

REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY

(To become effective with the January 2005 Dataset release)

Preamble:

A guiding principle of MetroGIS is that no organization will be asked to perform a task for MetroGIS for which they do not have an internal business need. Primary custodians are responsible for providing only that parcel attribution data that they maintain for their own internal business purposes and which can be retrieved and provided to the regional custodian without an excessive level of effort.

Within these bounds, it is expected that each primary custodian will work toward providing the most complete dataset practical. Regional custodians are not obligated to manipulate data received from the primary custodians when doing so would exceed their business needs. Gaps may continue to exist between defined data needs and available data. MetroGIS will work to identify solutions that bridge these gaps for the broad MetroGIS community.

Parcels – Regional Data Specifications

DESIRED REGIONAL PARCEL DATASET

(GOVERNMENT UNITS AND ACADEMIC INTERESTS VERSION)

The regional parcel dataset should be a metro-wide (7-county) dataset with a high horizontal positional accuracy. Each primary custodian (each of the seven counties) should provide their parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis to the regional custodian, with complete metadata. The regional dataset custodian will provide the parcel boundary and point data in NAD83, UTM coordinate system, on a quarterly basis, with metadata, entity and attribute information, and contact information.

Attribute fields attached to each parcel shall be as presented in Appendix A.

Parcels – Roles and Responsibilities

A. PRIMARY CUSTODIAN

Responsibility for the primary (source) data and its maintenance shall remain with each individual county.

B. PRIMARY CUSTODIAN RESPONSIBILITIES

1. Update the primary parcel datasets on a continuous basis.
2. Submit a copy of their primary parcel polygon and points datasets to the regional custodian on a quarterly schedule established by MetroGIS and the regional custodian in shape file format and in UTM, NAD83, meters. The shape files are expected to include all attribute fields endorsed by MetroGIS with the exact field name, field length, and field type specified. *It is understood that the attribute fields will be populated at each county's discretion based upon data availability in each county.*
3. Create, maintain, and provide metadata for the datasets. *If a county elects not to submit metadata, contact information for a person with appropriate expertise will be included in the regional metadata.*
4. Primary producers are encouraged to periodically test and report the spatial accuracy of the parcel boundary data they submit to the regional custodian. If testing is undertaken, primary producers are also encouraged to use of the NSSDA testing and reporting procedures.

C. REGIONAL CUSTODIAN

The Metropolitan Council (Council) has been identified and has accepted, on behalf of the MetroGIS community, designation by MetroGIS on July 11, 2001 as the best candidate to carry out the roles and responsibilities associated with assembly and maintenance of the regional parcel dataset.

D. REGIONAL CUSTODIAN RESPONSIBILITIES

1. Compile the regional dataset of parcel boundaries, parcel points and attributes, as agreed upon by MetroGIS, from the primary sources. The data specification standards endorsed by MetroGIS should incorporate use of FGDC cadastral standards to the extent practical.
*Note: As a matter of MetroGIS policy, the regional custodian shall **not** change the parcel boundary data received from the counties. The counties, as primary custodians, shall be the only entities authorized to modify parcel boundary data as it pertains to the regional dataset.*
2. Establish and maintain a process to automate, to the extent practical, the compilation of a regional dataset from the primary sources, including, but not limited to, the following procedures:
 - a) The regional custodian shall compare each dataset submitted by the primary custodians with the desired standard specifications (UTM, NAD83 coordinates and the attributes in Exhibit A). Specifically the regional custodian will check:
 - field name
 - field width
 - field type
 - field order
 - county code and dash appended to PIN
 - visual check of projection against orthophotos to see if parcels appear to be in the correct location
 - existence and format of metadata
 - b) Inform the primary custodian where a primary dataset differs from a MetroGIS-endorsed standard. If differences are minimal and only involve attributes, the regional custodian will modify the primary dataset to match the desired standard specifications. If the regional custodian perceives the differences to be significant, it will distribute the primary dataset as provided by the primary custodian with a note to users indicating the differences from the desired specifications.
 - c) Compile metadata from all sources into one set of regional metadata for the dataset and distribute it in the format provided by the primary custodians. However, the regional custodian will, at the request of a primary custodian, convert metadata in DataLogr, SGML or ESRI's XML formats to a standard HTML format. The regional custodian will also help any primary custodian to develop Minnesota Geographic Metadata Guidelines format metadata. The regional custodian will maintain complete regional metadata and make the supplied county parcel data and metadata available to approved users.
 - d) Include a contact person for the primary custodian with the distribution of the regional dataset if metadata is not available from a primary custodian.
3. Re-compile, from the primary sources, the regional dataset on a quarterly basis according to a schedule established by MetroGIS.
4. Each parcel shall have a unique parcel identification number consistent with the standard adopted by the Policy Board on January 27, 1999, or as subsequently modified by the Board.
5. Further the use of cadastral standards for the regional parcel boundary dataset, where applicable.
6. In conjunction with the MetroGIS user community, provide a means to notify the counties of gaps/overlaps in primary datasets along county boundaries (interior boundary gaps/overlaps are the responsibility of the primary custodian). The decision as to whether or not to modify any identified boundary anomalies is solely the discretion of the county(ies) involved.
7. Provide for data archive, backup, retrieval, and disaster recovery.
8. Provide for distribution of the dataset via MetroGIS DataFinder and such other media as permitted by the Counties.

9. Execute a quality control/quality assurance procedure that assures the regional dataset user that the data they receive is the same as provided to the regional custodian from the primary producers for assembly into a regional dataset.
10. Support distribution of one quarterly version of the Regional Parcel Dataset for each year, as determined by MetroGIS, as an annual archive along with appropriate metadata.
11. Co-host, with MetroGIS, Data Users Forums on a schedule decided by the Coordinating Committee to obtain feedback from the MetroGIS community as to desired enhancements to the dataset and any associated data access, content, documentation and/or distribution policy(ies).

Parcels – Access Policies

Rules associated with access to the Regional Parcel Dataset, or any portion thereof, shall be decided by the counties, the primary producers of the data. MetroGIS's role is to foster coordination among counties concerning access to parcel data. Such rules may be part of a formal agreement or enacted by letter of intent/resolution from the counties, as determined at the counties' discretion. Each such MetroGIS facilitated policy follows:

1. Data Sharing Agreement – Seven Counties and Metropolitan Council. Through this agreement, which has been a principal focus of MetroGIS's efforts since its inception, the seven Minneapolis – St. Paul Metropolitan Area counties establish access policy regarding the Regional Parcel Dataset (e.g., without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License).

2. Waiver of License Requirement for Access to Historical Versions of the Regional Parcel.
(A proposal was received Spring 2004 from the neighborhood group community, consideration of which was indefinitely postponed by County Data Producer Workgroup on July 22, 2004 until the broader topic of non-profit access to parcel data has been resolved.)

3. Waiver of license requirement for view-only access.

On July 28, 2004, the MetroGIS Policy Board endorsed a policy of supporting view-only access to the regional parcel dataset via the MetroGIS Emergency Preparedness Internet Application which is under development, subject each county ratifying this policy. The Board also imposed a one-year sunset if it has not endorsed roles and responsibilities by that time to sustain support of the Emergency Preparedness Internet Application.

APPENDIX A
STANDARD PARCEL ATTRIBUTES – REGIONAL PARCEL DATASET

Regional Parcel Attribute ¹	Regional Dataset Field Name	Field Description <i>with some comments</i>	Field Type	Field Width
Unique County ID	COUNTY_ID	Three digit FIPS and State standard county code.	text/string	3
Unique Parcel ID	PIN	Unique regional parcel ID comprised of the county PIN with the county code and dash appended to the front.	text/string	17
House Number	BLDG_NUM	The building or house number of the parcel. (Things like fractional house numbers should be included with this field.)	text/string	10
Street Prefix Direction	PREFIX_DIR	Street prefix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Street Prefix Type	PREFIXTYPE	Street prefix type (e.g. Hwy) for the parcel. <i>Few counties store this data separately.</i>	text/string	6
Street Name	STREETNAME	Street name for the parcel. If a county is unable to provide the individual street data fields (direction, type, etc), they may be provided as a combined data element in this field.	text/string	40
Street Type	STREETTYPE	Street type abbreviation for the parcel (as defined by USPS Pub. 28 Appendix C. http://pe.usps.gov/text/pub28/pub28apc.html#508hdr2)	text/string	4
Street Suffix Direction	SUFFIX_DIR	Street suffix direction for the parcel. Domain = N, S, E, W, NE, NW, SE or SW (as defined in USPS Pub. 28 Appendix B http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf)	text/string	2
Unit Information	UNIT_INFO	Additional unit information for the parcel for condominiums, etc. (e.g. Unit 5B, Suite 8, etc.)	text/string	12
City (actual)	CITY	Name of city or township in which the parcel actually resides (not the mailing address city).	text/string	30
City (mailing)	CITY_USPS	The mailing address city for the parcel as defined by the USPS.	text/string	30
ZIP Code	ZIP	ZIP code for the parcel.	text/string	5
ZIP 4 Extension	ZIP4	The four digit zip code extension for the parcel.	text/string	4
Legal Description Plat Name	PLAT_NAME	The legal description plat name (this is often synonymous with the subdivision name).	text/string	50
Legal Description Block	BLOCK	The legal description block within the plat.	text/string	5
Legal Description Lot	LOT	The legal description lot within the block.	text/string	5
Polygon Acreage	ACRES_POLY	The calculated acreage of the polygon within the GIS spatial data. (numeric field with two decimal places)	numeric	11 (2 dec)
Deeded Acreage	ACRES_DEED	The deeded acreage of the parcel. (numeric field with two decimal places)	numeric	11 (2 dec)
Use Type 1	USE1_DESC	Description of use type 1.	text/string	100
Use Type 2	USE2_DESC	Description of use type 2.	text/string	100
Use Type 3	USE3_DESC	Description of use type 3.	text/string	100
Use Type 4	USE4_DESC	Description of use type 4.	text/string	100
Multiple Uses	MULTI_USES	Flag (Y/N) to indicate if multiple uses exist.	text/string	1
Landmark/Business Name	LANDMARK	Name of the predominant landmark or business on this parcel.	text/string	100
Owner Name	OWNER_NAME	The full name of the owner. The format should be last name first where available. Inclusion of multiple owners is up to each county.	text/string	50
Additional Owner Name	OWNER_MORE	Field for additional owner information where available (e.g. joint owner or additional first name first format).	text/string	50
Owner Address	OWN_ADD_L1 OWN_ADD_L2 OWN_ADD_L3	Mailing address of the owner. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Taxpayer Name	TAX_NAME	The full (first and last) name of the taxpayer. The format (e.g. last name first or last name last) and inclusion of multiple taxpayers is up to each county.	text/string	40
Taxpayer Address	TAX_ADD_L1 TAX_ADD_L2 TAX_ADD_L3	Mailing address of the taxpayer. Up to three lines may be used. Typically line1 is street address and line2 is city, state & zip, but other variations exist.	text/string	40 each
Homestead Status ²	HOMESTEAD	Homestead status (Y = yes, N = no, P = partial) <i>Note: The inclusion of this field will allow parcel data users to assume the owner is the occupant for these parcels. Not all counties have this data as a yes or no type field. Those counties can decide if they want to process it into a Y/N field.</i>	text/string	1
Estimated Market Value - Land	EMV_LAND	Land estimated market value	numeric	11
Estimated Market Value - Buildings	EMV_BLDG	Building estimated market value	numeric	11
Estimated Market Value - Total	EMV_TOTAL	Total estimated market value	numeric	11
Tax Capacity	TAX_CAPAC	Tax capacity of the parcel	numeric	11
Total Tax	TOTAL_TAX	Total tax of the parcel	numeric	11
Special Assessments	SPEC_ASSES	Special assessment value due and payable in the current year.	numeric	11

Regional Parcel Attribute ¹	Regional Dataset Field Name	Field Description <i>with some comments</i>	Field Type	Field Width
Tax Exempt Status	TAX_EXEMPT	Tax exempt (Y/N) <i>(Note: The counties that do have this information tend to have it imbedded in other code fields. A Y/N field will be maintained and counties can decide whether to do the processing to create that information to populate the field.)</i>	text/string	1
Exempt Use 1	XUSE1_DESC	Description of exempt use type 1.	text/string	100
Exempt Use 2	XUSE2_DESC	Description of exempt use type 2.	text/string	100
Exempt Use 3	XUSE3_DESC	Description of exempt use type 3.	text/string	100
Exempt Use 4	XUSE4_DESC	Description of exempt use type 4.	text/string	100
Dwelling Type	DWELL_TYPE	Type of dwelling (e.g. single family, duplex, etc.)	text/string	30
Home Style	HOME_STYLE	Home style description (e.g. rambler, split entry, etc.)	text/string	30
Square Footage	FIN_SQ_FT	Finished square footage	numeric	11
Garage	GARAGE	Garage (Y/N)	text/string	1
Garage Square Footage	GARAGESQFT	Garage square footage	text/string	11
Basement	BASEMENT	Basement (Y/N)	text/string	1
Heating	HEATING	Type of heating in use	text/string	30
Cooling	COOLING	Type of cooling in use	text/string	30
Year Built	YEAR_BUILT	Year built	numeric	4
Number of Units	NUM_UNITS	Number of residential units.	text/string	6
Last Sales Date	SALE_DATE	Date of last sale	date	8
Last Sales Value	SALE_VALUE	Value of last sale	numeric	11
School District	SCHOOL_DST	Unique school district number	text/string	6
Watershed District	WSHD_DIST	Watershed district name	text/string	50
Green Acres	GREEN_ACRE	Green acres status (Y/N)	text/string	1
Open Space	OPEN_SPACE	Open space status (Y/N)	text/string	1
Agricultural Preserve	AG_PRESERV	Agricultural preserve status (Y/N)	text/string	1
Ag. Preserve Enrolled	AGPRE_ENRD	Agricultural preserve enrolled date	date	8
Ag. Preserve Expiration	AGPRE_EXPD	Agricultural preserve expiration date	date	8
Parcel Polygon to Parcel Point and PIN Relationship Code	PARC_CODE	This field is used to provide information about the relationship between parcel polygons, parcel points and unique tax parcel identifiers (PINs).	numeric	2

¹ Washington County’s agreement specifically exempts “property line dimensional data” from inclusion in the regional parcel dataset. This was the intent and understanding with other counties that raised the issue.

² “Resident name” has been identified by the MetroGIS community as a desirable attribute for the regional parcel dataset. However, this information is not maintained by counties. Until a suitable source for “Resident Name” is identified, “homestead status” will serve as a surrogate for “Resident Name”.

APPENDIX B
Operational/Procedural Clarifications

Note: On October 22, 2002, the Policy Board modified the regional policy statement to include this Appendix and authorized the Coordinating Committee, from that point on, to modify this Appendix and other regional policy statements (parcels and other) when all relevant and affected parties are in agreement.

1. If counties have polygons in their parcel dataset for rights-of-way, lakes or other “non-standard” parcels, these should not be removed from the regional parcel dataset. Counties do not have to go to any extra lengths to create polygons where they do not already exist in their parcel dataset. *(October 2002)*
2. The quarterly update schedule will be April 1, July 1, October 1 and January 1. Valuation and tax information in the Regional Parcel Dataset will generally be updated with the April release. Counties that do not have the new assessments available by April should provide them with the next quarterly release after they are available. Parcel geography and other attributes will be updated with each quarterly release. *(December 2003 Coordinating Committee clarification)*
3. Historical Information *(September 2004 Coordinating Committee clarification)*:
 - When new quarterly updates are posted, the previous version will be removed from MetroGIS DataFinder.
 - In accordance with Regional Custodian responsibility D(10), the Council will retain the end of calendar year quarterly update and make it available through MetroGIS DataFinder as historical data for that year.

⁽¹⁾ Revision History:

Version 1 - Initial Adoption: October 27, 1999
Modified: January 9, 2002 and October 22, 2002
Version 2 –Adoption: July 28, 2004
Modified: September 29, 2004 (Appendix B)