

**MINNESOTA**

# **Parcel Data Transfer Standard**

**Public Stakeholder Comments Received:  
January 8, 2018 – February 9, 2018**

*This document contains the responses collected from the stakeholders on the Parcel Data Transfer Standard (Draft Version. 3.2) during the public comment period from January 8, 2018 through February 9, 2018*

# Parcel Data Transfer Standard – Draft Version 3.2:

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### **Formal comments on this standard can be directed to:**

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Via regular mail: Standards Committee, MnGeo  
RE: Parcel Data Transfer Standard  
658 Cedar Street, Room 300 St. Paul, MN 55155

### **Questions about this standard can be directed to:**

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Standards Committee Chair: Geoffrey Maas, GISP  
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## Introduction

Digital parcel data is a core geospatial infrastructure dataset containing a wealth of valuable information about land division, land value and numerous other locational and descriptive attributes related to land parcels. It is a foundational piece of geospatial data infrastructure for government services at all levels. Additionally, the work of private sector interests (e.g., utilities, real estate, engineering), non-profits and academia are greatly enhanced and more efficient with the availability of standardized parcel data. The Parcel Data Transfer Standard is intended to serve as a common resource for the geospatial community of Minnesota. It establishes a common set of attributes and definitions to encourage the efficient transfer, use and aggregation of geospatial parcel (cadastral) data. The proposed standard is primarily intended for use as a transfer standard; however, the wide range of attributes it contains facilitates its use for a wide variety of purposes. This standard **does not** mandate how data producers should capture or store their parcel data internally, or how data is used to meet their internal business needs.

### *Purpose of this Standard*

The purpose of this standard is to provide a single, commonly accepted set of attribute specifications (field name, type, field width, and order) for transferring and aggregating parcel data in Minnesota for a wide variety of purposes. It is primarily intended to be used when data are being transferred in any direction between cities, counties, state agencies, and external customers. Use of the standard will improve the ability to share data resources by reducing incompatibilities when acquiring, processing and disseminating parcel (cadastral) data.

### *Applicability*

Data producers may have unique methods, definitions, and criteria for capture and storage of parcel data that satisfy their own business requirements. This standard seeks to establish attribute specifications for data exchange purposes. It does not attempt to define internal data capture or storage specifications for data producers, though some data producers may find benefit in storing data in this format. Specific organizations within state government agencies may choose to adopt this standard and require compliance with it for their agency-to-agency interactions.

### *Sources of this Standard*

The data specifications found in the Minnesota Parcel Data Transfer Standard are derived from two main areas of effort, these being the original Metro Parcel Data Standard (begun in 1999, completed and in use since 2002 by the Seven Metropolitan Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington) and the work of the Parcel and Land Records Committee in their refinement and expansion of the original Metro Parcel Data Standard—beginning in 2004—to develop a statewide parcel transfer standard. In Minnesota, digital parcel data originates from the work of county governments, who approve and record land division and who support the work flow of tax collection and tax administration; county governments are the *authoritative source* of the digital parcel data in Minnesota.

## Compliance Notes

Several domain tables accompany this standard. These are available in an Excel spreadsheet version of the standard document here: [http://www.mngeo.state.mn.us/committee/standards/parcel\\_attrib/parcel\\_attrib.html](http://www.mngeo.state.mn.us/committee/standards/parcel_attrib/parcel_attrib.html). To comply with this standard, a parcel dataset must adhere to these domains but does not need to include the domain tables with the data. If a value exists that is not included in a domain, it may be submitted to the Minnesota Geospatial Advisory Council Standards Committee to be included in the domain. Domains will be updated on a periodic basis, as needed. The date of the most recent change to each domain table will be included in the main table of the domains spreadsheet.

## ***Inclusion***

Inclusion is a term for the status of a specific attribute being present in the standard. Four types of inclusion are referenced for the attributes of this standard: Mandatory, Conditional if Applicable, Conditional if Available and Optional.

### **Mandatory:**

- Field must be populated for each record to be compliant with the standard;
- Null values are not allowed;

*Example: COUNTY\_PIN is a Mandatory field in this standard. If COUNTY\_PIN values are missing, the database does not comply with the Parcel Data Transfer Standard*

### **Conditional if Applicable:**

- Each field must be populated with a non-null value for each record that is applicable to the feature;

*Example 1: Lot, Block and Plat values must be populated for all platted properties, however, they will be null for non-platted properties.*

*Example 2: Address on "West Seventh Street" has a Pre Directional of "West". All addresses on this street would be required to have the Pre Directional field populated, but not the Post Directional field. The inclusion of 'West' (as it is present and applies) and the lack of a Post Directional are Conditional aspects of its attribution.*

### **Conditional if Available:**

- Field must be populated if the data exists in the data provider's database;

*Example: A county's tax database may contain a variety of information about the taxpayer, tax year and special assessments, but may not contain information about Use Classification, Heating, Cooling or other attributes; these latter attributes would be populated if they were available.*

### **Optional:**

- Field is not required to be populated;

## **Mixed Case**

If possible, per the Federal Geographic Data Committee (FGDC) standards, all field values in this standard will use a mixed case format. Some end users may desire an ALL CAPS format for a specific purpose; data may be converted to ALL CAPS by end users if desired. It is more difficult to automatically convert ALL CAPS back to mixed case.

Note: The National Emergency Numbering Association (NENA) standard also uses mixed case for many of its data registries (e.g. street name pre and post types).

## ***Abbreviations***

If possible, per the FGDC standard, all field values in this standard should be spelled out unless specifically defined otherwise in the field description. This is done to remove ambiguity. The FGDC standard provides the example of "N W Jones Tr." Is it "Northwest Jones Tr" "Noble Wimberly Jones Tr" or "North William Jones Tr"? Does Tr stand for Terrace, Trail, or Trace? This is also done because standardized lists of abbreviations are bound to be incomplete. A few examples of street types missing from [the USPS list](#) include: Alcove, Close, Connector, Downs, Exchange, and Promenade. Note: The NENA standard does not use abbreviations for many of its data registries (e.g. street name pre and post types).

## ***Domains***

Several domain tables accompany this standard. These are available in an Excel spreadsheet version of the standard document here: [http://www.mngeo.state.mn.us/committee/standards/parcel\\_attrib/parcel\\_attrib.html](http://www.mngeo.state.mn.us/committee/standards/parcel_attrib/parcel_attrib.html). To comply with this standard, a parcel dataset must adhere to these domains but does not need to include the domain tables with the data. If a value exists that is not included in a domain, it may be submitted to the Minnesota Geospatial Advisory Council Standards Committee to be included in the domain. Domains will be updated on a periodic basis, as needed. The date of the most recent change to each domain table will be included in the main table of the domains spreadsheet.



***Please note:*** Comments received by contributing stakeholders are noted with the 'Comment Icon' (at left) in the body of the document.

# Database Summary Table

Element Number	Element Name	Database Field Name	Field Type	Field Width	Inclusion	Domain
<b>1. Identification Elements</b>						
<a href="#">1.1</a>	County PIN	COUNTY_PIN	Text	22	Mandatory	
<a href="#">1.2</a>	State PIN	STATE_PIN	Text	28	Mandatory	
<b>2. Address Elements</b>						
<a href="#">2.1</a>	Address Number Prefix	ANUMBERPRE	Text	15	If Applicable	
<a href="#">2.2</a>	Address Number	ANUMBER	Long Integer	10	If Applicable	
<a href="#">2.3</a>	Address Number Suffix	ANUMBERSUF	Text	15	If Applicable	
<a href="#">2.4</a>	Street Name Pre Modifier	ST_PRE_MOD	Text	15	If Applicable	
<a href="#">2.5</a>	Street Name Pre Directional	ST_PRE_DIR	Text	9	If Applicable	Street Directional
<a href="#">2.6</a>	Street Name Pre Type	ST_PRE_TYP	Text	35	If Applicable	Street Pre Type
<a href="#">2.7</a>	Street Name Pre Separator	ST_PRE_SEP	Text	20	If Applicable	
<a href="#">2.8</a>	Street Name	ST_NAME	Text	60	If Applicable	
<a href="#">2.9</a>	Street Name Post Type	ST_POS_TYP	Text	15	If Applicable	Street Post Type
<a href="#">2.10</a>	Street Name Post Directional	ST_POS_DIR	Text	9	If Applicable	Street Directional
<a href="#">2.11</a>	Street Name Post Modifier	ST_POST_MOD	Text	15	If Applicable	
<a href="#">2.12</a>	Subaddress Type 1	SUB_TYPE1	Text	12	If Applicable	Subaddress Type
<a href="#">2.13</a>	Subaddress Identifier 1	SUB_ID1	Text	30	If Applicable	
<a href="#">2.14</a>	Subaddress Type 2	SUB_TYPE2	Text	12	If Applicable	Subaddress Type
<a href="#">2.15</a>	Subaddress Identifier 2	SUB_ID2	Text	30	If Applicable	
<a href="#">2.16</a>	ZIP Code	ZIP	Text	5	If Applicable	
<a href="#">2.17</a>	ZIP Plus 4	ZIP4	Text	4	Optional	
<b>3. Area Elements</b>						
<a href="#">3.1</a>	CTU Name	CTU_NAME	Text	100	Mandatory	CTU Name
<a href="#">3.2</a>	CTU Code	CTU_ID_TXT	Text	8	Mandatory	CTU ID Text
<a href="#">3.3</a>	Postal Community Name	POSTCOMM	Text	40	Optional	
<a href="#">3.4</a>	County Code	CO_CODE	Text	5	Mandatory	County Code
<a href="#">3.5</a>	County Name	CO_NAME	Text	40	Mandatory	County Name
<a href="#">3.6</a>	State Code	STATE_CODE	Text	2	Mandatory	State Code
<b>4. Tax and Survey Elements</b>						
<a href="#">4.1</a>	Lot	LOT	Text	30	If Applicable	
<a href="#">4.2</a>	Block	BLOCK	Text	30	If Applicable	
<a href="#">4.3</a>	Plat Name	PLAT_NAME	Text	150	If Applicable	
<a href="#">4.4</a>	Owner Name	OWNER_NAME	Text	100	If Available	
<a href="#">4.5</a>	Owner More Information	OWNER_MORE	Text	100	If Available	
<a href="#">4.6</a>	Owner Address Line 1	OWN_ADD_L1	Text	100	If Available	
<a href="#">4.7</a>	Owner Address Line 2	OWN_ADD_L2	Text	100	If Available	
<a href="#">4.8</a>	Owner Address Line 3	OWN_ADD_L3	Text	100	If Available	
<a href="#">4.9</a>	Owner Address Line 4	OWN_ADD_L4	Text	100	If Available	
<a href="#">4.10</a>	Tax Name	TAX_NAME	Text	100	Mandatory	
<a href="#">4.11</a>	Tax Payer Address Line 1	TAX_ADD_L1	Text	100	If Applicable	
<a href="#">4.12</a>	Tax Payer Address Line 2	TAX_ADD_L2	Text	100	If Applicable	
<a href="#">4.13</a>	Tax Payer Address Line 3	TAX_ADD_L3	Text	100	If Applicable	
<a href="#">4.14</a>	Tax Payer Address Line 4	TAX_ADD_L4	Text	100	If Applicable	
<a href="#">4.15</a>	Landmark	LANDMARK	Text	150	Optional	
<a href="#">4.16</a>	Homestead Exemption	HOMESTEAD	Text	10	If Applicable	Homestead
<a href="#">4.17</a>	Acres (Polygon)	ACRES_POLY	Double	11 (Includes 2 decimal places)	Mandatory	

<a href="#">4.18</a>	Acres (Deed)	ACRES_DEED	Double	11 (Includes 2 decimal places)	If Applicable	
<a href="#">4.19</a>	Estimated Value of Land	EMV_LAND	Integer	Long	If Applicable	
<a href="#">4.20</a>	Estimated Value of Building	EMV_BLDG	Integer	Long	If Applicable	
<a href="#">4.21</a>	Estimated Value Total	EMV_TOTAL	Integer	Long	If Applicable	
<a href="#">4.22</a>	Tax Year	TAX_YEAR	Integer	Short	If Applicable	
<a href="#">4.23</a>	Market Year	MKT_YEAR	Integer	Short	If Applicable	
<a href="#">4.24</a>	Tax Capacity	TAX_CAPAC	Integer	Long	If Applicable	
<a href="#">4.25</a>	Total Tax	TOTAL_TAX	Integer	Long	If Applicable	
<a href="#">4.26</a>	Special Assessment	SPEC_ASSES	Integer	Long	If Applicable	
<a href="#">4.27</a>	Use Classification Type 1	USECLASS1	Text	100	If Available	
<a href="#">4.28</a>	Use Classification Type 2	USECLASS2	Text	100	If Available	
<a href="#">4.29</a>	Use Classification Type 3	USECLASS3	Text	100	If Available	
<a href="#">4.30</a>	Use Classification Type 4	USECLASS4	Text	100	If Available	
<a href="#">4.31</a>	Multiple Uses	MULTI_USE	Text	3	Optional	Yes No
<a href="#">4.32</a>	Tax Exempt	TAX_EXEMPT	Text	3	Optional	Tax Exempt
<a href="#">4.33</a>	Exempt Use Type 1	XUSECLASS1	Text	100	If Available	
<a href="#">4.34</a>	Exempt Use Type 2	XUSECLASS2	Text	100	If Available	
<a href="#">4.35</a>	Exempt Use Type 3	XUSECLASS3	Text	100	If Available	
<a href="#">4.36</a>	Exempt Use Type 4	XUSECLASS4	Text	100	If Available	
<a href="#">4.37</a>	Dwelling Type	DWELL_TYPE	Text	30	If Available	
<a href="#">4.38</a>	Home Style	HOME_STYLE	Text	30	If Available	
<a href="#">4.39</a>	Finished Square Footage	FIN_SQ_FT	Integer	Long	If Available	
<a href="#">4.40</a>	Presence of Garage	GARAGE	Text	3	If Available	Yes No
<a href="#">4.41</a>	Square Footage of Garage	GARAGESQFT	Integer	Long	If Available	
<a href="#">4.42</a>	Presence of Basement	BASEMENT	Text	3	If Available	Yes No
<a href="#">4.43</a>	Type of Heating	HEATING	Text	30	If Available	
<a href="#">4.44</a>	Type of Cooling	COOLING	Text	30	If Available	
<a href="#">4.45</a>	Year Built	YEAR_BUILT	Integer	Short	If Available	
<a href="#">4.46</a>	Number of Residential Units	NUM_UNITS	Integer	Long	If Available	
<a href="#">4.47</a>	Date of Last Sale	SALE_DATE	Date	8	If Available	
<a href="#">4.48</a>	Value at Last Sale	SALE_VALUE	Integer	Long	If Available	
<a href="#">4.49</a>	Green Acres Program	GREEN_ACRE	Text	3	If Available	Yes No
<a href="#">4.50</a>	Open Space	OPEN_SPACE	Text	3	If Available	Yes No
<a href="#">4.51</a>	Agricultural Preserve	AG_PRESERVE	Text	3	If Available	Yes No
<a href="#">4.52</a>	Ag Preserve Enroll Date	AGPRE_ENRD	Date	8	If Available	
<a href="#">4.53</a>	Ag Preserve Expiration Date	AGPRE_EXPD	Date	8	If Available	
<a href="#">4.54</a>	Abbreviated Legal Description	ABB_LEGAL	Integer	Short	If Available	
<a href="#">4.55</a>	Edit Date	EDIT_DATE	Date	8	If Available	
<a href="#">4.56</a>	Export Date	EXP_DATE	Date	8	Mandatory	
<a href="#">4.57</a>	Polygon to Point Relationship	POLYPT_REL	Integer	Short	If Available	
<b>5. Ownership and Administration Elements</b>						
<a href="#">5.1</a>	Ownership Category	OWNERSHIP	Text	5	Optional	Ownership
<a href="#">5.2*</a>	Administrative Ownership*	ADMIN_OWN	Text	8	Optional	Admin Ownership
<a href="#">5.3</a>	School District	SCHOOL_DST	Text	10	Optional	School District
<a href="#">5.4</a>	Watershed District	WSDH_DST	Text	50	Optional	Watershed District
<b>6. Public Land Survey System (PLSS) Elements</b>						
<a href="#">6.1</a>	Section	SECTION	Integer	Short (3)	Optional	
<a href="#">6.2</a>	Township	TOWNSHIP	Integer	Short (3)	Optional	
<a href="#">6.3</a>	Range	RANGE	Integer	Short (3)	Optional	
<a href="#">6.4</a>	Range Direction	RANGE_DIR	Integer	Short (1)	Optional	Range Direction
<a href="#">6.5</a>	Principal Meridian	PRIN_MER	Integer	Short (1)	Optional	Principal Meridian

*\*To be removed from Draft Version 3.2 of this standard, please refer to the note on Page 25 of this document.*

# Data Element Details

## 1. Identification Elements

### 1.1 County PIN

<b>Database Name</b>	COUNTY_PIN		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	22	<b>Domain</b>	
<b>Examples</b>	29-0-0559-2 (example from Aitkin County) 12-029-24-32-0243 (example from Hennepin County)		
<b>Description</b>	The unique parcel identifier (PID) or parcel identification number (PIN) that is use within the county		

### 1.2 State PIN

<b>Database Name</b>	STATE_PIN		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	28	<b>Domain</b>	
<b>Examples</b>	27001-29-0-0559-2 (example from Aitkin County) 27053-12-029-24-32-0243 (example from Hennepin County)		
<b>Description</b>	A concatenation of CO_CODE, a dash, and COUNTY_PIN. This creates a parcel identifier that is unique within the state and nationally for each parcel.		



## 2. Address Elements

Note: Address elements comply with the [Minnesota Address Point Data Standard](#).

### 2.1 Address Number Prefix

<b>Database Name</b>	ANUMBERPRE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	15	<b>Domain</b>	
<b>Examples</b>	61-43 Springfield Lane		
<b>Description</b>	The portion of the complete address number which precedes the address number itself. For an address range separated by a dash, the first number and dash will go in the prefix.		

### 2.2 Address Number

<b>Database Name</b>	ANUMBER		
<b>Data Type</b>	Long Integer	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	10	<b>Domain</b>	
<b>Examples</b>	1234 Main Street		
<b>Description</b>	The numeric identifier for the address of the parcel.		

### 2.3 Address Number Suffix

<b>Database Name</b>	ANUMBERSUF		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	15	<b>Domain</b>	
<b>Examples</b>	123 1/2 Main Street, 456 B Wilson Street		
<b>Description</b>	The portion of the complete address number which follows the address number itself		

### 2.4 Street Name Pre Modifier

<b>Database Name</b>	ST_PRE_MOD		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	15	<b>Domain</b>	
<b>Examples</b>	Old North First Street, Alternate North Avenue B		
<b>Description</b>	A word or phrase that precedes and modifies the Street Name, but is separated from it by a Street Name Pre Type or a Street Name Pre Directional or both		

### 2.5 Street Name Pre Directional

<b>Database Name</b>	ST_PRE_DIR		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	9	<b>Domain</b>	Street Directional
<b>Examples</b>	North Main Street		
<b>Description</b>	A word preceding the Street Name that indicates the direction or position of the thoroughfare relative to an arbitrary starting point or line, or the sector where it is located. Note: Do not use words that are part of the street name as a directional. For example, in North Shore Drive, "North" would be part of the street name if it is a drive named for the North Shore as opposed to the northern section of Shore Drive.		

## 2.6 Street Name Pre Type

<b>Database Name</b>	ST_PRE_TYP		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	35	<b>Domain</b>	Street Pre Type
<b>Examples</b>	County Road 14, Interstate 94, Avenue of the Stars		
<b>Description</b>	A word or phrase that precedes the Street Name and identifies a type of thoroughfare in a complete street name.		

## 2.7 Street Name Pre Separator

<b>Database Name</b>	ST_PRE_SEP		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	20	<b>Domain</b>	
<b>Examples</b>	Avenue of the Stars		
<b>Description</b>	If a Complete Street Name includes a prepositional phrase between a Street Name Pre Type and a Street Name, the prepositional phrase is treated as a separator.		

## 2.8 Street Name

<b>Database Name</b>	ST_NAME		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	60	<b>Domain</b>	
<b>Examples</b>	Central Street Southwest, County Road 7		
<b>Description</b>	The portion of the complete street name that identifies the particular thoroughfare. For numbered streets (e.g. Third Street, 3rd Street), use the format and spelling as defined by each official local address authority. For street name formats like 2nd, 3rd and 4th, use lower case letters.		

## 2.9 Street Name Post Type

<b>Database Name</b>	ST_POS_TYP		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	15	<b>Domain</b>	Street Post Type
<b>Examples</b>	1234 Central Street Southwest		
<b>Description</b>	A word or phrase that follows the street name and identifies a type of thoroughfare.		

## 2.10 Street Name Post Directional

<b>Database Name</b>	ST_POS_DIR		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	9	<b>Domain</b>	Street Directional
<b>Examples</b>	1234 Cherry Street North		
<b>Description</b>	A word following the Street Name that indicates the direction or position of the thoroughfare relative to an arbitrary starting point or line, or the sector where it is located.		

## 2.11 Street Name Post Modifier

<b>Database Name</b>	ST_POS_MOD		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	15	<b>Domain</b>	
<b>Examples</b>	1230 Central Avenue Extended		
<b>Description</b>	A word or phrase that follows and modifies the Street Name, but is separated from it by a Street Name Post Type or a Street Name Post Directional or both.		

## 2.12 Subaddress Type 1

<b>Database Name</b>	SUB_TYPE1		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	12	<b>Domain</b>	Subaddress Type
<b>Examples</b>	Apartment B3, Building 6, North Tower, O'Shaughnessy Science Hall, Floor 2, Mezzanine Level, Suite 10		
<b>Description</b>	The type of subaddress to which the associated Subaddress Identifier applies.		

## 2.13 Subaddress Identifier 1

<b>Database Name</b>	SUB_ID1		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	Apartment B3, Building 6, North Tower, O'Shaughnessy Science Hall, Floor 2, Mezzanine Level, Suite 10		
<b>Description</b>	The letters, numbers, words or combination thereof used to distinguish different subaddresses of the same type when several occur within the same feature.		

## 2.14 Subaddress Type 2

<b>Database Name</b>	SUB_TYPE2		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	12	<b>Domain</b>	Subaddress Type
<b>Examples</b>	Apartment B3, Building 6, North Tower, O'Shaughnessy Science Hall, Floor 2, Mezzanine Level, Suite 10		
<b>Description</b>	The type of subaddress to which the associated Subaddress Identifier applies.		

## 2.15 Subaddress Identifier 2

<b>Database Name</b>	SUB_ID2		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	Apartment B3, Building 6, North Tower, O'Shaughnessy Science Hall, Floor 2, Mezzanine Level, Suite 10		
<b>Description</b>	The letters, numbers, words or combination thereof used to distinguish different subaddresses of the same type when several occur within the same feature.		

## 2.16 ZIP Code

<b>Database Name</b>	ZIP		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	5	<b>Domain</b>	
<b>Examples</b>	56301		
<b>Description</b>	A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address.		

## 2.17 ZIP Plus 4

<b>Database Name</b>	ZIP4		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	4	<b>Domain</b>	
<b>Examples</b>	3846		
<b>Description</b>	A 4-digit extension of the 5-digit ZIP Code (preceded by a hyphen) that, in conjunction with the ZIP code, identifies a specific range of the USPS delivery addresses.		

### 3. Area Elements

#### 3.1 CTU Name

<b>Database Name</b>	CTU_NAME		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	100	<b>Domain</b>	CTU Name
<b>Examples</b>	Bloomington, Lake View Township, Rushford		
<b>Description</b>	The name of the city, township, or unorganized territory (CTU) in which the parcel is physically located. In many places, this will be different than the city name used by the U.S. Postal Service. Note: Minnesota has a <a href="#">CTU Identifier Codes standard</a> .		

#### 3.2 CTU Code

<b>Database Name</b>	CTU_CODE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	8	<b>Domain</b>	CTU ID Text
<b>Examples</b>	02394789, 00664194		
<b>Description</b>	<p>The official Federal Geographic Names Information Systems unique identifier code for the city, township or unorganized territory in which the parcel is physically located. There are two Federal formats:</p> <ol style="list-style-type: none"> <li>1. The U.S. Census text format with leading zeros is required in this standard. (e.g. 02394789, 00664194)</li> <li>2. The USGS integer format is NOT compliant with this Minnesota standard. (e.g. 2394789, 664194)</li> </ol> <p>Note: Minnesota has a <a href="#">CTU Identifier Codes standard</a>.</p>		

#### 3.3 Postal Community Name

<b>Database Name</b>	POSTCOMM		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	40	<b>Domain</b>	
<b>Examples</b>	Saint Cloud		
<b>Description</b>	<p>A city name recognized by the USPS as valid for the ZIP Code of the address point. The USPS recognizes one or more city names as being valid for each ZIP Code. It also designates one of the city names as the <u>default</u> for the ZIP Code and asks for it to be used “whenever possible”. In many places this will be different than the name of the city or township in which the address is physically located. For example, addresses within the cities of Hermantown and Proctor use the ZIP Code of 55810, but the USPS default city name for this ZIP Code is Duluth.</p> <p>USPS recognized and default city names for a given zip code can be found using <a href="#">this USPS form</a>.</p>		

### 3.4 County Code

<b>Database Name</b>	CO_CODE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	5	<b>Domain</b>	County Code
<b>Examples</b>	27001 (Aitkin County), 27003 (Anoka County)		
<b>Description</b>	The combination of the two-character state numeric code and the three-character county code in which the parcel resides. Note: Both state and county codes are national and state approved standards. <a href="#">Minnesota county code standard</a> . <a href="#">Minnesota state code standard</a> .		

### 3.5 County Name

<b>Database Name</b>	CO_NAME		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	40	<b>Domain</b>	County Name
<b>Examples</b>	Roseau, Winona		
<b>Description</b>	The name of the county in which the parcel is physically located		

### 3.6 State Code

<b>Database Name</b>	STATE_CODE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	2	<b>Domain</b>	State Code
<b>Examples</b>	MN		
<b>Description</b>	The two-character state code for mailing purposes. This will always be "MN" for Minnesota and in compliance with the <a href="#">Minnesota state code standard</a> .		

## 4. Tax and Survey Elements

### 4.1 Lot

<b>Database Name</b>	LOT		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	7, Lot 7, Outlot A		
<b>Description</b>	For platted parcels, the lot with which the parcel is identified ( <i>portion of legal description</i> )		

### 4.2 Block

<b>Database Name</b>	BLOCK		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	13, Block 13		
<b>Description</b>	For platted parcels, the block with which the parcel is identified ( <i>portion of legal description</i> )		

### 4.3 Plat Name

<b>Database Name</b>	PLAT_NAME		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	150	<b>Domain</b>	
<b>Examples</b>	East Side Addition to Minneapolis; Smith's Second Addition		
<b>Description</b>	For platted parcels, the name of the plat in which the parcel is found ( <i>portion of legal description</i> ) <i>Providers and users of the data should be aware that owing to differing tax nomenclature systems, some truncation is acceptable, and may occur in this field.</i>		

### 4.4 Owner Name

<b>Database Name</b>	OWNER_NAME		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Available
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	William Windom; Windom, William H; William H Windom		
<b>Description</b>	The name of the parcel owner for multiple ownerships this would be the primary owner listed on tax statements. Name formats are acceptable in whatever order they are stored in the respective tax systems		

### 4.5 Owner More Information

<b>Database Name</b>	OWNER_MORE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Available
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	Additional owner information such as including more names		

### 4.6 Owner Address Line 1

<b>Database Name</b>	OWN_ADD_L1		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Available
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	2204 Fillmore Street Northeast		
<b>Description</b>	Owner address line 1 or secondary owner in those cases where the primary owner address has no information		

#### 4.7 Owner Address Line 2

<b>Database Name</b>	OWN_ADD_L2		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Available
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	Suite 1		
<b>Description</b>	Owner address line 2		

#### 4.8 Owner Address Line 3

<b>Database Name</b>	OWN_ADD_L3		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Available
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	Saint Paul, MN 55101		
<b>Description</b>	Owner address line 3		

#### 4.9 Owner Address Line 4

<b>Database Name</b>	OWN_ADD_L4		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Available
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	Owner address line 4		

#### 4.10 Taxpayer Name

<b>Database Name</b>	TAX_NAME		
<b>Data Type</b>	Text	<b>Inclusion</b>	Mandatory
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	Louisa Windom; Windom Louisa H.; Louisa H. Windom		
<b>Description</b>	The name of the taxpayer of the parcel; this value may be different from the parcel owners listed in 4.4 and 4.5		

#### 4.11 Taxpayer Address Line 1

<b>Database Name</b>	TAX_ADD_L1		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	4004 Rock Creek Road		
<b>Description</b>	Taxpayer address line 1		

#### 4.12 Taxpayer Address Line 2

<b>Database Name</b>	TAX_ADD_L2		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	Suite 1		
<b>Description</b>	Taxpayer address line 2		

#### 4.13 Taxpayer Address Line 3

<b>Database Name</b>	TAX_ADD_L3		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	Taxpayer address line 3		

#### 4.14 Taxpayer Address Line 4

<b>Database Name</b>	TAX_ADD_L4		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	Taxpayer address line 4		

#### 4.15 Landmark Name

<b>Database Name</b>	LANDMARK		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	150	<b>Domain</b>	
<b>Examples</b>	Minneapolis Fire Station 15, Memorial Park, Dairy Queen		
<b>Description</b>	One or more landmark names which identify a relatively permanent feature of the landscape that has recognizable identity within a particular cultural context. Note: Any parcel could include multiple landmarks, all of which may be included in this element.		

#### 4.16 Homestead Exemption

<b>Database Name</b>	HOMESTEAD		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional If Applicable
<b>Width</b>	10	<b>Domain</b>	Homestead
<b>Examples</b>	Yes, No, Fractional		
<b>Description</b>	Indicates if the property has a homestead exemption. Yes, No, Fractional. In many tax systems there are multiple combinations possible for partial homestead, if any of these apply the use of Fractional is applicable as a "catch all" category for them.		

#### 4.17 Acres (Polygon)

<b>Database Name</b>	ACRES_POLY		
<b>Data Type</b>	Double	<b>Inclusion</b>	Mandatory
<b>Width</b>	11 (Including 2 decimal places)	<b>Domain</b>	
<b>Examples</b>	84.17		
<b>Description</b>	The calculated acreage of the parcel polygon.		

#### 4.18 Acres (Deed)

<b>Database Name</b>	ACRES_DEED		
<b>Data Type</b>	Double	<b>Inclusion</b>	Conditional
<b>Width</b>	11 (Including 2 decimal places)	<b>Domain</b>	
<b>Examples</b>	84.91		
<b>Description</b>	The deeded acreage of the parcel		

#### 4.19 Estimated Value of Land

<b>Database Name</b>	EMV_LAND		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	23400		
<b>Description</b>	The estimated market value of the land 0 = No value -9999 = No data or null value		



#### 4.20 Estimated Value of Building

<b>Database Name</b>	EMV_BLDG		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	142000		
<b>Description</b>	The estimated market value of the building(s) 0 = No value -9999 = No data or null value		

#### 4.21 Estimated Value Total

<b>Database Name</b>	ENV_BLDG		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	165400		
<b>Description</b>	The combined estimated market value of the land and building(s) 0 = No value -9999 = No data or null value		

#### 4.22 Tax Year

<b>Database Name</b>	TAX_YEAR		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Short	<b>Domain</b>	
<b>Examples</b>	2017		
<b>Description</b>	The year of the tax value 0 = No value -9999 = No data or null value		

#### 4.23 Market Year

<b>Database Name</b>	MKT_YEAR		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Short	<b>Domain</b>	
<b>Examples</b>	2017		
<b>Description</b>	The year of market assignment of the parcel 0 = No value -9999 = No data or null value		

#### 4.24 Tax Capacity

<b>Database Name</b>	TAX_CAPAC		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	2230		
<b>Description</b>	A calculation of owner's share of property taxes based on market value and class rates 0 = No value -9999 = No data or null value		

#### 4.25 Total Tax

<b>Database Name</b>	TOTAL_TAX		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	2970		
<b>Description</b>	The amount of property tax paid or due to be paid 0 = No value -9999 = No data or null value		

#### 4.26 Special Assessment

<b>Database Name</b>	SPEC_ASSES		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	1711		
<b>Description</b>	The special assessment value due and payable in the current year 0 = No value -9999 = No data or null value		

#### 4.27 Use Classification Type 1

<b>Database Name</b>	USECLASS1		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	Residential, commercial, industrial, open space		
<b>Description</b>	A use classification for the parcel.		

#### 4.28 Use Classification Type 2

<b>Database Name</b>	USECLASS2		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	A second use class for the parcel.		

#### 4.29 Use Classification Type 3

<b>Database Name</b>	USECLASS3		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	A third use class for the parcel.		

#### 4.30 Use Classification Type 4

<b>Database Name</b>	USECLASS4		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	A fourth use class for the parcel.		

### 4.31 Multiple Uses

<b>Database Name</b>	MULTI_USES		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	3	<b>Domain</b>	Yes No
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if there are multiple uses present on the parcel		



Comment from John Nerge (City of Brooklyn Park)

Expand field width from 3 to 10 to accommodate other entries such as 'Open Space'

### 4.32 Tax Exempt

<b>Database Name</b>	TAX_EXEMPT		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	3	<b>Domain</b>	Tax Exempt
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if the parcel is tax exempt		

### 4.33 Exempt Use Class 1

<b>Database Name</b>	XUSECLASS1		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>	School, Church		
<b>Description</b>	A tax-exempt use classifications for the parcel		

### 4.34 Exempt Use Class 2

<b>Database Name</b>	XUSECLASS2		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	A second tax-exempt use classifications for the parcel		

### 4.35 Exempt Use Type 3

<b>Database Name</b>	XUSECLASS3		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	A third tax-exempt use classifications for the parcel		

### 4.36 Exempt Use Type 4

<b>Database Name</b>	XUSECLASS4		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	100	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	A fourth tax-exempt use classifications for the parcel		

### 4.37 Dwelling Type

<b>Database Name</b>	DWELL_TYPE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	single-family, duplex, apartments.		

<b>Description</b>	A description for the type of the dwelling type
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#### 4.38 Home Style

<b>Database Name</b>	HOME_STYLE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	Rambler, split-level ranch, townhome		
<b>Description</b>	A description of the style of home		

#### 4.39 Finished Square Footage

<b>Database Name</b>	FIN_SQ_FT		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	The finished square footage of the structure(s)		



#### Comment received from Randy Lahr, February 8, 2018 – Regarding Element 4.39 “Finished Square Footage”

After reviewing these standards, I wanted to bring something to light. There has been discussion in assessor circles about standardizing *what is meant by Finished Square Footage*. In other words, should we be all using **GBA (Gross Building Area)**, or include basement, etc. The opinion that I’ve heard is to use the IAAO definition of GBA so everyone is consistent on square footage calculations. This would be something your group may want to visit about as well. I believe the MAAO newly formed Residential Committee is going to be tackling this standardization in some format. Randy Lahr, SAMA, Senior Appraiser - Stearns County Assessor's Office  
[Randy.lahr@co.stearns.mn.us](mailto:Randy.lahr@co.stearns.mn.us) Phone - 320-656-6559

#### 4.40 Garage

<b>Database Name</b>	GARAGE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	3	<b>Domain</b>	Yes No
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if a garage is present		



#### Comment from John Nerge (City of Brooklyn Park)

Expand Element 4.40 field width from 3 to 10 to accommodate other possible entries

#### 4.41 Garage Square Footage

<b>Database Name</b>	GARAGESQFT		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	The square footage of the garage		

#### 4.42 Basement

<b>Database Name</b>	BASEMENT		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	1	<b>Domain</b>	Yes No
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if a basement is present		



Comment from John Nerge (City of Brooklyn Park)

Expand element 4.42 field width from 3 to 10 to accommodate other possible entries

#### 4.43 Heating Type

<b>Database Name</b>	HEATING		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	forced air, hot water, electric, wood stove		
<b>Description</b>	Indicates the type of heating system present		

#### 4.44 Cooling Type

<b>Database Name</b>	COOLING		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	30	<b>Domain</b>	
<b>Examples</b>	central AC, mini-splits,		
<b>Description</b>	The type of cooling system present		

#### 4.45 Year Built

<b>Database Name</b>	YEAR_BUILT		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Short	<b>Domain</b>	
<b>Examples</b>	2009		
<b>Description</b>	The year the structure was built		

#### 4.46 Number of Residential Units

<b>Database Name</b>	NUM_UNITS		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	1		
<b>Description</b>	The number of residential units on the parcel		

#### 4.47 Date of Last Sale

<b>Database Name</b>	SALE_DATE		
<b>Data Type</b>	Date	<b>Inclusion</b>	Conditional
<b>Width</b>	8	<b>Domain</b>	
<b>Examples</b>	11/5/2017		
<b>Description</b>	The date of the most recent sale of the property		

#### 4.48 Value of Last Sale

<b>Database Name</b>	SALE_VALUE		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Long	<b>Domain</b>	
<b>Examples</b>	234000		
<b>Description</b>	The value of the most recent qualified sale of the property		

#### 4.49 Green Acres Program

<b>Database Name</b>	GREEN_ACRE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	3	<b>Domain</b>	Yes No
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if the parcel is enrolled in the MN Department of Revenue Green Acres program		



Comment from John Nerge (City of Brooklyn Park)

Expand field Element 4.49 width from 3 to 10 to accommodate other possible entries

#### 4.50 Open Space

<b>Database Name</b>	OPEN_SPACE		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	3	<b>Domain</b>	Yes No
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if the parcel has Open Space Tax Deferment status		



Comment from John Nerge (City of Brooklyn Park)

Expand Element 4.50 field width from 3 to 10 to accommodate other possible entries

#### 4.51 Agricultural Preserve

<b>Database Name</b>	AG_PRESERV		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	3	<b>Domain</b>	Yes No
<b>Examples</b>	Yes, No		
<b>Description</b>	Indicates if the parcel has Agricultural Preserve status		



Comment from John Nerge (City of Brooklyn Park)

Expand Element 4.51 field width from 3 to 10 to accommodate other possible entries

#### 4.52 Ag Preserve Enroll Date

<b>Database Name</b>	AGPRE_ENRD		
<b>Data Type</b>	Date	<b>Inclusion</b>	Conditional
<b>Width</b>	8	<b>Domain</b>	
<b>Examples</b>	1/18/2001		
<b>Description</b>	The Agricultural Preserve enrollment date		

#### 4.53 Ag Preserve Expiration Date

<b>Database Name</b>	AGPRE_EXPD		
<b>Data Type</b>	Date	<b>Inclusion</b>	Conditional
<b>Width</b>	8	<b>Domain</b>	
<b>Examples</b>	12/12/2017		
<b>Description</b>	The Agricultural Preserve expiration date		

#### 4.54 Abbreviated Legal Description

<b>Database Name</b>	ABB_LEGAL		
<b>Data Type</b>	Text	<b>Inclusion</b>	Conditional
<b>Width</b>	254	<b>Domain</b>	
<b>Examples</b>	The East 84.91 feet of Lot 7, Block 13, East Side Addition of Minneapolis		
<b>Description</b>	As much of the legal description as can fit within 254 characters		

#### 4.55 Edit Date

<b>Database Name</b>	EDIT_DATE		
<b>Data Type</b>	Date	<b>Inclusion</b>	Conditional
<b>Width</b>	8	<b>Domain</b>	
<b>Examples</b>	12/8/2017		
<b>Description</b>	The date of the most recent edit of the parcel polygon data/parcel fabric;		

#### 4.56 Export Date

<b>Database Name</b>	EXP_DATE		
<b>Data Type</b>	Date	<b>Inclusion</b>	Mandatory
<b>Width</b>	8	<b>Domain</b>	
<b>Examples</b>	12/9/2017		
<b>Description</b>	The date the dataset was exported from the county system for external distribution. Typically, all records for a county would have the same date.		

#### 4.57 Polygon to Point Relationship

<b>Database Name</b>	POLYPTREL		
<b>Data Type</b>	Integer	<b>Inclusion</b>	Conditional
<b>Width</b>	Short	<b>Domain</b>	
<b>Examples</b>			
<b>Description</b>	<p>This field is used to provide information about the relationship between parcel polygons, parcel points and unique tax parcel identifiers (PINs). Values are:</p> <p>0 = Information not available or not provided  1 = Valid Parcel with a single tax PIN  2 = In polygon dataset: Parcel polygon representing multiple tax PINs  In point dataset: One of multiple parcel points that together are represented by a single polygon</p> <p>The values below are likely only to be found in the polygon dataset. The polygons for which they are assigned are unlikely to have a tax PIN or other parcel attributes. The parcel points datasets, where available, are unlikely to include these feature types.</p> <p>10 = Condominium Common Area  11 = Right-of-way  12 = Easement  13 = Ownership Unknown  14 = Gap between parcel boundary descriptions  15 = Water Body  16 = Ditch  17 = Walkway  98 = Other non-parcel feature  99 = Unspecified non-parcel feature</p>		



## 5. Ownership and Administration Elements

### 5.1 Ownership Category

<b>Database Name</b>	OWNERSHIP		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	30	<b>Domain</b>	Ownership
<b>Examples</b>	Federal, State, County Fee, Tax Forfeit		
<b>Description</b>	Indicator of the level of government ownership of the parcel		

### 5.2 Administrative Ownership (REMOVED FROM VERSION 3.2 OF THE STANDARD)

<b>Database Name</b>	ADMIN_OWN		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	8	<b>Domain</b>	Admin Ownership (in development)
<b>Examples</b>			
<b>Description</b>	<p><i>Indicator of the <u>specific administrative agency</u> who owns the parcel. The domain values for this attribute are not yet complete. Once a domain of values is complete, it can be added as an attribute to a future version of the Parcel Data Transfer Standard.</i></p>		



**Note:** A future version of the Parcel Data Transfer Standard is anticipated to include an Administrative Ownership element. Stakeholders around Minnesota are currently working to assemble a suitable domain of values to be advanced for this purpose. (G. Maas; 2/9/2018)

### 5.3 School District

<b>Database Name</b>	SCHOOL_DST		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	10	<b>Domain</b>	School District
<b>Examples</b>	1-138, 3-6, 1-2448		
<b>Description</b>	The school district identifier as defined by the Minnesota Department of Education		

### 5.4 Watershed District

<b>Database Name</b>	WSHD_DST		
<b>Data Type</b>	Text	<b>Inclusion</b>	Optional
<b>Width</b>	50	<b>Domain</b>	Watershed District
<b>Examples</b>	Turtle Creek WSD, Upper Rum River WMO		
<b>Description</b>	The name of the watershed district or water management organization in which the parcel resides.		

## 6. Public Land Survey System (PLSS) Elements

### 6.1 Section

<b>Database Name</b>	SECTION		
<b>Data Type</b>	Short Integer	<b>Inclusion</b>	Optional
<b>Width</b>	3	<b>Domain</b>	
<b>Examples</b>	12		
<b>Description</b>	The number of the <i>PLSS section</i> in which the parcel resides; sections are numbered 1 through 36;		

### 6.2 Township

<b>Database Name</b>	TOWNSHIP		
<b>Data Type</b>	Short Integer	<b>Inclusion</b>	Optional
<b>Width</b>	3	<b>Domain</b>	
<b>Examples</b>	29		
<b>Description</b>	The number of the PLSS township in which the parcel resides		

### 6.3 Range

<b>Database Name</b>	RANGE		
<b>Data Type</b>	Short Integer	<b>Inclusion</b>	Optional
<b>Width</b>	3	<b>Domain</b>	
<b>Examples</b>	24		
<b>Description</b>	The number of the PLSS range in which the parcel resides		

### 6.4 Range Direction

<b>Database Name</b>	RANGE_DIR		
<b>Data Type</b>	Short Integer	<b>Inclusion</b>	Optional
<b>Width</b>	1	<b>Domain</b>	Range Direction
<b>Examples</b>	0		
<b>Description</b>	<p>The direction of the range in which the parcel resides;</p> <p>0 = West</p> <p>1 = East (Cook County only)</p> <p><i>(Cook County is the only county in Minnesota which is entirely east of the Fourth Principal Meridian)</i></p> <p>2 = West Half-Township</p> <p>3 = West Half-Range</p>		

### 6.5 Principal Meridian

<b>Database Name</b>	PRIN_MER		
<b>Data Type</b>	Short Integer	<b>Inclusion</b>	Optional
<b>Width</b>	1	<b>Domain</b>	Principal Meridian
<b>Examples</b>	4		
<b>Description</b>	<p>The Principal Meridian from which the township and range are derived for the parcel.</p> <p>4 = Fourth Principal Meridian</p> <p>5 = Fifth Principal Meridian</p>		

## Appendix A: Additional comments received not related to a specific attribute



**John Nerge, GIS Coordinator, City of Brooklyn Park, 763-493-8196**  
**Received: January 9, 2018**

*I'm looking at the lengths for fields with Yes/No values. Is there a reason they have to be only 3 characters? I don't know if any of them would ever need to change, but if in the future they did need to include a new value like "Partial", then the 3-character limit is going to be a problem. For example, what if down the road we decide to classify a parcel as partially Open Space? I think we've all seen crazier things happen in GIS datasets. Long story short, is there any reason not to make the field length 10 characters instead? That would give us the buffer room to adjust in the future if needed without a new field, and it would still work for a Yes/No binary option.*

### Recommendation:

**Examine the value in expanding the field widths of the attributes in the standard which are using the "Yes No" domain. (Y/N)**

**These include:**

**Element 4.31: Multiple Uses (currently field width of '3')**

**Element 4.40: Presence of Garage (currently field width of '3')**

**Element 4.42: Presence of Basement (currently field width of '3')**

**Element 4.49: Green Acres Program (currently field width of '3')**

**Element 4.50: Open Space (currently field width of '3')**

**Element 4.51: Agricultural Preserve (currently field width of '3')**



**Mark Volz, GIS Coordinator, Lyon County, 507-532-8218**  
**Received: January 9, 2018**

*One thing I should mention is that a neighboring county mentioned to me is that they are concerned that they might not be able to comply with the standard. Perhaps some things that need to be answered:*

- *Are mandatory attributes truly mandatory? Does that state have the authority to require counties to include certain attributes in our parcels?*
- *If a county cannot comply with the standard then what?*
  - *Will the state force counties to manage their tax data differently so that it includes all of the mandatory attributes, and in the format specified?*
  - *Will the state help produce scripts to translate the current tax format into the parcel data transfer standard?*
  - *Will we allow alternative formats in the database such as Ave instead of Avenue?*
  - *Should we encourage populating the GIS data from alternate sources such as getting the address point from the 911 address point dataset? I was considering this at first however, I think it is a bad idea as we can no longer compare the tax database property address against the 911 address point address for QAQC.*

*My personal thoughts are that I am going to try to comply with the standard as much as possible. However, I am not going to lose any sleep if I am unable to figure out a reliable way to reformat the tax data from the current format to the Minnesota Parcel Data Transfer Standard.*



**Bob Basques, GIS Systems Developer, City of St. Paul**  
**Received: January 11, 2018**

*Is the intent to eventually just use the Address Schema and existing Address point data as a drop-in chunk of the Parcel Schema? you are not advocating maintaining two different data schemas with the same data, correct?*

*How will you be able to handle classifications of addressing? For example, we use a “Primary”, “Secondary”, “Landlocked”, etc. approach to maintaining our address database. I know the existing Address schema does not allow for this, will the parcel standard work for this type of extra data?*

*Does the linework side of things (drawn features) support storing real curve (point & radius or three-point curves) or will the curve data be segmented?*

*Can multi-polygons be handled in the final storage medium?*



**Tanya Mayer, GIS Specialist III, Metropolitan Council**  
**Received: January 16, 2018**

The parcel standard would benefit greatly by having clear instructions, definitions and consistent treatment on how to handle records with no data, how to handle null values, how to handle values where zero ‘0’ is a valid numerical entry in the various field types.

An example would be YEAR\_BUILT; having a zero ‘0’ in the field versus having no information in the field is significant. For example, if someone is searching for all buildings constructed prior to 1970, all the data with a ‘0’ would show up as part of the query. Obviously, there are no buildings in Minnesota constructed in the year ‘0’, so a <Null> would be more appropriate. In some number fields, a zero ‘0’ is a valid entry, while in others it is not. Attention should be paid to both to the *value* and the *data type* in determining how each attribute will appropriately handle the value zero (0), no data (blank), null value (<Null>).

General recommendations for this could include the following:

**Number fields** (integer or floating point) should be blank for ‘no data’, when a zero ‘0’ is considered a valid entry;

**String fields** should be blank for ‘no data’; ‘Null’ is treated as data entry and is searchable;

**Date fields** should contain a <Null> value for no data (not a default setting such as 1/1/1900 or 12:00:00 AM) number, and not zero ‘0’.

# Appendix B:

## Written responses provided to Contributing Stakeholders during the Comment Period

### **Response to Mark Volz (Lyon County) from Geoff Maas (Standards Committee chair):**

#### **Are mandatory attributes truly mandatory?**

*“Compliance” refers to only to compliance with the standard. A county can submit its data that is non-compliant and basically say ‘Here is my data, it doesn’t comply with the standard’ and any metadata that rides with the data or dataset that contains your data would contain some indication that portions or all of the data doesn’t comply. If an attribute labeled as ‘mandatory’ is not present in the data, it simply means it is not compliant with the standard.*

*If a county has no business need for using the standard, it simply doesn’t have to, again, the standard is a resource, not a mandate. Let’s say you have a watershed district with taxing authority\* that straddles several counties or a school district that is in two or more counties. The standard is a resources for translating those counties data into one format to facilitate integrated use.*

*Now, let’s say our watershed district was assembling four neighboring counties worth of data for a project: three of the counties had all the mandatory attributes available, but a fourth county didn’t. Their resulting dataset may still be useful for their analysis or business problem, but it isn’t compliant with the standard, if they published that data, their metadata would need to indicate that. There is nothing punitive about the mandatory category.*

*\*Watershed districts have taxing authority in Minnesota, so having accurate parcel data in their service area is a key business need for them.*

*These categories (Mandatory, Conditional, Optional) emerged years ago to help create a baseline of usability (such as having at minimum the geometry with at least a PIN or PID and some basic attribution to link it to other data) for the standards.*

#### **Does that state have the authority to require counties to include certain attributes in our parcels?**

**No.** *Without a law (statute), administrative rule or court order in force, no state agency has any authority force a county to do anything with this data. None of those items are in place (and none are on the horizon as those would exceed state agency power), and besides they would interfere with the authority and sovereignty that county governments have under state law.*

*I would encourage your neighboring county person to review the **FAQ document** that accompanied the standard (it’s on the webpage where the standard is downloadable); this will hopefully clear up many issues and questions.*

#### **If a county cannot comply with the standard then what?**

*Then, “nothing”, sir. Nothing happens : )*

#### **Will the state force counties to manage their tax data differently so that it includes all of the mandatory attributes, and in the format specified?**

**No.** *The state has no authority to do that. Counties have complete authority and sovereignty to do as they wish to meet their statutory tasks of managing data for tax assessment, document recording, managing land surveys, etc. The standard is simply a resource for helping us translate data to and from one another and to building multi-county datasets as needed.*

#### **Will the state help produce scripts to translate the current tax format into the parcel data transfer standard?**

*That is the present anticipated plan. As I work for the regional government (Metropolitan Council) I am not privy to the details of the state agency work flow, but my current understanding is that the DNR is planning to develop aggregation and validation scripts to crosswalk parcel data received from counties. The Department of Revenue and MnGeo are both also interested in collection, validation, aggregation and standardization of parcel data state wide for various state agency data needs.*

**Will we allow alternative formats in the database such as Ave instead of Avenue?**

*Yes, of course. 'Ave' is still useful and valid. The 'highest ideal' is to have the attributes spelled out fully (and in Caps Lower Case) as that is the format most desired format by end users, also it is much easier to develop scripts which translate CapsLowerCase to ALLCAPS, but more challenging to go the other direction (ALLCAPS to CapsLowerCase).*

*It is acknowledged that GIS departments at the county level need to 'make do' with whatever data comes out of the tax and CAMA systems, and much of that is in ALLCAPS; that is the reality. State agencies that pick up the data later on in the process will hopefully (likely) translate it (as I mentioned above).*

**Should we encourage populating the GIS data from alternate sources such as getting the address point from the 911 address point dataset? I was considering this at first however, I think it is a bad idea as we can no longer compare the tax database property address against the 911 address point address for QAQC.**

*If you have a business need to do that, by all means, go for it. If not, then probably not. I am sure counties will be working through this issue in a variety of ways. As you may note, the situs address attributes for the recently adopted Address Point Data Standard and the proposed Parcel Data Transfer Standard are identical, this was done to hopefully be able to use the same data in both system to ease work load and reduce ambiguity*

*My understanding is that NextGen9-1-1 will be seeking the best data available, be that address points or potentially parcel centroids with situs address on them. Again, we are trying to create the standards to help make that as easy as possible for both the data user and producer community.*

**My personal thoughts are that I am going to try to comply with the standard as much as possible.**

*That's fantastic, if the standard meets your needs, go for it!*

*Some counties plan to adopt the standard as their internal standard, some will maintain parcels internally, but translate a version for their portal or to publish on the Geospatial Commons, some will incorporate parts of it, some will only use it as a transfer standard, and some will ignore it all together.*

*Ideally, the standard is a means to help the data producer and consumer community have a common resource through which to communicate.*

**However, I am not going to lose any sleep if I am unable to figure out a reliable way to reformat the tax data from the current format to the Minnesota Parcel Data Transfer Standard.**

*Exactly the attitude to take. Once we have a standard adopted, counties will be well served to see how state agencies will respond to it, such as developing scripts for cross-walking and translation by DNR, DOR and/or MnGeo.*

*Again, those actions are beyond my knowledge, my focus is to make sure everyone has access to the documents and is heard during the review process. Ideally, long term, the standard will be one of several resources to help counties to only have to provide the data ONCE to the many agencies that need it. I'm all about helping make life easier for our entire geospatial community in Minnesota, having a standard we agree on for data transfer is certainly a start. Thanks for staying on the pulse of this work, your input and comments are much appreciated and welcome. Please feel free to contribute additional comments on the Parcel Data Transfer Standards as you see fit, and please contact me if I can provide additional help or answers; if I can't help you, will find someone who can.*

**Response to Bob Basques (City of St. Paul) from Geoff Maas (Standards Committee chair):**

**Is the intent to eventually just use the Address Schema and existing Address point data as a drop-in chunk of the Parcel Schema?**

*The Address Point Data Standard was adopted by the Geospatial Advisory Council on 12/6/2017. The function of the Address Point Data Standard is to capture **situs address** (address of the physical site). The Parcel Data Transfer Standard is able to contain the **situs, owner and taxpayer addresses**. I discuss their interrelationship and the attributes they share in common at length below.*

**You are not advocating maintaining two different data schemas with the same data, correct?**

*The Standards Committee, the sponsors of the Address Point Data Standard and the sponsors of the Parcel Data Transfer Standard **do not advocate for, instruct, or dictate anything to any stakeholder partner.***

*How your agency captures, creates, stores and uses its data is completely up to you to meet your specific business needs. The standards—both those adopted and in those in development—are **primarily intended for data transfer and data aggregation** by agencies who need to assemble and use data from more than one data source.*

***Related specifically to your question**, the situs address elements of the adopted Address Point Data Standard and the situs address elements of the proposed Parcel Data Transfer Standard **are identical** (Elements 2.1 through 2.17 in both standards).*

*This replication of features is intended to facilitate **ease of transfer between them** and **clarity of what each element is**. Many address points are derived from parcel data, so having identical attributes was intended for making these work flows easier.*

*As counties are the authoritative source for parcels (generally) and cities are the authoritative source for addresses (generally) having the same fields, with the same names, widths, etc. in both standards is intended to reduce confusion between agencies when working together.*

*To be clear, **there is no mandate to use these standards**, they are intended as a **resource** to assist our professional community work and communicate among one another in sharing, aggregating and using geospatial data. If a city or county wanted to adopt a state standard as its internal standard, it certainly can, but it is under no obligation to do so.*

**How will you be able to handle classifications of addressing? For example, we use a “Primary”, “Secondary”, “Landlocked”, etc. approach to maintaining our address database.**

*I will admit, I would need a better understanding of how the City of St. Paul uses and defines the terms Primary, Secondary and Landlocked addresses, but I will hazard an answer.*

*The Address Point Data Standard is designed to maintain the **situs address**, e.g. the address of the physical site.*

*As such, the address point standard only carries the situs address elements, the component elements of which are in Elements 2.1 through 2.17.*

*If I can be presumptuous for a moment, I may assume that **Primary Address** in your system refers to **situs address** (address of the physical site), while **Secondary Address** would potentially be either the **Owner** or **Taxpayer Address**. All three: situs, owner and taxpayer address could potentially be different addresses (e.g. address of where it is vs. address of the owner vs. address of who pays the taxes on the parcel could legitimately be three different addresses...)*

*As to the landlocked issue: a landlocked parcel would likely still have a situs (location), owner, and taxpayer address; identifying parcels by their status as landlocked specifically was not listed as a business need to be satisfied by either standard, this would likely be best managed by a flag in your system internally if that is one of your business needs.*

