

# SUBMISSION DOCUMENTATION

## Version 5 Statewide Parcel Map Database Project

January 31, 2019

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# V5 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.

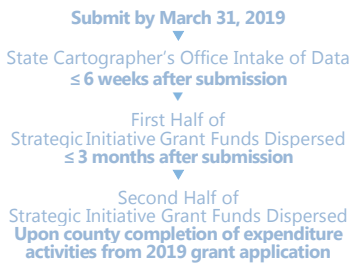
Counties should be the only entity submitting data for V5. If a municipality stewards 1) parcel polygon data and/or 2) tax roll data separately from the county, the county should request, integrate, and submit data that has been standardized for the municipality.

## Dates of Data

V5 data submitted by March 31, 2019 should be a snapshot of:

- **Parcel geometry** from January 1, 2019 (or more current if available).
- **Tax roll data** associated with the parcel as finalized in December of 2018 (based on the parcel as it existed on January 1, 2018, as assessment data lags a year behind).

## Grant Timeline



## 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!**
- **Re-read Submission Documentation**
- **Check the FAQs section on the V5 webpage**
- **Technical questions** – contact David Vogel, djvogel2@wisc.edu
- **Policy/grant questions** – contact Peter Herreid at 608-267-3369 or peter.herreid@wisconsin.gov

## 1 PREP

- ☐ Read schema documentation in full and review **V5 webpage!**
- ☐ Review your **V4 Observation Report** and rectify all V4 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, \*IF\* updated/new, per Apex D:**
  - **Zoning: General** (county-maintained)\*
  - **Zoning: Shoreland** (county-maintained)\*
  - **Zoning: Airport Protection** (county-maintained)\* → \*w/required DESCRIPTION/LINK field
  - **Rights of Way**
  - **Roads/Streets/Centerlines**
  - **Hydro**
  - **Address Points**
  - **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** (unchecked box in tool) to resolve deviations from schema
- ☐ Work to either eliminate or explain each error message on the *Validation\_Summary\_Page*
- ☐ Run Validation Tool in **FINAL mode**
  - Input your **Explain-Certification.txt** file in the tool in section 2
  - Certify that your submission is complete (relative to the Element Occurrence Standard) in section "2-Submission Form Basic Info"
  - Save the **".ini" file**—which is your \*mandatory\* submission form

## 6 ZIP & SUBMIT

- ☐ Submit .ini submission form + data to **wisedecade.legis.wisconsin.gov** as a single zipped (.zip) file

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

### Table Notes

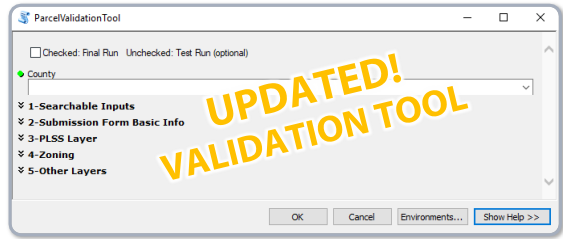
1. **[STANDARDIZE DOMAINS]**. Standardize domains for PREFIX, STREETTYPE, SUFFIX, SCHOOLDIST, SCHOOLDISTNO, IMPROVED (OPTIONAL), PROPCCLASS, AUXCLASS, CONAME, PARCFIPS, and PARCLESRC.
2. **STATEID & LOADDATE**. Include STATEID and LOADDATE with submission but leave <Null>.
3. **TAXROLLYEAR**. Value will be "2018" for the majority of parcel records submitted for V5 (because they existed on January 1, 2018 and have finalized tax roll data). For parcels split or newly created from January 2, 2018 and beyond, enter a "future" year value representing the first year tax roll data will be available (e.g., "2019").
4. **OWNERNAME1**. 2nd owner goes in OWNERNAME2; 3rd owner is omitted.
5. **PSTLADDRESS**. Tax bill mailing address (for owner—NOT the parcel itself—owner mailing address may be out-of-state); all other mailing addresses omitted.
6. **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.
7. **SITEADDRESS**. Only include primary address; 2nd address is omitted.
8. **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 parcels SITEADDRESS which should be parsed in to individual elements with standardized domains.  
For ADDRESS ELEMENTS (ADDNUMPREFIX through UNITID), only include address elements from the primary site address.
9. **CNTASSDVALUE**. Total Assessed Value (CNTASSDVALUE) must be calculated before submitting. Often this is Assessed Value of Land + Assessed Value of Improvements. See full schema for more.
10. **PROPCCLASS**. Listed if more than one exists and delimited by commas.
11. **AUXCLASS**. 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 V5

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 5.

The data you are asked to submit for V5 will be extremely similar to the V4 data. The V5 schema is not different in any substantive way. However, there have been some clarifications, and a few other changes for V5.

## Modifications for V5

- **Validation Tool.** Our project partners at the State Cartographer's Office have updated the Validation Tool that counties are required to run in order to validate their data against the schema. Submitters must run the tool in FINAL mode before they can submit. You must **re-download** an updated version of the tool, then run it. The Submission Form (an ".ini" file) is produced by running the Validation Tool in FINAL mode. The .ini Submission Form is a mandatory component of the data submission.
- **Submit PLSS Corner Data.** To maximize return on investment on expenditures related to PLSS, DOA is collecting PLSS corner data, to be shared with SCO for the library associated with Survey Control Finder, and for a new sub-project to create an initial version of a statewide PLSS database. If the county has the attributes listed in Appendix C in a digital tabular format, they must be provided. They may exactly match the attributes listed; if this is not possible, then all attribute names must unambiguously correspond to the attribute names listed in Appendix C.
- **IMPROVED Attribute Now Optional.** The IMPROVED attribute is optional for V5, as it is being phased out and will not be included in the V5 statewide parcel database. The field remains in the GIS template, but need not be populated. Counties may optionally submit IMPROVED if it is part of their data export routine.
- **AUXCLASS May be Used for "Assessed With" Parcels.** In previous years, the AUXCLASS field has been used to designate parcels with tax exempt and special status. AUXCLASS remains the field for tax exempt and special status property class domains, but has expanded for V5 to accommodate values representing parcels that have been "assessed with" others. In the AUXCLASS field, a value of "AW" or "AWO" may be entered for a parcel that has been assessed with another parcel.
- **ESTFMKVALUE for Ag/Undeveloped/Agricultural Forest Parcels.** While most properties are assessed at full market value, some classes of property—specifically 4, 5, and 5M—are not. The V5 documentation has been revised to request that counties null out ESTFMKVALUE (Estimated Fair Market Value) for parcels that are wholly or partially PROPCCLASS 4, 5, or 5M. These property classes are assessed at either "use value" (Agricultural), or 50% of full market value (Undeveloped/Agricultural Forest), which complicates the calculation of estimated fair market value. In order to avoid populating the statewide parcel map database with inaccurate/misleading information, counties are asked to null out ESTFMKVALUE for parcels containing class of property codes 4, 5, and 5M.
- **Other Layers – Submit Updated/New Only.** DOA is continuing to combine the V5 data request with a request that has been separate in the past—that of Jaime Martindale of the UW-Madison Robinson Map Library (RML). Therefore, we are requesting a few other layers, in addition to parcels with tax roll attributes. However, only UPDATED/NEW other layers are to be submitted. See Appendix D for more.
- **Zoning Data Submission Requirements.** For V5, counties only need to submit three layers of county-maintained zoning data: 1) General, 2) Shoreland, and 3) Airport Protection. These layers may be submitted AS IS, except for the requirement that the zoning layers shall be complete. "Complete" means the GIS file should include either a DESCRIPTION or LINK field.
  - DESCRIPTION:** A field with a DESCRIPTION of the class name for each zoning feature, or
  - 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.
- **Searchable Format.** Counties will need to meet the Searchable Format in order to execute their 2019 WLIP Strategic Initiative grant. In some cases in which a county does not meet the Searchable Format requirements with their V5 submission, the county may need to alter its 2019 grant agreement to address deficiencies in its parcel layer or native data.
- **Clarified Documentation.** The V5 documentation has been revised. Some attribute definitions have been clarified. Discard any V4 documentation or V4 links. Replace with this updated Submission Documentation and V5 links. Counties will want to **carefully read the full schema** in order to ensure they are meeting the Searchable Format and to avoid excessive error messages in the Validation Tool.

# TOOLS

## Tools and Guides to Assist



### Validation Tool

- **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 as specified 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.

# 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 V5 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 V5 webpage.
  - **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.
- **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 3.1 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 #2–Stacked
    - Condo Type #3–Divided
    - Condo Type #4–Distributed
    - Mixed Type–Condo modeling #1-4
    - Condo Type–Not Applicable

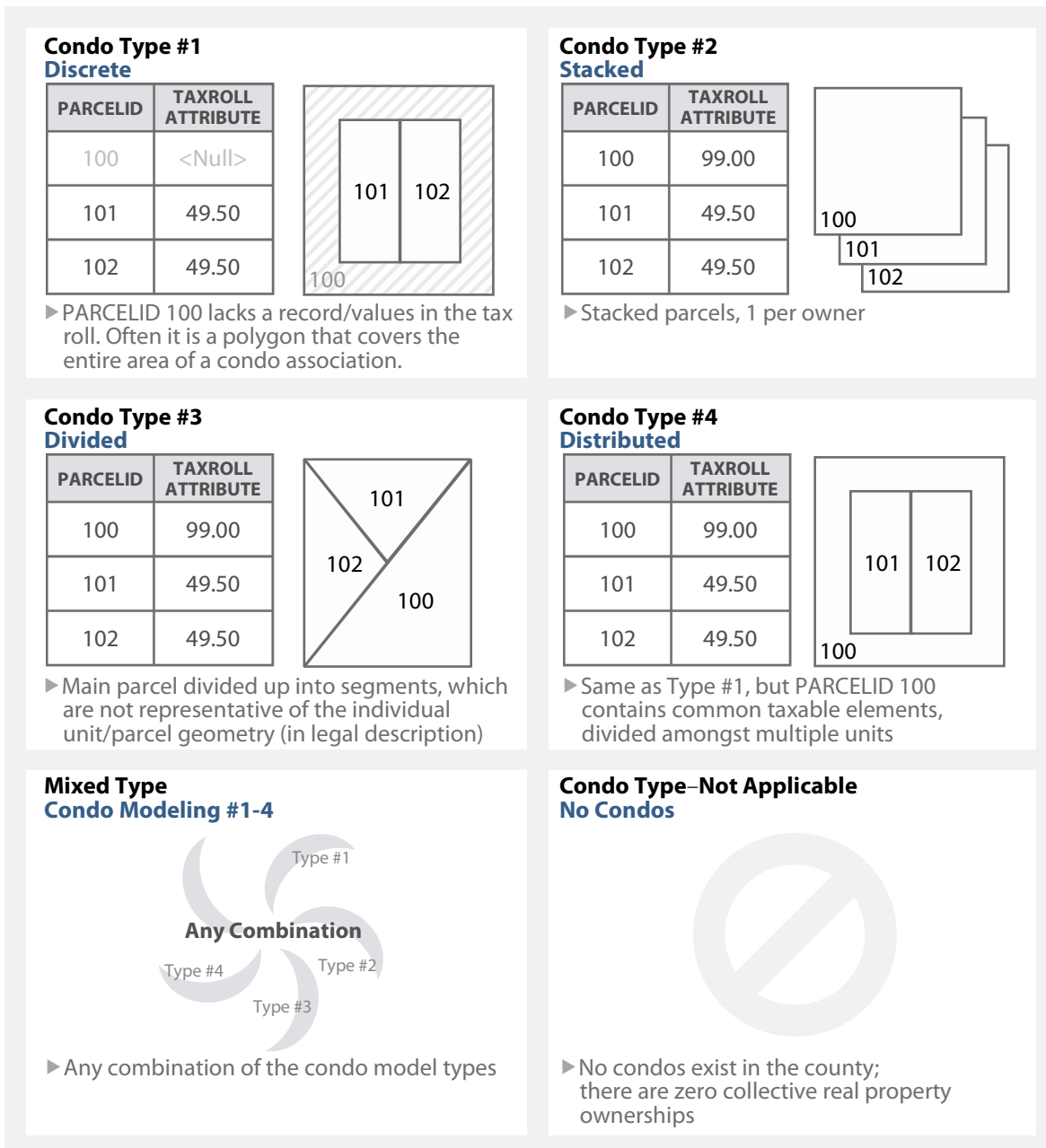


Figure A-1. Condo Model Scenarios

### 3. Parcel-Attribute Relationships for Searchable Format

#### 3.1 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 can legitimately occur.
    - ▶ Legitimate conditions for exceptions to the one-to-one relationship rule:
      - **Annexations** – e.g., parcel 9-1-1 was annexed to 10-15-0
      - **Split Parcels** – e.g., parcel 9-1-1 was a 40 and has been split into four 10-acre lots, now numbers 9-1012-1; 9-1012-2; 9-1012-3; 9-1012-4, etc.
      - **Merge Parcels** – e.g., parcel 9-1-1 and 9-1-2 were merged together to one parcel, and is now known as 9-1-3
      - **Combination of Split and Merge** – e.g., parcel 9-1-1 and 9-1-2 merged together then divided into 4 lots (9-1012-1; 9-1012-2; 9-1012-3; 9-1012-4)
      - **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, "Appears to be a duplicate value 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.

### 4. Searchable Format Attributes

#### 4.1 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 V5 webpage. Attributes are defined in the full parcel attribute schema, Appendix B.
  - **Tip.** The **Data Standardize Tool** may help standardize a 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 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 (acreages) 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.
  - **Tip.** The **Address Parsing Tool** may help parse site addresses into sub-address elements
    - ▶ Site address elements to parse are (in this order): `ADDNUMPREFIX`, `ADDNUM`, `ADDNUMSUFFIX`, `PREFIX`, `STREETNAME`, `STREETTYPE`, `SUFFIX`, `LANDMARKNAME`, `UNITTYPE`, `UNITID`.

- **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 (i.e., hydrography name, “ROW,” “GAP,” etc.— see the PARCELID definition and Figure A-2 for more).
- **New Parcels/Splits.** The TAXROLLYEAR field should be used to designate a new parcel or split parcel created after January 1, 2018. See the TAXROLLYEAR definition and Figure A-2 for details.

NEW PARCELS/SPLITS		NON-PARCEL FEATURES	
Field	New Parcels/Splits (Created during calendar year 2018 or early 2019)	Field	Non-Parcel Features (e.g., hydro, ROW, GAP, RAIL polygons)
<input type="checkbox"/> STATEID	<Null>	<input type="checkbox"/> STATEID	<Null>
<input checked="" type="checkbox"/> PARCELID	Populate PARCELID for new parcels/splits	<input checked="" type="checkbox"/> PARCELID	Populate PARCELID with label for the non-parcel feature <sup>2</sup>
<input type="checkbox"/> TAXPARCELID	May be <Null>	<input type="checkbox"/> TAXPARCELID	<Null>
<input type="checkbox"/> PARCELDATE	May be <Null>	<input type="checkbox"/> PARCELDATE	<Null>
<input checked="" type="checkbox"/> TAXROLLYEAR	Populate with a “future” year value for new parcels/splits <sup>1</sup>	<input type="checkbox"/> TAXROLLYEAR	<Null>
<input type="checkbox"/> OWNERNAME1	May be <Null>	<input type="checkbox"/> OWNERNAME1	<Null>
<input type="checkbox"/> OWNERNAME2	May be <Null>	<input type="checkbox"/> OWNERNAME2	<Null>
<input type="checkbox"/> PSTLADDRESS	May be <Null>	<input type="checkbox"/> PSTLADDRESS	<Null>
<input type="checkbox"/> SITEADDRESS	May be <Null>	<input type="checkbox"/> SITEADDRESS	<Null>
<input type="checkbox"/> ADDNUMPREFIX	May be <Null>	<input type="checkbox"/> ADDNUMPREFIX	<Null>
<input type="checkbox"/> ADDNUM	May be <Null>	<input type="checkbox"/> ADDNUM	<Null>
<input type="checkbox"/> ADDNUMSUFFIX	May be <Null>	<input type="checkbox"/> ADDNUMSUFFIX	<Null>
<input type="checkbox"/> PREFIX	May be <Null>	<input type="checkbox"/> PREFIX	<Null>
<input type="checkbox"/> STREETNAME	May be <Null>	<input type="checkbox"/> STREETNAME	<Null>
<input type="checkbox"/> STREETTYPE	May be <Null>	<input type="checkbox"/> STREETTYPE	<Null>
<input type="checkbox"/> SUFFIX	May be <Null>	<input type="checkbox"/> SUFFIX	<Null>
<input type="checkbox"/> LANDMARKNAME	May be <Null>	<input type="checkbox"/> LANDMARKNAME	<Null>
<input type="checkbox"/> UNITYTYPE	May be <Null>	<input type="checkbox"/> UNITYTYPE	<Null>
<input type="checkbox"/> UNITID	May be <Null>	<input type="checkbox"/> UNITID	<Null>
<input type="checkbox"/> PLACENAME	May be <Null>	<input type="checkbox"/> PLACENAME	<Null>
<input type="checkbox"/> ZIPCODE	May be <Null>	<input type="checkbox"/> ZIPCODE	<Null>
<input type="checkbox"/> ZIP4	May be <Null>	<input type="checkbox"/> ZIP4	<Null>
<input type="checkbox"/> STATE	May be <Null>	<input type="checkbox"/> STATE	<Null>
<input type="checkbox"/> SCHOOLDIST	May be <Null>	<input type="checkbox"/> SCHOOLDIST	May be <Null>
<input type="checkbox"/> SCHOOLDISTNO	May be <Null>	<input type="checkbox"/> SCHOOLDISTNO	May be <Null>
<input type="checkbox"/> IMPROVED(OPTIONAL)	Must be <Null>	<input type="checkbox"/> IMPROVED(OPTIONAL)	<Null>
<input type="checkbox"/> CNTASSDVALUE	Must be <Null>	<input type="checkbox"/> CNTASSDVALUE	<Null>
<input type="checkbox"/> LNDVALUE	Must be <Null>	<input type="checkbox"/> LNDVALUE	<Null>
<input type="checkbox"/> IMPVALUE	Must be <Null>	<input type="checkbox"/> IMPVALUE	<Null>
<input type="checkbox"/> FORESTVALUE	Must be <Null>	<input type="checkbox"/> FORESTVALUE	<Null>
<input type="checkbox"/> ESTFMKVALUE	Must be <Null>	<input type="checkbox"/> ESTFMKVALUE	<Null>
<input type="checkbox"/> NETPRPTA	Must be <Null>	<input type="checkbox"/> NETPRPTA	<Null>
<input type="checkbox"/> GRSPRPTA	Must be <Null>	<input type="checkbox"/> GRSPRPTA	<Null>
<input type="checkbox"/> PROPCCLASS	Must be <Null>	<input type="checkbox"/> PROPCCLASS	<Null>
<input type="checkbox"/> AUXCLASS	Must be <Null>	<input type="checkbox"/> AUXCLASS	<Null>
<input type="checkbox"/> ASSDACRES	Must be <Null>	<input type="checkbox"/> ASSDACRES	<Null>
<input type="checkbox"/> DEEDACRES	May be <Null>	<input type="checkbox"/> DEEDACRES	<Null>
<input type="checkbox"/> GISACRES	May be <Null>	<input type="checkbox"/> GISACRES	<Null>
<input checked="" type="checkbox"/> CONAME	Populate for *all* records in dataset	<input checked="" type="checkbox"/> CONAME	Populate for *all* records in dataset
<input type="checkbox"/> LOADDATE	<Null>	<input type="checkbox"/> LOADDATE	<Null>
<input checked="" type="checkbox"/> PARCELFIPS	Populate for *all* records in dataset	<input checked="" type="checkbox"/> PARCELFIPS	Populate for *all* records in dataset
<input checked="" type="checkbox"/> PARCELSRC	Populate for *all* records in dataset	<input checked="" type="checkbox"/> PARCELSRC	Populate for *all* records in dataset

Table Notes	
1. <b>TAXROLLYEAR FOR NEW PARCELS/SPLITS</b> – To designate a parcel that has been split or newly created, enter the first year tax roll data will be available in TAXROLLYEAR. Enter a “future” year value for new parcels that lack tax roll data for V5—because they were created AFTER January 1, 2018. <ul style="list-style-type: none"> <li>▶ TAXROLLYEAR = <b>2018</b> (Expected year value) – for parcels that existed on January 1, 2018 and have finalized tax roll data. The vast majority of records for V5 will have a value of 2018.</li> <li>▶ TAXROLLYEAR = <b>2019</b> (Future year value) – for parcels created between January 2, 2018 and December 31, 2018. These should <u>not</u> have tax roll data, as assessment data lags a year behind.</li> <li>▶ TAXROLLYEAR = <b>2020</b> (Future year value) – for parcels created January 2, 2019 and later. These should <u>not</u> have tax roll data.</li> </ul>	2. <b>PARCELID FOR NON-PARCEL FEATURES</b> – 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 ways and hydrography polygon labels should be included with parcel feature class submission. Examples of PARCELID for non-parcel features (this list is <u>not</u> exhaustive): <ul style="list-style-type: none"> <li>▶ PARCELID = <b>BALSAM LAKE</b> (to label a hydrography/lake polygon)</li> <li>▶ PARCELID = <b>LAKE</b> (to label a hydrography/lake polygon)</li> <li>▶ PARCELID = <b>HYDRO</b> (to label a hydro polygon)</li> <li>▶ PARCELID = <b>WATER</b> (to label a hydro polygon)</li> <li>▶ PARCELID = <b>ROW</b> (to label a street right of way polygon)</li> <li>▶ PARCELID = <b>GAP</b> (to label a gap in the parcel geometries)</li> <li>▶ PARCELID = <b>RAIL</b> (to label a railroad polygon)</li> </ul>

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



## 5. Element Occurrence Standard

### 5.1 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 (in the *Explain-Certification.txt* portion).
- **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 the formula pictured in Figure A-3, or 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!

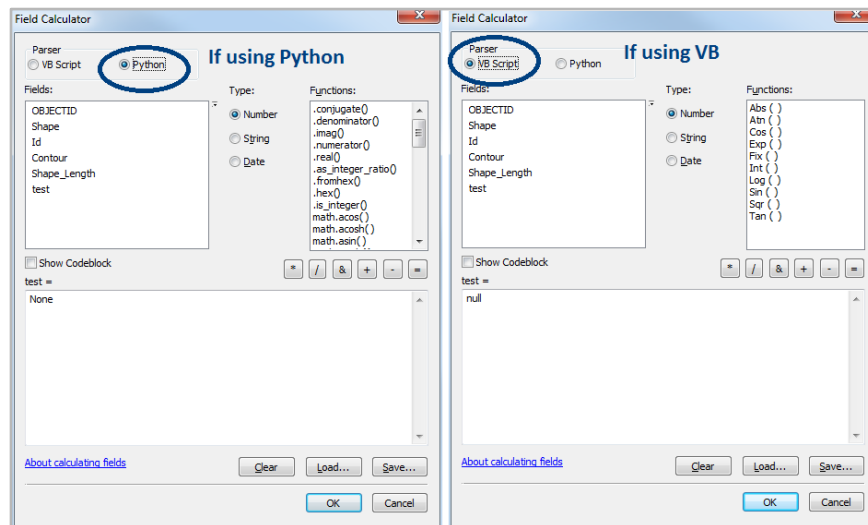


Figure A-3. Populating with <Null>

### 5.2 Missing Values

- **Designate Missing Values.** 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.txt* file (inputted in FINAL mode of the Validation Tool), with a brief description of the missing data and reason for missing data. See example in Figure A-4.

```

*****
Please provide a brief explanation of any unsolvable errors, missing data, or other issues with adhering
to the submission standards here (if there are none, write NONE):
--PHYSICAL GAP PARCEL GEOMETRIES - Missing 7,000 parcel records. These parcels have not yet been
digitized.

--DEEDACRES - Missing 5,660 parcel records (within the VILLAGE OF XYZ). No DEEDACRES values are available
within VILLAGE OF XYZ for deeds predating 1985.

--NOTICE OF "ASSESSED WITH" PARCELS - the county has 9,999 parcels that are "assessed with" other parcels
under state statute 70.23(2). They lack values in all tax roll fields and are designated by the value
"AW" in the AUXCLASS field.
    
```

Figure A-4. Explain-Certification.txt File, with Example Notes on Missing Values

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

- See the Validation Tool Guide for further instructions.

# B. PARCEL SCHEMA FOR V5

Parcel Schema Legend	
<b>V5 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 V5 Project's aggregation team. These fields should be left <Null> for V5 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 V5 submission.**

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

- Unique number or identifier assigned to a parcel by the local GIS authority. The PARCELID is specific to GIS functionality and serves as the primary key to GIS joins or relationships.
- Examples (this list is not exhaustive):
  - ▶ **071006113329**      ▶ **B-600-88**
  - ▶ **010-0640.01**      ▶ **VH-747-E-28**
  - ▶ **4205**              ▶ **WA0320124700**
- 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 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 ways 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 taxroll.
- This ID is specific to the tax roll and serves as primary key in joining parcel geometries to tax roll.
- This ID may have commonalities with the PARCELID but is somehow distinct, or may be completely distinct from the PARCELID.
- If the TAXPARCELID is the same as PARCELID, enter a true SQL <Null>
  - ▶ TAXPARCELID must either be <Null> or different from PARCELID.
- **In no circumstances should TAXPARCELID be a duplicate of PARCELID.**

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

- Modification date for parcel **geometry**, describing when the parcel geometry was last edited or revised.
- In lieu of individual parcel date records, the parcel dataset's last known geometric editing date can be used. Such geometric edits include the following:
  - ▶ Parcel creation (date the digital geometry for the parcel came into existence)
  - ▶ Parcel division
  - ▶ Parcel merge
  - ▶ Change of parcel vertices
  - ▶ Spatial adjustment of parcel
- **Do not populate with the "cut date" or date the data was extracted/exported for V5 submission.**
- 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 V5, this should be 2018.
  - ▶ Example: **2018**
- Submitted data should be a snapshot of:
  - ▶ Parcel geometry from January 1, 2019 or more current if available
  - ▶ Tax roll data associated with the parcel as finalized in December of 2018 (based on the parcel as it existed on January 1, 2018, 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, 2018 or later), enter the first year tax roll data will be available in TAXROLLYEAR.
  - ▶ Example: **2019** ▶ Future year value, for parcels created between January 2, 2018 and December 31, 2018.
  - ▶ Example: **2020** ▶ Future year value, for parcels created January 2, 2019 and later.

### **OWNERNME1** (Primary Owner Name) {TEXT:254CHAR}

- The primary owner name of a parcel.
- 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 OWNERNME2; 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.
- OWNERNME1 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.
  - ▶ JANE AND JAMES SMITH
  - ▶ SMITH, JAMES & JANE
- OWNERNME1 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) . . .
- **OWNERNME1 – 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 OWNERNME1 and/or OWNERNME2 field.
  - ▶ The exception is public lands. Public lands that have a government-entity as a primary owner in the OWNERNME1 field shall **not** be redacted.
- **OWNERNME1 – Public Lands Policy**
  - ▶ Public lands should be designated by way of owner name in the OWNERNME1 field
    - ▶ Example: OWNERNME1 = DEPARTMENT OF NATURAL RESOURCES
  - ▶ All county-owned public parcels must have a value in OWNERNME1
  - ▶ For publicly owned parcels, the same owner should be designated the same way if they own multiple parcels. In other words, standardize the 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 OWNERNME1.** Public lands that have a government-entity (federal, state, county, or local) as a primary owner in the OWNERNME1 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 county-owned public parcels, enter either a full mailing address for the county, or for the appropriate county department. Enter address uniformly if the same entity owns more than one parcel.
  - ▶ For publicly owned parcels, it is acceptable to enter the full mailing address of the parcel steward's central administration. Enter 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:
  - ▶ **ADDNUMPREFIX\***
  - ▶ **ADDNUM**
  - ▶ **ADDNUMSUFFIX\***
  - ▶ **PREFIX\*** [Standardized Domains – when broken into individual element]
  - ▶ **STREETNAME**
  - ▶ **STREETTYPE\*** [Standardized Domains – when broken into individual element]
  - ▶ **SUFFIX\*** [Standardized Domains – when broken into individual element]
  - ▶ **UNITTYPE\***
  - ▶ **UNITID\***

\*Where applicable  
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 "**N2554** 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) ▶ **½** ▶ (678 **½** 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** = **ADDNUMSUF**
    - ▶ 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

**STREETNAME** (Street Name) [FGDC: Street Name; Street Name Pre Modifier; Street Name Post 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.
- STREETNAME might incorporate a *Street Name Pre Modifier* and/or a *Street Name Post Modifier* (which do not have their own separate fields). In some cases, *Street Name Pre Modifier* might be acceptable in PREFIX field.
- 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.
  - ▶ For example: 2554 STH 23/MAIN ST
    - ▶ Contains 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**

**STREETTYPE** (Street Type) [Standardized Domains] [FGDC: Street Name Post Type] {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 standard USPS Postal domains).
- STREETTYPE example domains (this list is **not** exhaustive):

ACCESS	CREEK	HAVEN	PARKWAY	SHORES
ALLEY	CRESCENT	HEIGHTS	PASS	SPRING
AVENUE	CREST	HIGHWAY*	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.

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

- Street name post directional.
- One 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)
- In rare cases, SUFFIX field may incorporate a *Street Name Post Modifier*.
- **Abbreviate directionals.**

- SUFFIX accepted domains (this list is not exhaustive):

**N** North  
**S** South  
**E** East  
**W** West  
**NW** North West  
**SW** South West  
**NE** North East  
**SE** South East

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

- The common place name of a parcel feature.
  - ▶ WISCONSIN STATE CAPITOL
  - ▶ EAST ENTRANCE - IRVINE PARK
- Provided as available.

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

- 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 property/structure descriptor.
- **Fully spell-out** UNITTYPE domains.
- UNITTYPE example domains (this list is not exhaustive):

APARTMENT	DEPARTMENT	LOT	SEAT	TOWER
BASEMENT	FLOOR	LOWER	SIDE	TRAILOR
BERTH	FRONT	OFFICE	SLIP	TRAILER
BLOCK	HANGAR	PENTHOUSE	SPACE	UNIT
BUILDING	HANGER	PRIVATE MAIL BOX	STOP	UPPER
CONDOMINIUM	KEY	PIER	STORY	WING
CORRIDOR	LEVEL	REAR	SUITE	
CUBICLE	LOBBY	ROOM	TERMINAL	

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

- UNITID includes the number or letter identification string for a building, apartment, room, suite, unit, room, or desk (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 PARCELID values and same SITEADDRESS values, UNITID must be populated for these records.
- 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 V5 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
    - ▶ e.g., **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 submitting from DOR's XML, use the Validation Tool to remove the first two digits for submission, or manually remove the first two digits (representing the alphabetized WI county name).
    - ▶ e.g., **0070**, not **310070**

#### **IMPROVED** [OPTIONAL] [CALCULATED] (Improved Structure) [Standardized Domains] {TEXT:10 CHAR}

- Indicates whether the parcel contains an improved value within the IMPVALUE field, with either "YES" or "NO"
- CALCULATED by the county, based on the type of value in IMPVALUE.
- IMPROVED accepted domains:
  - YES** if IMPVALUE is > \$0
  - NO** if IMPVALUE is = \$0 ▶ Value of "NO" (IMPVALUE of \$0) might apply to parcels with no improvements
  - <Null> if IMPVALUE is <Null> ▶ Might apply to tax exempt parcels, designated by AUXCLASS field
    - ▶ Applies to non-parcel features as labeled in PARCELID—such as GAP, HYDRO, SLIVER, etc.

#### **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.
- In most counties, this is equal to assessed value of land plus assessed value of improvements, or:
  - ▶ <LNDVALUE> + <IMPVALUE>
- 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 tax exempt properties, enter <Null>



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

- The total value of land, without improvements, in US dollars.
- 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 tax exempt properties, enter <Null>

**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.
- 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

**FORESTVALUE** (Assessed Forest Value) {TEXT:50 CHAR or DOUBLE-PRECISION FLOATING-POINT NUMBER}

- **\*If\* part of the CNTASSDVALUE (Total Assessed Value) equation.**
- The total value of forested land (assessed land value of forested land), in US dollars.
- This field is **not** applicable to most counties, as values in this field are to be provided only in cases where counties have a "forest value" included as a part of the formula that totals the amount of CNTASSDVALUE.
- A county **MUST** populate this field **IF** Assessed Forest Value is a variable within the Total Assessed Value formula (CNTASSDVALUE), otherwise FORESTVALUE should not be included.
  - ▶ e.g., Assessed Value of Land + Assessed Value of Improvements + **Assessed Forest Value** = Total Assessed Value
- 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 counties lacking parcels with "Assessed Forest Value," 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."
- $ESTFMKVALUE = \text{Total Assessed Value} \div \text{Assessment Ratio}$  (where Assessment Ratio is provided by the state Department of Revenue).
  - ▶ Note that there are deviations from this formula.
    - ▶ **Agricultural parcels** – parcels/portions of parcels that are **Agricultural** (PROPCLASS = 4) are assessed at "use value" therefore,  $ESTFMKVALUE = \text{<Null>}$ 
      - ▶ Null out ESTFMKVALUE values for parcels that are entirely or contain a portion classified PROPCLASS 4.
    - ▶ **Undeveloped/Agricultural Forest parcels** – parcels/portions of parcels that are Undeveloped (PROPCLASS=5) or Agricultural Forest (PROPCLASS= 5M) are assessed at 50% of full market value.
      - ▶ Null out ESTFMKVALUE values for parcels that are entirely or contain a portion classified PROPCLASS 5 or 5M.
- 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 tax exempt properties (designated by AUXCLASS field), enter <Null>

### **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:**
  - ▶ **GRSPRPTA** = [STATE TAX] + [COUNTY TAX] + [SPECIAL DISTRICT TAX WHERE APPLICABLE] + [MUNICIPAL TAX] + [SCHOOL DISTRICT TAX]\* + [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:
  - ▶  $GRSPRPTA = [TOTAL\ ASSESSED\ VALUE] \times [NET\ ASSESSED\ VALUE\ RATE]$
  - ▶ 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.** PFC, MFL 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.

### **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.
- $NETPRPTA = GRSPRPTA$  (Gross Property Tax) minus the First Dollar Credit and Lottery & Gaming Credit.
- NETPRPTA should always be less than or equal to GRSPRPTA for any given property.
- **What to include when calculating NETPRPTA:**
  - ▶ **NETPRPTA** = [STATE TAX] + [COUNTY TAX] + [SPECIAL DISTRICT TAX WHERE APPLICABLE] + [MUNICIPAL TAX] + [SCHOOL DISTRICT TAX]\* + [TECHNICAL/COMMUNITY COLLEGE TAX] – [LOTTERY & GAMING CREDIT] – [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.** PFC, MFL 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.txt* section of the submission form.
- 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.

### **PROPCLASS** (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 PROPCLASS domains for taxable properties, **or** have a <Null> value for PROPCLASS 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 PROPCLASS delimited by commas, as in:
  - ▶ **1,3,4**
  - ▶ **3,4,5M**List each class once only. No duplicate values.
- If the native data contains a preceding "G" in front of the numeric ID, **this "G" should be omitted** ("3" not "G3").
- If native PROPCLASS domains do not exactly match standard schema domains, provide domains in *Explain-Certification.txt* portion of submission form or provide a web link to a file describing PROPCLASS fields.
- **PROPCLASS 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, special**, and any domains that are listed in the native dataset as a class of property that does not fit the domains 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 the those listed as AUXCLASS domains, **or** have a <Null> value for AUXCLASS and a value in PROPCLASS 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 may be left unstandardized within this field, but must be defined in *Explain-Certification.txt* portion of submission form.
- Any classes that meet the definition of class of property specified in s. 70.32(2)(a) are not included in the AUXCLASS field—instead belonging in PROPCLASS.
- **Multiple values.** Listed if more than one exists and delimited by commas.
  - ▶ If multiple AUXCLASSES classes exist upon a given parcel, each class is listed in AUXCLASS, delimited by commas, as in:
    - ▶ **X1,W3,X4**
    - ▶ **X3,W5**
- **AUXCLASS EXEMPT accepted domains and definitions for "Exempt from General Property Taxes":**

<b>X1</b>	Federal
<b>X2</b>	State
<b>X3</b>	County
<b>X4</b>	Other exempt
- **AUXCLASS SPECIAL accepted domains and definitions for "Special-PFC, MFL and County Forest Crop Property":**

<b>W1</b>	PFC Regular Class1 - Forest Cropland Before 01/01/72
<b>W2</b>	PFC Regular Class2 - Forest Cropland After 01/01/72
<b>W3</b>	PFC Special Class - Forest Cropland Special
<b>W4</b>	County Forest Crop Land
<b>W5</b>	MFL Before 2005 Open
<b>W6</b>	MFL Before 2005 Closed
<b>W7</b>	MFL After 2004 Open
<b>W8</b>	MFL After 2004 Closed
<b>W9</b>	MFL Ferrous Mining
- **AUXCLASS UNSTANDARDIZED**
  - AW or AWO** Used to designate parcels "assessed with" other parcels under s. 70.23(2). (An "AW" or "AWO" in AUXCLASS explains why these records might lack tax roll data.)
  - <Unstandardized> Other classifications not included in the definition of AUXCLASS or PROPCLASS. Provide definitions in the *Explain-Certification.txt* file in the the Validation Tool.

**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 "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.
- 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) tax roll 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 V5 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 Name) [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. V5 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 and "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 V5 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 and "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 V5 submission.**

# C. OTHER LAYERS – PLSS CORNER DATA

V5 will include a sub-project to collect and aggregate county PLSS corner data to create a statewide PLSS database. This database will be aggregated from the V5 county PLSS dataset submissions and will be based on accurate county PLSS corner coordinates where available. PLSS datasets submitted for V5 will also be integrated into the SCO's Survey Control Finder online application.

## Other Layers – PLSS Submission

### Database Format Specifications

- **All Original PLSS Corners.** The E1 Project is concerned with all original PLSS corners, which means all of the corner points surveyed and monumented by the General Land Office in the 1800s. This includes section corners, quarter-section corners along section lines, meander corners along section lines, and other corners where the PLSS adjoins non-PLSS areas such as military reserves. Counties may submit 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 below.
- 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.

### PLSS 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.

### PLSS Attributes Requested

- **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.
- If you have questions, contact the SCO's Brenda Hemstead at 608-263-4371 or hemstead@wisc.edu.

**CONTRIBUTOR\_CORNER\_ID:** A unique corner ID. This could be alphanumeric or numeric. Preference is for the "Romportl" Index Number.

**X:** Easting or longitude.

**Y:** Northing or latitude.

**HORIZ\_UNITS:** U.S. survey feet or meters, decimal degrees, degree-minute-second, etc.

**COORD\_SYSTEM:** Spatial reference system of coordinates (WCCS, WISCRS, UTM, WTM, SPC [N or C or S], etc.).

- If **COORD\_SYSTEM** and/or **HORIZ\_DATUM** are the same for all records, specify the value in the metadata.

**HORIZ\_DATUM:** NAD 83 (1986), NAD 83 (1991), NAD 83 (1997), NAD 83 (2007), NAD 83 (2011), etc.

**HORIZ\_ACCURACY:** Accuracy metric for values in the X and Y fields—SURVEY GRADE, APPROXIMATE, SUB-METER (or UNKNOWN).

- Domain definitions for **HORIZ\_ACCURACY:**

**SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision

**SUB-METER** – point precision of 1 meter or better

**APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information

**CORNER\_TYPE:** Section corner, quarter-corner, meander corner, etc.

**COORD\_DATE:** Date of the coordinates.

**URL1:** Link to online corner record tiesheet(s).

**SECTION/TOWNSHIP/RANGE:** Section (1-36); Township (assumed North); Range (indicate East or West).

**Other attributes:** While the attributes above are the most critical ones to submit, **counties should submit \*all\* PLSS-related attributes** (e.g., monument type, et cetera) that they have in a digital tabular format.

# D. OTHER LAYERS – RML

For V5 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 V5 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](mailto:GeoData@Wisconsin.gov), a geoportal developed in partnership with SCO. To reduce the number of data requests, data submitted for V5 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 data dictionary for the GIS data.
- Only submit UPDATED/NEW other layers.
  - Do not submit a given layer if there has been no change to the layer since you last submitted a copy (for the V4 data request in 2018 or directly to RML). Only updated/new other layers should be submitted.
  - If you forget what you submitted last year, you can locate all of your county’s data by typing the name of your county in the text search box in [GeoData@Wisconsin](mailto:GeoData@Wisconsin.gov).

### 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.
  - “2019” will be the year value in most cases.
  - You must include the year in filename. If you submit with no date, your data will be labeled “2019” 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 might feasibly submit two separate geodatabases:
    - ▶ **PARCELS.gdb** ▶ with tax roll attributes; and
    - ▶ **OTHER.gdb** ▶ with separate feature classes for each of the other layers and the PLSS layer
- 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.
- 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_Final.ini
<input type="checkbox"/> PARCEL FEATURE CLASS WITH TAX ROLL DATA	COUNTYNAME_PARCELS.gdb\PARCELS
<input type="checkbox"/> <b>OTHER LAYERS:</b>	
<b>PLSS</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_PLSS_YEAR
<b>Zoning – General</b> (county-maintained)	COUNTYNAME_OTHER.gdb\COUNTYNAME_GENERAL_YEAR
<b>Zoning – Shoreland</b> (county-maintained)	COUNTYNAME_OTHER.gdb\COUNTYNAME_SHORELAND_YEAR
<b>Zoning – Airport Protection</b> (county-maintained)	COUNTYNAME_OTHER.gdb\COUNTYNAME_AIRPORT_YEAR
<b>Rights of Way</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_ROW_YEAR
<b>Roads/Streets/Centerlines</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_ROADS_YEAR
<b>Hydrography</b> (line and/or polygon)	COUNTYNAME_OTHER.gdb\COUNTYNAME_HYDRO_YEAR_POLY (or “_LINE”)
<b>Addresses</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_ADDRESSES_YEAR
<b>Buildings/Building Footprints</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_BUILDINGS_YEAR
<b>Land Use</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_LANDUSE_YEAR
<b>Parks/OpenSpace</b> (e.g., county forests)	COUNTYNAME_OTHER.gdb\COUNTYNAME_PARKS_YEAR
<b>Trails</b>	COUNTYNAME_OTHER.gdb\COUNTYNAME_TRAILS_YEAR
<b>Other Recreation</b> (boat launches, etc.)	COUNTYNAME_OTHER.gdb\COUNTYNAME_RECREATION_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. Enter attachment called *Explain-Certification.txt* 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 TAX ROLL DATA
- OTHER LAYERS – PLSS / OTHER LAYERS – RML

# SUBMIT .INI SUBMISSION FORM + DATA

@[wisedecade.legis.wisconsin.gov](http://wisedecade.legis.wisconsin.gov)

## 1. Note the WISE-Decade browser requirements

- Compatible with **IE 10+**, **Firefox 28+**, **Chrome 33+**
- If upload via WISE-Decade fails, there is an alternative upload page

## 2. Look for a confirmation message after upload

- The Progress indicator will display “100%” after a successful upload, as well as a confirmation message.
- **You are done when you see the following confirmation message** (appearance will vary by browser):

