

CONTRACT AGREEMENT

AND

**REVISED
TECHNICAL SPECIFICATIONS**

FOR

PROPERTY OWNERSHIP MAPPING

SERVICES

AND OWNERSHIP MAPS

FOR

_____ **COUNTY**

**STATE OF KANSAS
(5/92)**

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CONTRACT AGREEMENT

This agreement made and entered this _____ day of _____, 19____, by and between _____ County, Board of County Commissioners, State of Kansas, hereinafter referred to as the "County" and _____ whose principal place of business is located at _____ hereinafter referred to as the "Company":

WITNESSETH

WHEREAS, the Company, having submitted the lowest responsible bid having met all of the qualifications necessary to be considered for the contract, shall provide all qualified personnel and materials as required for a professional and complete property ownership mapping program for _____ County, Kansas, and;

WHEREAS, _____ has been found by the Director of Property Valuation to be qualified to perform the work required herein;

WHEREAS, the Company has prior experience in this and/or other related mapping projects and therefore has a complete understanding of the needs and purpose of this property ownership mapping program and;

WHEREAS, the County desires to utilize the property ownership mapping services of the Company;

NOW HEREWITH, the Company agrees to execute this program and provide the services as outlined in the attached specifications, herein made a part of this agreement.

PURPOSE AND INTENT

This agreement covers the creation and construction of property ownership maps of _____ County, Kansas, covering _____ square miles, including approximately _____ parcels more or less of real estate to be prepared and constructed in accordance with the attached "Revised Technical Specifications for Property Ownership Mapping."

SECTION ONE

GENERAL PROVISIONS

- 1.1 For purposes of this agreement whenever the term "Director" is used, it shall mean the duly serving and qualified Director of the "Division of Property Valuation" as provided by Chapter 314 of the 1985 Session Laws of Kansas.
- 1.2 Whenever the term "County" is used, it shall mean a majority of the duly serving members of the Board of County Commissioners.
- 1.3 Whenever the term "Parcel" is used, its definition shall be as specified in phases 6.1.1 through 6.1.15 of the "Revised Technical Specifications for Ownership Mapping" or as modified by the Director.
- 1.4 This contract between _____ County and _____ shall be deemed a Kansas contract and shall be governed by the Laws of the State of Kansas. It is specifically understood by the parties that this contract is not a contract with the State of Kansas.
- 1.5 The parties agree to make any work product specified by this contract available to the Director or his staff for inspection in the County or at the Director's office during normal business hours or other times as agreed to by the parties.
- 1.6 At the conclusion of this contract or in the event this agreement terminates, all work products of any kind and description shall become the property of the County.
- 1.7 This document and all attachments and addendum herein referred to shall constitute the full and complete contract between the parties except as amended according to Section 16 of this agreement.
- 1.8 This agreement will be binding between the Company and the County when executed by a majority of the Board of County Commissioners and approved in writing by the Director of the Division of Property Valuation.

SECTION TWO

ADDITIONAL PROVISIONS

- 2.1 During the progress of the mapping program, the Company shall, at the request of the County, provide training to certain designated employees of the County in the methods and procedures used in the mapping program. The training will consist of actual hands-on techniques in all phases of the program to enable the County to maintain the ownership maps and index systems after the completion of the project. The employees to be trained will remain employed by the County and shall be compensated by the County.
- 2.2 The Company shall, at its expense, provide a person to address meetings and conferences regarding the County's ownership mapping program in the event that it may be requested by the

County for times that are reasonable and convenient to both parties and will not necessarily cause any undue delays in the progress of the program.

- 2.3 The Company shall provide at its expense, and subject to the approval of the County and the Director, news media reports to broaden the understanding of the mapping program to the general public.
- 2.4 The Company shall prepare and present to the County, with a copy to be forwarded to the Director, a monthly progress report for each and every phase of the project. The report shall be due at the beginning of each month and received by the Director no later than the 10th. A sample format of this report is attached or the Company may utilize a similar format subject to the approval of the County and the Director.
- 2.5 After final approval of all the ownership maps, the Company shall microfilm all the ownership maps on 35mm archival quality film. The negative and one positive copy of each of the above will be delivered to the County and one positive copy delivered to the Director. Each roll will be labeled and indexed.

SECTION THREE

STARTING AND COMPLETION DATES

- 3.1 The actual mapping period shall begin immediately after the signing of this contract, but no later than _____.
- 3.2 Final delivery of all approved items shall be made within _____ months of the date of the contract signing, and no later than _____, and all work shall be updated to reflect all transfers, splits and corrections as of the _____ day of _____, 19____.
- 3.3 No extension time will be granted to the Company unless the request for an extension is made in writing thirty (30) days prior to the expiration date of this contract. The request must be approved by the County and the Director and must be based on one or more of the following:
 - 3.3.1 Delays in receiving the photo enlargements from the County or its aerial photography firm.
 - 3.3.2 An act of nature that directly effects the Company's ability to perform.
 - 3.3.3 Acts of government agencies that may effect the Company's performance.
 - 3.3.4 Circumstances beyond the control of the Company and not due to any negligence on the part of the Company or its employees (fire, floods, emergencies, etc.).

SECTION FOUR

MAPPING FEE

- 4.1 For the performance of the agreement by the Company, the County shall pay the Company the sum of _____ (\$_____). This fee is based on a per parcel price of \$_____ for each of the County's _____ estimated number of parcels. For those parcels mapped by the Company in excess of _____% of the County's total estimated parcels, a price of \$_____ per parcel will apply. If the total final parcel count falls short of the County's total estimated parcels by more than _____%, then a reduction of \$_____ per parcel will apply.

NOTE: See parcel definition contained in 1.3 above.

- 4.2 The Company shall be required to furnish trained experienced mapping personnel to be present at any informal hearings following the appraisal of all property in the County. Compensation for attending the hearings is not included in this contract and additional compensation will be at the rate of \$_____ per day, including expenses per employee. Any updating necessary, after the hearings to correct errors, will be done at no additional cost to the County, including new Diazo prints where necessary.

SECTION FIVE

METHOD OF PAYMENT

- 5.1 The County shall pay a portion of the fee in monthly payments based on the portion of acceptable, approved work completed and delivered during each month of the mapping period, except ten percent (10%), which monies shall be retained by the County from monthly payments and shall be deposited in an interest bearing account in a financial institution agreed to by the parties. All sums retained and interest accrued thereon shall be paid to the Company within 60 days after delivery and final acceptance of the entire mapping program.
- 5.2 The monthly payments by the County to the Company shall be based upon the progress billing scheduled attached to the "Revised Technical Specifications for Property Ownership Mapping."

SECTION SIX

DAMAGES CLAUSE

- 6.1 Failure to complete the work as herein specified within the contract time period as stated in Section 3, plus extensions, shall result in the assessment of a sum in the amount of \$250.00 per day for each calendar day beyond the specified contract time period as liquidated damages and not as a penalty.

SECTION SEVEN

TERMINATION OF CONTRACT

- 7.1 If, for any reason, the Company shall fail to fulfill its obligation in a timely and proper manner under this contract, or, if the Company shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate this agreement on ten (10) days written notice. All aerial photographs, ownership maps and all related materials produced under this contract shall become the property of _____ County, Kansas, and the Company shall be entitled to receive just and equitable compensation for any SATISFACTORY work completed on any such material.
- 7.2 Notwithstanding the above, the Company shall not be relieved of liability to _____ County for damages sustained by the County by virtue of any breach of this agreement by the Company. County may withhold any payments to the Company until such time as the exact amount of damages is determined.

SECTION EIGHT

ASSIGNMENT OR SUBCONTRACT

- 8.1 It is specifically understood and agreed that this contract agreement, or any part thereof, shall not be assigned or sublet in any manner whatsoever without the express, prior and written consent of the County and the Director of the Division of Property Valuation.

SECTION NINE

OFFICE SPACE

- 9.1 In the event that it becomes necessary for the Company to perform certain work phases in the County, the County, at its discretion, may provide adequate office space for the accomplishment of these tasks. All equipment, material, supplies, and utilities (if off premises space is provided) shall be the responsibility of the Company.

SECTION TEN

PERSONNEL

- 10.1 The Company shall use competent employees in the performance of this contract. All employees must have sufficient skill and experience to properly perform the work assigned to them.
- 10.2 Employees with the responsibility of carrying out highly technical portions of this contract shall have sufficient education, training or experience in such work to perform it properly and satisfactorily in the manner outlined in these Specifications.

- 10.3 All employees who will be performing certain tasks that bring them in contact with the public must carry proper identification issued to them by the County.
- 10.4 The Company shall submit qualifications of all other personnel in a responsible capacity to the County and the Director.
- 10.5 It is understood and agreed that all personnel, except as provided elsewhere in this agreement, shall be employees of the Company. It is understood and agreed that the County may require the Company to remove from the project any person the County considers to be incompetent or negligent in the performance of his or her duties or who is guilty of misconduct, and such person shall not be re-employed on the project.

SECTION ELEVEN

INSURANCE AND WORKER'S COMPENSATION

- 11.1 The Company shall carry public liability and Worker's Compensation Insurance and shall save harmless the County, the State of Kansas and its officers or agents from all claims, demands, payments, suits, actions, recoveries, and judgments of every kind and description brought or recovered against it by reason of any act or omission of the Company, its agents or employees in the execution of this contract. The public liability insurance shall include not less than \$250,000/\$500,00 coverage against all damages to or claims by persons for bodily injury and not less than \$100,000 coverage against all damages to property.
- 11.2 The Company shall provide the County with evidence of such insurance upon the signing and execution of this agreement.

SECTION TWELVE

VALUABLE PAPERS INSURANCE

- 12.1 The Company shall carry valuable papers insurance in an amount sufficient enough to cover all claims on any maps, tax records, data and information belonging to the County, in the Company's possession, and all work products and deliverable items covered under this agreement.
- 12.2 The Company shall provide the County with evidence of such insurance upon the signing and execution of this agreement.

SECTION THIRTEEN

PERFORMANCE BOND

- 13.1 The Company shall provide a performance bond in an amount equal to 100% of the contract price as clear evidence of its past performance and as a demonstration that it possesses the resources, both financial and technical, to be fully and easily bonded. The bond shall be delivered to _____ County prior to, or simultaneously with, the execution of this agreement.

SECTION FOURTEEN

OWNERSHIP OF MATERIAL

- 14.1 Ownership of all materials involved herein shall belong to _____ County in trust for the State of Kansas and no use shall be made thereof beyond the items and specifications listed in this contract.
- 14.2 No copyright of any nature shall be granted to the Company by the County relative to any material or product resulting from this agreement and mapping program.

SECTION FIFTEEN

PROSECUTION OF WORK

- 15.1 The Company shall commence the work to be performed under this contract after acceptance by the County and approval by the Director of the Division of Property Valuation. The County will give the Company written notification of such approval prior to the Company proceeding.
- 15.2 The Company shall carry on the program of mapping without interruption and shall make available to the County all work that has been completed and approved by the County and the Director to be used by the County for appraisal purposes. This shall include, but not be limited to, copies of work maps and other data as it is accumulated and completed.
- 15.3 The Company and the County shall mutually agree on a priority of the areas to be worked and the Company shall provide the County with a schedule of dates and numbers of the items to be delivered in order that the County may plan for the different phases of the appraisal process. Any deviations from this schedule must be explained in writing to the County within ten (10) days after the scheduled delivery has been missed.

SECTION SIXTEEN

CONTRACT AMENDMENTS OR ADDITIONS

- 16.1 No amendments or additions shall be made to these technical specifications without a written and signed agreement by both the County and the principal or principals of the person or Company under contract, with the written approval of the Director, Kansas Department of Revenue, Division of Property Valuation.

NOTE: It shall be stated in this section of the contract any phase(s) of the "Revised Technical Specifications" that are to be deleted and performed by the County.

IN WITNESS WHEREOF, the parties hereto have set their hand to duplicates hereto this _____ day of _____, 19____.

APPROVED BY: _____ County, Kansas
BOARD OF COUNTY COMMISSIONERS

Witness

By: _____
Chairman

By: _____
Commissioner

By: _____
Commissioner

APPROVED BY: _____

By: _____

Title: _____

The Kansas Department of Revenue, Division of Property Valuation, acting in its capacity of supervising and implementing the provisions of K.S.A. 79-1476, does hereby approve the attached contract as to form and content.

This the _____ day of _____, 19_____.

Witness

Director
Division of Property Valuation

Revised Technical Specifications for Property Ownership Mapping

PHASE 1 - RECTIFIED VERTICAL AERIAL PHOTOGRAPHY

Vertical Aerial Photography needed for this project will be provided by the County. This may consist of aerial photography the counties have had flown in the last three (3) years or any newly acquired aerial photography. All photo enlargements must meet the requirements as described in the Specifications for Rectified Vertical Aerial Photography.

- 1.1 The Company/County will review and edit each photo enlargement as it is received for scale accuracy, clarity, correct placement of the image area on the screened mylar, correct placement of section corners, proper labeling and proper butt-matching. This review and edit will be accomplished prior to the layout and design phase or any preliminary mapping. Any photo enlargements found to be deficient will be returned by the County to the Company for proper disposition.
- 1.2 The photography as provided by the County will be used as the base in the construction and preparation of the property ownership maps and will consist of the following:
 - 1.2.1 A high altitude flight for obtaining 1" = 2000' negative scale aerial photography to be used in producing a complete set of rectified aerial photo positive screened enlargements at the scale of 1" = 400' containing four (4) sections of land two (2) miles square, as shown on the "Contract Map" of the County. (Contract Map, See Section 1.1.2 of The Photography Enlargement Specifications)
 - 1.2.2 A low altitude flight for obtaining 1" = 500' negative scale aerial photography of the highly urbanized areas of cities, towns and villages requiring the scale of 1" = 100' **and 1" = 50'** rectified photo positive screened enlargements for proper tax mapping. Each 1" = 100' photo enlargement shall represent one-fourth (1/4) of a section of land one-half (1/2) mile square, resulting in four (4) reproductions to a section where applicable. **Each 1" = 50' photo enlargement shall represent (1/4 1/4) of a section of land, (1/4) mile square, resulting in 16 reproductions to a section where applicable.**
 - 1.2.3 One (1) photo index and one (1) complete stereo set of contact prints of the 1" = 2000' negative scale aerial photography covering the entire County.
 - 1.2.4 Any other photography products in the County's possession necessary to complete the mapping program.

PHASE 2 - COUNTY'S RECORDED RECORDS

The Company/County shall use any part of the County's recorded records as may be necessary to construct new property ownership maps as follows:

- 2.1 The Register of Deeds' Office grantor and grantee indexes, deed books and/or microfiche or aperture cards for making deed copies.
- 2.2 The Register of Deeds' mortgage books.
- 2.3 The Register of Deeds' Office filed maps, plats, subdivision plans, and surveys.
- 2.4 The Probate Court's Office will books, etc.
- 2.5 The Appraiser's Office records consisting of any existing lot books, tract books, assessed descriptions, property record cards, map work cards, etc.
- 2.6 The County Clerk's Office records of annexations, street or alley closings or openings, taxing district boundaries and descriptions, assessment rolls, transfer books and a current taxing unit map showing the number and metes and bounds of every taxing unit or any portion of a taxing unit located within the County.
- 2.7 Any other state or County office or agency that has recorded information relating to political subdivision boundaries including, but not limited to, District Courts, city clerks, city engineer's offices, planning and zoning commissions, etc.

It shall be the Company's responsibility to use any part of items 2.1 through 2.7 when these pertinent record copies are required to properly prepare the new property ownership maps under the technical specifications as set forth herein.

The County agrees to make every reasonable effort to provide access to the above items during normal office hours and at other times as determined by the parties.

PHASE 3 - SOURCE DOCUMENT COLLECTION

The Company shall make a reasonable attempt to locate, copy and deliver to the County the following additional mapping aids:

- 3.1 Original township plats and surveyor's field notes used in the establishment of township, range and section lines.
- 3.2 Rights-of-way acquisition surveys or plans for all federal, state, city, and County roads, streets or highways which currently exist in the County.
- 3.3 1:24,000 United States Geological Survey (USGS) 7 1/2' SERIES Topographic map sheets covering the entire County.

NOTE: The State of Kansas has complete 7 1/2' SERIES coverage.

- 3.4 Railroads, cross-country type utility rights-of-way plans and all trunkline pipeline easements.
- 3.5 In counties having a County surveyor/engineer, the County agrees to have him available for consultation with the Company during normal courthouse office hours and at such other times as is practical.

PHASE 4 - MAP WORK CARD PREPARATION

- 4.1 The Director and his staff shall prepare and design a map work card to be used by the County and the Company for each parcel of land to be mapped. The size of the map work card will be 8 1/2" x 11". The most current and complete assessment records, land rolls or property record cards shall be used as the initial source of information to prepare the work card. The information to appear on the work card will include, but not be limited to, the following:
 - 4.1.1 Taxing district names or numbers or taxing unit numbers, where applicable.
 - 4.1.2 The owner's name or names and taxpayer's name if different from owner of record.
 - 4.1.3 The owner's mailing address or addresses and taxpayer's address if different from owner.
 - 4.1.4 The existing map, plat, or account number, if any.
 - 4.1.5 The parcel's location by address, road, street, or house number (if available).
 - 4.1.6 The original section number, township and range.
 - 4.1.7 The original realty or subdivision name, lot and block number.
 - 4.1.8 The lot size or parcel acreage where applicable.
 - 4.1.9 The parcel description as contained on the assessment records, land rolls or property record cards.
 - 4.1.10 The deed books and page numbers or recording reference to vesting instruments (if available).

If the deed book and page numbers are not available from assessment records, book and page numbers will be added to the map work card during the parcel delineation phase as described in 6.2.

4.1.11 Any other information as may be contained on the assessment records or land rolls which would facilitate the property ownership mapping program.

4.2 The map work card shall be designed so that additional information can be added as the parcel encounters the various phases of the mapping program. Examples of additional information which would be applicable are:

- a. An area designated for the Kansas Permanent Uniform Parcel Number.
- b. An area for calculated acreage (if applicable).
- c. An area for scaled dimensions (if applicable).
- d. An area for updated owner name or names.
- e. An area for change of mailing address.
- f. An area for the updated property description where necessary.

NOTE: See Phase 6.3 for correct procedures on writing property descriptions.

4.2.1 The map work card shall be designed so that notes used for an explanation of ownership or boundaries, if different from the description in the conveying instrument, assessment records or field call information, can be recorded.

4.2.2 The map work cards shall be arranged in geographical or map number order.

PHASE 5 - LAYOUT AND DESIGN

5.1 Prior to the determination or delineation of individual property ownership lines or boundaries, the Company shall complete a layout and design phase. **If the project is the result of acquisition of new photography, this phase will include a review of all existing ownership maps in comparison to the new enlargements.**

The layout and design phase will be the beginning construction work on the preliminary property ownership map. The preliminary property ownership map shall be drawn on 2 mil, dimensionally stable, single matte transparent film material or its equivalent. There will be a preliminary map created for each final property ownership map in the County. The preliminary map shall consist of an overlay (as stated above) of each enlargement or duplicate enlargement.

No preliminary work will be done on the photograph itself, other than the inking of registration marks on the (4) corners of the image area. These registration marks will also be placed on the preliminary work map and the final drafted map sheet. This is to ensure that when the photo enlargement and the final map sheets are placed together the detailed line work will match exactly as it has been mapped for producing a composite print. During the layout and design phase, the following detail will be plotted:

- 5.1.1 Using the rights-of-way, acquisition surveys, or plans, all public road, street and highway rights-of-way will be made to register with the physical and cultural features on their corresponding screened enlargements as often as possible. Indications of the location of the section, townships and range lines, or corners shown on the rights-of-way plans will be considered in verifying the corners as shown on the aerial photographs or plotting same when not shown on photograph.
- 5.1.2 Using the original township plats, surveyor's field notes, and USGS topographic maps as an aid, the Company shall verify or confirm the location of section, township and range lines and corners. The section, township and range lines, and proportionate division lines of sections shall be made to register with the physical and cultural features on the corresponding screened enlargements as often as possible. As the section, township and range lines are the mapping limit lines for each property ownership map, the Company shall pay particular attention to the location of section, township and range lines from map to map. This will result in the omission of any gaps or overlaps between maps and will assure a proper and adequate edge-match of all maps. It is specifically understood that all maps must be edge-matched on all sides prior to delivery to the County.
- 5.1.3 Using plans or surveys, all railroad and cross-country type utility rights-of-way will be drawn to the proper mapping scale. The rights-of-way will be made to register with the physical and cultural features on their corresponding screened enlargement as often as possible.
- 5.1.4 **When a street, alley or railroad right-of-way has been vacated by legal ordinance, it is divided equally between the adjoining landowners. When a piece of property next to a vacated right-of-way is sold, the adjoining vacated right-of-way is included in the sale, even though it may not have been mentioned in the deed; unless the deed specifically states that the adjoining right-of-way is not included in the sale. Vacated right-of-way should only be labeled in recorded platted areas.**
- 5.1.5 All recorded surveys and subdivision plats shall be plotted to the proper property ownership mapping scale. All acreages, overall parcel dimensions, street names, original lot and block numbers and subdivision names will be shown. The recorded surveys and subdivision plats will be made to register with the physical and cultural planimetric features on their corresponding screened enlargement as often as possible. **NOTE: Any vacated subdivision plats not referred to in the legal descriptions of the transfer documents are not required to be plotted on the property ownership maps.**

- 5.1.6 A "County Index Map" will also be developed during the layout and design phase, delineating and assigning a permanent map number to the various 1" = 400', 1" = 200' and 1" = 100' property ownership mapping areas of the County. The index map shall be developed utilizing the County highway map negative and depicting all road networks and other major planimetric detail. A separate index of the areas enlarged to 1" = 200' and 1" = 100' will be developed in the same manner as the master "County Index Map". Each enlarged area will be labeled according to the name of the city, town, village or corporation it represents. Permanent map numbers will be depicted on all index maps within the map area itself.

NOTE: An example of a "County Index Map" will be made available by the Director.

- 5.1.7 Once the layout and design has been completed, a listing of all recorded sub-divisions in the County will be developed. Each subdivision will be listed in alphabetical order indicating the following:
- (1) Map or map numbers where subdivision is shown.
 - (2) Plat book and page numbers where subdivision is legally recorded.

PHASE 6 - WORK OR PRELIMINARY OWNERSHIP MAP COMPILATION

The company shall prepare the work or preliminary maps according to the following:

6.1 Definition of a Parcel

The State of Kansas has adopted the following definition of a "Parcel" for the purposes of these mapping specifications. A parcel is defined as "a contiguous area of land within a section under one ownership, that can be included under one description for assessment or appraisal purposes, after consideration of all legal and practical elements." The following conditions or factors shall affect the actual parcel boundaries:

- 6.1.1 Tax district or taxing unit boundaries will split contiguous ownership into separate parcels. A dashed tie-bar will be used across the district or unit boundary line to indicate same ownership, but separate parcels. Exceptions to this rule are subdivided lots that are already described in their smallest legal division. When a taxing district or unit line cuts through a subdivision lot, it will be parceled in the district where the largest volume of land occurs or where the improvement is located, wherever practical.
- 6.1.2 All large rural tracts of land described under the Rectangular Survey System that are split by a rights-of-way (road, railroad, utility) and physical features (creek, streams) will still be considered one parcel. This would apply on 1" = 400' maps and in some

cases 1" = 200' where larger rural properties are depicted on maps with smaller subdivided parcels requiring 1" = 200' for proper tax mapping.

- 6.1.3 On 1" = 100' maps, rights-of-way will split contiguous ownership into separate parcels.
- 6.1.4 If a parcel crosses a section line, a new parcel will be created and tied to the other parcel with the use of a dashed tie-bar. The exception to this will be where a small part of a tract (2 acres or less, not subject to further division) extends into an adjoining section. In this case, the section line will be shown in a dashed form where it goes through the parcel.
- 6.1.5 Subdivided lots will not normally be split by a section line. Refer to item 6.1.1.
- 6.1.6 Several subdivision lots covered by a single improvement and under one ownership will be considered one parcel. An entire subdivision block of lots, used as a unit and under one ownership, will be considered one parcel.
- 6.1.7 An area covered by an industrial plant, hospital, city or County entity, even though the tract encompasses different subdivisions as well as sectionalized land, would be considered one parcel.
- 6.1.8 **Individual lots may be considered as separate parcels in active subdivisions. (active defined as: parcels selling through arms-length transactions on a regular basis.). See 6.1, parcel definition.**
- 6.1.9 **Inactive Subdivisions (inactive defined as: few property transactions or any new development) having all lots in one block in the same ownership shall be considered one parcel. NOTE: Streets & Alleys that have not been legally vacated will constitute separate parcels, provided they have been dedicated to public use.**
- 6.1.10 Quarter section lines or other divisions of the section do not constitute a separate parcel, even though the properties were acquired at different times under separate deeds. All tracts contiguous and under one ownership within a section shall be considered one parcel, where practical.
- 6.1.11 On 1" = 100' maps where the map boundary is the quarter (1/4) section line or a simple match line and the parcel cannot be depicted in its entirety on a single map sheet, the parcel will be controlled on one sheet (usually where the largest volume of land exists or where the improvements are located). The area of the parcel on the adjoining map will be included with the area on the map where the parcel is controlled and "See Notes" will be shown on both maps indicating the controlling map number and the map number for balance of area of the parcel.

- 6.1.12 Improvements on leased land that require a separate appraisal and assessment and for which proper documentation is provided by the County will be assigned a separate parcel number as described in Phase 9 of these Specifications.
- 6.1.13 For mineral interests or mineral rights that are severed from ownership of the surface rights and requiring a separate appraisal and assessment and where proper documentation for those severed rights or interests are provided, a separate parcel number will be assigned as described in Phase 9 of these Specifications.
- 6.1.14 Condominiums shall be treated the same as any other tract of real property. Each condominium unit shall be assigned a separate parcel number, where applicable, as described in Phase 9 of these Specifications.
- 6.1.15 **Contract for deeds or ‘affidavits of equitable interest’, will be recognized as a separate parcel number. However, they must be coded in the census tract field with 999 (or any consistent coding not presently being utilized in the County for other purposes). The fee simple owner will be maintained as the owner of record; the contract owner will be listed in the "Taxpayer" field until such time as the contract has been fulfilled.**

NOTE: It is expressly understood that no other conditions or factors affecting parcel boundaries, not listed in 6.1.1 through 6.1.15 above, will be considered without the express, prior and written approval of the Director of the Division of Property Valuation.

6.2 Parcel Locations, Plotting and Delineation

The location and the plotting of the parcels shall be accomplished through the use of the existing source maps and the description as contained in the vesting instrument or assessment records in conjunction with the delineation of the parcel’s boundaries and limits, as distinguishable from the physical and cultural features of the photo enlargements.

All parcels shall be plotted from the vesting instrument description. A copy of this information shall be attached to the map work card. The exception to this will be parcels with whole lot and block descriptions in subdivisions where deed book and page references exist. Those parcels with parts of lots descriptions will have a deed attached to the work card. In the event a parcel ownership boundary cannot be delineated or determined through the use of existing source maps, assessment record descriptions, recorded surveys of plats, or vesting instrument description, the following priorities of calls shall be utilized:

- a. Natural boundaries.
- b. Man-made boundaries.

- c. Contiguous owners.
- d. Distance.
- e. Course (bearing or direction).
- f. Area.

6.3 Property Descriptions

- 6.3.1 If in the process of locating and plotting the parcels, it becomes evident to the compiler that the property description as contained on the assessment records (tax roll, land roll or property record card) does not adequately locate and describe the parcel, the compiler will write a new property description in the space provided on the map work card.
- 6.3.2 That portion of the legal description contained in the vesting instrument used in the plotting of the parcel will be highlighted, bracketed or underlined during this process for future verification and editing.
- 6.3.3 Parcel descriptions containing wording such as part of section, (1/4) section, or (1/4 1/4) section, or any other terms that do not adequately locate and describe the property as mapped, will not be acceptable.
- 6.3.4 All "Property Descriptions" utilizing the U.S. Rectangular Survey System of describing parcels will be written as follows where applicable: (NE 1/4), (NE 1/4 NE 1/4), (E 1/2 NE 1/4 NE 1/4), (S 330' of NE 1/4 NE 1/2), (E 325' of S 33' of NE 1/4 NE 1/4), (W 425' of NE 1/4), (S 208' of W 425' of NE 1/4), (SE 1/4 lying N of Rye Creek), (E 1/2 of SE 1/4 lying S of Rye Creek). These are only a few examples of descriptions that can be written as part of the U.S. Rectangular Survey.
- 6.3.5 When writing descriptions using metes and bounds methods of describing parcels, the description must contain a beginning point, directions and dimensions around the parcel (usually in a clockwise manner), and a closing to the point of beginning.
- Example: Beg. at a pt. on N side of U.S. Hwy 24 385' W of E Line of sec., th. N 272', E 350', S 272', W 350' to P.O.B.
- 6.3.6 All property descriptions, whether U.S. Rectangular Survey or Metes and Bounds must be written utilizing features that are identifiable on the property ownership maps.
- 6.3.7 Where tracts of land listed on the assessment records must be combined into one parcel, according to the parcel definition in 6.1 of these specifications, then a new property description will be written and placed on the map work card in the appropriate space.

6.3.8 Where tracts of land listed on the assessment records must be split into two or more parcels, because of conditions listed in 6.1 of these specifications, then a new property description will be written and placed on the map work card in the appropriate space.

"Property Descriptions" will be written in brief, specific terms, but will be adequate enough to locate and describe each parcel exactly as it is depicted on the map sheets.

Sample disclaimer for the map work card:

It is specifically understood that the "Property Description" is used to locate, identify and inventory each parcel of land within a taxing jurisdiction for appraisal and taxing purposes only and are not to be construed as "Legal Descriptions."

6.4 All ownership mapping shall be limited to the absolute "fee simple" estate. All public utility "high line", pipeline easements and other cross-country type easements determined to affect value shall be mapped showing the dimensions and limits of the easements.

6.5 Field Interviews

In the event property ownership or parcel boundaries cannot be determined from the procedures as described in 6.2 above of these technical specifications, a field interview will be required.

The Company shall make an effort to contact the owner or someone knowledgeable of the ownership and boundaries of the parcel or parcels in question. Field interview notes will be added to the work index card for the parcel or parcels in question. The notes shall describe and explain the efforts made by the Company in order to resolve the problem or discrepancy. This information shall be delivered to the County on a periodic basis so that they may try to resolve the problems. In the event the County cannot resolve the discrepancy, the Company's notes will be kept for future reference.

6.6 All information to appear on the property ownership maps will be in a standard format and will include, but not be limited to the following:

6.6.1 Parcel boundaries (limits of ownership) shall be delineated by solid lines. Where a water line is the property boundary, the symbology for water line will be shown in at least one (1) place along the water boundary.

6.6.2 Original U.S. Survey lot divisions and subdivision lot lines shall be shown by tick marks, together with block numbers, the original lot numbers and the government survey, section, township and range, and U.S. Survey lot identification, when appropriate.

6.6.3 The dimensions of all platted parcels shall be indicated to 1/10th of a foot where known regardless of area. These figures shall not be rounded either up or down from 1/100th of a foot when used. Scaled dimensions shall be shown to the nearest foot with a (s) symbol shown beside the figure.

- 6.6.4 Parcels one acre and over shall be labeled with acreages from recorded map references or the deed of record acreage. When calculated varies from recorded references or deeded both must be shown.

Example: 28 Ac(d).
27.4 Ac(c)

NOTE: Where the parcel boundary as described in the deed is still intact, the deed acreage will take preference over assessed acreage.

Parcels which are under one acre shall show dimensions, either from the assessment records, the recorded map references, the deed of record when used, or absent deeded or platted dimensions, as scaled (s).

Example: 125(s) x 175(s).

Parcels over one (1) acre and less than five (5) acres will show dimensions and acreages.

- 6.6.5 State, county, city, town, village, township, range and section lines shall be shown and labeled at their approximate locations on the map from the best information available.
- 6.6.6 Taxing unit boundaries will be shown and labeled at their approximate location only when they divide properties into separate parcels.
- 6.6.7 Cemeteries, churches, hospitals, public buildings, public lands and parks (federal, state, county, city, township, town and village) shall be shown and indicated by their names, when known.
- 6.6.8 State, county, city, town and village lines shall be shown and labeled on the ownership maps by their appropriate names. The labels will appear on the inside of the line they encompass.
- 6.6.9 Railroads, roads, streets, and rights-of-way shall be shown and labeled by their correct names or numbers when known. The U.S., state and county highways shall be shown and labeled by their correct symbols, route numbers or names when known. All railroads, roads, streets and utility rights-of-way will show dimensions in all cases.
- 6.6.10 The drainage features shall be shown and labeled by their correct names when known. Drainage features shall be such items as lakes, rivers, reservoirs, ponds, dams, streams, brooks and swamps.
- 6.6.11 Each ownership map sheet shall have a title block containing the map number, the map scale, the mapping date, a north arrow, **township locator**, **area locator**, a mapping legend, and a revision block to indicate future maintenance.

- 6.6.12 The Kansas parcel identification numbering system shall be shown with the correct number assigned to each parcel.

PHASE 7 - AREA CALCULATIONS

- 7.1 **The area (acreage) of all parcels greater than one acre shall be calculated and listed on the maps. Acreages for irregular shaped tracts will be verified using an electronic digitizer or a planimeter. When a planimeter is used, each computation will be based on the average of three (3) separate readings. As maintenance occurs, all calculated acreages will be truncated to the nearest tenth (1/10), insuring the total reconciles to the parent parcel. When deeded acreages are available, both the calculated and deeded acreage shall be placed on the ownership maps. Example: 40Ac(d), 43.9Ac(c). Note: When deeded acres and calculated acres are identical, it is only necessary to show the calculated acreage.**

PHASE 8 - DIMENSIONS

- 8.1 The dimensions of parcels under five (5) acres shall be obtained from the recorded map reference or the deed of record when used in preparation of the new ownership maps. Only the width and depth dimensions shall be indicated on the rectangular shaped lots. Parcels that are irregular in shape will have dimensions shown on each boundary line. When displaying the dimensions on the work index card, only the front dimension of the parcel and the longest side are necessary.

Example: 150' x 195' IRR.

When the lot dimensions cannot be obtained to fulfill the above requirement, dimensions shall be scaled and placed on the new ownership maps with each scaled dimension followed by a suffix letter (s). Using Cadastral Map Accuracy Standards of $\pm 1/20''$ the following would apply on 1" = 100', $\pm 5'$, 1" = 200', $\pm 10'$ and 1" = 400', $\pm 20'$.

PHASE 9 - PERMANENT MAP AND PARCEL NUMBERING SYSTEM

- 9.1 The permanent ownership map and parcel numbering system, as herein described, shall be used to identify all the properties within the County. It is designed to provide instant location of each parcel geographically within the County, as well as within each ownership map sheet. The numbering system shall be incorporated into the County's assessment records and shall be utilized to facilitate computerization of all parcels inventoried within the County. **Once parcel numbers have been established, any renumbering of parcels within a block or map area should be done with extreme caution and only with the express written approval of the Cartography Supervisor of the Division of Property Valuation. The parcel numbering system is intended to be a permanent record system.**

9.2 Permanent Map Numbers

The County will be divided according to the legal division as determined by the U.S. Rectangular Survey of Public Lands.

The concept of this system is to provide a uniform format for the instant location of each division of a geographic area. The first number in each series occurring within subsequent divisions of a geographic area will always occur in the northeast corner of each division. The actual map number will be as follows:

9.2.1 The 1" = 400' scale ownership map sheets will consist of one (1) set of numbers containing a maximum of three (3) digits. The first division within the County being the township consisting of thirty-six (36) sections of land six (6) miles square. Each township will be assigned a new number rather than the current reference to the legal township and range and will consist of the first two (2) of the three (3) digits in the map locator number. The township will be numbered sequentially from east to west and west to east in a serpentine manner within the County so that the easternmost township in the most northerly tier would be number 01. The third digit in the map locator number will be the four (4) section area of the township contained by the map. There will be nine (9) map areas in each township and will be numbered sequentially in the same manner as are the townships. The first number "1" will be the northeasterly four (4) sections of the township through "9" being the southwesterly four (4) sections. Each four (4) section area number will remain constant with the section numbers to which it is assigned.

Example: 1" = 400' Scale Map No. 011

The first two (2) digits 01 would represent the first township within the County and the last digit 1 is the four (4) section area of the township itself. In this case sections 1, 2, 11 and 12.

NOTE: In those cases where an area on a 1" = 400' scale map will not fit the standard format, the area must be split and depicted on more than one sheet; it will not be necessary to use more than the three (3) digits described above. In those counties where this problem exists, a decimal number will simply be added to the section number in the total permanent parcel number.

Example: 1" = 400' Scale Map (oversized area) No. 011.1

011 - Represents the map number.

1 - Represents the first sheet of the divided four (4) section area.

9.2.2 The 1" = 200' scale map sheets will consist of two (2) sets of numbers, containing the township and area location with the addition of a two (2) digit number identifying the actual legal section, "01" through "36" depicted on the map.

Example: 1" = 200' Map No. 011 - 01

011 - Represents the township and four (4) section area.

01 - Represents the legal section.

NOTE: In those counties with elongated or extra wide sections along the northern and western tier of sections in townships with survey error adjustments, it will be necessary to add a decimal number to accommodate the splitting of sections onto more than one sheet. The reason being that each sheet must contain its own group of parcel numbers in order to be unique and non-duplicating.

Example: 1" = 200' Map (oversized area) No. 011 - 01.1

011 - Represents the township.

01.1 - Represents the legal section, and the sheet number that this part of the section is assigned.

9.2.3 The 1" = 100' scale map sheets will consist of three (3) sets of numbers containing the township and four (4) section area number, the legal section number and a two (2) digit number identifying the actual quarter section. The northeast quarter (NE 1/4) being ten (10), the northwest quarter (NW 1/4) being twenty (20), the southwest quarter (SW 1/4) being thirty (30) and the southeast quarter (SE 1/4) being forty (40).

Example: 1" = 100' Map No. 011 - 01 - 10

011 - Represents the township and four (4) section area.

01 - Represents the legal section.

10 - Represents the quarter (1/4) section. In this case, the northeast quarter (NE 1/4).

9.2.4 The 1" = 50' scale map sheets, where necessary, would follow the same sequence as described in 9.2.3 for 1" = 100' scale map sheets. The map number will consist of the same three (3) sets of numbers: township and four (4) section area number, the legal section number and the two (2) digit number identifying the quarter (1/4) section and quarter quarter (1/4 1/4) section. This division will follow the same pattern used for dividing the section into quarters. The NE/NE will be (11), the NW/NE will be (12), the SW/NE will be (13) and the SE/NE will be (14).

Example: 011 - 01 - 14

011 - Represents the township and four (4) section area.

01 - Represents the legal section.

14 - Represents the quarter (1/4) section and quarter quarter (1/4 1/4) section. In this case the SE/NE.

NOTE: Special circumstances may dictate deviation from the numbering pattern as described in 9.1.3 and 9.1.4. However, careful review of this system indicates that it will not be necessary to use more sets of numbers or digits than those described.

Map Numbering Summary:

1" = 400' Map Sheets = One (1) number, three (3) digits.

1" = 200' Map Sheets = Two (2) sets of numbers, five (5) digits, or in the case of split sheets, seven (7) digits including the decimal number identifying each sheet.

1" = 100' and 1" = 50' Map Sheets = Three (3) sets of numbers containing seven (7) digits, or in the case of split map sheets, nine (9) digits including the decimal number identifying each sheet.

Possible map number configurations:

1" = 400' scale map = (011)

1" = 200' scale map = (011 - 01) or (011 - 01.1)

1" = 100' scale map = (011 - 01 - 10) or (011 - 01.1 - 10)

1" = 50' scale map = (011 - 01 - 11)

9.3 Permanent Parcel Numbers

The actual grouping of the parcels into manageable units and the assignment of final parcel numbers shall be as follows:

- 9.3.1 On 1" = 400' scale maps each section shall constitute a group of parcels. The assignment of the first parcel number shall begin in the northeast corner of each section and continue counterclockwise, where possible, through the last parcel within that section. The number will be displayed on the map work card in the manner indicated below.

Example: (1" = 400') Map Number 011

KANSAS UNIFORM PARCEL NUMBER

Map Area No.	Section	1/4 Sec.	Block No.	Parcel No	Ownership Code
011	01.0	00	00	001.00	0

The map area number, the section number and the final parcel number shall be entered in the appropriate space. The space for quarter (1/4) section and map block number will have zeros (00) entered.

9.3.2 On 1" = 200' scale map sheets grouping of the parcels into blocks shall be accomplished by using physical and cultural features such as roads, creeks, etc., or some other planimetric feature as the dimension. Block numbers shall commence in the northeast corner of the map sheet and shall run in a serpentine manner from east to west and west to east, where possible, through the last block on the map sheet. The assignment of the actual parcel number shall begin in the northeast corner of each map block and shall run in a counterclockwise direction around each block or area where possible. The map and parcel number will be displayed on the map work card as indicated below.

Example: (1" = 200') Map Number 011 – 01

KANSAS UNIFORM PARCEL NUMBER

Map Area No.	Section	1/4 Sec.	Block No.	Parcel No.	Ownership Code
011	01.0	00	01	001.00	0

The map area number, the section number, the block number and the parcel number shall be entered in the appropriate space. The space for the quarter (1/4) section shall have zeros (00) entered.

9.3.3 On 1" = 100' scale map sheets grouping of the parcels into manageable units will be accomplished in the same manner as described in 9.3.2 for 1" = 200' maps. Each block shall have a separate map block number assigned, commence in the northeast corner of the map sheet and run serpentinely from east to west and west to east to the bottom of the map sheet. The assignment of the actual parcel number shall commence in the northeast corner and shall run in a counterclockwise direction around each map block or area. The map and parcel number will be displayed on the map work card as indicated below.

Example: (1" = 100') Map Number 011 - 01 - 10

KANSAS UNIFORM PARCEL NUMBER

Map Area No.	Section	1/4 Sec.	Block No.	Parcel No.	Ownership Code
011	01.0	10	01	001.00	0

The map area number, the section number, the quarter (1/4) section number, the map block number and the final parcel number shall be entered in the appropriate space.

9.3.4 On 1" = 50' scale map sheets, where necessary, the assignment of block and parcel numbers will follow the same pattern as described in 9.3.2 and 9.3.3 for the 1" = 200' and 1" = 100' maps. The only difference in the numbering configuration will be in the quarter (1/4) section number. This two (2) digit number will consist of the first digit representing the quarter (1/4) section and the second digit representing the quarter quarter (1/4 1/4) section. The map and parcel number will be displayed on the map work card as indicated below.

Example: (1" = 50') Map Number 011 - 01 - 14

KANSAS UNIFORM PARCEL NUMBER

Map Area No.	Section	1/4 Sec.	Block No.	Parcel No.	Ownership Code
011	01.0	14	01	001.00	0

The map area number, section number, quarter quarter (1/4 1/4) section number, block number and the parcel number shall be entered in the appropriate space.

9.4 Splits, leaseholds, condominiums, mineral rights, etc., shall be numbered in accordance with the following guidelines:

9.4.1 Splits: Once the final map sheet has been completed and the permanent parcel numbers have been established for each parcel, the map shall be considered to be part of the ongoing maintenance. The split-off shall be assigned the original number from which the land was sold, plus the addition of a decimal number to identify the split portion.

Example: The owner of record of parcel number 12 sells a portion off. The portion that was sold off shall be assigned the number 12.01. That portion still owned by the original owner will retain parcel number 12 and the assessment records shall be changed to reflect that portion remaining. **When new subdivisions are filed and plotted on property ownership maps and require new block numbering, the new parcel numbers will begin with whole numbers.**

9.4.2 Condominiums: The tract of land or lot on which a condominium complex or development is located shall be assigned a whole number as the permanent parcel number. Each condominium unit within the complex itself shall be assigned a decimal number in the same manner as split-offs described in 9.4.1.

Example: The tract of land containing the condominium units is assigned parcel number 15. Each condo unit located on this tract will be assigned the number 15.01 through the last unit within the complex.

- 9.4.3 Leasehold Improvements: Buildings or improvements located on land that is under a documented lease, as provided by the County, and require a separate appraisal and assessment, shall have a parcel number assigned to them.

The land being leased for the improvements will be indicated on the map sheet with the use of a dashed line to encompass the leasehold. That area under lease will be assigned the number from the original parcel with the addition of a decimal number to identify the leasehold.

Example: The tract of land where the lease occurs has been assigned parcel number 20. That portion being leased shall be assigned parcel number 20.01 where applicable. If the entire parcel is being leased for an improvement, the same concept would apply: A parcel number for the land owner and a parcel number for the leasehold improvement.

- 9.4.4 Mineral Rights: In those instances where mineral rights ownership is severed from the surface rights ownership and proper documentation is provided, a parcel number shall be assigned to the severed rights. All severed mineral rights ownerships, contiguous within a section, shall constitute one mineral rights parcel, regardless of the number of surface rights parcels the severed rights encompasses. In those instances where the mineral rights parcels do fall under several parcels within a section, then the parcel number to be assigned will be the first number in the parcel number series encountered by the mineral rights, or in the northeast corner wherever practical. The basic parcel number with addition of a decimal shall be used to identify the mineral rights.

Example: Contiguous mineral rights ownership falls under parcels 1 through 15. The mineral rights number in this case would be 1.01. The total acreage contained in the mineral rights ownership would be shown on the map sheet and the work index card in the appropriate space.

- 9.4.5 Ownership Codes: The work index card is designed to accommodate an ownership code number to identify the different variations of real property ownership as follows:

- 0 = Ownership code number for fee simple title. To be used for split-offs of fee simple also.
- 1 = Ownership code number for identifying leasehold improvements.
- 2 = Ownership code number for identifying condominium unit ownership.
- 3 = Ownership code number for identifying severed mineral rights ownerships.

No other ownership codes may be used without written approval from the Director of Property Valuation. Contract for Deed must be entered in the census tract field.(see 6.1.15)

PHASE 10 - FIELD EDITS, ERRATA LISTS & CONFLICTING OWNERSHIPS

The Company shall resolve and/or record the discrepancies found in the preparation of the ownership maps as follows:

- 10.1 A field edit shall be made to locate, delineate and determine the ownership of the properties not presently listed in the assessment records and the unresolved problems found in the compilation of the ownership maps.
- 10.2 The Company shall verify each listing on the current land roll (tax roll) used during the mapping project. Each listing shall be identified by a map and parcel number.
- 10.3 A list shall be prepared of any and all properties not accounted for on the land roll (tax roll) and a copy of the list shall be delivered to the County before final approval.
- 10.4 A list shall be prepared of any and all doubly assessed property found to exist and said list shall be delivered to the County before final approval.
- 10.5 A list shall be prepared of all taxable and exempt parcels contained on the land roll (tax roll) that cannot be located or reconciled on the ownership maps.

NOTE: The Company will make every effort possible in an attempt to resolve any problems described in 10.1 through 10.5 and will record those efforts in the proper space on the map work card in the same manner as described in 6.5 of these specifications.

PHASE 11 - TITLE BLOCK AND LEGEND

- 11.1 The Cartography Supervisor of the Division of Property Valuation shall design and prepare a title block and legend, which will be shown on each final property ownership map sheet. A sample of the title block and legend shall be issued to each County. Minimum information to be contained in the title block and legend area of each sheet shall be as follows:
 - a. County name.
 - b. State name.
 - c. Name and address of mapping Company.
 - d. Scale bar and scale of map.
 - e. North arrow.

- f. Outline of County showing original township and range designations.
- g. A thirty-six (36) section township, with each map sheet located therein emphasized.
- h. Section index showing particular quarter section mapped on each 1" = 100' sheet.
- i. Date of map.
- j. Date of photography.
- k. Aerial photograph number.
- l. Symbols and definitions used in construction of maps.
- m. Revision block.
- n. Original township, range and section numbers.
- o. Map number.
- p. Disclaimer: A statement to the effect that the property ownership map is for tax purposes only and is not intended for use in making conveyances or preparing legal descriptions of properties.
- q. A subdivision plat index.

PHASE 12 - FINAL MAP DRAFTING

The company shall mechanically ink draft the final property ownership maps as follows:

- 12.1 The final property ownership map shall be prepared on 4 mil, dimensionally stable, double-matte polyester film such as Mylar, Cronaflex or the equivalent.
- 12.2 The sheet size of the final property ownership map shall be 36" x 36".
- 12.3 All drafting including lettering and numbering shall be done with standard LeRoy, or approved equivalent, mechanical drafting equipment consisting of templates and pens. Free hand lettering or numbering shall not be acceptable except for water features. Final drafting shall be done using Pelican TN ink or an approved equivalent.
- 12.4 To assure uniformity of line weight, lettering and symbology, the following drafting standards will apply. The drafting standards shown here are subject to modification in special cases only, and then only in the interest of increased legibility and utility, if approved in writing by the Director of the Property Valuation Division.

12.5 Glossary of terms and abbreviations for final property ownership maps:

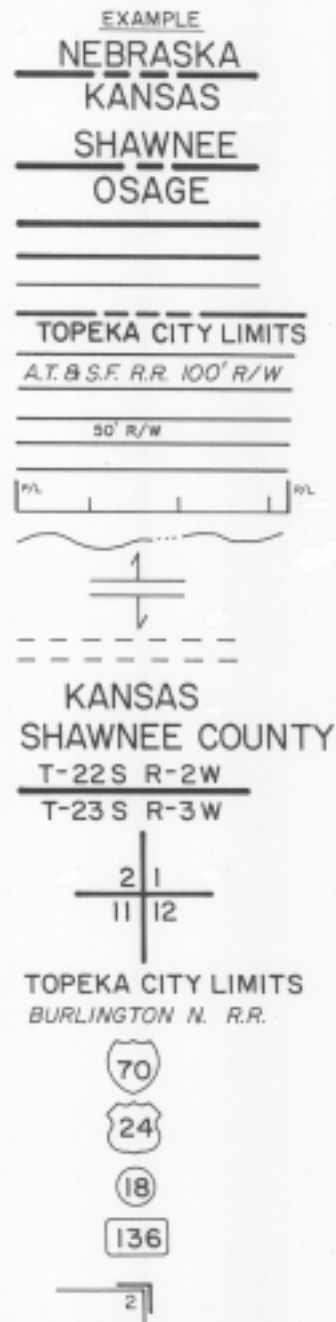
Acre	Ac	No Record	NR
Addition	Add	North	N
Avenue	Ave	Number	No
Baptist	Bapt	Page	Pg
Boulevard	Blvd	Place	Pl
Catholic	Cath	Plat Book	PB
Cemetery	Cem	Presbyterian	Presby
Circle	Ci	Property	Prop
County	Co	Railroad	RR
Court	Ct	Railway	Rwy
Creek	Ck	Range	R
District	Dist	Revised	Rev
Drive	Dr	Rights-of-Way	R/W
Easement	Ease	Road	Rd
East	E	Section	Sec
Estate	Est	South	S
Extension	Ext	Street	St
Exempt	Ex	Subdivision	S/D
Highway	Hwy	Township	Tsp or T
Heights	Hgts	Trail	Tr
Kansas	Ks	Village	Vill
Lane	La	West	W
Methodist	Meth		

12.6 PEN WEIGHT AND TEMPLATE GAUGE FOR 1" = 200', 1" = 100' MAPS


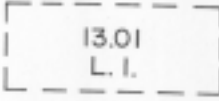
<u>SUBJECT</u>	<u>LEROY/EQUIVALENT PEN WEIGHT/TEMPLATE</u>	<u>EXAMPLE</u>
1. Road and Street Names	1 Pen / 120 L Template	<u>TOPEKA AVE</u>
2. Alleys	0 Pen / 80 L Template	<u>ALLEY</u>
3. Parcel Number	1 Pen / 140 L Template	4
4. Original Lot Number	0 Pen / 120 L Template Slant	22
5. Creeks, Streams, Etc.	0 Pen / 120 L Template Slant	<u>RYE CREEK</u>
6. Rivers, Lakes, Etc.	1 Pen / 175 L Template Slant	<u>KANSAS RIVER</u> <u>LAKE PERRY</u>
7. Deed Dimensions	0 Pen / 100 L Template	100'
8. Scaled Dimensions	0 Pen / 100 L Template	105' (s)
9. Road Dimensions	0 Pen / 80 L Template	60' R/W
10. Deed Acreage	0 Pen / 100 L Template	40 Ac. (d)
11. Calculated Acreage	0 Pen / 100 L Template	44 Ac. (c)
12. Church, Cemetery, School Names Etc.	0 Pen / 80 L Template	SHAWNEE COUNTY COURTHOUSE
13. Ownership Block Number	2 Pen / 240 L Template	"04"
14. Original Block Number	2 Pen / 200 L Template	④
15. Transmission Lines	0 Pen / 80 L Template	K.P.B.L. 100' R/W EASEMENT
16. See Note	0 Pen / 120 L Template	SEE 1" = 100' MAP O11-11-40
17. Easement Line	0 Pen	-----
18. Corner Dimension	0 Pen / 80 L Template	90°
19. Adjoining Map Number	0 Pen / 120 L Template	O11-12-10
20. Conflict	0 Pen / 120 L Template	CONFLICT
21. Map Numbers	2 Pen / 200 L Template	O11-12-14

12.6 CONTINUED 1"=200', 1"=100' MAPS

<u>SUBJECT</u>	<u>LEROY/EQUIVALENT PEN WEIGHT/TEMPLATE</u>
22. State Line	4 Pen
23. County Line	4 Pen
24. Township and Range Lines	4 Pen
25. Section Lines	3 Pen
26. Quarter Section Lines	1 Pen
27. Corporate Limit Lines	3 Pen
28. Railroad R/W	1 Pen
29. Highway R/W	1 Pen
30. Property Boundary Lines	1 Pen
31. Original Lot Lines	0 Pen
32. Water	0 Pen
33. Land Hooks	0 Pen
34. Transmission Lines	0 Pen
35. State Name	2 Pen/ 200 L Template
36. County Name	2 Pen/ 200 L Template
37. Township and Range Number	1 Pen/ 140 L Template
38. Section Number	1 Pen/ 140 L Template
39. Corporation Name	1 Pen/ 140 L Template
40. Railroad Name	0 Pen/ 120 L Template Slant
41. Interstate Highway	0 Pen/ 140 L Template
42. U.S. Highway	0 Pen/ 140 L Template
43. State Highway	0 Pen/ 140 L Template
44. County Highway	0 Pen/ 140 L Template
45. S/D Limits	1 Pen
45-A S/D Limit Number	0 Pen/ 80 L Template



12.6 CONTINUED 1"=200', 1"=100' MAPS

<u>SUBJECT</u>	<u>LEROY/EQUIVALENT PEN WEIGHT/TEMPLATE</u>	<u>EXAMPLE</u>
46. Vacated Street	O Pen	
47. Leasehold Imp. Boundary Lines	O Pen	
48. Leasehold Improvement	I Pen/140L Template	
49. Mineral Rights	I Pen/140L Template	<p>12 320 Ac. M.R.</p>

12.7 PEN WEIGHT AND TEMPLATE GAUGE FOR 1" = 400' MAPS

<u>SUBJECT</u>	<u>LEROY/EQUIVALENT PEN WEIGHT/TEMPLATE</u>	<u>EXAMPLE</u>				
1. State Line	4 Pen					
2. County Line	4 Pen					
3. Township and Range Lines	4 Pen					
4. Section Lines	3 Pen					
5. Corporation Lines	3 Pen					
6. Railroad R/W	0 Pen					
7. Highway R/W	1 Pen					
8. Property Boundary Lines	1 Pen					
9. Original Lot Lines	0 Pen					
10. Water Line	0 Pen					
11. Land Hooks	0 Pen					
12. S/D Limits	1 Pen					
12-A S/D Limit Number	0 Pen/ 80L Template					
13. Transmission Lines	0 Pen					
14. State Name	2 Pen/ 200L Template	KANSAS				
15. County Name	2 Pen/ 200L Template	SHAWNEE COUNTY				
16. Township and Range Number	1 Pen/ 140 L. Template	<u>T-14S R-2E</u> <u>T-15S R-2E</u>				
17. Section Number	1 Pen/ 140L Template	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>6</td><td>5</td></tr> <tr><td>7</td><td>8</td></tr> </table>	6	5	7	8
6	5					
7	8					
18. Corporation Name	1 Pen/ 140L Template	TOPEKA CITY LIMITS				
19. Railroad Name	0 Pen/ 80 L Template Slant	<i>BURLINGTON NORTHERN R.R.</i>				
20. Interstate Highway	0 Pen/ 140 L. Template					
21. U.S. Highway	0 Pen/ 140 L. Template					
22. State Highway	0 Pen/ 140 L. Template					
23. County Highway	0 Pen/ 140L. Template					

12.7 CONTINUED 1" = 400' MAPS

SUBJECT	LEROY/EQUIVALENT PEN WEIGHT/ TEMPLATE	EXAMPLE
24. Road and Street Names	1 Pen/ 120 L Template	<u>COUNTY ROAD</u>
25. Alleys	0 Pen/ 80 L Template	<u>ALLEY</u>
26. Parcel Number	1 Pen/ 140 L Template	2
27. Original Lot Number	0 Pen/ 120 L Template Slant	20 21 22
28. Creeks, Streams Names	0 Pen/ 120 L Template Slant	<u>DRAGON CREEK</u>
29. Rivers, Lakes Names	1 Pen/ 175 L Template Slant	CLINTON LAKE
30. Water Acreage	0 Pen/ 80 L Template Slant	35 Ac. (c)
31. Deed Dimensions	0 Pen/ 80 L Template	175'
32. Scaled Dimensions	0 Pen/ 80 L Template	180' (s)
33. Deed Acreage	0 Pen/ 120 L Template	120 Ac. (d)
34. Calculated Acreage	0 Pen/ 120 L Template	127 Ac. (c)
35. Church, Cemetery, School, Etc.	0 Pen/ 80 L Template	SHILOH CEMETERY
36. Transmission Lines	0 Pen/ 80 L Template	<u>K.R. & L. 100' R/W EASEMENT</u>
37. Adjacent Map Reference	0 Pen/ 120 L Template	012
38. Easement Line	0 Pen	-----
39. Map Number	2 Pen/ 200 L Template	012-04-10
40. Conflict	0 Pen/ 120 L Template	----- CONFLICT -----
41. Road Dimensions	0 Pen/ 80 L Template	60' R/W
42. Vacated Street	0 Pen	-----
43. Leasehold Imp. Boundary Lines	0 Pen	-----
44. Leasehold Improvement	1 Pen/ 140 L Template	13.01 L. I.
45. Mineral Rights	1 Pen/ 140 L Template	12 320 Ac. M.R.

12.8 Parcel Number

Parcel numbers will be located in the upper right hand corner of parcels legally described by metes and bounds, however, the parcel number will be centered for platted lots. All parcel numbers will be parallel to the bottom of the map. When drafting consecutive parcels, all numbers should be kept in line. A pencil line can be used to draw guidelines. The parcel numbers should touch this line. After parcel numbers have been added, this pencil line can easily be erased.

12.9 Original Lots

Original lot lines are short ticks. The ticks should be approximately one-quarter (1/4) of an inch long. Original lot numbers should be centered near the rear of the lot. Should a property line prevent this, the lot number can be moved up or down. A guideline should be used to keep the lot numbers in line. The lot numbers will be drafted parallel to the lot line.

12.10 Churches, Schools, Etc.

All identifying landmarks should be shown by name, when known. No symbols will be used. Names of these landmarks should be drafted parallel to the bottom where possible.

12.11 Acreage

The acreage will be centered under the parcel number and should read parallel to the bottom of the map sheet. Should a parcel have both a deed acreage and calculated acreage, the deed acreage will be shown on top with a small (d) following it. The calculated acreage will be centered under deed acreage with a small (c) following it.

12.12 Dimensions

On all parcels requiring dimensions, the dimensions will be located in the center of the length of the line. When both a deed dimension and a scaled dimension are necessary, the deed dimension will be shown first with a small (d) after it, followed by the scaled dimension with a small (s).

On 400' maps when the parcel has the same rear dimension as the front dimension, and each side dimension is the same, only the front dimension and one side dimension are necessary.

On 100' maps when consecutive lots of the same size are being dimensioned, all front dimensions will be shown along with the first and last side dimensions.

12.13 Block Numbers

The ownership or map block number will be located near the center of each block. Each number shall be drafted to read parallel with the bottom of the map. The original block number from the subdivision plat will be dashed.

12.14 Subdivision Boundary Ticks

Subdivision ticks are used to show the boundary of each subdivision on the map. Ticks should be placed at all major corners of each subdivision on the map and numbered. The number is then placed in the appropriate space in the subdivision index on the border of the map sheet.

12.15 Land Hooks

When the land hook can be shown perpendicular to the object it crosses, it should be drawn as such. Each side should be approximately the same length. The angle of the hook should be approximately thirty (30) degrees and should point counterclockwise. Dashed land hooks will be used across division lines to denote separate parcels, but same ownership. Solid land hooks are used to denote same ownership same parcel across roads, creeks, etc.

12.16 "See Notes"

"See Notes" are used to show that a portion of the map is being mapped at another scale. On 400' maps, reference to 100' and 200' maps will be shown. The scale and the map number will be shown.

12.17 Conflicts

When there is a conflict of ownership, the conflicting property lines will be dashed instead of solid, and the word "conflict" will be written within the property in question.

12.18 Subdivision Names

All subdivision names, along with the plat book and page number, will be shown along with a numerical listing in the subdivision index on the map border. The corresponding numbers shall be placed inside the subdivision boundary ticks on that portion of the map that it applies to.

PHASE 13 - OWNERSHIP MAP MAINTENANCE

13.1 The County shall provide continuing maintenance on the property ownership maps and corresponding records according to the Revised Technical Specifications for Property Ownership Mapping. The County shall update the ownership maps, including all work maps, the map work card files and KSCAMA Assessment Administration Files during the maintenance period.

13.2 The County shall acquire & use copies of all newly recorded documents, and any additional documentation, affecting ownership of any real property situated in the County. The new records shall include, but are not limited to, the following:

- 13.2.1 A copy of the entire title instrument involved in each transfer; i.e. the recorded deeds, wills, etc.**
 - 13.2.2 Copies of any new maps, subdivision plats, survey or deed plots involved in the property transfer.**
 - 13.2.3 Copies of any new right-of-way plans or acquisitions of additional right-of-way.**
 - 13.2.4 Copies of any ordinances of street, alley, or subdivision vacations and any annexations by cities or changes in any political district lines by any agency or entity in the County.**
- 13.3 The County shall maintain, update, and adequately store the ownership overlays, aerial photography enlargements, and soil overlays.**
- 13.4 The county shall ink all ownership changes and map updates no later than March 31 for the previous calendar year's maintenance period. The overlays shall never be more than one calendar year in arrears of inking.**
- 13.5 The County shall maintain a deed log or a map maintenance register for all items received during the maintenance period. This register shall be maintained in chronological order continuously throughout the maintenance period, and it shall indicate the following minimum information:**
 - 13.5.1**
 - 1) Change number.**
 - 2) Deed book and page number.**
 - 3) Grantor's name(s) and grantee's name(s).**
 - 4) Date of instrument.**
 - 5) Type of instrument.**
 - 6) Type of change or a notes column indicating any unusual circumstances.**
 - 7) Parcel number.**
 - 13.5.2 The log or register of maintenance shall be used to edit, inspect and manage the functions of the map maintenance phase.**

13.6 The County/Company shall produce change forms for any changes occurring to parcels during the maintenance period. The form shall be designed to accommodate any information subject to update or correction of a parcel; and shall be used to record and to route said changes to any other personnel or offices in the maintenance of real estate records in the County. These personnel and offices may include, but are not limited to:

13.6.1 1) Data entry

2) Appraisal staff

3) Clerk

4) Treasurer

13.6.2 The change form shall be returned to the cartographer when the routing is complete. A permanent file shall be established by the cartographer for historical reference.

NOTE: The County's maintenance procedures shall be subject to inspection and approval of the Director of the Division of Property Valuation.

DOCUMENT LOG

CHANGE NUMBER	DEED BOOK & PAGE	GRANTOR	GRANTEE	DATE OF DEED	TYPE	TRANSFER SPLIT-OTHER	PARCEL NUMBER

Change Form #	Deed BK & PG	Grantor	Grantee	Date of Deed	Type of Instr.	Type of Chang	Parcel ID #	MWC		A.A		Work Maps		Final Maps		Appraisal		Data Entry		Returned	
								Date	Int.	Date	Int	Date	Int.	Date	Int.	Date	Int.	Date	Int	Date	Int.

CHANGE FORM NO. _____ CARD ___ OF ___ DATE __/__/__ PARCEL _____

CITY/TOWNSHIP __ TAX UNIT _____

SUBDIVISION CODE _____ CENSUS TRACT _____ SCHOOL DIST _____

OLD ACCOUNT NUMBER 1: _____ 2: _____ 3: _____

OWNER'S NAME _____

NAME (CONTINUED) _____

MAILING ADDRESS _____

CITY/TOWN _____ STATE __ ZIP+4 _____

CARE/OF TAXPAYER _____

LOT(S) _____ BLOCK _____

SUBDIVISION PLAT: BOOK _____ PAGE _____ SECTION __ TOWNSHIP __ RANGE _____

TRACT DESCRIPTION

1: _____ 2: _____

3: _____ 4: _____

WIDTH LENTH
LOT SIZE ____ S ____ ACREAGE: ____ RET USED ____ DEED ____ CALC ____

DEED BOOK/PAGE ____/____/____/____/____/____/____/____

TYPE OF CHANGE				ACREAGE	321 -
<input type="checkbox"/> SPLIT <input type="checkbox"/> COMBINATION <input type="checkbox"/> TRANSFER <input type="checkbox"/> NAME <input type="checkbox"/> ADDRESS <input type="checkbox"/> DESCRIPTION				1. PRIMARY SITE	322 -
<input type="checkbox"/> DEACTIVATE <input type="checkbox"/> DELETE <input type="checkbox"/> CORRECTION <input type="checkbox"/> ACREAGE <input type="checkbox"/> CN TABLE <input type="checkbox"/> OTHER _____				2. DRY LAND	323 -
ROUTING	DATE	INITIAL	NOTES	3. IRRIGATED LAND	324 -
MAPPING				4. TAME GRASS	
RECORDS				5. NATIVE GRASS	325 -
FILING				6. WOODLAND	326 -
APPR. REVIEW				7. WASTELAND	327 -
USE VALUE				8. OTHER SITE	
DATA ENTRY				9. RESIDUAL	328 -
CLERK				0. UNDEVELOPED	329 -
OTHER MAPPING				TOTAL ACRES	

PHASE 14 - EDIT AND INSPECTION

The Company, County and state shall continuously edit and inspect all ownership maps, index cards, indexes to the maps and all other work until the project has been completed. The Company's edit and inspection shall be conducted by their most qualified, experienced and competent senior ownership mapping technicians.

Each mapped parcel and the corresponding final ownership index card shall be reviewed for accuracy, neatness and completeness. Any errors, omissions and discrepancies discovered shall be corrected prior to final delivery to the County and final approval by the Director of the Division of Property Valuation.

PHASE 15 - INSPECTION AND APPROVAL BY THE COUNTY

Any and all items created under the terms of the contract agreement and these Technical Specifications are subject to inspection and approval by the County and the Director of the Division of Property Valuation. Upon delivery to the County of any and all items as prescribed in the Contract Agreement and these Technical Specifications, the County and the Director of the Division of Property Valuation shall conduct a complete and thorough review of the quality, quantity, completeness, accuracy and neatness of the items.

During the period of this review, the County and the Director of the Division of Property Valuation shall prepare a listing of any errors, omissions or discrepancies which may be discovered. Upon completion of the inspection, the County shall return to the Company any and all items as it may deem necessary together with said listing of errors and/or types of errors, omissions or discrepancies noted for correction by the Company. A copy of each list of errors, noted for correction by the Company, will be retained by the County for future verification that proper disposition was made on each listing.

Upon receipt of the returned items and a listing of the errors, omissions and discrepancies, the Company shall take prompt corrective action in an effort to cure or resolve any errors, omissions or discrepancies as required to comply with the terms of the contract agreement and these technical specifications.

SUMMARY OF ITEMS TO BE DELIVERED BY THE COMPANY

1. All aerial photography products used in the preparation of the property ownership maps.
2. The film positive photo screened enlargements as outlined and prepared under the Technical Specifications or where provided by the County.
3. One (1) complete set of final ownership maps in map number order, index maps and title sheets on 4 mil, dimensionally stable, double-matte polyester film material as outlined by the specifications.

4. All work map overlays created for each final map sheets in map number order.
5. Two (2) sets of quality Diazo paper prints of each ownership map, two (2) Diazo prints each of the index map screened enlargement and two (2) composite prints of each screened enlargement and the ownership map. All prints will be delivered in map number order.
6. One (1) set of final property ownership index cards. These property ownership index cards will be arranged alphabetically by ownership countywide.
7. Any computer tapes or other items created to prepare the final property ownership index cards.
8. All reports and errata lists as required by the Technical Specifications.
9. Map work cards containing assessment roll information and ownership map information arranged by map and parcel number.
10. Any and all maps, plats, plans, microfilm or other information obtained or produced in order to complete this project. All map related items or material will have the map reference number shown and will be sorted in map number order prior to delivery to the County.
11. One (1) negative and two (2) positive copies of 35mm microfilm of all ownership maps and one (1) negative and two (2) positive copies of 16mm microfilm of all alphabetical index cards.
12. A minimum of 10% of the total number of map sheets in blank mylars with the border, title block and legend along with the original master mylar overlay.
13. Extra blank map work cards and alphabetical index cards where applicable, equal to at least 10% of the County's total final parcel count.
14. Register of maintenance items as provided for in Phase 14.

SUMMARY OF ITEMS FURNISHED BY THE COUNTY

1. A monthly report of all new transfers of ownership of any real property situated in the County after the date of the signing of the contract. All deed copies of real property transfers recorded after the last assessing date or closing of the land rolls and prior to the signing of the contract should also be provided. The deed record copy to include the entire deed in a hard copy form (Xerox or photostat).
2. The access to, and use of the County's records room, or rooms, during normal office hours for the microfilming, or the duplication of any existing microfilm, or the copying by other means, any necessary deeds or recorded maps which the Company and the County agree is necessary for its particular method of preparing the new ownership maps.

3. Access to, and use, of available source maps that would assist in determining a property's ownership, location, boundary and limits. This would include a copy of all existing plats or old tax maps.
4. Complete cooperation of the County, city and town officials relative to matters pertaining to the performance and completion of the ownership mapping program.
5. The County will maintain a transmittal file for tracking all items provided to the Company during the entire contract period.

A SUGGESTED SCHEDULE OF MAPPING PROGRESS

MAPPING PHASE	APPROXIMATE PHASE DATES	NO. MOS.
1. Aerial Photography Edit and Review	_____ TO _____	_____
2. County Recorded Records Use and Copy	_____ TO _____	_____
3. Source Document Collection	_____ TO _____	_____
4. Work Card Preparation	_____ TO _____	_____
5. Layout and Design and 5.1.5 Index Maps	_____ TO _____	_____
6. Preliminary Map Assembly	_____ TO _____	_____
7. Area Calculations	_____ TO _____	_____
8. Dimensions	_____ TO _____	_____
9. Permanent Map and Parcel Numbering	_____ TO _____	_____
10. Fields Edits, Errata Lists & Conflicting Ownerships	_____ TO _____	_____
11. Final Map Sheets	_____ TO _____	_____
12. Final Map Drafting	_____ TO _____	_____
13. Final Ownership Index Cards	_____ TO _____	_____
14. Ownership Map Maintenance	_____ TO _____	_____
15. Edit and Inspection	_____ TO _____	_____
16. County Acceptance	_____ TO _____	_____

MAPPING PROGRESS BILLING SCHEDULE

MAPPING PHASE	PHASE FEE	% OF TOTAL
1. Aerial Photography Enlargement or Reproduction Edit and Review*	_____	_____
2. County Recorded Records	_____	_____
3. Source Document Collection	_____	_____
4. Work Index Card Preparation	_____	_____
5. Layout, Design and Index Maps	_____	_____
6. Preliminary Map Assembly	_____	_____
7. Area Calculation	_____	_____
8. Dimensions	_____	_____
9. Permanent Map and Parcel Numbering	_____	_____
10. Field Edits, Errata Lists and Dual Ownership	_____	_____
11. Final Map Sheets - Title Block and Legend	_____	_____
12. Final Map Drafting	_____	_____
13. Final Ownership Index Cards	_____	_____
14. Ownership Map Maintenance	_____	_____
15. Edit and Inspection	_____	_____
16. County Acceptance	_____	_____

NOTE: All persons or firms submitting proposals will be required to price and list the Phase Fee items above in order that the County may have some degree of evaluation as to the person's or firm's experience and methods to be used in the preparation of the new ownership maps by the technical specifications.

* Where applicable.