

Rural Parcel Mapping *Checklist*

Commitment to Updates

Make town-wide commitment to yearly updates through workplan/budgets
Zoning/Subdivision Bylaw requirement for digital subdivision maps in ESRI format

Organizing Data Sources

Compile survey information for each parcel

1. Secure copies of subdivisions and surveys from local surveyors or listers
2. Other sources (*become a survey-data scavenger, remember the groups listed below have spent a lot of money to do highly accurate surveys!*)

Utilities

CVPS- Tim Upton, ,

GMP-

VELCO- Jarrod Harper, 770-6223, jharper@velco.com

Local Utilities

Land Trusts

VLT- Jon Osborne, 223-5234, jon@vlt.org

The Nature Conservancy-

Local Land Trusts

State Lands

DEC/FPR- Mike Rayborn

Green Mountain National Forest

Bruce Reid, 767-4261, breid/r9_gmnfl@fs.fed.gov

Regional Planning Commission- GIS Contact

3. Reference surveys to parcel(s) and deed book-page in a separate mini-table for easy access by mapping contractor

Examine grand list for GIS readiness

1. Flexible grand list index with appropriate IDs
2. Every parcel or set of parcels must have a grand list record
3. Indexing of condos, equipment
4. ID field's ability to grow with town and subdivisions of subdivisions
5. Avoid E911 road parcel numbering schemes
6. Remember, what's the weirdest parcel combination/land transfer that can happen (any lister knows that anything can happen)

Parcel Mapping Checklist

July 30, 2002

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Two Rivers Ottawaquechee Regional Commission GIS Fact Sheet 2

Examine other town data databases for GIS readiness

1. Permit histories- indexing system (*can it be linked to the grand list?*)
2. Assessment database- indexing system (*can it be linked to the grand list?*)
3. Municipal Utilities- sewer/water drops (*can it be linked to the grand list?*)

Departmental Needs Assessment

Determine database characteristics across departments

1. Attributes
2. Scope

Determine tax map formatting needs across departments

1. Lot labels
2. Plat/subdivision labels (must have town-wide scheme)
3. Line labels (try to avoid verbose labels; remember attributes are already stored in line)
4. Other labels (road, ROW etc.)

Implementation Schedule

Incremental linework development over several years

Linework then Grand List re-index then Grand List link

All at once

RFP

Draft RFP

Must be to VGIS parcel mapping standards

Data output- ESRI shapefile, coverage or geodatabase

Implementation schedule

Status of current data

Yearly Updates

BE SPECIFIC AND ORGANIZED- THEY'LL WANT TO WORK WITH YOU!

Recommended mappers (working in area, good reputation)- Contact RPC GIS Office

Proposal Review and Selection

Contact RPC GIS Office

Communication between Contractor and Town

Review Contractor update needs from Town

Develop Procedures for updates (i.e. data-porting) for listers etc.- annual updates will facilitate using and refining these procedures

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