel geometry created yet to join to. This might occur for the small number of counties who still have gaps in their county's digital parcel layer.
    - ▶ Some geometries may not have a tax element to join to if the parcel was recently altered. If parcel geometries are updated more frequently than the annual tax roll cycle update, missing parcel geometries or tax roll records can legitimately occur.
    - ▶ Legitimate conditions for exceptions to the one-to-one relationship rule:
      - **Annexations** – e.g., parcel 8-1-1 was annexed to 10-15-0
      - **Split Parcels** – e.g., parcel 8-1-1 was a 40 and has been split into four 10-acre lots, now numbers 8-1012-1; 8-1012-2; 8-1012-3; 8-1012-4, etc.
      - **Merge Parcels** – e.g., parcel 8-1-1 and 8-1-2 were merged together to one parcel, now known as 8-1-3
      - **Combination of Split and Merge** – e.g., parcel 8-1-1 and 8-1-2 merged together then divided into 4 lots (8-1012-1; 8-1012-2; 8-1012-3; 8-1012-4)
      - **ROW changes** – Parcel changes due to road rights of way
- In the case of condos, or other collective real property ownerships, if there is more than one tax record for the same area of land, each record must attach to one and only one parcel geometry. See Figure A-1 for acceptable geometric condo model scenarios. Note that under Condo Type #1, a polygon (for a condo association) with no attribute information is acceptable.
- **Avoid Duplicate Parcel IDs.** For multiple polygons with the same PARCELID, where possible, provide the parcel geometries as “multipart polygons”—non-contiguous geometries that correspond to only one record in the attribute table. You can run the ArcGIS Dissolve tool over the features to convert them to multipart polygons. This can help resolve excessive instances of the Validation Tool flag for duplicate values in PARCELID.
- Multiple parcels should not be used to denote multiple site addresses, multiple owners, multiple classes of property, or any other attribute within the same real property. See the full schema in Appendix B for specifications on how to treat multiple elements per individual attribute.
- **Parcels Assessed With Others Denoted in AUXCLASS.** For parcels “assessed with” other parcels under s.70.23(2) that share tax roll values, enter “AW” or “AWO” for the assessed with parcels in AUXCLASS.

## 3. Searchable Format Attributes

### 3.1 Attribute Schema Specifications

- **Standards.** The file geodatabase feature class must include an attribute table adhering to the schema specifications in Appendix B. This includes standardized field names and some standardized domains.
  - A **Parcel\_Domain\_List** containing acceptable values for parcel domains is available on the V10 webpage. Attributes are defined in the full parcel attribute schema, Appendix B.
  - **Tip.** The **Data Standardize Tool** may help standardize file geodatabase feature class data via the creation of a lookup table
- **All Taxable Real Property.** The attribute table must include complete, current tax roll elements for all taxable real property in the county.
- **Handling of Multiple Values.** Multiple attribute elements within one real property must be treated according to the specs described in Appendix B. Handling of multiple attribute elements is detailed per attribute in the schema.
- **Attributes Denoted by Alpha Characters as UPPERCASE Strings.** All alpha characters within the statewide database are annotated as UPPERCASE characters. Convert your alpha strings to UPPERCASE.
  - **Tip.** The **Null Fields and Set to UPPERCASE Tool** may help format all attributes within a feature class to <Null>/UPPERCASE
- **Format Currency Attributes as Numeric Values/Doubles.** All currency values (values measuring dollar amounts) are annotated in the statewide layer as **numeric values in character format** that exclude any currency formatting such as the dollar sign or comma separators such as the thousands delimiter. Decimal values are rounded to the nearest hundredth (two decimal places to the right of the decimal) for all currency values, while measurement values (acres) should be annotated as non-rounded numbers. Currency/measurement values are also **acceptable as doubles** (double-precision floating-point number format).
- **Parsed Address Components for SITEADDRESS are Required.**
  - While PSTLADDRESS and SITEADDRESS are provided as a full field and not parsed, there are elements of the parcel's SITEADDRESS which should be parsed into individual elements with standardized domains. SITEADDRESS elements to parse are (in this order):

SITEADDRESS (Full Physical Street Address)									
ADDNUMPREFIX	ADDNUM	ADDNUMSUFFIX	[PREFIX]	STREETNAME	[STREETTYPE]	[SUFFIX]	LANDMARKNAME	[UNITTYPE]	UNITID

- **Tip.** The **Address Parsing Tool** may help parse site addresses into sub-address elements. Note, it is not uncommon for an address to contain context-specific elements whose parsing requires human attention.

- **Parcel ID.** A parcel ID must be included that uniquely identifies each parcel via the PARCELID field.
  - **Non-Parcel Features.** Geometries that are not tax parcels, such as rights of way (ROW), gaps, or hydrography need not join to a tax roll element. These elements, however, should be annotated with the appropriate “non-parcel” label in the PARCELID field (e.g., hydrography name, “ROW,” “GAP,” etc.—see the PARCELID definition and Figure A-2 on non-parcel features for more).
- **New Parcels/Splits.** The TAXROLLYEAR field should be used to designate a new parcel or split parcel created after January 1, 2023. See the TAXROLLYEAR definition and Figure A-2 for details.
  - **Null Valuation-Related Attributes.** Whether new parcels/splits are taxable PROPCLASS records or Exempt/Special AUXCLASS records, new records—complete with a “future” year value in TAXROLLYEAR—should have null values for valuation-related (assessor-assigned) attributes, as depicted in Figure A-2.

## NEW PARCELS/SPLITS

Field	New Parcels/Splits (Created during calendar year 2023 or early 2024)
<input type="checkbox"/> STATEID	<Null>
<input type="checkbox"/> PARCELID	Populate PARCELID for new parcels/splits
<input type="checkbox"/> TAXPARCELID	May be <Null>
<input type="checkbox"/> PARCELDATE	May be <Null>
<input type="checkbox"/> TAXROLLYEAR ▶▶	Populate with a “future” year value for new parcels/splits <sup>1</sup>
<input type="checkbox"/> OWNERNAME1	May be <Null>
<input type="checkbox"/> OWNERNAME2	May be <Null>
<input type="checkbox"/> PSTLADDRESS	May be <Null>
<input type="checkbox"/> SITEADDRESS	May be <Null>
<input type="checkbox"/> ADDNUMPREFIX	May be <Null>
<input type="checkbox"/> ADDNUM	May be <Null>
<input type="checkbox"/> ADDNUMSUFFIX	May be <Null>
<input type="checkbox"/> PREFIX	May be <Null>
<input type="checkbox"/> STREETNAME	May be <Null>
<input type="checkbox"/> STREETTYPE	May be <Null>
<input type="checkbox"/> SUFFIX	May be <Null>
<input type="checkbox"/> LANDMARKNAME	May be <Null>
<input type="checkbox"/> UNITTYPE	May be <Null>
<input type="checkbox"/> UNITID	May be <Null>
<input type="checkbox"/> PLACENAME	May be <Null>
<input type="checkbox"/> ZIPCODE	May be <Null>
<input type="checkbox"/> ZIP4	May be <Null>
<input type="checkbox"/> STATE	May be <Null>
<input type="checkbox"/> SCHOOLDIST	May be <Null>
<input type="checkbox"/> SCHOOLDISTNO	May be <Null>
<input type="checkbox"/> CNTASSDVALUE	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> LNDVALUE	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> IMPVALUE	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> MFLVALUE	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> ESTFMKVALUE	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> NETPRPTA	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> GRSPRPTA	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> PROPCLASS	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> AUXCLASS	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> ASSDACRES	<b>Must be</b> <Null> ⚡ Valuation-related (assessor-assigned)
<input type="checkbox"/> DEEDACRES	May be <Null>
<input type="checkbox"/> GISACRES	May be <Null>
<input type="checkbox"/> CONAME	Populate for *all* records in dataset
<input type="checkbox"/> LOADDATE	<Null>
<input type="checkbox"/> PARCELFIIPS	Populate for *all* records in dataset
<input type="checkbox"/> PARCELSRC	Populate for *all* records in dataset

### Table Notes

1. **TAXROLLYEAR FOR NEW PARCELS/SPLITS** – To designate a parcel that has been split or newly created, enter the first year tax roll data will be available in TAXROLLYEAR (per s. 70.10)

Enter a “future” year value for new parcels that lack tax roll data for V10—because they were created AFTER January 1, 2023.

- ▶ TAXROLLYEAR = **2023 (expected year value)** – for parcels that existed on January 1, 2023 and have finalized tax roll data. The vast majority of records for V10 will have a value of 2023.
- ▶ TAXROLLYEAR = **2024 (future year value)** – for parcels created between January 2, 2023 and January 1, 2024. These should not have tax roll data, as assessment data lags a year behind.
- ▶ TAXROLLYEAR = **2025 (future year value)** – for parcels created January 2, 2024 and later. These should not have tax roll data.

2. **NULL CERTAIN DATA FOR NEW PARCELS/SPLITS** – New parcels/splits—complete with a future year value in TAXROLLYEAR—should have null values for valuation-related (assessor-assigned) attributes.

Valuation-related (assessor-assigned) data includes these attributes: CNTASSDVALUE, LNDVALUE, IMPVALUE, MFLVALUE, ESTFMKVALUE, NETPRPTA, GRSPRPTA, PROPCLASS, AUXCLASS, & ASSDACRES.

## NON-PARCEL FEATURES

Field	Non-Parcel Features (e.g., hydro, ROW, GAP, RAIL polygons)
<input type="checkbox"/> STATEID	<Null>
<input type="checkbox"/> PARCELID ▶▶	Populate PARCELID with label for the non-parcel feature <sup>2</sup>
<input type="checkbox"/> TAXPARCELID	<Null>
<input type="checkbox"/> PARCELDATE	<Null>
<input type="checkbox"/> TAXROLLYEAR	<Null>
<input type="checkbox"/> OWNERNAME1	May be <Null>
<input type="checkbox"/> OWNERNAME2	May be <Null>
<input type="checkbox"/> PSTLADDRESS	<Null>
<input type="checkbox"/> SITEADDRESS	<Null>
<input type="checkbox"/> ADDNUMPREFIX	<Null>
<input type="checkbox"/> ADDNUM	<Null>
<input type="checkbox"/> ADDNUMSUFFIX	<Null>
<input type="checkbox"/> PREFIX	<Null>
<input type="checkbox"/> STREETNAME	<Null>
<input type="checkbox"/> STREETTYPE	<Null>
<input type="checkbox"/> SUFFIX	<Null>
<input type="checkbox"/> LANDMARKNAME	<Null>
<input type="checkbox"/> UNITTYPE	<Null>
<input type="checkbox"/> UNITID	<Null>
<input type="checkbox"/> PLACENAME	<Null>
<input type="checkbox"/> ZIPCODE	<Null>
<input type="checkbox"/> ZIP4	<Null>
<input type="checkbox"/> STATE	<Null>
<input type="checkbox"/> SCHOOLDIST	May be <Null>
<input type="checkbox"/> SCHOOLDISTNO	May be <Null>
<input type="checkbox"/> CNTASSDVALUE	<Null>
<input type="checkbox"/> LNDVALUE	<Null>
<input type="checkbox"/> IMPVALUE	<Null>
<input type="checkbox"/> MFLVALUE	<Null>
<input type="checkbox"/> ESTFMKVALUE	<Null>
<input type="checkbox"/> NETPRPTA	<Null>
<input type="checkbox"/> GRSPRPTA	<Null>
<input type="checkbox"/> PROPCLASS	<Null>
<input type="checkbox"/> AUXCLASS	May be <Null>
<input type="checkbox"/> ASSDACRES	<Null>
<input type="checkbox"/> DEEDACRES	<Null>
<input type="checkbox"/> GISACRES	May be <Null> or may be populated as available
<input type="checkbox"/> CONAME	Populate for *all* records in dataset
<input type="checkbox"/> LOADDATE	<Null>
<input type="checkbox"/> PARCELFIIPS	Populate for *all* records in dataset
<input type="checkbox"/> PARCELSRC	Populate for *all* records in dataset

3. **PARCELID FOR NON-PARCEL FEATURES** – If the attribute element’s geometry is not a parcel, then the PARCELID field should contain a label of the non-parcel feature.

Rights of way and hydrography polygon labels should be included with parcel feature class submission.

Examples of PARCELID for non-parcel features (this list is not exhaustive):

- ▶ PARCELID = **BALSAM LAKE** (to label a hydrography/lake polygon)
- ▶ PARCELID = **LAKE** (to label a hydrography/lake polygon)
- ▶ PARCELID = **HYDRO** (to label a hydro polygon)
- ▶ PARCELID = **WATER** (to label a hydro polygon)
- ▶ PARCELID = **ROW** (to label a street right of way polygon)
- ▶ PARCELID = **GAP** (to label a gap in the parcel geometries)
- ▶ PARCELID = **RAIL** (to label a railroad polygon)

**For non-parcel features newly added since last year** (with labels in PARCELID field), explicitly note any new PARCELID values in the *Explain Certification* window. The Validation Tool only recognizes duplicate PARCELIDs for non-parcel features from prior years’ submittals. A note in the *Explain Certification* serves as a legitimate explanation for the following flag, as it applies to non-parcel features: “Appears to be a duplicate value in PARCELID.”

Figure A-2. New Parcels/Splits and Non-Parcel Features



## 4. Element Occurrence Standard

### 4.1 Attribute Completeness and the Element Occurrence Standard

- **Certification of Data Submission Completeness.** Counties must **certify** on submission by way of the Validation Tool that parcel dataset attributes are complete based on the Element Occurrence Standard, or provide a rationale and justification for omissions/missing data (in the *Explain Certification* portion). Reference the *Validation Tool Guide* for detailed instructions on filling out the required, “must-have” elements of the *Explain Certification*.
- **Element Occurrence Standard.** Attribute completeness is subject to the “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. Data elements must be included only if they actually occur in the county land information system.
- **All Non-Existing Values Must be Populated as <Null>.** For all instances across all fields where a data value does not exist, a true SQL <Null> should be used.
  - A true SQL <Null> should be used instead of blank fields (e.g. “”) or whitespace (e.g. “ ”).
  - A true null is not a string of text that spells out “NULL” in alpha characters.
  - A null value can be calculated into a field using the *Field Calculator* with one of the formulas pictured in Figure A-3, or, to apply null values across an entire feature class, use the *Null Fields and Set to UPPERCASE Tool*.
  - Note that a true <Null> is not supported by the .dbf (database) format. The database format uses blank values to indicate nulls—noteworthy, because some counties maintain tax roll data in a database format. Therefore, you will need to use a tool or manually convert nulls from database format into true SQL <Null> values in the feature class submission.
  - <Null> indicates that a data value does not exist in the database. (This should not be confused with a value of 0. A null value indicates a *lack of a value*—a lack of a value is not the same thing as a value of zero.)
  - Use “0” versus <Null> deliberately and with care. 0 and <Null> have distinct meanings!

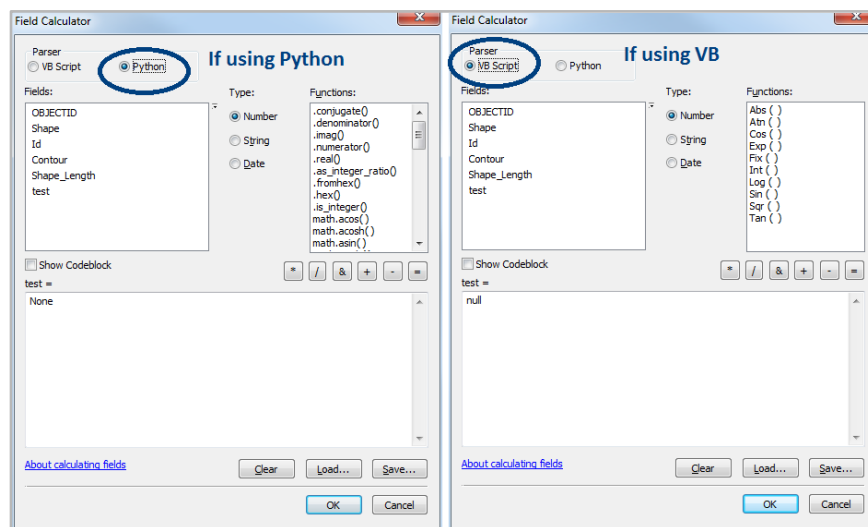


Figure A-3. Populating with <Null>

### 4.2 Missing Values & Explain Certification Must-Haves

- **Make Note of Missing Data.** If a field is missing data that should be populated in-part or in the field’s entirety, the missing data should be noted in the *Explain Certification* window (inputted in Final Mode of the Validation Tool), with a brief description of the missing data and reason for missing data.

In addition to notes on missing data, the *Explain Certification* must also contain notes for any of these following types of notices, if they apply:

#### Explain Certification Must-Haves:

- Notice of New Street Names
  - Notice of New Non-Parcel Feature PARCELIDs
  - Notice of Missing Data/Omissions
  - Error Sum Errors That Are Unresolvable
- Type “None” for those that do not apply.
  - View an example of a completed *Explain Certification* in the Validation Tool Guide section titled, “Inputting the Explain Certification.”

## 5. Searchable Format–Validation Tool + .ini Submission Form

- See the Validation Tool Guide for further instructions.

# B. PARCEL SCHEMA FOR V10

Parcel Schema Legend	
<b>V10 ELEMENTNAME</b>	Denotes database field name.
(Element Name)	Full English database field name (Alias).
[Standardized Domains]	Standardized field names and standardized domains required (with available Parcel_Domain_List)
[FGDC: <FGDC Element>]	Denotes database field name modeled after the FGDC U.S. Thoroughfare, Landmark, and Postal Address Data Standard. If name is different from FGDC, the FGDC element's name is also listed.
<b>ELEMENT</b> [AUTO-POPULATED]	Denotes that this field is AUTO-POPULATED by the V10 Project's aggregation team. These fields should be left <Null> for V10 submission.
{TEXT:<#> CHAR}	Denotes the datatype of the file (all attributes are TEXT) and the character length of the field.

## STATEID [AUTO-POPULATED] (State ID) {TEXT:100 CHAR}

- This string field contains the contributing jurisdiction's FIPS code appended to the PARCELID (the unique number or identifier assigned to a parcel by the local authority). Calculate the STATEID by the following syntax:
  - ▶ <PARSELFIPS>+<PARCELID>
    - ▶ Example: If PARSELFIPS = "083" and PARCELID = "123456789," then:  
STATEID = 083123456789
- Where PARSELFIPS is the three-digit **county FIPS code** from Table B-1, with leading zeros maintained in PARSELFIPS, and PARCELID is as defined below.
- **Counties include field but leave field <Null> for V10 submission.**

## PARCELID (Parcel ID) {TEXT:100 CHAR}

- Unique number or identifier assigned to a parcel by the local authority.
- Examples (this list is not exhaustive):
  - ▶ **071006113329**      ▶ **B-600-88**
  - ▶ **010-0640.01**      ▶ **VH-747-E-28**
  - ▶ **4205**              ▶ **WA0320124700**
- PARCELID is the primary identifier for each record in the statewide database.
- In some cases, PARCELID may be populated with a TAXPARCELID value.
- Either the value in PARCELID or TAXPARCELID should function in the county's online property search tool(s) to look up more information on the parcel that may be available—such as to download a digital copy of the tax bill.
- Parcel ID format varies across local governments. End users can find an explanation of parcel ID formats from the Wisconsin Department of Revenue's webpage on [State of Wisconsin Municipality Parcel Formats](#).
- PARCELID can be formatted with special characters like dashes, periods, forward or backslashes, and spaces. To locate a particular parcel on county land information websites or in the Wisconsin Department of Revenue's Real Estate Transfer Return (RETR) database, end users may need to either use the PARCELID or TAXPARCELID and include or exclude special characters like dashes.
- **PARCELID FOR NON-PARCEL FEATURES**—If the attribute element's geometry is not a parcel, then the PARCELID field should contain a label of the non-parcel feature.
- Rights of way and hydrography polygon labels should be included with parcel feature class submission.
- Examples of PARCELID for non-parcel features (this list is not exhaustive):
  - ▶ PARCELID = **BALSAM LAKE** (to label a hydrography/lake polygon)
  - ▶ PARCELID = **LAKE** (to label a hydrography/lake polygon)
  - ▶ PARCELID = **HYDRO** (to label a hydro polygon)
  - ▶ PARCELID = **WATER** (to label a hydro polygon)
  - ▶ PARCELID = **ROW** (to label a street right of way polygon)
  - ▶ PARCELID = **GAP** (to label a gap in the parcel geometries)
  - ▶ PARCELID = **RAIL** (to label a railroad polygon)

## TAXPARCELID (Tax Parcel ID) {TEXT:100 CHAR}

- Unique number or identifier assigned to a parcel that directly joins to the parcel numbers shown in the final tax roll.
- This ID is **specific to the tax roll** and may serve as primary key in joining parcel geometries to the assessment/tax roll.
- This ID may have commonalities with the PARCELID but is somehow distinct, or may be completely distinct from the PARCELID.
- TAXPARCELID should be populated **if** the value present in the PARCELID is different from the identification number displayed on the tax bill.
- If the TAXPARCELID is the same as PARCELID, enter a true SQL <Null>
  - ▶ TAXPARCELID must either be <Null> or different from PARCELID.
  - TAXPARCELID should not be a duplicate of PARCELID.

### **PARCELDATE** (Parcel Date) {TEXT:25 CHAR}

- Modification date for a parcel **geometry**, describing when the individual parcel geometry was last edited or revised. Such geometric edits include the following:
  - ▶ Parcel creation (date the digital geometry for the parcel came into existence)
  - ▶ Parcel division or merge
  - ▶ Change of parcel vertices
  - ▶ Spatial adjustment of parcel
- **Do not populate with the “cut date” or date the data was extracted/exported for V10 submission, NOR the parcel dataset’s last known geometric editing date.**
- If no attribute is maintained for the date of last geometric revision, enter a true SQL <Null>
- Parcels migrated to (Esri) parcel fabric without a geometric edit date/GIS parcel creation date: Enter <Null>
  - ▶ For parcels that have been revised or added to the parcel fabric since migrating, include the date of last geometric edit or creation date.
- Do **not** include a timestamp at the end of the calendar date in PARCELDATE.
- Dates must be formatted as follows:
  - ▶ Syntax: MM/DD/YYYY
  - ▶ Example: **01/20/1984**

### **TAXROLLYEAR** (Tax Roll Year) {TEXT:10 CHAR}

- The year of the tax roll from which tax information is procured. For V10, this should be 2023.
  - ▶ Example: **2023**
- Submitted data should be a snapshot of:
  - ▶ Parcel geometry and non-valuation-related data from 12/31/2023 or optionally more current.
  - ▶ Valuation-related (assessor-assigned) data associated with the parcel as finalized in December of 2023 (based on the parcel as it existed on January 1, 2023, as assessment data lags a year behind).
- **New Parcels/Parcel Splits.** To designate a parcel that has been split or newly created (on January 2, 2023 or later), enter the first year tax roll data will be available in TAXROLLYEAR.
  - ▶ Example: **2024** ▶ Future year value, for parcels created between January 2, 2023 and January 1, 2024.
  - ▶ Example: **2025** ▶ Future year value, for parcels created January 2, 2024 and later.
  - ▶ New parcels/splits should not have tax roll data, which occurs in these valuation-related (assessor-assigned) fields: CNTASSDVALUE, LNDVALUE, IMPVALUE, MFLVALUE, ESTFMKVALUE, NETPRPTA, GRSPRPTA, PROPCCLASS, AUXCLASS, ASSDACRES.

### **OWNERNAME1** (Primary Owner Name) {TEXT:254 CHAR}

- The primary owner name of a parcel.
- Owner name should be the most current in the county land information system.
- In the case of multiple owners, if it is not clear which owner is the primary owner, discretion may be used to place an owner in this field.
- If not feasible to parse owners into separate fields, more than one owner may be included in this field.
- 2nd owner goes in OWNERNAME2; 3rd owner is omitted.
- If surnames are natively maintained in fields separate from first names, they should be concatenated and placed in the OWNERNAME1 field.
- Owner name does not follow formatting syntax and may be provided as is.
- OWNERNAME1 can be ordered in any order (First, Last, Middle Initial). It may or may not include middle initial.
- Owner’s first and last names are provided, except in cases when owners share last names, as in “SUE AND JAMES SMITH” or “SMITH, JAMES & SUE”
- OWNERNAME1 example formats:

JOHN SMITH	SMITH, JOHN R	JOHN R and SUE SMITH	SMITH, SUE & JOHN
JOHN R SMITH	JOHN R & SUE SMITH	JANE, JOHN & SUE SMITH	Other(s)...
- **OWNERNAME1 – Redaction Policy**
  - ▶ Owner names are necessary for data submittal to be usable by state agencies. Any redaction of owner names, as required by an existing county or municipal policy, should be handled explicitly in the data *before* it is submitted. If any or all owner names are not included, the county must include the written policy for excluding them as adopted by the county or municipality (by link or full text) within the submission form.
  - ▶ If redaction of owner name is implemented on the submitted data, these names should be attributed as “**NOT AVAILABLE**” within each redacted record’s OWNERNAME1 and/or OWNERNAME2 field.
  - ▶ The exception is public lands. Public lands that have a government-entity as a primary owner in the OWNERNAME1 field shall **not** be redacted.
- **OWNERNAME1 – Public Lands Policy**
  - ▶ Public lands should be designated by way of owner name in the OWNERNAME1 field
    - ▶ Example: OWNERNAME1 = DEPARTMENT OF NATURAL RESOURCES
  - ▶ All county-owned public parcels must have a value in OWNERNAME1
  - ▶ For publicly owned parcels, the same owner should be designated the same way if they own multiple parcels. In other words, **standardize owner names for public parcels.**
    - ▶ Example: “ASHLAND COUNTY FOREST” every time, not interchanged with “Ashland Co. Forest”
  - ▶ For publicly-owned parcels, the order of words should be natural language order to the extent possible (with contiguous strings of text being next to each other)
    - ▶ Example: DEPARTMENT OF NATURAL RESOURCES
  - ▶ **No redaction of public lands in OWNERNAME1.** Public lands that have a government-entity (federal, state, county, or local) as a primary owner in the OWNERNAME1 field shall **not** be redacted.

### **OWNERNME2** (Secondary Owner Name) {TEXT:254 CHAR}

- If available. The secondary owner name of a parcel.
- 2nd owner goes in OWNERNME2; 3rd owner is omitted.
  - ▶ If there are more than two total owners exist for the property, discretion may be used to select the first two owners for the purpose of populating OWNERNME1 and OWNERNME2. Remaining owner names will not be included in the dataset.
  - ▶ In the case of multiple owners, if it is not clear which owner is the secondary owner, discretion may be used to place an owner in this field.
- If it is not feasible to parse owners into separate fields, more than one owner may be included in this field.
- Owner name does not require formatting and may be provided as is.
- When possible, OWNERNME2 should not be an overflow from OWNERNME1.
- OWNERNME2 Redaction Policy – OWNERNME2 adheres to the same redaction policy as that of OWNERNME1.

### **PSTLADDRESS** (Full Mailing Address) {TEXT:200 CHAR}

- The primary **owner's full mailing address** or the full mailing address for the tax bill associated with the parcel, whichever is available.
- PSTLADDRESS may have nothing to do with the physical location of a parcel, and may be outside of Wisconsin.
- PSTLADDRESS is a **single field** comprised of:
  - ▶ Address Number Prefix\*, Address Number, Address Number Suffix\*, Prefix\*, Street Name, Street Type\*, Suffix\*, Unit Type\*, Unit ID\*, USPS Postal Place Name, State, and Zip Code (\*where applicable)
  - ▶ If owner mailing address is maintained as two lines (e.g., as two separate mailing label lines), it should be concatenated into one field.
    - ▶ A comma (",") is the preferred separator element, or a space (" ") is an acceptable separator element.
    - ▶ Example–Single-line with comma separator: **123 N MAIN ST, MIDTOWN, WI, 53611**
    - ▶ Example–Single-line concatenated from 2 lines: **123 N MAIN ST MIDTOWN WI 53611**
- **Domain standardization optional.** Owner's mailing address can contain elements with non-standardized domains.
  - ▶ Standard USPS Postal domains/**abbreviations are acceptable** in the owner's mailing address.
- **No partial addresses.** If mailing address in the native data is partial and not a full mailing address, do not submit mailing addresses for those specific parcels.
  - ▶ Incorrect: CITY, STATE, ZIP      ▶ enter <Null> instead
  - ▶ Incorrect: GILMAN, WI, 54433      ▶ enter <Null> instead
  - ▶ Incorrect: NA, NA, GILMAN, WI, 54433      ▶ enter <Null> instead
  - ▶ Incorrect: STATE, ZIP      ▶ enter <Null> instead
  - ▶ Incorrect: STATE, 00000      ▶ enter <Null> instead
- If there is no full owner mailing address, PSTLADDRESS should be populated with a true SQL <Null>
- **PSTLADDRESS – Public Lands Policy**
  - ▶ For publicly owned parcels, enter a full mailing address for the parcel owner's agency or department with as much specificity as possible.
  - ▶ Enter the address uniformly if the same entity owns more than one parcel.
  - ▶ If mailing address in the native data is partial and not a full mailing address, do not submit partial mailing addresses for those specific parcels. Full mailing addresses only.
  - ▶ If no mailing address is available for publicly-owned parcels, enter <Null>

### **SITEADDRESS** (Full Physical Address) [Standardized Domains[when broken into individual elements]] {TEXT:200 CHAR}

- The full physical address (or site address) of a parcel.
- A **single field** comprised of the following elements (\*where applicable):
  - ▶ **ADDNUMPREFIX\***
  - ▶ **ADDNUM**
  - ▶ **ADDNUMSUFFIX\***
  - ▶ **[PREFIX]\***
  - ▶ **STREETNAME**
  - ▶ **[STREETTYPE]\***
  - ▶ **[SUFFIX]\***
  - ▶ **[UNITTYPE]\***
  - ▶ **UNITID\***
  - ▶ **CITY, STATE, ZIP** ▶ **Do NOT include "city, state, zip"** anywhere in SITEADDRESS
- If site address is maintained as elements in multiple fields, it should be concatenated into one field. Line breaks/carriage returns are not accepted.
  - ▶ Example: **N472.5 N JOHNSON STREET**
  - ▶ Example: **543 CTH MM N SUITE 101**
- Only include primary address; 2nd address is omitted.
  - ▶ If there are more than two physical addresses associated with a parcel, such as with an apartment, then a valid primary address is to be used, if available. Such an example of this would be an apartment's on-site office address. Alternatively, discretion may be used to select one "primary" physical address for the parcel.
- Address ranges are not accepted. Field should not have multiple address numbers.
- **Domain standardization optional.** Full physical address in SITEADDRESS can contain elements with non-standardized domains. However, individual address elements require domain standardization in their respective fields.
  - ▶ Standard USPS Postal domains/**abbreviations are acceptable** in SITEADDRESS.
- When a true site address does not exist, populate with <Null>

### **ADDNUMPREFIX** (Address Number Prefix) [FGDC] {TEXT:50 CHAR}

- The portion of the complete address number which precedes the address number itself.
- In Wisconsin, this field is of particular interest due to grid address examples, such as "**W180N**8085 TOWN HALL ROAD." Other examples include ordinal directions as a prefix to the address number, such as "**N**2554 JOHNSON STREET."
  - ▶ **W180N**
  - ▶ **N**
  - ▶ **S379W**
  - ▶ **S**

### **ADDNUM** (Address Number) [FGDC] {TEXT:50 CHAR}

- The whole number component of a posted building identifier.
- Address numbers should always be whole numbers.
- Examples:
  - ▶ **2554** ▶ **4215**
  - ▶ **8085** ▶ **10**
- ADDNUM should not be a range. Address ranges (listing one number through a second number) are not accepted.
  - ▶ If there are multiple address numbers, select the primary address number (such as the first number in the range) and remove all secondary address numbers from ADDNUM.

### **ADDNUMSUFFIX** (Address Number Suffix) [FGDC] {TEXT:50 CHAR}

- Rarely used extension of the address number for a posted building identifier.
- Not to be confused with unit divisions within a building (UNITID).
- Examples and contexts:
  - ▶ **A** ▶ (798 **A** 26TH STREET) ▶  $\frac{1}{2}$  ▶ (678  $\frac{1}{2}$  MORRISON STREET)
  - ▶ **-856** ▶ (2554-**856** MAIN STREET) ▶ **.5** ▶ (6895.**5** GORHAM STREET)
- Uncommon—For alpha characters that are part of the actual address number—and not a street directional prefix, the alpha characters may be put in ADDNUMSUFFIX
  - ▶ Example Address = 1234**N** E ISLAND LAKE RD
    - ▶ 1234 = ADDNUM
    - ▶ **N** = **ADDNUMSUFFIX**
    - ▶ E = PREFIX
    - ▶ ISLAND LAKE = STREETNAME
    - ▶ ROAD = STREETTYPE

### **PREFIX** (Prefix) [Standardized Domains] [FGDC: Street Name Pre Type; Street Name Pre Directional] {TEXT:50 CHAR}

- One letter street direction or abbreviation that precedes the street name.
- This field also contains the highway jurisdiction indicator for any Wisconsin highways. See examples below for highway classification context and standardization.

#### **PREFIX domains for street name pre directionals (abbreviated):**

<b>N</b>	<b>NW</b>
<b>S</b>	<b>SW</b>
<b>E</b>	<b>NE</b>
<b>W</b>	<b>SE</b>

#### **PREFIX domains for highways (Abbreviated as below or fully spelled out as below):**

<b>CTH</b>	<b>COUNTY HIGHWAY</b>	<b>COUNTY ROAD</b>
N CTH	N COUNTY HIGHWAY	N COUNTY ROAD
E CTH	E COUNTY HIGHWAY	E COUNTY ROAD
S CTH	S COUNTY HIGHWAY	S COUNTY ROAD
W CTH	W COUNTY HIGHWAY	W COUNTY ROAD
<b>STH</b>	<b>STATE HIGHWAY</b>	<b>STATE ROAD</b>
N STH	N STATE HIGHWAY	N STATE ROAD
E STH	E STATE HIGHWAY	E STATE ROAD
S STH	S STATE HIGHWAY	S STATE ROAD
W STH	W STATE HIGHWAY	W STATE ROAD
<b>USH</b>	<b>US HIGHWAY</b>	
N USH	N US HIGHWAY	
E USH	E US HIGHWAY	
S USH	S US HIGHWAY	
W USH	W US HIGHWAY	

#### **INTERSTATE**

- ▶ Highways – highway prefixes can either be fully spelled-out or abbreviated as above.
- ▶ Highways – any of the following are acceptable in PREFIX:
  - ▶ **COUNTY HIGHWAY / COUNTY ROAD / CTH** ("COUNTY" by itself is not an acceptable prefix)
  - ▶ **STATE HIGHWAY / STATE ROAD / STH**
  - ▶ **US HIGHWAY / USH**
  - ▶ Usage should be consistent throughout the countywide dataset. Do not use multiple highway domain spelling conventions to designate the same particular highway type.



- Highway classification examples in context:
  - ▶ For address: 2554 **COUNTY HIGHWAY C**    ▶ PREFIX = COUNTY HIGHWAY; STREETNAME = C
  - ▶ For address: 2554 **COUNTY HIGHWAY C/H**    ▶ PREFIX = COUNTY HIGHWAY; STREETNAME = C/H
  - ▶ For address: 2554 **S STATE HIGHWAY XX**    ▶ PREFIX = S STATE HIGHWAY; STREETNAME = XX
- HIGHWAY is an acceptable PREFIX when varying jurisdictional highways run concurrently.
  - ▶ Example: W7010 **HIGHWAY 10 & 114** ("10" is the US highway and "114" is the concurrently running state highway)
- Road "alias" names should **not** be included in the STREETNAME field alongside a highway PREFIX and route ID.
  - ▶ For example, for address: "2554 COUNTY HIGHWAY C/MAIN ST"
    - ▶ PREFIX = COUNTY HIGHWAY; STREETNAME = C (The street name here would be incorrect as "C/MAIN")
    - ▶ **or:** STREETNAME = MAIN; STREETTYPE = STREET
- Note that "**OLD**" is not a prefix value. See STREETNAME for placement of *Street Name Pre Modifiers* like OLD.

## **STREETNAME** (Street Name) [FGDC: *Street Name*; *Street Name Pre Modifier*] {TEXT:50 CHAR}

- Primary street name.
- The legal street name as assigned by local address authority.
- STREETNAME does **not** include the street type of a named street.
- STREETNAME does **not** include the suffix direction of a coordinate street. Suffix direction belongs in SUFFIX.
- For highways or county roads that share more than one route number or letter (e.g., USH **151/51**), these routes are listed with a delimiter
  - ▶ A forward slash ("/") is the preferred route delimiter, or a hyphen ("-") is an acceptable delimiter.
- STREETNAME does **not** include street aliases.
  - ▶ Example: 2554 STH 23/MAIN ST
    - ▶ STREETNAME should contain a state highway street name ("23") **or** the local street name ("MAIN"), but not both.
    - ▶ "23/MAIN" would be incorrect as the street name.
- Do not include PREFIX values still attached to this field (e.g., CTH, STH, USH, etc.)
- Do not include STREETTYPE values in street name.
- Do not include extraneous information attached to STREETNAME, such as building descriptors.
- STREETNAME examples (in bold):
  - ▶ **MAIN STREET**
  - ▶ 4215 W **112TH STREET**
  - ▶ N54W16164 W **BECKER LANE**
  - ▶ 199 USH **151 SOUTH**
  - ▶ 1505 USH **151/51**
  - ▶ 111 #20 **JOHNSON STREET**
  - ▶ 134 CTH **A/D**
- STREETNAME is a somewhat flexible field. STREETNAME can hold a wide variety of values.
  - ▶ STREETNAME might incorporate a *Street Name Pre Modifier*. (But see notes at PREFIX, because in some other cases, *Street Name Pre Modifier* might be acceptable in PREFIX field.)
    - ▶ For "old," retired highways and county roads, in the statewide parcel schema, the STREETNAME field holds *Street Name Pre Modifiers*.
    - ▶ Example: OLD STATE HIGHWAY 87 ROAD  
STREETNAME = **OLD STATE HIGHWAY 87**  
STREETTYPE = ROAD
- STREETNAME sometimes holds "imposter" PREFIX values, whose monikers falsely suggest they might be a PREFIX, but—because they are **not** authoritative highway jurisdictions (official Wisconsin highways)—they cannot be a PREFIX. Instead, some specific imposter prefix values belong in the STREETNAME field, as in these examples:
  - ▶ 2554 **TOWN ROAD AA**  
STREETNAME = TOWN ROAD AA  
PREFIX = <Null>  
STREETTYPE = <Null>
  - ▶ 2554 **TOWN ROAD**  
STREETNAME = TOWN  
PREFIX = <Null>  
STREETTYPE = ROAD
  - ▶ 2554 **OLD HIGHWAY 40**  
STREETNAME = OLD HIGHWAY 40  
PREFIX = <Null>  
STREETTYPE = <Null>

## **STREETTYPE** (Street Type) [Standardized Domains] [FGDC: Street Name Post Type; Street Name Post Modifier] {TEXT:50 CHAR}

- Street type of a named street (for the site address) written to full name of type:
  - ▶ E WASHINGTON **ROAD**
- **Fully spell-out** STREETTYPE domains.
- Abbreviations are **not** acceptable in STREETTYPE (even if they are USPS street suffix abbreviations).
- STREETTYPE example domains (this list is not exhaustive):

ACCESS	CREEK	HAVEN	PARKWAY	SHORES
ALLEY	CRESCENT	HEIGHTS	PASS	SPRING
AVENUE	CREST	<del>HIGHWAY*</del>	PASSAGE	SPRINGS
BAY	CROSS	HILL	PATH	SPUR
BEACH	CROSSING	HILLS	PATHWAY	SQUARE
BEND	CURVE	HOLLOW	PIKE	STREET
BLUFF	DALE	ISLAND	PLACE	STRIP
BOULEVARD	DRIVE	ISLE	PLAZA	SUMMIT
BRANCH	END	JUNCTION	POINT	TERRACE
BYPASS	ESTATE	KNOLL	PRAIRIE	TOWER
CAPE	ESTATES	KNOLLS	PRIVATE DRIVE	TRACE
CAUSEWAY	EXPRESSWAY	LAKE	PRESERVE	TRAIL
CENTER	EXTENSION	LANDING	RAPIDS	TRAILS
CHASE	FIELDS	LANE	RESERVE	TRAILWAY
CIRCLE	FOREST	LOOP	RETREAT	TURN
CLIFF	FORK	MALL	RIDGE	TURNPIKE
CLOSE	GARDENS	MANOR	ROAD	VALE
COMBE	GATE	MEADOW	ROUND	VALLEY
COMMON	GATEWAY	MEADOWS	ROW	VIEW
COMMONS	GLENN	MEWS	RUN	VISTA
COURSE	GREEN	NEST	SCHOOL	WALK
COURT	GROVE	OVERLOOK	SETTLEMENT	WAY
COVE	HARBOR	PARK	SHORE	WELLS

- \*Note that “Highway” is seldom a STREETTYPE, as it is most often a PREFIX.
- In rare cases, STREETTYPE can hold a *Street Name Post Modifier*. When a *Street Name Post Modifier* exists in an address, a word that resembles a STREETTYPE sometimes belongs instead in the STREETNAME field in order to allow the STREETTYPE field to hold the *Street Name Post Modifier*, as in the following examples:
  - ▶ Example: 2554 GREER ROAD **EXTENSION**
    - ▶ STREETNAME = GREER ROAD
    - ▶ STREETTYPE = EXTENSION
  - ▶ Example: 2554 GREER ROAD **PRIVATE DRIVE**
    - ▶ STREETNAME = GREER ROAD
    - ▶ STREETTYPE = PRIVATE DRIVE

## **SUFFIX** (Suffix) [Standardized Domains] [FGDC: Street Name Post Directional] {TEXT:50 CHAR}

- Street name post directional.
- One or two-letter street direction that follows the street name.
  - ▶ MAIN STREET **NW**
  - ▶ W3506 CTH A **S** (where “S” stands for “SOUTH” and belongs in the SUFFIX field—not spelled out)
- **Abbreviate directionals.**
- SUFFIX accepted domains (this list is not exhaustive):

<b>N</b>	North
<b>S</b>	South
<b>E</b>	East
<b>W</b>	West
<b>NW</b>	North West
<b>SW</b>	South West
<b>NE</b>	North East
<b>SE</b>	South East

## **LANDMARKNAME** (Landmark Name) [FGDC] {TEXT:50 CHAR}

- The name by which a prominent feature is publicly known.
  - ▶ WISCONSIN STATE CAPITOL
  - ▶ EAST ENTRANCE - IRVINE PARK
- Provided as available.
- LANDMARKNAME should not contain extraneous property descriptors.

### **UNITTYPE** (Unit Type) [FGDC: Subaddress Type] {TEXT:50 CHAR} [Standardized Domains]

- Indicates the unit type associated with a parcel feature (e.g., apartment, room, suite, unit, etc.). Provided as available.
- UNITTYPE should not contain any type of extraneous property/structure descriptor.
- **Fully spell-out** UNITTYPE domains.
  - ▶ Abbreviations are not acceptable in UNITTYPE (even if they are USPS unit designator abbreviations, which appear in gray with a line through them in the list below).
- UNITTYPE example domains (this list is not exhaustive):

<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE (USPS)</u>
APARTMENT	<del>APT</del>
BASEMENT	<del>BSMT</del>
BUILDING	<del>BLDG</del>
CONDOMINIUM	
DEPARTMENT	<del>DEPT</del>
FLOOR	<del>FL</del>
FRONT	<del>FRNT</del>
HANGAR	
HANGER	<del>HNGR</del>
KEY	<del>KEY</del>
LOBBY	<del>LBBY</del>
LOT	<del>LOT</del>
LOWER	<del>LOWR</del>
OFFICE	<del>OFC</del>
PENTHOUSE	<del>PH</del>
PIER	<del>PIER</del>
REAR	<del>REAR</del>
ROOM	<del>RM</del>
SIDE	<del>SIDE</del>
SLIP	<del>SLIP</del>
SPACE	<del>SPC</del>
STOP	<del>STOP</del>
SUITE	<del>STE</del>
TOWER	
TRAILOR	
TRAILER	<del>TRLR</del>
UNIT	<del>UNIT</del>
UPPER	<del>UPPR</del>

### **UNITID** (Unit ID) [FGDC: Subaddress Identifier] {TEXT:50 CHAR}

- UNITID includes the number or letter identification string for a building, apartment, room, suite, unit, or room (as well as other examples).
- Not to be confused with ADDNUMSUFFIX, which is a component to the address number.
- UNITID delineates a unit within an address.
  - ▶ Example: 123 ½ APARTMENT **A**
    - ▶ ADDNUM = 123
    - ▶ ADDNUMSUFFIX = ½
    - ▶ UNITTYPE = APARTMENT
    - ▶ UNITID = **A**
- If parcels such as condos have distinct PARCELIDs and the same SITEADDRESS values, UNITID should be populated for these records as appropriate.
- UNITID should not contain any property/structure descriptions.
- UNITID should **not** contain any values which belong in UNITTYPE (e.g., words like “APARTMENT” or “UNIT”).

### **PLACENAME** (Place Name) [FGDC: Complete Place Name] {TEXT:100 CHAR}

- The name of the authoritative jurisdiction that the parcel belongs to.
- This is **not the USPS Postal place name** of the parcel, instead, it is the city/village/town where the parcel is actually located; the jurisdictional place name.
  - ▶ The jurisdictional place name for a parcel is **not** necessarily the same as the USPS postal place name.
  - ▶ Note. The parcel’s USPS Postal place name is **not** required in this field, nor anywhere else in the V10 schema.
    - ▶ USPS place name is a place name listed in the USPS City State file for delivery of mail to an address. Although preferred for postal operations, USPS place names are often not the best-suited place names for non-postal purposes—such as navigation, public service delivery, emergency response, etc.—where jurisdictional place name may be preferred.
- Each PLACE NAME should be standardized to **include the following LSAD descriptors**, as appropriate:
  - ▶ LSAD descriptors:
    - ▶ **CITY OF**
    - ▶ **TOWN OF**
    - ▶ **VILLAGE OF**

- ▶ PLACENAME examples:
  - ▶ CITY OF CHIPPEWA FALLS
  - ▶ TOWN OF MADISON
  - ▶ CITY OF MADISON
  - ▶ VILLAGE OF LAKE HALLIE
- \*All\* parcels must have a PLACENAME value, even parcels that have not been assigned an address.

#### **ZIPCODE** (Zip Code) [FGDC: ZIP Code] {TEXT:50 CHAR}

- The 5-digit zip code for the parcel's site address.
- This is the mailing zip code for the parcel itself (**not** the owner, whose zip code is provided in PSTLADDRESS and may be out-of-state).
- Provided where available.
- Enter <Null> if no zip code for the parcel's site address is maintained.

#### **ZIP4** (Zip Code Plus 4) [FGDC: ZIP Plus 4] {TEXT:50 CHAR}

- The 4 additional digits appended to the 5-digit zip code for the parcel's site address.
- This is the mailing zip4 for the parcel itself (**not** the owner, whose zip code is provided in PSTLADDRESS and may be out-of-state).
- Provided where available.
- Enter <Null> if no zip4 for the parcel's site address is maintained.

#### **STATE** (State) [FGDC: State Name] {TEXT:50 CHAR}

- Two letter state abbreviation of a parcel feature's physical site address.
  - ▶ **WI**
- This is the state where the parcel itself is located (**not** the owner, whose mailing address in PSTLADDRESS may be out-of-state).
- Unless parcels are outside of the state of Wisconsin, this value will be "WI"

#### **SCHOOLDIST** (School District) [Standardized Domains] {TEXT:50 CHAR}

- The school district name, listed in the authoritative file at: sco.wisc.edu/parcels/Parcel\_Domain\_List.xlsx
  - ▶ Example: **LITTLE CHUTE AREA SCHOOL DISTRICT**
- All parcels for a given county should be populated with SCHOOLDIST domains (with the possible exception of non-parcel features, designated as such in the PARCELID field).
- Domains must remain in UPPERCASE.
- Domain for district name should exactly match the domain list. Include the words "**SCHOOL DISTRICT**" at the end, separated by a space.
- A parcel should never contain multiple school districts.
  - ▶ For areas that apply a Union High School (UHS) district, the UHS district should be the district populating this field. Elementary districts within a UHS are known as "children" of the "parent" UHS district and should not be included in the data submission.

#### **SCHOOLDISTNO** (School District Number) [Standardized Domains] {TEXT:50 CHAR}

- The 4-digit school district number, listed in the authoritative file at: sco.wisc.edu/parcels/Parcel\_Domain\_List.xlsx
- All parcels for a given county should be populated with SCHOOLDISTNO domains (with the possible exception of non-parcel features, designated as such in the PARCELID field).
- Domains must remain as four-digit IDs and **maintain leading zeros**.
  - ▶ Include the leading zero(s) on school district codes
    - ▶ Example: **0084**
- A parcel should never contain multiple school districts.
  - ▶ For areas that apply a Union High School (UHS) district, the UHS district should be the district populating this field. Elementary districts within a UHS are known as "children" of the "parent" UHS district and should not be included in the data submission.
- Note that DOR's electronic file utilizes a 6-digit code.
  - ▶ If you are working from DOR's XML, manually remove the first two digits of the code before submitting (representing the alphabetized WI county name).
    - ▶ Example: **0070**, not ~~31~~**0070**

#### **IMPROVED** [REMOVED FROM SCHEMA FOR V6 IN 2020] [CALCULATED] (Improved Structure)

- Indicates whether the parcel contains an improved value within the IMPVALUE field, with either "**YES**" or "**NO**"

### **CNTASSDVALUE** (Total Assessed Value) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The total assessed value of the parcel, in US dollars.
- Assessed values are the property values determined by local assessors for individual parcels of real property.
- This is equal to assessed value of land (LNDVALUE) plus assessed value of improvements (IMPVALUE), or:
  - ▶  $CNTASSDVALUE = <LNDVALUE> + <IMPVALUE>$
- The CNTASSDVALUE is an approximation of full **market value** with some notable exceptions, as Wisconsin has other "value standards" for real property in addition to market value:

PROPERTY CLASS	VALUE STANDARD
PROPCCLASS 1 Residential	market value
PROPCCLASS 2 Commercial	market value
PROPCCLASS 3 Manufacturing	market value
PROPCCLASS 4 Agricultural	use value
PROPCCLASS 5 Undeveloped	50% of market value
PROPCCLASS 5M Agricultural forest	50% of market value
PROPCCLASS 6 Productive Forest Land	market value
PROPCCLASS 7 Other	market value

- The value in the final tax roll for Total Assessed Value should already reflect these value standard considerations (as such calculations occur at the level of the municipal assessor).
- CNTASSDVALUE should be populated for property classes that are assessed at any value standard.
  - ▶ CNTASSDVALUE should be populated for:
    - ▶ **PROPCCLASS = 1, 2, 3, 4, 5, 5M, 6, 7**
- **Entirely MFL/FCL lands** – CNTASSDVALUE should not be populated for entirely MFL/FCL parcels.
  - ▶ **AUXCLASS = ~~W1, W2, W3, W5, W6, W7, W8, W9~~**
  - ▶ Do not include values for parcels that are entirely MFL/FCL enrolled in Total Assessed Value (CNTASSDVALUE)—as they belong in the field MFLVALUE instead. For parcels that have entirely MFL/FCL lands, this field will be <Null>
    - ▶ The total assessed value for lands enrolled in the ManagedForestLaw/ForestCropLaw programs is calculated separately. MFL/FCL lands have their own fields on the Wisconsin property tax bill, where they are displayed in a distinct field that corresponds to MFLVALUE in the statewide parcel schema.
  - ▶ Parcels with both MFL/FCL enrolled and regular taxable portions (PROPCCLASS = 1-7) should have a value in CNTASSDVALUE that represents only the value for the regular taxable portion of the parcel.
- **Tax exempt parcels** – CNTASSDVALUE should not be populated for tax exempt parcels.
  - ▶ **AUXCLASS = ~~X1, X2, X3, X4, W4~~**
    - ▶ For tax exempt properties, enter <Null> in CNTASSDVALUE
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be limited to two decimal places.
  - ▶ 300000.00 (Not \$300,000.00)
  - ▶ 100800.00 (Not 100800.000)

### **LNDVALUE** (Assessed Value of Land) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The total assessed value of land, without improvements, in US dollars.
- LNDVALUE is an approximation of **market value for land**, with some notable exceptions, as Wisconsin has other "value standards" for real property in addition to market value (see CNTASSDVALUE for value standards).
- LNDVALUE should be populated for property classes that are assessed at any value standard.
  - ▶ LNDVALUE should be populated for:
    - ▶ **PROPCCLASS = 1, 2, 3, 4, 5, 5M, 6, 7**
- **Entirely MFL/FCL lands** – LNDVALUE should not be populated for entirely MFL/FCL parcels.
  - ▶ **AUXCLASS = ~~W1, W2, W3, W5, W6, W7, W8, W9~~**
  - ▶ Do not include values for enrolled MFL/FCL lands in Assessed Value of Land (LNDVALUE)—they belong in MFLVALUE instead. For parcels that have entirely MFL/FCL lands, this field will be <Null>
  - ▶ Parcels with both MFL/FCL enrolled and regular taxable portions (PROPCCLASS = 1-7) should have a value in LNDVALUE that represents only the land value for the regular taxable portion of the parcel.
- **Tax exempt parcels** – LNDVALUE should not be populated for tax exempt parcels.
  - ▶ **AUXCLASS = ~~X1, X2, X3, X4, W4~~**
    - ▶ For tax exempt properties, enter <Null> in LNDVALUE
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be limited to two decimal places.
  - ▶ 300000.00 (Not \$300,000.00)
  - ▶ 100800.00 (Not 100800.000)

### **IMPVALUE** (Assessed Value of Improvements) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The total value of improvements on the land, in US dollars.
  - ▶ IMPVALUE should be populated for: **PROPCCLASS = 1, 2, 3, 7**
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be limited to two decimal places.
  - ▶ 300000.00 (Not \$300,000.00)
  - ▶ 100800.00 (Not 100800.000)
- Use "0" versus <Null> deliberately and with care in IMPVALUE field. 0 and <Null> have distinct meanings.
  - ▶ **>0** Taxable parcel with improvements ▶ A positive number in IMPVALUE
  - ▶ **0** Taxable parcel with no improvements ▶ Value of "0" or 0.00 in IMPVALUE
  - ▶ **<Null>** Tax exempt parcels, designated by AUXCLASS field ▶ Value of <Null> in IMPVALUE
  - ▶ Non-parcel features as labeled in PARCELID ▶ Value of <Null> in IMPVALUE
  - ▶ Parcels yet to be assessed (e.g., a new parcel/split) ▶ Value of <Null> in IMPVALUE



**MFLVALUE** (Assessed Value of MFL/FCL Land) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The total assessed value of private land enrolled in either the Managed Forest Law (MFL) or Forest Crop Law programs (FCL), in US dollars.
- The assessed value of lands enrolled in MFL/FCL programs is entered because it is necessary for calculating the tax amount due if land is withdrawn from the MFL/FCL program.
- Landowners with land in the MFL/FCL programs pay MFL/FCL tax rates in lieu of regular property tax rates.
- To have a value present in MFLVALUE, parcels/portions of parcels must have a specific AUXCLASS designation.
  - ▶ MFLVALUE should be populated for:
    - ▶ **AUXCLASS = W1, W2, W3, or W5, W6, W7, W8, W9**
    - ▶ **AUXCLASS = W4**
      - ▶ MFLVALUE does not include properties with AUXCLASS value of **W4** (County Forest Crop Land), because County Forest Crop Land is county-owned and tax exempt.
- On the property tax bill this value can be found in the column for Total Assessed Value, specifically in the row designated for PFC/MFL, Managed Forest, or an equivalent.
- **MFLVALUE is not included in or any part of the calculation for the LNDVALUE nor the CNTASSDVALUE fields.**
  - ▶ MFLVALUE is the field that should contain the value representing the total assessed value of enrolled MFL/FCL lands—not LNDVALUE.
- A similar but distinct former field was called “FORESTVALUE” (Assessed Forest Value) in the statewide parcel map database versions V1-V5, but MFLVALUE has a different definition than the defunct FORESTVALUE.
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be limited to two decimal places.
  - ▶ 300000.00 (Not \$300,000.00)
  - ▶ 100800.00 (Not 100800.000)
- For parcels not enrolled in the Managed Forest Law or Forest Crop Law programs, this field will be <Null>

**ESTFMKVALUE** (Estimated Fair Market Value) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The estimated fair market value, in US dollars.
- Sometimes referred to as “equalized value,” because local levels of assessment are equalized with current estimated Assessment Ratios provided by the Wisconsin Department of Revenue.
  - ▶ **ESTFMKVALUE = CNTASSDVALUE (Total Assessed Value) divided by AssessmentRatio** (where Assessment Ratio is provided by the Wisconsin Department of Revenue).
- In addition to **market value**, Wisconsin has other “value standards” for real property:

<u>PROPERTY CLASS</u>		<u>VALUE STANDARD</u>
PROPCCLASS 1	Residential	market value
PROPCCLASS 2	Commercial	market value
PROPCCLASS 3	Manufacturing	market value
PROPCCLASS 4	Agricultural	use value
PROPCCLASS 5	Undeveloped	50% of market value
PROPCCLASS 5M	Agricultural forest	50% of market value
PROPCCLASS 6	Productive Forest Land	market value
PROPCCLASS 7	Other	market value
- In the statewide parcel schema, the ESTFMKVALUE field should be populated only for property classes that are entirely assessed at the full market value standard.
  - ▶ ESTFMKVALUE should be populated for:
    - ▶ **PROPCCLASS = 1, 2, 3, 6, 7**
  - ▶ ESTFMKVALUE should not be populated for:
    - ▶ **PROPCCLASS = 4, 5, 5M**
      - ▶ Null out ESTFMKVALUE values for parcels that are entirely or contain a portion classified PROPCCLASS 4, 5, or 5M.
- **MFL/FCL lands** – ESTFMKVALUE should not be populated for MFL/FCL parcels.
  - ▶ **AUXCLASS = W1, W2, W3, W5, W6, W7, W8, W9**
    - ▶ Null out ESTFMKVALUE values for parcels that are entirely or contain a portion classified W1-W9. The estimated fair market values for lands enrolled in the Managed Forest Law/Forest Crop Law programs is calculated separately. Enrolled MFL/FCL lands are not included in Total Assessed Value (CNTASSDVALUE), which means they are also not included in ESTFMKVALUE. MFL/FCL lands have their own fields on the Wisconsin property tax bill, including a distinct field for “MFL Estimated Fair Market Value”—a value not required anywhere by the statewide parcel schema.
- **Tax exempt parcels** – ESTFMKVALUE should not be populated for tax exempt parcels.
  - ▶ **AUXCLASS = X1, X2, X3, X4, W4**
    - ▶ Null out ESTFMKVALUE values for parcels that are entirely or contain a portion classified AUXCLASS X1-X4 or W4. Wholly tax exempt parcels lack Total Assessed Value, as they are not assessed by local assessors. Parcels with both taxable and nontaxable portions have exempt property not included in Total Assessed Value (CNTASSDVALUE)—so ESTFMKVALUE should not be calculated, as the value would be misleading.
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be limited to two decimal places.
  - ▶ 300000.00 (Not \$300,000.00)
  - ▶ 100800.00 (Not 100800.000)

### **NETPRPTA** (Net Property Tax) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The net amount of annual general property taxes, in US dollars.
- This is the sum of the taxes levied on real property according to the assessed value of the property by all local taxing jurisdictions, **after** the First Dollar Credit and Lottery & Gaming Credit are applied.
  - ▶  $\text{NETPRPTA} = \text{GRSPRPTA}$  (Gross Property Tax) minus the First Dollar Credit and Lottery & Gaming Credit.
- **What to include when calculating NETPRPTA:**
  - ▶  $\text{NETPRPTA} = [\text{STATE TAX}] + [\text{COUNTY TAX}] + [\text{SPECIAL DISTRICT TAX WHERE APPLICABLE}] + [\text{MUNICIPAL TAX}] + [\text{SCHOOL DISTRICT TAX}]^* + [\text{TECHNICAL/COMMUNITY COLLEGE TAX}] - [\text{LOTTERY \& GAMING CREDIT}] - [\text{FIRST DOLLAR CREDIT}]$ 
    - \*School district tax must be net of school levy tax credit as shown on tax bills. According to s.74.09(3)(b)(3), tax bills must display the tax levied on the property by the school district where the property is located minus the school levy tax credit allocable to the property (s.79.10(4)).
- **What to exclude from NETPRPTA (NETPRPTA should \*not\* include):**
  - ▶ **Special assessments.** Special assessment examples include those for capital improvements, such as street improvements like sidewalks and storm sewers. Drainage district assessments—the amount of assessment issued by a drainage board under s.88.42—are considered special assessments and therefore should not be included in NETPRPTA.
  - ▶ **Special charges.** Special charges examples include charges for services, such as refuse and garbage collection (if garbage is not included in the municipal tax), fencing, and snow removal. Delinquent utility charges are considered a special charge and therefore should not be included in NETPRPTA.
  - ▶ **Special taxes.** MFL/FCL per acre taxes.
  - ▶ **Delinquent general property taxes.**
  - ▶ These special assessments/charges/taxes can make NETPRPTA erroneously appear larger than GRSPRPTA.
    - ▶ If NETPRPTA cannot be provided without delinquent general property taxes/special taxes/special charges/special assessments/drainage district notifications, do one of two things:
      - 1) <Null> out NETPRPTA for the appropriate records, or
      - 2) Populate NETPRPTA, but provide an explanation of delinquent charges, noting that “non-annual tax” values are included in the *Explain Certification* section of the submission form.
- NETPRPTA should always be less than or equal to GRSPRPTA for any given property.
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be rounded to the nearest hundredth (two decimal places to the right of the decimal).
  - ▶ 3670.98 (Not \$3,670.98)
  - ▶ 1780.65 (Not 1780.649)
- For tax exempt properties, enter <Null>
- Provide at least one—NETPRPTA or GRSPRPTA.
  - ▶ NETPRPTA may be <Null> if GRSPRPTA is populated for a given county.

### **GRSPRPTA** (Gross Property Tax) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The gross amount of annual general property taxes, in US dollars.
- This is the sum of the taxes levied on real property according to the assessed value of the property by all local taxing jurisdictions (before the First Dollar Credit and Lottery & Gaming Credit are applied).
- **What to include when calculating GRSPRPTA:**
  - ▶  $\text{GRSPRPTA} = [\text{STATE TAX}] + [\text{COUNTY TAX}] + [\text{SPECIAL DISTRICT TAX WHERE APPLICABLE}] + [\text{MUNICIPAL TAX}] + [\text{SCHOOL DISTRICT TAX}]^* + [\text{TECHNICAL/COMMUNITY COLLEGE TAX}]$ 
    - \*School district tax must be net of school levy tax credit as shown on tax bills. According to s.74.09(3)(b)(3), tax bills must display the tax levied on the property by the school district where the property is located minus the school levy tax credit allocable to the property (s.79.10(4)).
- Another way of calculating GRSPRPTA:
  - ▶  $\text{GRSPRPTA} = [\text{TOTAL ASSESSED VALUE}] \times [\text{NET ASSESSED VALUE RATE}]$ 
    - ▶ The **net assessed value rate** is also referred to as the “mill rate” or tax rate per \$1,000 of assessed value (before the First Dollar Credit and Lottery & Gaming Credit are applied).
- **What to exclude from GRSPRPTA (GRSPRPTA should \*not\* include):**
  - ▶ **Special assessments.** Special assessment examples include those for capital improvements, such as street improvements like sidewalks and storm sewers. Drainage district assessments—the amount of assessment issued by a drainage board under s.88.42—are considered special assessments and therefore should not be included in GRSPRPTA.
  - ▶ **Special charges.** Special charges examples include charges for services, such as refuse and garbage collection (if garbage is not included in the municipal tax), fencing, and snow removal. Delinquent utility charges are considered a special charge and therefore should not be included in GRSPRPTA.
  - ▶ **Special taxes.** MFL/FCL per acre taxes.
  - ▶ **Delinquent general property taxes.**
- GRSPRPTA should always be more than or equal to NETPRPTA for any given property.
- The value should be provided without currency formatting such as the dollar sign and without comma separators such as the thousands delimiter. Decimal values should be rounded to the nearest hundredth (two decimal places to the right of the decimal).
  - ▶ 3670.98 (Not \$3,670.98)
  - ▶ 1780.65 (Not 1780.649)
- For tax exempt properties, enter <Null>
- Provide at least one—NETPRPTA or GRSPRPTA.
  - ▶ GRSPRPTA may be <Null> if NETPRPTA is populated for a given county.

## **PROPCCLASS** (Class of Property) [Standardized Domains] {TEXT:150 CHAR}

- The General class of property for **taxable** real estate, as specified in Wisconsin s. 70.32(2)(a).
- Wisconsin law requires assessors to classify land on the basis of use. Sometimes this involves a judgment of the predominant use. There are eight statutory classifications for real property.
- Domains should either match the 8 classes listed as PROPCCLASS domains for taxable properties, **or** have a <Null> value for PROPCCLASS and a value in AUXCLASS field for tax exempt/special properties (with the exception of non-parcel features, designated as such in PARCELID field).
- **Multiple values.** If more than one class exists for a parcel, each class is listed in PROPCCLASS delimited by commas, as in:
  - ▶ **1,3,4**
  - ▶ **3,4,5M**List each class once only. No duplicate values. No spaces in between values.
- If the native data contains a preceding "G" in front of the numeric ID, **this "G" should be omitted** ("3" not "G3").
- Native PROPCCLASS domains that do not exactly match standard schema domains should be standardized to match standard PROPCCLASS domains.
- **PROPCCLASS accepted domains and definitions for "General–Taxable Real Estate":**

<b>1</b>	Residential
<b>2</b>	Commercial
<b>3</b>	Manufacturing
<b>4</b>	Agricultural
<b>5</b>	Undeveloped
<b>5M</b>	Agricultural forest
<b>6</b>	Productive Forest Land
<b>7</b>	Other

## **AUXCLASS** (Auxiliary Class of Property) [Standardized Domains] {TEXT:150 CHAR}

- This field contains domains for properties classified in the tax roll as **tax exempt** or **special**, and domains that are listed in the native dataset as a class of property that does not fit those specified in s. 70.32(2)(a).
  - ▶ **EXEMPT** – defined as federal, state, county, and other tax exempt
  - ▶ **SPECIAL** – designating Private Forest Cropland, Managed Forest Land, and County Forest Crop property
- Standard domains apply to properties in the EXEMPT and SPECIAL classifications.
- Domains should either match those listed as AUXCLASS domains, **or** have a <Null> value for AUXCLASS and a value in PROPCCLASS field (with the exception of non-parcel features, designated as such in PARCELID field).
  - ▶ Any native domains other than those listed within the standard EXEMPT/SPECIAL fields should be standardized to match standard PROPCCLASS/AUXCLASS domains.
- **Multiple values.** If multiple classes exist for a parcel, each is listed in AUXCLASS, delimited by commas, as in:
  - ▶ **X1,W3,X4**
  - ▶ **X3,W5**List each class once only. No duplicate values. No spaces in between values.
- **AUXCLASS EXEMPT accepted domains and definitions for "Exempt from General Property Taxes":**

<b>X1</b>	Federal
<b>X2</b>	State
<b>X3</b>	County (county exempt lands are X3 in AUXCLASS, with exception of County Forest Crop Land, which is instead <b>W4</b> )
<b>X4</b>	Other exempt
- **AUXCLASS SPECIAL accepted domains and definitions for Special–FCL, MFL and County Forest Crop Land:**

<b>W1</b>	Forest Cropland Before 01/01/1972
<b>W2</b>	Forest Cropland After 12/31/1971
<b>W3</b>	Forest Cropland Special
<b>W4</b>	County Forest Crop Land
<b>W5</b>	MFL Entered After 2004 <b>Open</b>
<b>W6</b>	MFL Entered After 2004 <b>Closed</b>
<b>W7</b>	MFL Entered Before 2005 <b>Open</b>
<b>W8</b>	MFL Entered Before 2005 <b>Closed</b>
<b>W9</b>	MFL Ferrous Mining
- **AUXCLASS <NULL>:**

<b>&lt;NULL&gt;</b>	Non-parcel features in some cases may be null in AUXCLASS
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- **AUXCLASS FOR PARCELS ASSESSED WITH OTHER PARCELS:**

<b>AW or AWO</b>	Used to designate parcels "assessed with" other parcels under s. 70.23(2). <ul style="list-style-type: none"><li>▶ An <b>AW</b> or <b>AWO</b> in AUXCLASS explains why these records might lack valuation-related (assessor-assigned) data that occurs in these attribute fields: CNTASSDVALUE, LNDVALUE, IMPVALUE, MFLVALUE, ESTFMKVALUE, NETPRPTA, GRSPRPTA, PROPCCLASS, AUXCLASS, ASSDACRES.</li></ul>
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### **ASSDACRES** (Assessed Acres) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The parcel area, in acres, specified as total assessed acres for taxation purposes.
- ASSDACRES is not to be confused with DEEDACRES or GISACRES, but may match either or both.
- Enter <Null> if the local assessor does not provide acre calculations for small parcels.
  - ▶ Parcels less than <1 acre may = <Null> (or in some cases may appear as legitimate values of "0")

### **DEEDACRES** (Deeded Acres) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The parcel area, in acres, as specified within the legal property description.

### **GISACRES** (GIS Acres) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The calculated GIS parcel area, in acres, derived directly from GIS features.
- If available, GISACRES may be populated for non-parcel features.
- GISACRES is optional and may be left <Null>

### **CONAME** (County Name) [Standardized Domains] {TEXT:50 CHAR}

- The name of the **county** which the parcel is administratively part of.
- Counties should be the only entity submitting data.
  - ▶ If a municipality stewards 1) parcel polygon data and/or 2) parcel attribute data separately from the county, the county should request, integrate, and submit data for the municipality **that has been standardized**.
- Periods are not permitted in county names in the CONAME field. Spaces are acceptable. See Table B-1 for county spelling conventions.
- Do not include the word " \_County" in CONAME.

### **LOADDATE** [AUTO-POPULATED] (Load Date) {TEXT:10 CHAR}

- The date (MM/DD/YYYY) when a parcel feature is submitted to the Parcel Initiative from the data contributor. This field will be populated by the parcel aggregation team.
- **Counties include field but leave field <Null> for submission.**

### **PARCELFIPS** (Parcel Source FIPS) [Standardized Domains] {TEXT:10 CHAR}

- Indicates the 3-digit FIPS code of the **county** (the contributing jurisdiction of the parcel dataset), from Table B-1.
- Populate PARCELFIPS for all records. The value should be the same for all records.
- Maintain FIPS code leading zeros in PARCELFIPS.
- Domain example:
  - ▶ **009** (for Brown County)

### **PARCELSRC** (Parcel Source) [Standardized Domains] {TEXT:50 CHAR}

- Indicates name of the **county** (the contributing jurisdiction of the parcel dataset), standardized as shown in Table B-1.
- Populate PARCELSRC for all records. The value should be the same for all records.
- Periods are not permitted in county names in the PARCELSRC field. Spaces are acceptable.
- Do not include the word " \_County" in PARCELSRC.

## **COUNTY NAMES & COUNTY FIPS CODES**

Spelling conventions and county FIPS codes (which should maintain leading zeroes):

ADAMS	001	IOWA	049	POLK	095
ASHLAND	003	IRON	051	PORTAGE	097
BARRON	005	JACKSON	053	PRICE	099
BAYFIELD	007	JEFFERSON	055	RACINE	101
BROWN	009	JUNEAU	057	RICHLAND	103
BUFFALO	011	KENOSHA	059	ROCK	105
BURNETT	013	KEWAUNEE	061	RUSK	107
CALUMET	015	LA CROSSE	063	ST CROIX	109
CHIPPEWA	017	LAFAYETTE	065	SAUK	111
CLARK	019	LANGLADE	067	SAWYER	113
COLUMBIA	021	LINCOLN	069	SHAWANO	115
CRAWFORD	023	MANITOWOC	071	SHEBOYGAN	117
DANE	025	MARATHON	073	TAYLOR	119
DODGE	027	MARINETTE	075	TREMPEALEAU	121
DOOR	029	MARQUETTE	077	VERNON	123
DOUGLAS	031	MENOMINEE	078	VILAS	125
DUNN	033	MILWAUKEE	079	WALWORTH	127
EAU CLAIRE	035	MONROE	081	WASHBURN	129
FLORENCE	037	OCONTO	083	WASHINGTON	131
FOND DU LAC	039	ONEIDA	085	WAUKESHA	133
FOREST	041	OUTAGAMIE	087	WAUPACA	135
GRANT	043	OZAUKEE	089	WAUSHARA	137
GREEN	045	PEPIN	091	WINNEBAGO	139
GREEN LAKE	047	PIERCE	093	WOOD	141

**Table B-1. County Naming and FIPS Codes**

**LONGITUDE [AUTO-POPULATED]** (Longitude of Parcel Centroid) {DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The longitude, in decimal degrees, of the parcel's centroid. The centroid of a parcel shape is calculated as is the average position of all the points that participate in the shape.
  - This point is also calculated as an "inside" centroid, meaning that the point is subject to the following contextual qualities:
    - ▶ A non-convex (concave) feature might have a centroid that is outside of the feature itself. The "inside" calculation ensures that this does not happen and that the point resides within the respective polygon's geometry.
    - ▶ A donut-shaped feature might have a centroid that is outside of the feature itself. The "inside" calculation ensures that this does not happen and that the point resides within the respective polygon's geometry.
    - ▶ A multi-part feature might have a centroid that is outside of the feature itself. The "inside" calculation ensures that this does not happen and that the point resides within the respective polygon's geometry.
  - In the final statewide parcel layer, LONGITUDE and LATITUDE for parcel centroids are provided in **decimal degrees**. The parcel centroids are calculated using an ArcGIS ArcPy script, created using ArcGIS's default WGS 84 parameters:
    - ▶ GCS\_WGS\_1984
    - ▶ WKID: 4326 Authority: EPSG
    - ▶ Angular Unit: Degree (0.0174532925199433)
    - ▶ Prime Meridian: Greenwich (0.0)
    - ▶ Datum: D\_WGS\_1984
    - ▶ Spheroid: WGS\_1984
    - ▶ Semimajor Axis: 6378137.0
    - ▶ Semiminor Axis: 6356752.314245179
    - ▶ Inverse Flattening: 298.257223563
- ▶ **Counties do NOT include field with submission.**

**LATITUDE [AUTO-POPULATED]** (Latitude of Parcel Centroid) {DOUBLE-PRECISION FLOATING-POINT NUMBER}

- The latitude, in decimal degrees, of the parcel's centroid. The centroid of a parcel shape is calculated as is the average position of all the points that participate in the shape.
  - This point is also calculated as an "inside" centroid, meaning that the point is subject to the following contextual qualities:
    - ▶ A non-convex (concave) feature might have a centroid that is outside of the feature itself. The "inside" calculation ensures that this does not happen and that the point resides within the respective polygon's geometry.
    - ▶ A donut-shaped feature might have a centroid that is outside of the feature itself. The "inside" calculation ensures that this does not happen and that the point resides within the respective polygon's geometry.
    - ▶ A multi-part feature might have a centroid that is outside of the feature itself. The "inside" calculation ensures that this does not happen and that the point resides within the respective polygon's geometry.
  - In the final statewide parcel layer, LONGITUDE and LATITUDE for parcel centroids are provided in **decimal degrees**. The parcel centroids are calculated using an ArcGIS ArcPy script, created using ArcGIS's default WGS 84 parameters:
    - ▶ GCS\_WGS\_1984
    - ▶ WKID: 4326 Authority: EPSG
    - ▶ Angular Unit: Degree (0.0174532925199433)
    - ▶ Prime Meridian: Greenwich (0.0)
    - ▶ Datum: D\_WGS\_1984
    - ▶ Spheroid: WGS\_1984
    - ▶ Semimajor Axis: 6378137.0
    - ▶ Semiminor Axis: 6356752.314245179
    - ▶ Inverse Flattening: 298.257223563
- ▶ **Counties do NOT include field with submission.**



# C. OTHER LAYERS – PLSS CORNER DATA

V10 includes a sub-project to collect and aggregate county PLSS corner data for creating a statewide PLSS database. This database will be aggregated from the V10 county PLSS dataset submissions and will be based on accurate county PLSS corner coordinates where available. PLSS datasets submitted for V10 will also be integrated into the SCO's Survey Control Finder online application.

## Other Layers – PLSS Submission

### PLSS Attributes/Attribute Names

- Counties may submit data where attribute names exactly match the attributes listed below; if this is not possible, then all attribute names must unambiguously correspond to the attribute names listed below.
- **If the county has the following attributes in a digital tabular format, they must be provided.**
- If any of these attributes is missing, it may not be possible to fully integrate that record in the statewide database.
- A template PLSS feature class is available within the GISTemplates.zip file for optional use. The *PLSSTemplate* feature class metadata contains all PLSS attributes, with full attribute definitions for all fields. The process for loading your PLSS data into the template can be found in the Field Mapping Guide.

PLSS Field Name	Definition
<u>contributor_corner_id</u>	A unique corner ID. This could be alphanumeric or numeric. <b>If Contributor Corner ID will be &lt;Null&gt; or different from what was submitted last year, contact SCO before submitting.</b>
<u>x</u>	Easting or longitude.
<u>y</u>	Northing or latitude.
<u>horiz_units</u>	U.S. survey feet or meters, decimal degrees, degree-minute-second, etc.
<u>coord_system</u>	Spatial reference system of coordinates – WCCS, WISCRS, UTM, WTM, SPC [N-C-S]. ▶ If <u>coord_system</u> and/or <u>horiz_datum</u> are the same for all records, specify that value for each corner record by populating the appropriate field.
<u>horiz_datum</u>	NAD 83 (1986), NAD 83 (1991), NAD 83 (1997), NAD 83 (2007), NAD 83 (2011), etc.
<u>horiz_accuracy</u>	Accuracy metric for values in the X and Y fields – <b>Survey grade, Sub-meter, Approximate, (or list as “Unknown”).</b> ▶ Domain definitions for <u>horiz_accuracy</u> : <b>Survey grade</b> – 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 <b>Sub-meter</b> – point precision of 1 meter or better <b>Approximate</b> – point precision within 5 meters or coordinates derived from public records or other relevant information <b>Unknown</b>
<u>corner_type</u>	Section corner, quarter-corner, meander corner, etc.
<u>coord_date</u>	Date of the coordinates.
<u>url1</u>	Link to online corner record tiesheet(s).
<u>section/township/range</u>	Section (1-36); Township (assumed North); Range (indicate East or West).
<u>corner_num</u>	Identifies a PLSS corner based on position within the respective section (e.g., ‘0000’ (SE. Corner), ‘0020’ (S. Quarter corner), ‘2000’ (E. Quarter corner), etc.)
<b>+ ALL other attributes</b>	While the attributes above are the most critical ones to submit, counties should <b>submit *all* PLSS-related attributes</b> (e.g., monument type, et cetera) that they have in a digital tabular format.

### Database Format Specifications

- **All Original PLSS Corners.** The PLSS project is primarily focused on all original PLSS corners, which means all corner points surveyed and monumented by the General Land Office in the 1800s. This includes section corners, quarter-section corners, meander corners, and other corners where the PLSS adjoins non-PLSS areas such as military reserves. In the interest of creating the most comprehensive PLSS database possible, **please submit all additional corner points, such as section center points**, even though these points were not surveyed during the original GLO survey.
- **Format.** Data may be submitted in various formats—including a file geodatabase feature class, a shapefile, a spreadsheet, or a text CSV file—as long as all necessary attributes are included, and all attribute names unambiguously correspond to the attribute names listed on this page.

If your PLSS data is already in geodatabase feature class format, bundle it within the OTHER\_LAYERS geodatabase. Otherwise, include the file as a stand-alone file within the zipped submission package.

Please note that while a GIS format is preferred for PLSS data submission, the geometry associated with the GIS file will not be used in the final statewide PLSS database. The intent is to use the actual location attributes (such as Easting and Northing) stored in each database record as the basis for a map location. The GIS format is simply a convenient format for data exchange.

- **Contact.** If you have questions, contact the SCO at 608-262-3065 or help@sco.wisc.edu.

# D. OTHER LAYERS – RML

For V10 of the Statewide Parcel Map Database Project, the data request has been coordinated between DOA/SCO and the UW-Madison Robinson Map Library (RML). Additional GIS layers are being requested as a check to enhance accuracy of the V10 parcel layer, and so that they can be shared with RML. RML has made an effort each year to collect and archive local GIS data across Wisconsin. They have focused on collecting annual snapshots of several framework vector layers which are available for download via GeoData@Wisconsin, a geoportal developed in partnership with SCO. To reduce the number of data requests, data submitted for V10 will be shared with the Robinson Map Library, archived, and made publicly available.

## Other Layers – Robinson Map Library Submission

### Other Layers to Submit

- Separately from parcels, submit the layers below AS IS.
- The datasets should be complete. “Complete” means the GIS file must include either:
  - DESCRIPTION:** A field with a DESCRIPTION of each feature name/attribute field/domain (where applicable); or
  - LINK:** A field or metadata populated with a LINK to a valid webpage or web document that contains authoritative/official metadata and/or data dictionary for the GIS data.
- Along with PLSS, Roads/Streets/Centerlines and Addresses are required for V10.
  - The remaining other layers listed in the table on this page only need be submitted **if** they have been updated/created since you last submitted a copy for the V9 data request in 2023.
- Submit the other layers only **if** they already exist.
  - The data can and should be submitted if it exists in the county land information system. The county need not create new data for “Other Layers” if it does not exist.

### Format/File Specifications for Other Layers

- Submission format(s) for other layers are flexible:
  - A single file geodatabase with multiple feature classes – named according to naming convention below
  - A series of individual shapefiles – named according to naming convention below
- **File names \*must\* include a YEAR value as the last 4 characters.**
  - **YEAR** (YYYY) represents the year from the date of the content—it is the content modification date, or the date that the content was last updated.
  - **“2024”** will be the year value in most cases for other layers.
  - You must include the year in filename. If you submit with no date, your data will be labeled “2024” by default.
- **The other layers must be separate from parcels**, regardless of the format in which you submit the other layers (e.g., not in the same file geodatabase).
  - Counties should submit two separate geodatabases to LTSB GeoData Collector.
    - ▶ **PARCELS.gdb** ▶ with parcel attributes; and
    - ▶ **OTHER.gdb** ▶ with separate feature classes for each of the other layers and the PLSS layer
- Indicate which other layers you are submitting—and which your county does not maintain—in the Validation Tool.

### Naming Convention for Other Layers (Mandatory)

Layer/Theme	Naming Convention
<input type="checkbox"/> .INI SUBMISSION FORM	COUNTYNAME.ini
<input type="checkbox"/> PARCEL FEATURE CLASS WITH ATTRIBUTE DATA	COUNTYNAME_ <b>PARCELS</b> .gdb\PARCELS
<input type="checkbox"/> <b>OTHER LAYERS:</b>	
★ PLSS	COUNTYNAME_ <b>OTHER</b> .gdb\COUNTYNAME_ <b>PLSS</b> _YEAR
<b>Zoning – General</b> (county-maintained)	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>GENERAL</b> _YEAR
<b>Zoning – Shoreland</b> (county-maintained)	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>SHORELAND</b> _YEAR
<b>Zoning – Airport Protection</b> (county-maintained)	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>AIRPORT</b> _YEAR
<b>Rights of Way</b>	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>ROW</b> _YEAR
★ <b>Roads/Streets/Centerlines</b>	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>ROADS</b> _YEAR
<b>Hydrography</b> (line and/or polygon)	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>HYDRO</b> _YEAR_ <b>POLY</b> (or “_LINE”)
★ <b>Addresses</b>	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>ADDRESSES</b> _YEAR
<b>Buildings/Building Footprints</b>	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>BUILDINGS</b> _YEAR
<b>Land Use</b>	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>LANDUSE</b> _YEAR
<b>Parks/Open Space</b> (e.g., county forests)	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>PARKS</b> _YEAR
<b>Trails</b>	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>TRAILS</b> _YEAR
<b>Other Recreation</b> (boat launches, etc.)	COUNTYNAME_ OTHER.gdb\COUNTYNAME_ <b>RECREATION</b> _YEAR

# VALIDATION TOOL/GUIDE

## 1. Download Tool

- Download the updated Validation Tool from [www.sco.wisc.edu/parcels/tools](http://www.sco.wisc.edu/parcels/tools)

## 2. Complete *Explain Certification* when you run the tool in Final Mode, the final time

## 3. Save and include the .ini file with zipped submission, as it is your required submission form

### Packaging the Submission

Before uploading to submit, include the following on the root level of your zipped package:

- .INI SUBMISSION FORM
- PARCEL FEATURE CLASS WITH ATTRIBUTE DATA
- OTHER LAYERS – PLSS / OTHER LAYERS – RML
- NOTES (optional)

# SUBMIT .INI SUBMISSION FORM + DATA

[@geodatacollector.legis.wisconsin.gov](mailto:@geodatacollector.legis.wisconsin.gov)


## 1. Submit to LTSB GeoData Collector

## 2. Note browser requirements

- Compatible with IE 10+, Firefox 28+, Chrome 33+
- If upload via LTSB GeoData Collector fails, there is an [alternative upload page](#)

## 3. Look for a confirmation message after upload

- The progress indicator will display a confirmation message after a successful upload.
- You are done when you see a confirmation message signaling "**Upload Complete**"



The screenshot shows a web form for submitting data. At the top left, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". In the center, there is a large blue button labeled "Submit". Below the button, the text "Upload Complete" is displayed in green. At the bottom, a small line of text reads: "If you are experiencing technical difficulties with this website or uploading a file, please email the [LTSB GIS Team](#)."

