Expanded Parcel Data Sharing, Implementation Guidelines

Background
In Spring of 2016, the Land Information Records work group, an informal committee organized by the Governor's Office of Management and Budget's State Planning Coordinator, produced recommendations for expanding the sharing of GIS-based parcel information.

Participants in the LIR work group included representatives from county, regional, and state government, including the Utah Association of Counties (County Assessors and County Recorders), Wasatch Front Regional Council, Mountainland and Bear River AOGs, Utah League of Cities and Towns, UDOT, DNR, AGRC, the Division of Emergency Management, Blue Stakes, economic developers, and academic researchers.

The LIR work group's recommendations set the stage for voluntary sharing of additional objective/quantitative parcel GIS data, primarily around tax assessment-related information. Specifically the recommendations document establishes objectives, principles (including the role of local and state government), data content items, expected users, and a general process for data aggregation and publishing.

An important realization made by the group was that 'parcel data' or 'parcel record' products have a different meaning to different users and data stewards. The LIR group focused, specifically, on defining a data sharing recommendation around a **tax year parcel GIS data** product, aligned with the finalization of the property tax roll by County Assessors on May 22nd of each year.

The LIR recommendations do not impact the periodic sharing of **basic parcel GIS data** (boundary, ID, address) from the County Recorders to AGRC per 63F-1-506 (3.b.vi). Both the tax year parcel and the basic parcel GIS layers are designed for general purpose uses, and are not substitutes for researching and obtaining the most current, legal land records information on file in County records.

It is hoped that this new expanded parcel GIS layer will be put to immediate use supporting the best possible outcomes in public safety, economic development, transportation, planning, and the provision of public services. Another aim of the work group was to improve the usability of the data, through development of content guidelines and consistent metadata documentation, and the efficiency with which the data sharing is distributed.

This document, below, proposes a schedule, guidelines, and process for assembling county parcel and assessment data into an annual, statewide tax parcel GIS layer.

Update Frequency & Schedule:

Tax year parcels will be delivered to the AGRC by June 1st in the future and by the end of July of 2016 during the partnership kickoff. AGRC will continue to receive parcel data throughout the year from all counties and will encourage more frequent updates from counties with high growth.

GIS Layer Boundary Geometry:

- **GIS Format Data Files:** Ideally, Tax Year Parcel data should be provided in a shapefile (please include the .shp, .shx, .dbf, .prj, and .xml component files) or file geodatabase format. An empty shapefile and file geodatabase schema are available for download at:
    - *website URL to be created later*

  At the request of a county, AGRC will provide technical assistance to counties to extract, transform, and load parcel and assessment information into the GIS layer format.

- **Geographic Coverage:** Tax year parcel polygons should cover the area of each county for which assessment information is created and digital parcels are available. Full coverage may not be available yet for each county. The county may provide parcels that have been adjusted to remove gaps and overlaps for administrative tax purposes or parcels that retain these expected discrepancies that take their source from the legally described boundary or the process of digital conversion. The diversity of topological approaches will be noted in the metadata.

- **One Tax Parcel Record Per Unique Tax Notice:** Some counties produce an annual tax year parcel GIS layer with one parcel polygon per tax notice. In some cases, adjacent parcel polygons that compose a single taxed property must be merged into a single polygon. This is the goal for the statewide layer but may not be possible in all counties. AGRC will provide technical support to counties, where needed, to merge GIS parcel boundaries into the best format to match with the annual assessment information.

- **Standard Coordinate System:** Parcels will be loaded into Utah's statewide coordinate system, Universal Transverse Mercator coordinates (NAD83, Zone 12 North). However, boundaries stored in other industry standard coordinate systems will be accepted if they are both defined within the data file(s) and documented in the metadata (see below).

Descriptive Attributes:

Database Field/Column Definitions: The table below indicates the field names and definitions for attributes requested for each Tax Parcel Polygon record.

FIELD NAME	FIELD TYPE	LENGTH	DESCRIPTION	EXAMPLE
SHAPE *(expected)*	Geometry	n/a	The boundary of an individual parcel or merged parcels that corresponds with a single county tax notice	polygon boundary in UTM NAD83 Zone 12 N or other industry standard coordinates including state plane systems
COUNTY_NAME	Text	20	County name including spaces	BOX ELDER
COUNTY_ID *(expected)*	Text	2	County ID Number	Beaver = 1, Box Elder = 2, Cache = 3,..., Weber = 29
ASSESSOR_SRC *(expected)*	Text	100	Website URL, will be to County Assessor in most all cases	webercounty.org/assessor
BOUNDARY_SRC *(expected)*	Text	100	Website URL, will be to County Recorder in most all cases	webercounty.org/recorder
DISCLAIMER *(added by State)*	Text	50	Disclaimer URL	gis.utah.gov...
CURRENT_ASOF *(expected)*	Date		Parcels current as of date	01/01/2016
PARCEL_ID *(expected)*	Text	50	County designated Unique ID number for individual parcels	15034520070000
PARCEL_ADD *(expected, where available)*	Text	100	Parcel's street address location. Usually the address at recordation	810 S 900 E #304 (example for a condo)
TAXEXEMPT_TYPE *(expected)*	Text	100	Primary category of granted tax exemption	None, Religious, Government, Agriculture, Conservation Easement, Other Open Space, Other
TAX_DISTRICT *(expected, where applicable)*	Text	10	The coding the county uses to identify a unique combination of property tax levying entities	17A
TOTAL_MKT_VALUE *(expected)*	Decimal	8	Total market value of parcel's land, structures, and other improvements as determined by the	332000

			Assessor for the most current tax year	
LAND _MKT_VALUE *(expected)*	Decimal	8	The market value of the parcel's land as determined by the Assessor for the most current tax year	80600
PARCEL_ACRES *(expected)*	Decimal	8	Parcel size in acres	20.360
PROP_CLASS *(expected)*	Text	100	Residential, Commercial, Industrial, Mixed, Agricultural, Vacant, Open Space, Other	Residential
PRIMARY_RES *(expected)*	Text	1	Is the property a primary residence(s): Y'(es), 'N'(o), or 'U'(nknown)	Y
HOUSING_CNT *(expected, where applicable)*	Text	10	Number of housing units, can be single number *or range like '5-10'*	1
SUBDIV_NAME *(optional)*	Text	100	Subdivision name if applicable	Highland Manor Subdivision
BLDG_SQFT *(expected, where applicable)*	Integer	8	Square footage of primary bldg(s)	2816
BLDG_SQFT_INFO *(expected, where applicable)*	Text	100	Note for how building square footage is counted by the County	Only finished above and below grade areas are counted.
FLOORS_CNT *(expected, where applicable)*	Decimal	8	Number of floors as reported in county records	2
FLOORS_INFO *(expected, where applicable)*	Text	100	Note for how floors are counted by the County	Only above grade floors are counted
BUILT_YR *(expected, where applicable)*	Integer	4	Estimated year of initial construction of primary buildings	1968
EFFBUILT_YR *(optional, where applicable)*	Integer	4	The 'effective' year built' of primary buildings that factors in updates after construction	1980
CONST_MATERIAL *(optional, where applicable)*	Text	100	Construction Material Types, Values for this field	Wood Frame, Brick, etc

			are expected to vary greatly by county	

Disclaimer:

No warranties or certification, express or implied, are provided for the statewide tax parcel dataset and related GIS mapping layer. This data product has been compiled as a best effort service strictly for general purpose informational use and any interpretations made are the responsibility of the User.

The State of Utah and County Governments, their elected officials, officers, employees, and agents assume no legal responsibilities for the information contained herein and shall have no liability for any damages, losses, costs, or expenses, including, but not limited to attorney's fees, arising from the use or misuses of the information provided herein. The User's use thereof shall constitute an agreement by the User to release The State of Utah and County Government, its elected officials, officers, employees, and agents from such liability.

By using the information contained herein, the User is stating that the above Disclaimer has been read and that he/she has full understanding and is in agreement with the contents of this disclaimer. While the property boundary information depicted in this dataset is based directly on the legal descriptions provided on recorded documents on file in County Recorders' Offices, it is NOT intended to be used for legal litigation or boundary disputes and is for informational use only. Users interested in pursuing legal litigation and/or boundary disputes should consult an attorney or licensed surveyor, or both.

Deliverable Media: All digital data associated with County Tax Year Parcels shall be delivered on mutually agreed upon Windows OS compatible media, including but not limited to:

1. DVD
2. Portable USB storage device
3. Electronic delivery by email attachment, File Transfer Protocol (FTP), or streaming data web service.

Metadata: The statewide tax parcel layer will be documented using the ESRI item description metadata format which will include a description of the product, URL links for more information , a description of the aggregation process, and the agreed upon disclaimer. Additionally several metadata elements, including county level contacts, will be included in each record in the statewide tax parcel GIS layer

Delivery/Contact Point for Tax Year Parcel GIS Layer submissions: Please direct or coordinate submissions to Automated Geographic Reference Center using any of the the contacts below. Mailing address: DTS-AGRC; 1 State Office Building, Room 5130; Salt Lake

City, UT 84114.

Questions/More Information: AGRC Parcel/Cadastral Contacts:

- Sean Fernandez, Cadastral Manager (email: sfernandez@utah.gov; office phone: 801-209-9359)
- Rick Kelson (email: rkelson@utah.gov; office phone: 801-538-3237)
- Mike Heagin (email: mheagin@utah.gov; 801-537-9296)