

REGIONAL PARCEL DATA BUSINESS INFORMATION NEED POLICY SUMMARY

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 at their own expense that 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 that may exist are the domain of MetroGIS to identify solutions that address the broad MetroGIS community interest.

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 is-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 dataset. *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 ~~coverage~~ 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 have agreed to provide access, without fee, to government and academic interests subject to obtaining and abiding by the provisions set forth in a License. \(*Negotiations in progress for 2004-2008 agreement.*\) See \(URL\) for more information about agreement and \(URL\) for information about the License and how to apply for licensure.](#)

[**2. Waiver of License Requirement for Access to Historical Versions of the Regional Parcel Dataset.** \(Policy proposal tentatively proposed for Policy Board consideration July 2004. See \(URL\) for a template of the document submitted by each county to ratify this policy.\)](#)

[**3. Waiver of license requirement for view only access.** \(Policy proposal tentatively proposed for Policy Board consideration July 2004. See \(URL\) for a template of the document submitted by each county ratifying this policy.\)](#)

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 (first and last) name of the owner. The format <u>should be last name first where available</u> (e.g. last name first or last name last) and inclusion of multiple owners is up to each county. <i>Carver and Ramsey report not having this data available. Anoka County will not be providing this data as part of the Geospatial Parcel Data.</i> | text/string | 4050 |
| 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. <i>Note: Only three counties carry this information.</i> | 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. <i>Dakota reports not having this data available. Anoka County will not be providing this data as part of the Geospatial Parcel Data.</i> | 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 (e.g. Anoka, Wash.). Those counties can decide if they want to process it into a Y/N field.</i> | text/string | 1 |
| Parcel House Number | BLDG_NUM | The building or house number of the parcel | text/string | 10 |
| Parcel Street Name | STREET | The street name (with street type and direction). This is the actual location of the parcel, which may not be the mailing address. | text/string | 40 |
| Parcel City Name | CITY | Name of city or township in which the parcel resides (not the mailing address) | text/string | 20 |

| Regional Parcel Attribute ¹ | Regional Dataset Field Name | Field Description <i>with some comments</i> | Field Type | Field Width |
|--|-----------------------------|---|-------------|-------------|
| | | city or township. | | |
| Parcel Zip Code | ZIP | Zip code in which the parcel resides. | text/string | 5 |
| 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 |
| 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 |
| Type of Structure | STRUC_TYPE | Type of structure on parcel. <i>Note: There is likely no standardization at all in this data between counties. Recommend a free text field and counties can populated it as appropriate. Not available in some counties.</i> | text/string | 30 |
| Last Sales Date | SALE_DATE | Date of last sale <i>Note: Since counties format this data in several different ways within their own databases, it is difficult to know what might be the best field type in the regional shape file (in terms of ease of standardization).</i> | 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 | |
| Open Space | OPEN_SPACE | Open space status (Y/N) | text/string | |
| Agricultural Preserve | AG_PRESERV | Agricultural preserve status (Y/N) | text/string | |
| Aq. Preserve Enrolled | AGPRE_ENRD | Agricultural preserve enrolled date | date | |
| Aq. Preserve Expiration | AGPRE_EXPD | Agricultural preserve expiration date | date | |
| 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". *The North Metro I-35W Corridor Coalition is prototyping a database that will include 20+ attributes about households, including resident name. When a suitable source is operational, the field "Resident Name" will be added to the regional dataset.*

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)*

~~—Counties may, at their discretion, also provide a parcel points shape file (which should have the same coordinate system and attribute fields as the polygon file) and/or a table of additional attributes that can be joined to the parcel geography with the unique parcel identifier. The amount of additional data (if any) and the degree of documentation is up to each county. The regional custodian shall not modify additional data in any way. *(October 2002)*~~

⁽¹⁾ Revision History:

Version 1 - Initial Policy Board Adoption: October 27, 1999

Modified on: January 9, 2002 and October 22, 2002