

WISCONSIN LAND INFORMATION PROGRAM

LAND INFORMATION OFFICE REFERENCE BOOK

TABLE OF CONTENTS

Version Date 10/8/91

This Reference Book will be occasionally updated. Additional inserts and a revised Table of Contents will be forwarded as they become available. Inserts should be placed in the following sections and order.

Introduction

- Cover Letter
- Instructions for Submission of County-Wide Plans to the Land Information Board
- Land Information Board Resolution - County-Wide Plan for Land Records Modernization Review Process

Board Documents - The following documents were prepared at the direction of the Wisconsin Land Information Board

- Preparing the County-Wide Plan for Land Records Modernization
- Recommendations and Requirements for County-Wide Plans for Land Records Modernization
- Aid to Counties - Procedures, Standards and Criteria for Grants-In-Aid to Local Government
- Policy Objectives and Program Implementation in Light of the Enabling Legislation, 1989 Wisconsin Acts 31 and 339 and 1991 Wisconsin Act 39

Statutes and Administrative Rules

- Table of Contents to Statutes
- Wisconsin Statutes Applicable to the Land Information Program
- Department of Administration Chapter 46 Administrative Rule

Geographic Frameworks

- Federal Geodetic Control Committee's Standards and Specifications for Geodetic Control Networks
- U.S. Geological Survey's National Map Accuracy Standards
- Architect, Engineer, Designer and Surveyor Section 7.08 (2) Wisconsin Administrative Code
- U.S. Public Land Survey Monument Record Form

- Southeastern Wisconsin Regional Planning Commission's *Detailed Specifications for Aerial Photography, Control Surveys, and Topographic Mapping* from the document entitled "Horizontal and Vertical Survey Control in Southeastern Wisconsin"
- Federal Geodetic Control Committee's Geometric Geodetic Accuracy Standards and Specifications for Using GPS Relative Positioning Techniques
- National Geodetic Survey's Draft NAD Conversion Software (CORPSCON) overview
- CORPSCON Technical and Operating Instructions
- Contract and Specifications for U.S. Public Land Survey Section and Quarter-Section Corner Relocation and Monumentation for Waukesha County, Wisconsin 1991 Monumentation Program

Parcels

- Southeastern Wisconsin Regional Planning Commission's *Detailed Specifications for Cadastral Mapping* from the document entitled "Horizontal and Vertical Survey Control in Southeastern Wisconsin"

Parcel Identification

- Department of Revenue County Code Numbers
- Department of Revenue Split Districts and Code Numbers
- Department of Revenue Minor Civil Division Code Numbers

Wetlands Mapping

- Wisconsin Department of Natural Resource's Bureau of Water Regulation and Zoning Wisconsin Wetlands Inventory
- Wisconsin Department of Natural Resource's Bureau of Water Regulation and Zoning Different Wetland Maps for Different Jobs
- Wisconsin Department of Natural Resource's Bureau of Water Regulation and Zoning Wisconsin Wetland Inventory Digital Data Distribution Policy
- Wisconsin Department of Natural Resource's Bureau of Water Regulation and Zoning Wisconsin Wetlands Inventory Map Legend

Soils Mapping

- U. S. Soil Conservation Service Area Resource Soil Scientists list
- U.S. Soil Conservation Service Technical Specifications for Digitizing Soil Survey Maps

Zoning Mapping

- (No materials are yet available)

MLIS Guidebook

- Federal Geodetic Control Committee's "*Multipurpose Land Information Systems: The Guidebook*"

LIS in Local Government

- *Introduction to Local Land Information Systems for Wisconsin's Future* by Alan P. Vonderohe, Robert F. Gurda, Stephen J. Ventura and Peter G. Thum
- *Implementation of Land Information Systems in Local Government - Steps Toward Land Records Modernization in Wisconsin* by Steven J. Ventura

References

- U.S. Department of Commerce, Office of Charting and Geodetic Services Geodetic and Charting Publications
- U.S. Department of Commerce, Office of Charting and Geodetic Services Information Flyers of the National Geodetic Survey

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State of Wisconsin Land Information Board

101 South Webster Street . Madison, Wisconsin

OCTOBER 11, 1991

TO: ALL COUNTY LAND INFORMATION OFFICES
FR: WILLIAM S. HOLLAND *W.S. Holland*
RE: LAND INFORMATION OFFICE REFERENCE BOOK

LADIES AND GENTLEMEN:

The Wisconsin Land Information Board is pleased to provide your office with the attached binder entitled, *WISCONSIN LAND INFORMATION PROGRAM, Land Information Office Reference Book*. As the title implies, this binder is the compilation of documents and materials for your reference. It is not necessary, for example, that the entire binder be read in order to be able prepare the County-Wide Plan for Land Records Modernization. It does, however, provide information that should assist Land Information Offices in the preparation and implementation of the Plan.

You will note that the binder is organized by the technical Foundational Elements required to be considered in the County-Wide Plan. In addition, the binder contains various Board documents, three guide books and other reference materials. Each Foundational Element section consists of materials that more fully describe Standards adopted by the Board for Plans. Most sections also include alternative and recommended standards, practices, and procedures. This Reference Book will, occasionally, be updated and supplemented. These additional and supplementary materials will include instructions for filing and an updated Table of Contents.

There are a few items included in the binder that may be of particular interest to Land Information Offices. These items include the following: *Implementation of Land Information Systems in Local Government - Steps Toward Land Records Modernization In Wisconsin*, by Venderhoe et al, and *Introduction to Local Land Information Systems for Wisconsin's Future*, by Ventura. These guide books were developed at the University of Wisconsin and are specifically tailored to the Wisconsin Land Information Program. Also included is the Federal Geodetic Control Committee's *Multipurpose Land Information Systems; the Guidebook*. In the pocket of the binder you will find a diskette that contains public domain software entitled, *CORPSCON*. *CORPSCON* is a computer program that will perform statistical conversions between North America Datums 1927 and 1983. Instructions for *CORPSCON*, are included in the Geographic Frameworks section.

We hope that these documents and materials are helpful and useful. If there are other references and information you would like to be added to this binder, please let us know. Thank you for your cooperation and participation in the Wisconsin Land Information Program.

(7/fax/liocvr)

WISCONSIN LAND INFORMATION PROGRAM

INSTRUCTIONS FOR SUBMISSION OF COUNTY-WIDE PLANS FOR LAND RECORDS MODERNIZATION TO THE LAND INFORMATION BOARD

When submitting County-Wide Plans for Land Records Modernization to The Wisconsin Land Information Board, please be aware of the following procedures and processes:

1. 18 copies of the Plan must be mailed or hand delivered to:

Wisconsin Land Information Board
101 South Webster Street
6th Floor G.E.F. 2
P.O. Box 7868
Madison, Wisconsin 53707-7868
2. In order to be approved, the Plan must be submitted under actual authority of the County, namely County Boards or Land Information Offices created by act of the County Board with the power to bind the County.
3. Draft versions of the Plan may be submitted to Board staff for informal review. Cover letters to these drafts should clearly indicate the County is only seeking informal review.
4. When the Plan is being formally submitted to the Board for review, the cover letter should clearly indicate formal approval is being sought. As a general rule, Plans must be submitted at least 30 days prior to the Board meeting where they will be considered. This time period may be shorter or longer depending on the Board's schedules and agendas.
5. Upon receipt, the Plan is first reviewed by staff. Staff review includes the development of a report for Board members. The Executive Director may have contact with the Land Information Office prior to full consideration by the Board. If the Plan is amended after submission, 18 copies of the amended Plan must be submitted to the Board in adequate time before the Board meeting to allow Board members time to review the amended Plan.
6. All communication between the County and the Board shall be through the Executive Director. Any negotiations between the County and the Board shall be accomplished through the Executive Director and the Chairperson of the Board, subject to approval by the full Board.
7. The Executive Committee will assign a Board member to serve as a "Mentor" for the County. The Mentor will, where necessary, give assistance to the County through Plan review and the grants-in-aid process.
8. It is highly recommended that representatives of the County be present at the meeting when the Plan is considered by the Board. Representatives of the County may be called on to answer questions about the Plan and the planning process.
9. Plan approval will be based on majority vote of the Board. Approval may be conditional.
10. The Land Information Office and County Board Chair will receive notice of the Board's action on the Plan, including a copy of the minutes of the Board meeting.

BE IT RESOLVED that the Wisconsin Land Information Board shall adopt the following procedures and practices of review and analysis of County-wide Plans for Land Records Modernization under Wis. Stat. Secs. 16.967(3)(e) and 59.88(3)(b), (5)(b)(2). All Plans submitted to the Board after January 7, 1991 shall be subject to the following procedures in the process of reviewing Plans for approval:

1. All Plans must be submitted to the Land Information Board at the following address and marked to the attention of the Executive Director:

Wisconsin Land Information Board
101 South Webster Street
6th Floor G.E.F. 2
P.O. Box 7868
Madison, Wisconsin 53707-7868

Upon receipt of a Plan, the Board shall send a formal acknowledgement of receipt to the submitting county.

2. All Plans must be submitted by a party with the full and actual authority to act on behalf of the County, namely, County Boards or Land Information Offices created by act of the County Board.
3. All subsequent communications between the Board and the County regarding the Plan shall be through the Land Information Office, its contact person or other party who has been designated in writing by the Land Information office. Communication from Counties to the Board regarding Plans that have been submitted shall be forwarded to the Executive Director.
4. Upon receipt of a Plan, Board staff shall forward a copy of the Plan to all Board members together with a tentative schedule for committee and Board review and approval.
5. County-Wide Plans submitted to the Board shall be first reviewed by the Executive Director, Board staff or other parties under the direction of the Executive Director. The Executive Director may make informal contact with the submitting County regarding the Plan. The Executive Director shall keep the Executive Committee fully apprised of all such communications and shall keep a log recording each such contact.
6. Board staff shall prepare a brief report on the review of each Plan and submit the Plan and the report to the Executive Committee for committee review. At the same time Board staff shall forward a copy of the Plan and its report to all Board members.
7. The Chair of the Executive Committee shall assign at least one other Board member outside the Executive Committee to serve as a "Mentor" to the County. . These assignments will be made on the basis of the needs of the county and expertise of the Board member. The Mentor shall, as is appropriate, offer assistance to the County through the Plan review process and thereafter. The Mentor may also facilitate Board review of the County's Plan by working with all parties. However, all formal negotiations between the Board and the County shall be accomplished through the Executive Director and Chair of the Board, subject to approval by the full Board.
8. The Executive Committee shall review each Plan for recommendation for approval, conditional approval or rejection to the full Board. Each recommendation will be based on majority vote of the Executive Committee.
9. All recommendations shall be forwarded to the full Board for review. Approval, conditional approval or rejection shall be based on majority vote of the full Board.