

Approved On: 1/28/86

Minutes of the House Committee on Assessment and Taxation. The meeting was called to order by E. C. Rolfs, Chairman, at 9:00 a.m. on January 21, 1986 in room 519 South at the Capitol of the State of Kansas.

The following members were absent (excused):

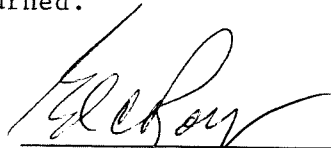
Representatives Erne

Committee staff present:

Tom Severn, Legislative Research  
Melinda Hanson, Legislative Research  
Don Hayward, Reviser of Statutes  
Millie Foose, Committee Secretary

Mr. Vic Miller, Director of Property Valuation, met with the Assessment & Taxation Committee and explained the reappraisal program he and his department were administering. He discussed past, present and future activities of his office. The Committee discussed the state's aerial photography program in some detail and examined the various alternatives associated therewith, including use of maps from the ASCS office. The committee also examined several county plans which had been approved by PVD. Mr. Miller was questioned about the advisability of taking the software and hardware bids out of the competitive bid statute. He explained that any action to grant his office greater flexibility would be welcomed.

The minutes of the meeting of January 14 and January 16 were approved as presented. There being no further business, the meeting was adjourned.

  
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Ed C. Rolfs, Chairman

DIRECTOR  
PROPERTY VALUATION

REAPPRAISAL  
COORDINATOR

ADMINISTRATION  
ASSISTANT

USE-VALUE  
MANAGER

CHIEF  
CARTOGRAPHER

FIELD  
OPERATIONS  
MANAGER

SYSTEMS AND  
STANDARDS MGR.

A REGIONAL  
CARTOGRAPHER

B REGIONAL  
CARTOGRAPHER

C REGIONAL  
CARTOGRAPHER

D REGIONAL  
CARTOGRAPHER

REGIONAL  
A APPRAISAL  
SUPERVISOR

1 DISTRICT  
APPRAISER

2 DISTRICT  
APPRAISER

3 DISTRICT  
APPRAISER

4 DISTRICT  
APPRAISER

5 DISTRICT  
APPRAISER

REGIONAL  
B APPRAISAL  
SUPERVISOR

1 DISTRICT  
APPRAISER

2 DISTRICT  
APPRAISER

3 DISTRICT  
APPRAISER

4 DISTRICT  
APPRAISER

5 DISTRICT  
APPRAISER

REGIONAL  
C APPRAISAL  
SUPERVISOR

1 DISTRICT  
APPRAISER

2 DISTRICT  
APPRAISER

3 DISTRICT  
APPRAISER

4 DISTRICT  
APPRAISER

REGIONAL  
D APPRAISAL  
SUPERVISOR

1 DISTRICT  
APPRAISER

2 DISTRICT  
APPRAISER

3 DISTRICT  
APPRAISER

4 DISTRICT  
APPRAISER

APPRAISER III

APPRAISER II

CLERK IV

APPRAISER III

APPRAISER II

APPRAISER I

REAPPRAISAL ADVISORY  
COMMITTEE

Chris Ballmer  
Sedgwick County Appraiser  
County Courthouse  
Wichita, KS 67203  
(316) 268-7461

Mildred Baughman  
Reno County Commissioner  
County Courthouse  
Hutchinson, KS 67501  
(316) 665-2929

Leo Bohn  
Wabaunsee County Commissioner  
County Courthouse  
Alma, KS 66401  
(913) 449-2619

Bev Bradley, Legislative Coordinator  
Kansas Association of Counties  
112 W. 7th  
Topeka, KS 66603  
(913) 233-2271

Larry Clark  
Crawford County Appraiser  
County Courthouse  
Girard, KS 66743  
(316) 724-6431

Judy Deines  
Graham County Deputy Appraiser  
County Courthouse  
Hill City, KS 67652  
(913) 674-2513

John Delmont  
Cherokee County Commissioner  
County Courthouse  
Columbus, KS 66725  
(316) 429-3256

Robert Gardner  
Wyandotte County Appraiser  
County Courthouse  
Kansas City, KS 66101  
(913) 573-2889

Tim Hagemann  
Stevens County Appraiser  
PO Box 903  
Lakin, KS 67860  
(316) 544-2993

Max Hayen  
Marion County Appraiser  
County Courthouse  
Marion, KS 66861  
(316) 382-2269

Gayle Landoll  
Marshall County Clerk  
County Courthouse  
Marysville, KS 66508  
(913) 562-5361

Keith Lilly  
Saline County Treasurer  
County Courthouse  
Salina, KS 67401  
(913) 825-0261

Patsy McDonald  
Shawnee County Clerk  
County Courthouse  
Topeka, KS 66603  
(913) 296-4111

Victor W. Miller, Director  
Division of Property Valuation  
State Office Bldg. - 526 So.  
Topeka, KS 66612-1585  
(913) 296-2365

Sue Neustifter  
Douglas County Register of Deeds  
County Courthouse  
Lawrence, KS 66044  
(913) 841-7700 ext. 275

RATIOS OF ASSESSMENT

Assessment  
Ratio Under  
HCR 5018AA

URBAN REAL ESTATE

- |    |                             |     |
|----|-----------------------------|-----|
| 1. | Commerical and Industrial   | 30% |
| 2. | Vacant Lots                 | 12% |
| 3. | All Other Urban Real Estate | 12% |
| 4. | TOTAL URBAN REAL ESTATE     |     |

RURAL REAL ESTATE

- |     |  |     |
|-----|--|-----|
| 5.  | Agricultural Land (including mineral reserves) | 8%  |
| 6.  | Agricultural Improvement                       | 12% |
| 7.  | Homesites and Planned Subdivisions             | 12% |
| 8.  | Spot Industrial, Commercial, and Recreational  | 30% |
| 9.  | TOTAL RURAL REAL ESTATE                        |     |
| 10. | TOTAL REAL ESTATE                              |     |

TANGIBLE PERSONAL PROPERTY

- |     |  |     |
|-----|--|-----|
| 11. | Gas and Oil (lease-hold and royalty)   | 30% |
| 12. | Merchants Inventory  | 0%  |
| 13. | Manufacturers Inventory  | 0%  |
| 14. | Livestock  | 0%  |
| 15. | Business Machinery and Equipment (includes "Machinery and Equipment" and "All Other Business") | 15% |
| 16. | All Other Tangible Personal Property   | 30% |
| 17. | TOTAL TANGIBLE PERSONAL PROPERTY   |     |

STATE ASSESSED

- |     |                             |     |
|-----|-----------------------------|-----|
| 18. | Public Service Corporations | 30% |
| 19. | TOTAL STATE ASSESSED        |     |
| 20. | GRAND TOTAL                 |     |

ASSESSMENT RATIOS FOR 1985

County	Residential				Commercial				Agricultural				
	Single Family	Multi-Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	County Median
Allen													
Urban	9.66	21.53	0.00	3.33	9.30	12.88	0.00	5.36	11.49	0.00	0.00	0.00	0.00
Rural	7.46	0.00	0.00	1.58	7.00	9.98	3.14	3.43	3.83	7.81	8.83	6.36	7.41
Anderson													
Urban	9.45	11.15	0.00	5.93	9.14	7.34	0.00	0.00	7.34	0.00	0.00	0.00	0.00
Rural	6.60	0.00	0.00	5.81	5.81	0.00	0.00	4.28	4.28	7.15	8.10	7.86	7.86
Atchison													
Urban	11.34	19.35	0.00	11.91	11.67	21.58	0.00	0.00	18.16	17.74	0.00	.72	9.23
Rural	8.72	0.00	0.00	3.30	5.90	12.60	0.00	.75	10.80	8.77	6.66	4.06	5.03
Barber													
Urban	5.52	5.51	0.00	6.76	5.58	5.68	8.42	0.00	5.72	0.00	0.00	0.00	0.00
Rural	5.92	0.00	0.00	4.29	5.09	4.72	0.00	.37	4.38	4.16	6.24	5.54	4.97
Barton													
Urban	7.67	10.18	7.50	2.75	7.34	10.17	2.86	3.04	8.98	0.00	0.00	0.00	0.00
Rural	9.24	0.00	0.00	1.96	7.21	8.31	20.53	9.08	11.59	9.39	7.08	5.41	5.70
Bourbon													
Urban	9.07	7.96	0.00	5.50	8.90	10.84	0.00	4.80	10.34	0.00	0.00	0.00	0.00
Rural	8.68	0.00	0.00	5.00	7.85	7.48	0.00	6.00	6.74	8.04	7.62	5.82	7.26
Brown													
Urban	13.49	0.00	0.00	12.33	13.27	15.87	0.00	3.75	14.75	0.00	0.00	0.00	0.00
Rural	7.77	0.00	0.00	10.50	8.10	14.93	13.64	8.60	13.64	10.98	7.57	6.84	7.15
Butler													
Urban	8.67	9.61	0.00	5.14	8.48	9.09	0.00	0.00	9.07	4.24	0.00	0.00	4.24
Rural	7.25	0.00	0.00	4.81	6.31	7.88	0.00	0.00	7.88	7.42	4.05	5.15	5.74
Chase													
Urban	9.56	0.00	0.00	2.75	9.08	7.18	0.00	0.00	7.18	0.00	0.00	0.00	0.00
Rural	4.23	0.00	0.00	1.68	2.72	0.00	0.00	1.55	1.55	7.12	0.00	7.48	7.46
Chautauqua													
Urban	7.38	10.98	0.00	3.56	7.16	8.42	0.00	1.25	6.22	0.00	0.00	0.00	0.00
Rural	3.75	0.00	0.00	2.75	3.03	0.00	0.00	0.00	0.00	3.70	3.50	4.17	3.70
Cherokee													
Urban	9.31	9.94	0.00	3.73	8.72	9.44	0.00	16.02	9.44	0.00	0.00	0.00	0.00
Rural	7.77	0.00	0.00	2.02	6.31	11.10	7.15	0.00	9.90	7.84	6.38	5.23	6.46
Cheyenne													
Urban	9.19	0.00	0.00	11.43	9.19	12.36	0.00	16.60	12.77	0.00	0.00	7.17	7.17
Rural	4.76	0.00	0.00	7.33	6.98	12.67	0.00	0.00	12.67	6.34	0.00	5.02	5.57
Clark													
Urban	11.18	0.00	0.00	28.00	13.12	21.83	0.00	0.00	21.83	11.19	0.00	0.00	11.19
Rural	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.65	3.74	8.13	7.6

County	Residential					Commercial				Agricultural			Count Median
	Single Family	Multi- Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	
Clay													
Urban	12.46	10.77	0.00	6.00	12.11	13.30	0.00	88.00	19.05	0.00	0.00	0.00	0.00
Rural	3.47	0.00	0.00	2.50	3.47	0.00	0.00	0.00	0.00	7.69	4.50	6.85	7.21
Cloud													
Urban	14.49	20.56	0.00	33.28	14.79	15.60	0.00	6.55	12.29	0.00	0.00	0.00	0.00
Rural	12.94	0.00	0.00	8.50	8.97	6.03	0.00	0.00	6.03	8.94	8.04	7.62	8.06
Coffey													
Urban	8.53	17.50	0.00	3.00	7.57	9.76	0.00	6.25	9.11	0.00	0.00	0.00	0.00
Rural	6.95	0.00	0.00	2.50	4.77	15.64	0.00	0.00	15.64	8.78	6.29	6.68	7.04
Comanche													
Urban	19.20	0.00	0.00	6.85	16.17	17.86	0.00	7.56	16.70	0.00	0.00	0.00	0.00
Rural	11.98	0.00	0.00	0.00	11.98	0.00	0.00	0.00	0.00	7.34	0.00	6.43	6.43
Cowley													
Urban	9.35	10.40	9.82	5.90	9.20	14.89	28.57	5.83	14.15	0.00	0.00	0.00	0.00
Rural	10.00	0.00	0.00	3.00	7.61	2.29	19.97	0.00	19.97	6.37	9.17	6.18	6.18
Crawford													
Urban	7.29	11.25	11.29	5.00	7.20	9.37	0.00	9.75	9.37	0.00	0.00	0.00	0.00
Rural	4.74	0.00	6.72	4.00	4.43	4.40	0.00	3.06	4.70	7.52	6.70	5.77	6.36
Decatur													
Urban	7.93	0.00	0.00	7.64	7.93	15.23	0.00	0.00	15.23	0.00	0.00	0.00	0.00
Rural	44.00	0.00	0.00	2.22	23.22	5.49	0.00	0.00	5.49	5.81	7.31	0.00	6.83
Dickinson													
Urban	9.66	8.17	0.00	5.70	9.58	15.15	0.00	3.25	15.14	0.00	0.00	0.00	0.00
Rural	7.02	0.00	0.00	3.45	5.77	8.72	0.00	0.00	8.72	10.77	8.77	8.08	8.30
Doniphan													
Urban	9.74	.52	0.00	1.83	9.42	11.57	0.00	0.00	11.57	0.00	0.00	0.00	0.00
Rural	5.42	0.00	0.00	3.66	5.36	0.00	0.00	0.00	0.00	4.94	2.77	4.34	4.59
Douglas													
Urban	9.05	9.03	7.97	5.44	8.71	6.99	0.00	2.53	6.70	0.00	0.00	0.00	0.00
Rural	7.13	0.00	0.00	2.53	5.86	4.22	0.00	0.00	4.22	6.17	4.18	3.72	4.43
Edwards													
Urban	10.41	0.00	0.00	3.00	10.25	14.79	0.00	0.00	14.79	0.00	0.00	0.00	0.00
Rural	8.47	0.00	0.00	0.00	8.47	0.00	0.00	0.00	0.00	4.95	6.57	7.04	6.57
Elk													
Urban	10.98	0.00	0.00	6.00	10.54	14.26	0.00	0.00	14.26	0.00	0.00	0.00	0.00
Rural	4.85	0.00	0.00	3.93	4.61	18.45	0.00	0.00	18.45	8.48	4.98	8.06	8.34
Ellis													
Urban	6.19	5.80	5.54	3.00	5.95	6.45	0.00	2.30	6.06	7.29	0.00	0.00	7.29
Rural	5.32	0.00	0.00	1.36	4.18	7.75	0.00	2.00	7.33	6.00	1.11	4.66	4.66

County	Residential					Commercial				Agricultural			Count Media
	Single Family	Multi- Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	
Ellsworth													
Urban	11.80	0.00	0.00	4.96	10.60	14.12	0.00	0.00	14.12	0.00	0.00	0.00	0.00
Rural	6.52	0.00	0.00	5.23	6.11	9.54	0.00	0.00	9.54	4.87	0.00	8.33	8.31
Finney													
Urban	9.50	13.46	0.00	6.52	9.35	11.82	0.00	9.84	11.82	0.00	0.00	0.00	0.00
Rural	10.21	0.00	0.00	2.73	7.60	11.73	0.00	4.01	10.07	8.09	11.52	5.17	6.47
Ford													
Urban	8.73	10.02	10.65	3.93	8.41	9.40	0.00	4.12	9.16	0.00	0.00	0.00	0.00
Rural	6.16	0.00	0.00	2.60	5.67	0.00	0.00	0.00	0.00	7.52	7.53	7.10	7.30
Franklin													
Urban	9.38	9.81	0.00	2.75	9.15	15.25	0.00	0.00	15.25	0.00	0.00	0.00	0.00
Rural	7.17	0.00	0.00	2.84	5.18	11.16	0.00	0.00	11.16	7.35	5.96	5.81	6.56
Geary													
Urban	9.72	9.60	0.00	8.61	9.67	8.87	0.00	3.63	7.70	0.00	0.00	0.00	0.00
Rural	11.12	0.00	0.00	3.58	9.34	0.00	0.00	6.44	6.44	5.72	12.21	4.68	5.52
Gove													
Urban	9.71	0.00	0.00	4.50	9.69	9.77	0.00	0.00	9.77	0.00	0.00	0.00	0.00
Rural	0.00	0.00	0.00	7.25	7.25	11.00	0.00	0.00	11.00	7.40	5.91	6.52	6.29
Graham													
Urban	8.08	0.00	0.00	4.37	7.01	15.38	0.00	2.75	12.90	0.00	0.00	0.00	0.00
Rural	8.33	0.00	0.00	0.00	8.33	5.59	0.00	0.00	5.59	7.27	0.00	5.93	6.29
Grant													
Urban	8.87	10.90	0.00	8.15	8.81	13.25	0.00	7.83	13.18	0.00	0.00	0.00	0.00
Rural	8.75	0.00	0.00	2.91	7.67	6.06	0.00	0.00	6.06	6.99	0.00	7.64	7.63
Gray													
Urban	9.00	0.00	0.00	6.17	8.48	14.52	0.00	0.00	14.52	0.00	0.00	0.00	0.00
Rural	8.66	0.00	0.00	3.96	4.92	0.00	0.00	0.00	0.00	8.03	6.03	7.25	6.90
Greeley													
Urban	16.57	0.00	0.00	6.20	13.78	14.87	0.00	0.00	14.87	0.00	0.00	0.00	0.00
Rural	0.00	0.00	0.00	12.50	12.50	14.98	0.00	20.62	17.80	9.81	0.00	6.67	6.68
Greenwood													
Urban	9.40	0.00	0.00	6.00	9.16	12.18	0.00	14.17	12.18	0.00	0.00	8.89	8.89
Rural	4.66	0.00	0.00	4.91	4.88	3.00	0.00	0.00	3.00	5.56	3.97	6.19	5.89
Hamilton													
Urban	8.17	0.00	0.00	6.66	7.93	19.85	0.00	0.00	19.85	0.00	0.00	0.00	0.00
Rural	6.26	0.00	0.00	1.50	4.09	14.04	0.00	2.62	14.04	7.45	0.00	7.45	7.45
Harper													
Urban	9.10	0.00	0.00	5.50	8.54	13.36	0.00	66.00	14.60	0.00	0.00	0.00	0.00
Rural	3.54	0.00	0.00	5.00	3.71	0.00	0.00	0.00	0.00	7.02	3.75	7.08	6.95

County	Residential					Commercial				Agricultural			
	Single Family	Multi-Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	County Median
Harvey													
Urban	9.01	10.20	0.00	6.73	8.89	13.31	18.71	10.10	13.69	0.00	0.00	0.00	0.00
Rural	6.24	0.00	0.00	2.94	4.35	25.38	0.00	0.00	25.38	5.48	6.70	6.26	5.91
Haskell													
Urban	10.10	12.67	0.00	5.77	8.97	9.82	0.00	0.00	9.82	0.00	0.00	0.00	0.00
Rural	5.84	0.00	0.00	9.59	7.69	16.68	0.00	0.00	16.68	7.81	9.68	5.93	7.35
Hodgeman													
Urban	15.34	0.00	0.00	12.67	15.31	28.50	0.00	16.80	26.77	0.00	0.00	0.00	0.00
Rural	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.36	9.17	8.76	8.79
Jackson													
Urban	10.34	10.87	0.00	6.15	9.36	10.31	0.00	38.39	11.55	0.00	0.00	0.00	0.00
Rural	6.54	0.00	0.00	4.11	6.05	0.00	0.00	0.00	0.00	6.03	5.85	6.04	6.04
Jefferson													
Urban	8.58	0.00	0.00	6.80	8.38	10.60	0.00	.20	9.69	0.00	0.00	0.00	0.00
Rural	8.32	0.00	0.00	7.64	7.93	2.28	0.00	0.00	2.28	6.57	4.36	4.12	6.02
Jewell													
Urban	17.01	0.00	0.00	18.57	17.79	22.25	0.00	0.00	22.25	0.00	170.00	0.00	170.00
Rural	9.37	0.00	0.00	9.06	9.20	1.16	0.00	0.00	1.16	9.50	6.39	6.49	6.76
Johnson													
Urban	7.17	8.37	5.88	4.00	6.93	6.43	0.00	1.39	5.41	1.19	1.39	.82	1.08
Rural	5.88	0.00	0.00	2.74	5.36	5.54	0.00	0.00	5.54	3.58	5.64	1.84	2.52
Kearney													
Urban	7.25	0.00	0.00	3.08	7.04	14.09	0.00	6.17	10.68	0.00	0.00	0.00	0.00
Rural	5.07	0.00	0.00	7.54	5.63	0.00	18.21	0.00	18.21	11.21	10.04	6.46	7.35
Kingman													
Urban	8.00	8.31	0.00	3.75	7.78	6.58	0.00	8.25	7.25	0.00	0.00	0.00	0.00
Rural	5.16	0.00	0.00	2.71	4.78	4.38	0.00	2.50	3.44	6.28	8.45	6.69	6.65
Kiowa													
Urban	8.64	2.57	0.00	4.89	8.19	17.84	0.00	0.00	17.84	0.00	0.00	0.00	0.00
Rural	12.19	0.00	0.00	5.06	8.63	0.00	0.00	0.00	0.00	10.89	8.83	7.89	8.08
Labette													
Urban	9.17	7.36	0.00	6.34	9.03	9.65	0.00	0.00	9.65	29.50	6.75	11.99	11.99
Rural	8.60	0.00	0.00	5.83	7.51	5.58	14.72	1.05	5.58	8.03	6.85	5.99	6.44
Lane													
Urban	11.05	0.00	0.00	11.06	11.06	22.50	0.00	0.00	22.50	0.00	0.00	0.00	0.00
Rural	8.49	0.00	0.00	0.00	8.49	0.00	0.00	4.00	4.00	0.00	5.51	6.61	6.28
Leavenworth													
Urban	8.49	10.31	8.17	3.69	8.12	9.80	0.00	2.71	9.55	9.72	0.00	1.15	7.13
Rural	7.89	12.18	0.00	2.78	4.72	3.63	0.00	0.00	3.63	6.00	3.66	2.80	4.05



County	Residential				Commercial			Agricultural					
	Single Family	Multi-Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	County Median
Lincoln													
Urban	21.21	0.00	0.00	21.42	21.21	14.30	0.00	0.00	14.30	0.00	0.00	0.00	0.00
Rural	9.55	0.00	0.00	154.21	9.58	8.80	0.00	12.98	10.89	10.00	7.74	10.90	10.72
Linn													
Urban	10.06	0.00	0.00	4.54	9.86	6.20	0.00	0.00	6.20	0.00	0.00	0.00	0.00
Rural	6.96	0.00	0.00	6.25	6.28	3.77	0.00	0.00	3.77	6.91	6.07	4.52	5.33
Logan													
Urban	11.17	12.66	0.00	13.36	11.40	10.49	0.00	0.00	10.49	0.00	0.00	0.00	0.00
Rural	5.73	0.00	0.00	1.20	3.61	0.00	0.00	0.00	0.00	0.00	0.00	6.55	6.55
Lyon													
Urban	9.23	9.22	5.63	7.77	9.18	11.25	60.00	1.85	10.23	0.00	0.00	0.00	0.00
Rural	6.67	0.00	0.00	6.23	6.67	0.00	0.00	1.48	1.48	8.23	11.12	7.20	7.33
Marion													
Urban	8.83	8.35	6.73	6.36	8.50	11.35	0.00	3.14	9.97	0.00	0.00	0.00	0.00
Rural	7.33	0.00	0.00	4.22	6.44	10.92	0.00	10.00	10.46	9.75	10.64	7.58	8.52
Marshall													
Urban	10.66	11.93	0.00	8.10	10.30	14.48	74.25	20.50	15.10	0.00	0.00	0.00	0.00
Rural	7.80	0.00	0.00	1.60	6.39	7.63	0.00	3.00	5.36	7.81	5.67	6.78	7.10
McPherson													
Urban	8.50	8.89	0.00	9.70	8.66	9.80	0.00	1.48	9.80	0.00	0.00	10.35	10.35
Rural	4.61	0.00	0.00	5.29	4.69	8.73	0.00	.24	7.72	6.50	8.43	7.23	7.19
Meade													
Urban	10.72	0.00	0.00	6.06	10.13	8.27	0.00	2.33	7.70	0.00	0.00	0.00	0.00
Rural	6.75	0.00	0.00	4.90	6.73	4.74	0.00	0.00	4.74	7.05	7.29	7.41	7.32
Miami													
Urban	9.67	11.65	0.00	3.33	9.61	12.03	0.00	.70	9.50	0.00	0.00	0.00	0.00
Rural	7.55	0.00	0.00	2.18	5.80	14.44	0.00	15.07	14.71	6.83	4.80	4.36	5.40
Mitchell													
Urban	9.97	23.57	0.00	11.33	10.09	17.85	0.00	10.83	16.71	0.00	0.00	0.00	0.00
Rural	8.71	0.00	0.00	7.21	7.37	10.71	0.00	0.00	10.71	10.85	8.01	7.72	8.34
Montgomery													
Urban	9.75	11.26	0.00	3.56	9.61	11.56	4.64	4.58	10.95	0.00	0.00	0.00	0.00
Rural	7.60	0.00	0.00	2.25	7.00	7.90	0.00	0.00	7.90	7.26	4.95	4.29	5.50
Morris													
Urban	7.70	8.16	0.00	5.66	7.47	26.00	0.00	3.10	10.77	0.00	0.00	0.00	0.00
Rural	6.88	0.00	0.00	1.36	6.50	8.98	0.00	12.19	10.58	8.62	8.72	8.80	8.67
Morton													
Urban	9.00	8.76	0.00	5.73	7.85	6.81	0.00	6.66	6.74	0.00	0.00	0.00	0.00
Rural	9.31	0.00	0.00	1.79	9.31	0.00	0.00	0.00	0.00	11.00	8.57	0.00	8.60

County	Residential					Commercial				Agricultural			
	Single Family	Multi-Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	County Median
Nemaha													
Urban	10.74	0.00	0.00	8.50	10.74	17.69	0.00	15.50	17.45	0.00	0.00	0.00	0.00
Rural	7.42	0.00	0.00	1.32	2.97	0.00	0.00	60.00	60.00	10.25	7.18	7.05	7.57
Neosho													
Urban	9.29	13.16	0.00	4.21	9.25	12.71	27.15	3.89	9.88	0.00	0.00	0.00	0.00
Rural	7.83	0.00	0.00	3.18	6.62	22.68	0.00	0.00	22.68	7.91	4.92	6.36	6.54
Ness													
Urban	10.33	0.00	0.00	7.50	9.11	15.33	0.00	0.00	15.33	7.62	0.00	0.00	7.62
Rural	23.15	0.00	0.00	3.56	11.15	39.65	0.00	3.75	7.75	7.10	0.00	7.97	7.73
Norton													
Urban	9.92	0.00	0.00	12.30	9.93	8.92	0.00	41.50	9.20	0.00	0.00	0.00	0.00
Rural	7.70	0.00	0.00	0.00	7.70	0.00	0.00	0.00	0.00	6.92	4.58	5.71	5.95
Osage													
Urban	9.95	0.00	0.00	8.60	9.75	16.06	0.00	2.73	16.03	0.00	0.00	0.00	0.00
Rural	7.56	0.00	0.00	5.63	7.42	0.00	0.00	.12	.12	10.27	5.52	8.92	9.35
Osborne													
Urban	14.52	0.00	0.00	12.00	14.15	24.79	0.00	0.00	24.79	0.00	0.00	0.00	0.00
Rural	12.20	0.00	0.00	0.00	12.20	0.00	0.00	1.55	1.55	5.90	0.00	7.50	7.05
Ottawa													
Urban	12.52	0.00	0.00	8.00	11.83	12.40	0.00	1.31	11.88	8.88	0.00	0.00	8.88
Rural	7.04	0.00	0.00	4.00	6.71	7.05	0.00	0.00	7.05	10.91	10.31	9.16	9.43
Pawnee													
Urban	8.48	0.00	0.00	6.50	8.31	13.36	0.00	0.00	13.36	0.00	0.00	0.00	0.00
Rural	9.77	0.00	0.00	8.75	9.26	0.00	0.00	0.00	0.00	5.17	9.68	7.97	7.83
Phillips													
Urban	10.86	0.00	0.00	10.66	10.86	15.20	0.00	36.00	18.40	0.00	0.00	0.00	0.00
Rural	22.82	0.00	0.00	8.28	12.28	0.00	0.00	0.00	0.00	8.74	8.21	7.70	7.94
Pottawatomie													
Urban	7.76	0.00	0.00	3.27	7.38	7.44	0.00	3.18	6.84	0.00	0.00	0.00	0.00
Rural	7.46	0.00	0.00	4.00	7.24	10.00	0.00	0.00	10.00	8.06	9.25	7.05	8.50
Pratt													
Urban	8.89	0.00	0.00	7.00	8.74	11.58	0.00	10.16	11.30	10.39	0.00	0.00	10.39
Rural	7.98	0.00	0.00	6.00	6.00	13.60	0.00	9.33	14.63	7.24	8.68	8.89	8.73
Rawlins													
Urban	8.25	0.00	0.00	5.60	8.47	13.33	0.00	11.28	12.96	0.00	0.00	0.00	0.00
Rural	5.73	0.00	0.00	0.00	5.73	0.00	0.00	0.00	0.00	6.67	6.38	6.38	6.64
Reno													
Urban	10.22	13.22	10.95	4.00	10.05	14.66	26.13	1.69	13.71	12.06	0.00	0.00	12.06
Rural	9.47	0.00	0.00	2.80	7.45	19.44	20.86	4.00	17.18	8.18	5.23	5.62	5.64

County	Residential					Commercial				Agricultural			
	Single Family	Multi-Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	Count Median
Republic													
Urban	15.69	0.00	0.00	12.40	14.44	12.07	0.00	0.00	12.07	0.00	0.00	0.00	0.00
Rural	7.20	0.00	0.00	4.40	6.30	0.00	0.00	1.66	1.66	8.89	13.47	7.48	8.34
Rice													
Urban	12.85	0.00	0.00	12.62	12.85	20.60	0.00	0.00	20.60	0.00	0.00	0.00	0.00
Rural	9.75	0.00	0.00	16.00	10.17	13.18	19.93	10.50	13.18	12.03	0.00	7.47	7.68
Riley													
Urban	9.65	10.03	9.45	2.20	9.41	10.65	7.18	10.96	10.65	0.00	0.00	3.55	3.55
Rural	9.97	0.00	0.00	5.96	8.98	6.75	0.00	1.18	3.97	7.18	7.68	4.36	5.96
Rooks													
Urban	6.90	8.15	0.00	2.53	6.56	13.16	0.00	0.00	13.16	0.00	0.00	0.00	0.00
Rural	7.54	0.00	0.00	2.25	3.84	0.00	0.00	.55	.55	7.68	0.00	5.01	5.22
Rush													
Urban	12.60	0.00	0.00	12.73	12.60	12.15	0.00	0.00	12.15	12.02	0.00	0.00	12.02
Rural	68.63	0.00	0.00	0.00	68.63	18.33	0.00	0.00	18.33	9.09	12.40	8.10	8.56
Russell													
Urban	6.46	11.25	0.00	10.64	6.52	10.19	3.93	4.80	6.25	0.00	0.00	1.00	1.00
Rural	2.77	0.00	0.00	1.77	1.50	0.00	0.00	7.00	3.50	0.00	9.54	5.50	5.86
Saline													
Urban	7.90	7.67	8.92	4.72	7.74	10.24	0.00	3.77	9.97	0.00	6.60	0.00	6.60
Rural	6.22	0.00	0.00	2.61	5.40	8.07	0.00	7.45	8.07	5.29	7.16	6.64	6.29
Scott													
Urban	6.56	7.54	0.00	2.69	6.48	9.11	0.00	0.00	9.11	0.00	0.00	0.00	0.00
Rural	7.64	0.00	0.00	2.48	5.82	1.60	0.00	.31	1.39	11.21	4.55	6.00	6.00
Sedgwick													
Urban	7.83	8.14	7.38	.44	7.52	10.04	11.75	1.74	8.57	0.00	0.00	1.90	1.90
Rural	7.31	0.00	7.60	1.26	5.20	9.04	0.00	.88	5.00	5.23	1.80	3.53	4.47
Seward													
Urban	7.63	8.59	8.48	3.13	7.52	12.68	0.00	4.63	10.02	0.00	0.00	4.00	4.00
Rural	8.28	0.00	0.00	3.00	4.75	0.00	0.00	6.80	6.80	5.95	9.64	7.28	7.28
Shawnee													
Urban	8.01	10.48	8.73	2.38	7.95	12.70	0.00	4.06	11.70	0.00	15.74	0.00	15.74
Rural	8.33	9.32	0.00	1.93	7.51	19.27	2.33	3.42	3.42	6.20	14.81	4.19	5.22
Sheridan													
Urban	6.17	0.00	0.00	1.66	5.66	12.86	0.00	0.00	12.86	0.00	0.00	0.00	0.00
Rural	4.05	0.00	0.00	0.00	4.05	0.00	0.00	0.00	0.00	4.77	4.18	5.06	5.05
Sherman													
Urban	7.88	0.00	0.00	6.52	7.80	7.35	0.00	15.61	7.35	0.00	0.00	0.00	0.00
Rural	6.57	0.00	0.00	12.08	7.30	0.00	0.00	0.00	0.00	7.57	4.68	5.60	6.04

County	Residential					Commercial				Agricultural			
	Single Family	Multi-Family	Condo	Vacant Lot	County Median	Commercial	Industrial	Vacant Lot	County Median	Improved w/Res.	Improved No/Res.	Unimproved	County Media
Smith													
Urban	14.06	49.62	0.00	4.62	11.85	30.86	0.00	0.00	30.86	0.00	0.00	0.00	0.00
Rural	11.12	0.00	0.00	.91	3.80	12.80	0.00	0.00	12.80	8.04	4.51	6.28	6.50
Stafford													
Urban	10.73	0.00	0.00	6.66	10.61	22.90	0.00	0.00	22.90	0.00	0.00	0.00	0.00
Rural	2.75	0.00	0.00	3.25	3.00	2.10	0.00	0.00	2.10	6.92	7.32	5.28	5.89
Stanton													
Urban	9.99	0.00	0.00	40.25	11.29	16.52	0.00	9.90	14.44	0.00	0.00	0.00	0.00
Rural	8.84	0.00	0.00	0.00	8.84	10.97	0.00	7.12	9.05	15.99	12.23	8.57	8.71
Stevens													
Urban	8.72	0.00	0.00	3.04	8.25	11.05	0.00	0.00	11.05	0.00	0.00	0.00	0.00
Rural	25.28	0.00	0.00	25.53	25.53	7.90	0.00	39.13	9.72	8.64	0.00	4.92	4.96
Sumner													
Urban	6.75	14.36	0.00	4.88	6.69	11.72	14.55	1.82	11.72	0.00	0.00	0.00	0.00
Rural	4.90	0.00	0.00	3.96	4.47	17.82	7.85	0.00	17.82	4.38	5.74	6.12	5.90
Thomas													
Urban	7.81	12.88	11.27	5.53	7.58	10.12	14.83	5.01	9.26	3.94	0.00	0.00	3.94
Rural	5.59	0.00	3.91	3.12	4.40	10.36	0.00	2.06	7.01	5.32	5.45	5.12	5.19
Trego													
Urban	7.62	0.00	0.00	9.37	8.00	14.69	0.00	0.00	14.69	0.00	0.00	0.00	0.00
Rural	4.91	0.00	0.00	10.20	7.55	0.00	0.00	8.00	8.00	8.56	0.00	6.69	6.76
Wabaunsee													
Urban	7.86	0.00	0.00	7.04	7.85	11.57	0.00	77.00	11.57	0.00	0.00	4.50	4.50
Rural	5.26	0.00	0.00	4.83	5.26	10.80	0.00	0.00	10.80	8.10	10.52	8.80	8.73
Wallace													
Urban	12.31	0.00	0.00	7.40	12.30	17.90	0.00	0.00	17.90	0.00	0.00	0.00	0.00
Rural	3.93	0.00	0.00	0.00	3.93	0.00	0.00	0.00	0.00	11.50	6.59	7.37	7.83
Washington													
Urban	14.00	0.00	0.00	10.66	13.47	21.01	0.00	4.00	20.60	0.00	0.00	0.00	0.00
Rural	5.10	0.00	0.00	2.83	4.87	18.50	0.00	0.00	18.50	9.90	7.76	8.86	9.20
Wichita													
Urban	11.90	0.00	0.00	8.16	10.54	17.13	7.56	93.60	17.13	0.00	0.00	0.00	0.00
Rural	10.26	0.00	0.00	0.00	10.26	0.00	0.00	0.00	0.00	11.49	0.00	6.46	6.54
Wilson													
Urban	12.35	0.00	0.00	6.80	11.63	14.05	0.00	6.33	12.61	0.00	0.00	0.00	0.00
Rural	7.65	0.00	0.00	5.83	6.41	7.38	0.00	44.75	9.30	7.33	7.13	6.90	7.13
Woodson													
Urban	12.77	0.00	0.00	7.15	12.70	13.08	0.00	0.00	13.08	0.00	0.00	0.00	0.00
Rural	8.12	0.00	0.00	3.00	7.00	0.00	0.00	0.00	0.00	7.76	7.12	7.82	7.78
Wyandotte													
Urban	8.35	10.23	0.00	4.49	8.32	10.94	9.50	8.55	10.00	16.65	0.00	5.47	12.82
Rural	7.43	0.00	0.00	6.45	7.43	8.30	0.00	6.02	8.30	3.65	0.00	0.00	3.65

CONTRACT AGREEMENT  
AND  
TECHNICAL SPECIFICATIONS  
FOR  
PROPERTY OWNERSHIP MAPPING  
SERVICES  
AND  
OWNERSHIP MAPS  
FOR  
\_\_\_\_\_ COUNTY  
STATE OF KANSAS



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RET:1/1076/TOC

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 utilized 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 "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 "Technical Specification 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 addendums 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 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. 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 alphabetical index cards shall be filmed on 16mm 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 labelled 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 \_\_\_\_\_, 198\_\_.
- 3.3 No extensions of time will be granted 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 schedule attached to the "Technical Specification 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 his 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,  
\_\_\_\_\_ County shall thereupon have the right to terminate this agreement on ten (10) days notice, in writing, to the company of such termination, and specifying the effective date thereof. In such an event, 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 If, in the event 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 perform properly 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 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 WORKMAN'S COMPENSATION

- 11.1 The company shall carry public liability and Workmen'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/\$500,000 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 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 "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 \_\_\_\_\_ 198\_.

APPROVED BY: \_\_\_\_\_ County, Kansas  
BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Witness By \_\_\_\_\_  
Chairman

By \_\_\_\_\_  
Commissioner

By \_\_\_\_\_  
Commissioner

ACCEPTED BY:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_  
Title \_\_\_\_\_



The Kansas Department of Revenue, Division of Property Valuation, acting in its capacity of supervising and implementing the provisions of Senate Bill 164, does hereby approve the attached contract as to form and content.

This the \_\_\_\_\_ day of \_\_\_\_\_ 198\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Director  
Div. of Property Valuation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Technical Specification  
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 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 contractor 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 contractor to the county 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 (4) sections of land (2) miles square, as shown on the "Contract Map" of the county.
  - 1.2.2 A medium high altitude flight for obtaining 1" = 1000' negative scale aerial photography of the cities, towns, villages and any other urbanized areas requiring the scale of 1" = 200' rectified photo positive screened enlargements for proper tax mapping. This particular coverage will contain (1) section of land (1) mile square.
  - 1.2.3 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' rectified photo positive screened enlargements for proper tax mapping. Each 1" = 100' photo enlargement shall represent (1/4) of a section of land (1/2) mile square, resulting in (4) reproductions to a section where applicable.
  - 1.2.4 Two (2) photo indexes and one (1) complete stereo set of contact prints of the 1" = 2000' negative scale aerial photography covering the entire county. One (1) photo index on 4 mil, dimensionally stable, double-matte polyester film and one (1) photo index on Kodak double weight semi-matte paper or equal.

- 1.2.5 Two (2) photo indexes and one (1) complete set of contact prints of the 1" = 1000' negative scale aerial photography and 1" = 500' negative scale aerial photography of the towns, cities, villages and any other urbanized areas as outlined on the "Contract Map" of the county. One (1) set of the indexes to be on 4 mil dimensionally stable double-matte polyester film and one (1) set on Kodak double weight paper.
- 1.2.6 Any other photography products in the county's possession necessary to complete the mapping program.

## PHASE 2 - COUNTY'S RECORDED RECORDS

The contractor 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, index 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 thru 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 contractor during normal courthouse office hours and at such other times as is practical.

### PHASE 4 - WORK INDEX CARD PREPARATION

- 4.1 The Director and his staff shall prepare and design a work index card to be used by the county and the contractor for each parcel of land to be mapped. The size of the work index card will be 8 1/2 x 11". (See Appendix A.) 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 recordation 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 work index 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 work index 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:
  - 4.2.1 An area designated for the Kansas Permanent UNIFORM Parcel Number.
  - 4.2.2 An area for calculated acreage (if applicable).
  - 4.2.3 An area for scaled dimensions (if applicable).
  - 4.2.4 An area for updated owner name or names.
  - 4.2.5 An area for change of mailing address.
  - 4.2.6 An area for the updated property description where necessary.  
NOTE: SEE PHASE 6.3 for correct procedures on writing property descriptions.
  - 4.2.7 The 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.
  - 4.2.8 The work index 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 contractor shall complete a layout and design phase.

The layout and design phase will be the beginning of the construction of a work or preliminary property ownership map. The work or preliminary property ownership map shall be drawn on 2 mil, dimensionally stable,

single matte transparent film material or equal. There will be a work or preliminary map created for each final property ownership map in the county. The work or preliminary map shall consist of an overlay, as stated above, of each enlargement or a 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 as well as 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 contractor 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 contractor 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 butt-match of all maps. It is specifically understood that all maps must be butt-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 property ownership 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 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.

5.1.5 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 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.

5.1.6 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 books 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 sub-division lot, it will be parcelled in the district where the largest volume of land occurs or where the improvement is located wherever practical.
- 6.1.2 All large rural type tracts of land described under the Rectangular Survey System that are split by a right-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.
- 6.1.7 An entire subdivision block of lots, used as a unit and under one ownership will be considered one parcel.
- 6.1.8 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.
- 6.1.9 Any vacant undeveloped subdivision with all lots in one block in the name of one owner shall be one parcel. NOTE: Where the county has identified to the contractor several blocks of a subdivision under one ownership, the contractor will combine all the blocks into one parcel where practical for appraisal purposes.
- 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 1/4 section line or a simple match line and the parcel can not 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 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 While other variations of parcel configurations exist, such as 1) contracts for deeds, 2) parts of properties or tracts that are mortgaged to a lending institution, 3) portions of a tract of land that are put into trusts and 4) life estates that are reserved to the grantor or where life estates are granted, etc. it is the intent of the Director of the Division of Property Valuation that parcel configurations be limited to the definition as contained in 6.1 and as modified in 6.1.1 through 6.1.14. NOTE: It is expressly understood that no other conditions or factors affecting parcel boundaries, not listed in 6.1.1, through 6.1.14 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 instrument 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 books 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:

- 6.2.1 Natural boundaries.
- 6.2.2 Man-made boundaries.
- 6.2.3 Contiguous owners.
- 6.2.4 Distance.

6.2.5 Course (bearing or direction).

6.2.6 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, pts. of sec., 1/4 sec., or 1/4 1/4 sec. 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 work index 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 contractor 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 contractor'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 The property lines (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 (1) one place along the water boundary.
- 6.6.2 The original U.S. Survey lot divisions and sub-division 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 the 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 The parcels which are one acre and over shall show the acreages either from the assessment records, the recorded map references, the deed of record when used, or as calculated (c), when deed or assessed acreage is not known. Example: 27ac(c). NOTE: Where the parcel boundary as described in the deed is still intact, the deed acreage will take preference over assessed acreage.

The 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)x175(s). Parcels over one (1) acre and less than five (5) acres will show dimensions and acreages.

6.6.5 The 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 The 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 know.

6.6.8 The 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 that they encompass.

6.6.9 The railroads, roads, streets, and rights-of-way shall be shown and labelled 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, the adjoining map block, a mapping legend, and a revision block to indicate future maintenance.

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

#### PHASE 7 - AREA CALCULATIONS

When acreages or lot dimensions, as listed in the current assessment information by the county, are in disagreement with the acreages or lot dimensions as determined by the preparation of the new ownership maps, these acreages and lot dimensions shall be determined by the contractor as follows:

7.1 The area (Acreage) of all parcels greater than one acre shall be calculated and checked against its assessed acreage or the recorded deed acreage. All acreages will be verified using an electronic digitizer or polar planimeter. If a polar planimeter is used, each computation will be based on the average of three (3) separate readings. When the calculated acreage varies from the assessed or the recorded deed acreage, the following sliding scale shall be used in determining the acreage to be placed on the new ownership maps with each calculated area followed by a suffix letter (c):

Over	1 acre up to 10 acres	5% difference
Over	10 acre up to 40 acres	4% difference
Over	40 acre up to 160 acres	3% difference
Over	160 acre up to 640 acres	2% difference

When calculated acreages are in disagreement and vary from the assessed or recorded deed acreages by the percentages listed above, then both the calculated and the assessed or deeded acreage shall be placed on the new ownership maps. Example: 40 ac(d), 43 ac(c). All calculated acreages will be rounded down to the nearest (1/10) from (1) acre up to, and including, (10) acres, the nearest (1/2) from (11) up to, and including, 50 acres and the nearest acre above (50) acres.

#### PHASE 8 - DIMENSIONS

8.1 The dimensions of parcels under five acres shall be obtained from the assessment records, 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, then the 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 + 1/20" the following would apply on 1" = 100', +5', 1" = 200', +10' and 1" = 400', +20'.

#### PHASE 9 - PERMANENT MAP AND PARCEL NUMBERING SYSTEM

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.

## 9.1 Permanent Map Numbers

The county will be divided up 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:

- 9.1.1 The 1" = 400' scale ownership map sheets will consist of one set of numbers containing a maximum of (3) digits. The first division within the county being the township consisting of (36) sections of land (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 (2) of the (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 numbered 01. The third digit in the map locator number will be the (4) section area of the township contained by the map. There will be (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 (4) sections of the township thru (9) being the southwesterly (4) sections. Each (4) section area number will remain constant with the section numbers to which it is assigned.

Example of the 1" = 400' scale map number would be 011. The first (2) digits (01) would represent the first township within the county and the last digit (1) would represent the (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: 011 - 01.1

011 - Represents the map number.

01.1 - Represents the legal section and the first sheet of the divided (4) section area.

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

Example: 011 - 01.

011 - Represents the township and (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 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.

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

Example: 011 - 01 - 10

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

01 - Represents the legal section.

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

- 9.1.4 The 1" = 50' scale map sheets, where necessary, would follow the same sequence as described in 9.1.3 for 1" = 100' scale map sheets. The map number will consist of the same three sets of numbers: township and (4) section area number, the legal section number and the (2) digit number identifying the quarter section and quarter quarter 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 (4) section area.

01 - Represents the legal section.

14 - Represents the quarter section and quarter quarter 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 above; 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 number, (3) digits.
- 1" = 200' Map Sheets = Two sets of numbers, (5) digits.  
or in the case of split sheets - (7) digits including the decimal number identifying each sheet.
- 1" = 100' ) Map Sheets = three sets of numbers containing (7) digits or in
- 1" = 50' ) the case of split map sheets (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)

9.2 Permanent Parcel Numbers

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

- 9.2.1 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 work index 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.

- 9.2.2 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 work index 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.

- 9.2.3 On 1" = 100' scale map sheets grouping of the parcels into manageable units will be accomplished in the same manner as described in 9.2.2 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 work index 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.

- 9.2.4 On 1" = 50' scale map sheets, where necessary, the assignment of block and parcel numbers will follow the same pattern as described in 9.2.2 and 9.2.3 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 (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 work index 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), block number and the parcel number shall be entered in the appropriate space.

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

9.3.1 Splits: Once the final map sheet has been completed and 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. That 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.

9.3.2 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 9.3.1 above.

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 thru the last unit within the complex.

9.3.3 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.

9.3.4 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 right 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 the addition of a decimal shall be used to identify the mineral rights.

Example: Contiguous mineral rights ownership falls under parcels 1 thru 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.

9.3.5 Ownership Codes: The works 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.

## PHASE 10 - FIELD EDITS, ERRATA LISTS AND CONFLICTING OWNERSHIPS

The contractor 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 contractor 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 contractor will make every effort possible in an attempt to resolve any problems described in 10.1 through 10.5 above 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 Director 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:
  - 11.1.1 County name.
  - 11.1.2 State name.
  - 11.1.3 Name and address of mapping contractor.
  - 11.1.4 Scale bar and scale of map.
  - 11.1.5 North arrow.
  - 11.1.6 Outline of county showing original township and range designations.
  - 11.1.7 A thirty-six (36) section township, with each map sheet located therein emphasized.

- 11.1.8 Section index showing particular quarter section mapped on each 1" = 100' sheet.
- 11.1.9 Date of map.
- 11.1.10 Date of photography.
- 11.1.11 Aerial photograph number.
- 11.1.12 Symbols and definitions used in construction of maps.
- 11.1.13 Revision block.
- 11.1.14 Original township, range, and section numbers.
- 11.1.15 Map number.
- 11.1.16 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.)
- 11.1.17 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 ownerships maps:

Acre	Ac	Not 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		

PEN WEIGHT AND TEMPLATE GAUGE FOR 1"=200', 1"=300' MAPS

<u>SUBJECT</u>	<u>LEROY/EQUIVALENT PEN WEIGHT/TEMPLATE</u>	<u>EXAMPLE</u>
1. Road and Street Names	1 Pen / 120L Template	<u>                    </u> <u>                    </u> <b>TOPEKA AVE</b> <u>                    </u> <u>                    </u>
2. Alleys	0 Pen / 80L Template	<u>                    </u> <u>                    </u> ALLEY <u>                    </u> <u>                    </u>
3. Parcel Number	1 Pen / 140L Template	4
4. Original Lot Number	0 Pen / 120L Template Slant	┌ 22 ─┐
5. Creeks, Streams, Etc.	0 Pen / 120L Template Slant	<i>RYE CREEK</i> ~~~~~
6. Rivers, Lakes, Etc.	1 Pen / 175 L Template Slant	~~~~~ <b>KANSAS RIVER</b> ~~~~~  LAKE PERRY
7. Deed Dimensions	0 Pen / 100L Template	┌ 100' ─┐
8. Scaled Dimensions	0 Pen / 100L Template	┌ 105' (s) ─┐
9. Road Dimensions	0 Pen / 80L Template	<u>                    </u> 60' R/W <u>                    </u>
10. Deed Acreage	0 Pen / 100 L Template	40 AC.
11. Calculated Acreage	0 Pen / 100 L Template	44 AC. (c)
12. Church, Cemetary, School Names Etc.	0 Pen / 80 L Template	SHAWNEE COUNTY COURTHOUSE
13. Ownership Block Number	2 Pen / 240L Template	"04"
14. Original Block Number	2 Pen / 200L Template	③
15. Transmission Lines	0 Pen / 80 L Template	----- K.P.&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 / 80L Template	┌ 90' ─┐
19. Adjoining Map Number	0 Pen / 100L Template Slant	O11-12-10
20. Conflict	0 Pen / 120 L Template	┌ CONFLICT ─┐
21. Map Numbers	2 Pen / 200L Template	O11-12-14

<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	
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	1 Pen/ 140 L Template
42. U.S. Highway	1 Pen/ 140 L Template
43. State Highway	1 Pen/ 140 L Template
44. County Highway	1 Pen/ 140 L Template
45. S/D Limits	1 Pen

EXAMPLE

NEBRASKA  
KANSAS

SHAWNEE  
OSAGE

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TOPEKA CITY LIMITS

A.T. & S.F. R.R. 100' R/W

---

50' R/W

---

P/L
P/L

KANSAS  
SHAWNEE COUNTY

T-22 S R-2W  
T-23 S R-3W

2	1
11	12

TOPEKA CITY LIMITS  
BURLINGTON N. R.R.



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

SUBJECT	LEROY/EQUIVALENT PEN WEIGHT/TEMPLATE	EXAMPLE
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	
13. Transmission Lines	0 Pen	
14. State Name	2 Pen/ 200 L Template	<p data-bbox="1227 1150 1422 1192">KANSAS</p> <p data-bbox="1154 1213 1601 1255">SHAWNEE COUNTY</p>
15. County Name	2 Pen/ 200 L Template	<p data-bbox="1154 1150 1601 1255">SHAWNEE COUNTY</p>
16. Township and Range Number	1 Pen/ 140 L Template	<p data-bbox="1195 1283 1438 1325">T-14S R-2E</p> <hr/> <p data-bbox="1195 1325 1438 1367">T-15S R-2E</p>
17. Section Number	1 Pen/ 140 L Template	
18. Corporation Name	1 Pen/ 140 L Template	<p data-bbox="1154 1612 1552 1644">TOPEKA CITY LIMITS</p> <p data-bbox="1162 1661 1495 1686">BURLINGTON NORTHERN R.R.</p>
19. Railroad Name	0 Pen/ 80 L Template	<p data-bbox="1162 1661 1495 1686">BURLINGTON NORTHERN R.R.</p>
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/ 140 L Template	

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

## 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 Hook

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 - FINAL OWNERSHIP INDEX CARDS

The Director of the Division of Property Valuation will prepare a final ownership index card to be used for each parcel mapped. The final ownership index cards will be typewritten or computer printed. The final ownership index cards will be arranged in alphabetical order by owner's name, countywide. Each final ownership index card will contain, as a minimum requirement, the following:

- 13.1 Permanent parcel number and ownership code.
- 13.2 Owner or owner's name or names.
- 13.3 Owner's mailing address.
- 13.4 The address or location of the property.

- 13.5 Acquisition reference, if available.
- 13.6 Plat book and page number, if applicable.
- 13.7 Lot dimensions, if applicable.
- 13.8 Deed or assessed acreage and calculated acreage, if applicable.
- 13.9 The original Section, Township and Range designations, if applicable.
- 13.10 The property description as updated and revised where applicable, to reflect exactly how property is configured on the map sheet.
- 13.11 Land use code, if used.

The final ownership index card will be designed in such a format that would allow the county to add taxing district name or number, property class, and valuation should it desire to do so.

#### PHASE 14 - OWNERSHIP MAP MAINTENANCE

The contractor shall provide continuing maintenance on the completed property ownership maps and the property ownership index cards for each new real property transfer recorded up to \_\_\_\_\_ days prior to final delivery date.

- 14.1 The county shall supply to the company on a monthly basis copies of all newly recorded documents affecting ownership of any real property situated in the county after the date of the contract signing, up to \_\_\_\_\_, 198\_. The new records shall consist of and include the following items:
  - 14.1.1 A copy of the entire title instrument involved in each transfer; that is, the recorded deeds, wills, etc.
  - 14.1.2 Copies of any new maps, subdivision plans, survey or deed plots involved in the transfer.
  - 14.1.3 Copies of any new rights-of-way plans or acquisitions of additional rights-of-way.
  - 14.1.4 Copies of any ordinances of street or alley closings and any annexations by cities or changes in any political district lines by any agency or entity in the county.
  - 14.1.5 The property transfers, subdivision, or consolidation.
  - 14.1.6 Each shipment of deed copies, plats, surveys, right-of-way plans, etc. will be accompanied by a transmittal form provided by the county. The transmittal form will indicate the material or data being shipped, inclusive dates of the shipment, and inclusive book and page numbers where deed copies are involved. A copy of the transmittal will be retained by the county for future reference and verification that all data and material shipped were processed properly by the company.

14.2 The company shall update the new and completed ownership maps, including the work card files and the final property ownership index card files, on at least a monthly basis during the contract mapping period.

14.2.1 The company shall, upon receipt of the first shipment of data or material from the county, provide a register of maintenance for all items received during the ownership map maintenance period of the contract. This register shall be maintained in chronological order continuously throughout the maintenance period indicating the following:

- 1) Deed books and page number.
- 2) Grantor's last name(s) and grantee's last name(s).
- 3) Type of instrument.
- 4) Map and parcel number.
- 5) Notes column indicating any unusual circumstances encountered.

14.2.2 The register of maintenance shall be checked and all items verified by the company and the county prior to final delivery and acceptance.

NOTE: The company's maintenance procedure shall be subject to inspection and approval by the county and the Director of the Division of Property Valuation.

#### PHASE 15 - EDIT AND INSPECTION

The contractor, 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 contractor'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 16 - 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 contractor 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 contractor. A copy of each list of errors, noted for correction by the contractor, 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 contractor 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 CONTRACTOR

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 16 mm 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 the 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 contractor 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 contractor during the entire contract period.

A SUGGESTED SCHEDULE OF MAPPING PROGRESS

<u>MAPPING PHASE</u>	<u>APPROXIMATE PHASE DATES</u>	<u>NO. MOS.</u>
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 and 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

<u>MAPPING PHASE</u>	<u>PHASE FEE</u>	<u>PERCENT OF TOTAL</u>
1. Aerial Photography Enlargement or Reproduction * - Edit and Review	_____	_____
2. County Recorded Records	_____	_____
3. Source Document Collection	_____	_____
4. Work Index Card Preparation	_____	_____
5. Lay out and 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.

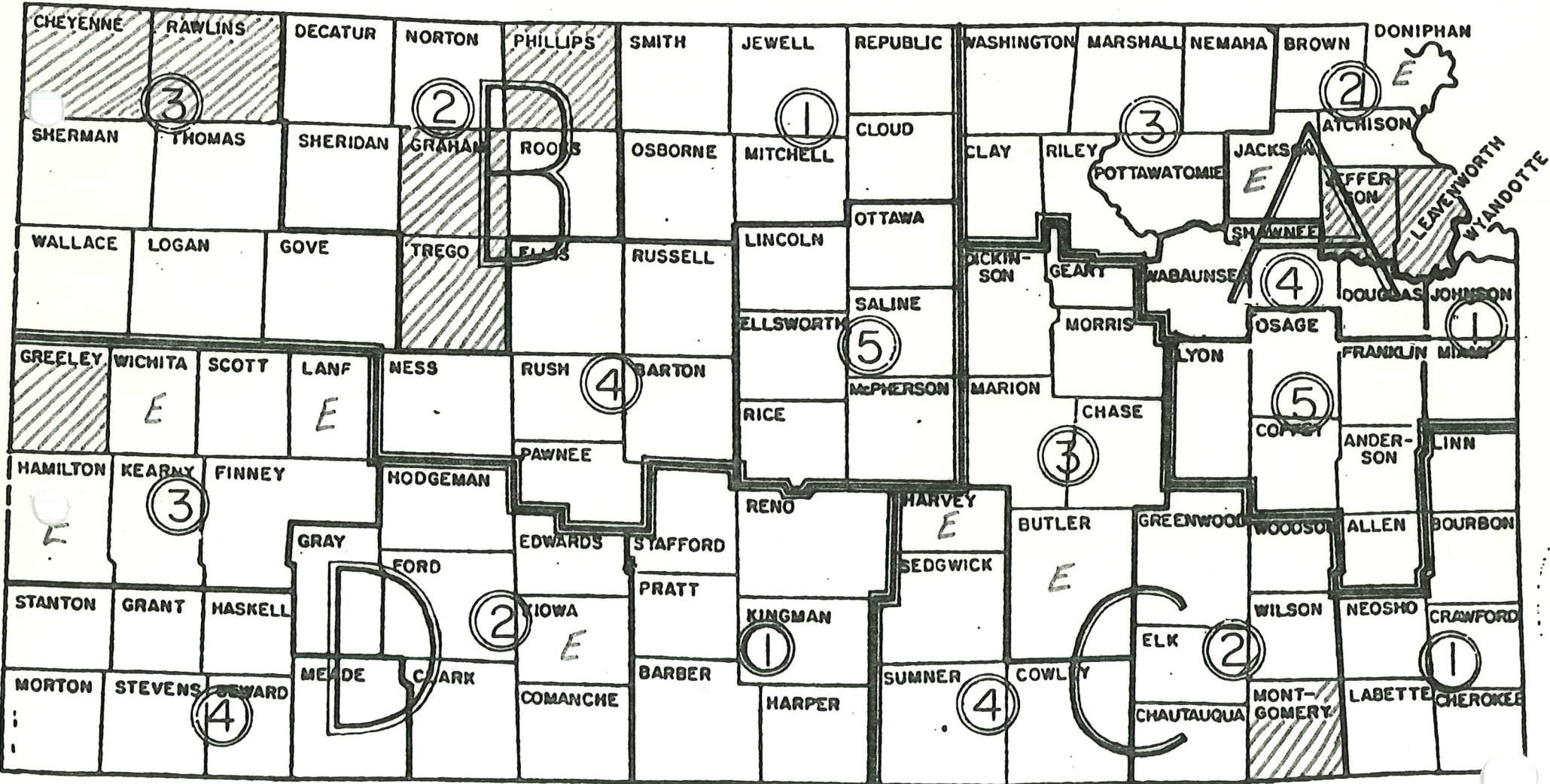
\*Where Applicable.

RET:g/1076/S906

REGION :

DISTRICT :

	PARCELS	STAFF		PARCELS	STAFF		PARCELS	STAFF		PARCELS	STAFF
A	544,896		B	267,725		C	499,177		D	225,558	
1	205,661		1	49,105		1	120,976		1	82,802	
2	75,181		2	30,869		2	75,358		2	49,453	
3	68,824		3	47,209		3	79,479		3	47,663	
4	115,698		4	67,647		4	223,364		4	45,640	
5	79,532		5	72,895							



The adage, "You can't tell a book by its' cover," certainly applies to agricultural land. What you see on the surface may be substantially different than what lies 2 or 3 inches below the surface and crops are not grown on the surface. To be productive, the roots of most crops grown in the Midwest will penetrate the soil 12 to 18 inches; and with legumes, such as clovers and alfalfa, the tap roots may go as deep as 4 to 6 feet.

Rangeland and pasture land presents another problem. There may be thousands of acres of rangeland which appear to be the same early in the spring. However, seldom, if ever, is it all the same. You will usually find several different range sites on that acreage, each capable of producing different amounts of forage resulting in different values for each of those range sites.

Therefore, identifying "what is there" is the tricky part in the appraisal of agricultural land.

Soil Surveys prepared by the United States Department of Agriculture, Soil Conservation Service can provide the appraiser with some X-ray vision as to what lies beneath the surface. Soil Surveys relate soil types to eight land capability classes. Classes I thru IV relate to dryland, Class V to meadow, Classes VI and VII to rangeland and Class VIII is associated with non-productive land (regarding the production of agricultural products). There are four capability subclasses associated with each major class, therefore there is a possibility of 32 different land capability classes.

If all county assessors and/or appraisers were soil scientists, the published soil survey, together with a physical in-

spection of the property, are all that would be needed to properly identify and classify the land. However, most of us are not soil scientists and even if we were, we do not have the credibility needed in the farm and ranch community.

Therefore, to get as much expertise and credibility as possible injected into our program relating to the appraisal of all agricultural lands in the State of Kansas we entered into a joint agreement with the State Soil Conservation Service. This agreement provides, in part, for the Soil Conservation Service to associate the various soil types with production capabilities in each county and to place the soil types having similar capabilities into one of several groups.

The per bushel or per ton yields associated with the various soil types are established on a ten year average and, for the purpose of this assignment, it makes little difference what ten year period is selected because we are establishing a relationship between the various groups. Any crop common to the area could be used; however, we have elected to use the major crop grown in each county.

In most cases, we will have six or seven groups of soils with each group having similar production capabilities. There is, however, no magic number and it is unnecessary to have the same number of groups in each county. An example of this procedure follows. Note that the illustration shows only two groups of soils, when in fact, six groups of soils have been identified in this county.

## Associating Soil Types With Productivity

Examples of placing soil types into Groups based on production capabilities.

County: Harvey    Category: Cultivated Dryland    Major Crop: Wheat

### GROUP I

<u>Symbol</u>	<u>Name</u>	<u>Yield</u>
Fc	Farnum loam, 0 to 1 percent slope	39
De	Detroit silty clay loam	38
Gc	Geary silt loam, 0 to 1 percent slope	38
Ka	Kaski loam	38

### GROUP II

<u>Symbol</u>	<u>Name</u>	<u>Yield</u>
Fa	Farnum fine sandy loam, 0 to 1 percent slope	37
Cr	Crete silt loam, 0 to 1 percent slope	37
Fd	Farnum loam, 1 to 3 percent slope	37
Gd	Geary silt loam, 1 to 3 percent slope	36
La	Ladysmith silty clay loam, 0 to 1 percent slope	36

Rangeland and pasture must be identified in a different manner. Therefore, the Soil Conservation is grouping the various soil types in each county into "Range Sites" and providing the stocking rate for each of the various range sites. The stocking rate is based on "Animal unit months per acre" which is a common denominator that can be used to forecast the potential carrying capacity for a given range or pasture. This unit is then equated with a cash rent based on "dollars per animal unit month" which

provides an estimate of total gross income for any given range or pasture.

Most of the grassland in Kansas and other Midwestern states, is leased on the basis of dollars per acre or dollars per grazing season for one animal unit. This does not pose a problem as cash rent per acre can easily be converted to dollars per animal unit month assuming that the stocking rate is known.

We feel that the procedures which have been adopted for the identification of rangeland and pasture will result in a fair and uniform appraisal of all grassland in the State of Kansas. As with cropland, these procedures are predicated on the productive capability of the various range sites found in each county. An illustration of this procedure follows.

Associating Soil Types With Productivity

Example of placing soil types into Groups based on Carrying Capacity.

County: Chase	Category: Rangeland	Major Crop: Grass
<u>Range Sites - Group A</u>	<u>Mapping Units</u>	<u>Stocking Rates</u>
Loamy Lowlands	Ar Os	1.5 to 1.8 AUM's/AC.
Clay Lowlands	Ch Ra	
	Iv	
 <u>Range Sites - Group B</u>		
Loamy Upland	Fa Lm	.9 to 1.0 AUM's/AC.
Clay Upland	Fm Lo	
A few complexes	Ic Ma	
	Ir	



<u>Range Sites - Group C</u>	<u>Mapping Units</u>	<u>Stocking Rate</u>
Limey Upland	Cs Le	.65 to .8 AUM's/AC.
A few complexes	Ld Ze	

Range Sites - Group D

Claypan	In	.45 to .65 AUM's/AC.
Flint Ridge	Is	
Shallow Limey	Le	

The agreement with the Soil Conservation Service to associate the various soil types with productivity in all counties accomplishes two major goals. First, SCS has the expertise and their credibility is recognized in the agricultural community. Second, one single entity is doing the work for the entire state, thereby resulting in the best possible degree of uniformity.

The Soil Conservation Service has categorized the various soil types into Groups based on normal or typical situations. It is noted, however, that there are exceptions to almost everything and the efforts made by SCS will not eliminate the responsibilities of the county assessor and/or appraiser in the identification and classification process. Two illustrations of exceptions which will require individual and separate analysis are as follows.

Cropland - There is some cultivated land in Kansas that has a heavy infestation of noxious weeds which will prohibit typical yields, even though the various soil types could have typical potential productive capacity if the noxious weeds were not present.

Grassland - The projected stocking rates assume an adequate and continued supply of water. An inadequate supply of water would effect the stocking rate, rental rate, or both.

After the identification and classification process has been completed, a net income stream must be developed for each of the various irrigated, dryland and grassland groups of soils. This involves 13 separate steps. Some of these steps relate to data gathering. Although this information does not necessarily have to be acquired in the order presented, we believe that the 13 steps are in a logical sequence. The various procedures used to estimate net income, with comments on each where appropriate, follow.

1. Determine the typical cropping practice within a given county weighting the major crops according to their importance.

It would not be feasible to attempt to analyze each and every farm operation to determine cropping practice. It is also noted that cropping practices can change from year to year. Therefore, the total acres harvested of all crops grown in each county are determined and the major crops are then weighted according to their importance. We believe that the procedure will reflect the typical cropping practice in that county. The percentage weight of those major crops will be used later to weight gross income and expenses. An illustration of this procedure follows. The crops and acres harvested are the actual 1984 figures, taken from a county in south central Kansas.

<u>CROP</u>	<u>ACRES HARVESTED</u>	<u>% OF TOTAL</u>
Wheat	121,000	51
Sorghum	84,000	36
-Corn-----	5,000-	
Soybeans	12,000	5
-Oats-----	2,800-	
Alfalfa	18,100	8
Total	235,100	100%

In this instance we do not consider corn and oats to be major crops; therefore, those acres are deleted from the calculation of percent weight of the major crops compared to total acres harvested.

2. Determine the commodity price paid for the various commodities averaged over the past eight years. The commodity prices are the weighted prices averaged over the past eight years. The Crop Reporting Service, on a monthly basis, gathers information relating to mid-month prices paid and number of bushels or tons marketed for the various commodities. The reporting is done by district except for corn, soybeans and alfalfa which is reported on a state wide basis.

The mid-month price paid multiplied by the percentage of crops sold in a particular month will produce the weighted price and will reflect the actual cash flow into a particular crop reporting district for each crop.

It is recognized that all producers do not sell their commodities at the same time and some carry over part of the crop from one year to the next. However, this procedure takes into account the sale of commodities at different times and the fact there may be some carry over will not distort the end result because we are estimating the typical gross income that a particular acre of land is capable of producing assuming a median level of management.

3. Determine the typical production level for crops common to the county and average the production over the past 8 years. Production levels have to be established for each of the dry and irrigated land classes.

There are several sources available regarding yields for the various crops common to a particular area. However, most of

the published data are based on county wide averages for a particular crop. We; therefore, believe that the best information regarding typical yields will come from interviews with local owners and operators.

4. Estimate the total gross income for each of the dry and irrigated land classes. This is simply a process of multiplying the average yield per acre by the average price paid.
5. Determine the typical landlord-tenant agreement for each of the major crops common to the area. This involves the determination of the percent of landlords share of the total crop and the percent of landlords share of expenses.

Landlord-tenant agreements can vary from county to county and can be different for some of the crops common to the area. It is also noted that the agreements can change from year to year as a result of changing economic conditions. Step 5 is extremely important relating to Use Value appraisal of agricultural land as we are estimating the landlord's share of net income that can be derived from a particular acre of land.

6. Estimate the weighted landlords gross income per acre for the various dry and irrigated land classes. This involves the process of establishing the typical gross income per acre for the various crops grown on each of the land classes. This amount is then multiplied by the cropping practice weight for each crop and then multiplying that amount by the landlords percent share which will produce the weighted landlords share of gross income.

An illustration of this procedure follows and recognizes that the same crop is not grown on the same land year after year.

CLASS II DRYLAND

<u>Crop</u>	<u>Gross Income/AC.</u>	<u>Cropping Practice Wt.</u>	<u>Landlords % Share</u>	<u>Weighted Landlords Share of Gross Income</u>
Sorghum	\$149.50	42%	40%	\$ 25.12
Wheat	128.39	34	40	17.46
Soybeans	180.88	13	40	9.41
Corn	178.22	11	40	<u>7.84</u>
Total Landlords Share of Gross Income				\$ 59.83

7. Estimate the 8 year average of landlords share of expenses for the various crops grown on the several land classes.
8. Determine the weighted landlords expenses per acre for the various crops grown on dry and irrigated land classes.

The production expenses incurred by the landlord are weighted in the same manner as the gross income recognizing that the landlords share has already been accounted for in Step 7.

9. Estimate the net income received by the landlord for the various land classes. This is simply a process of subtracting the weighted expenses from the weighted gross income.
10. Process the net income into capital value by dividing the net income, for each of the various land classes, by a capitalization rate to be determined.
11. Determine the gross cash rent paid for the various rangeland classes. The gross cash rent is an average of that amount paid over the past eight years.

For illustration purposes, we will assume that the average gross cash rent over the past eight years is \$10.50 per animal unit month. If we know the number of acres contained within each range site and if the stocking rate is known, the gross income for this hypothetical pasture would be:

<u>Range Site</u>	<u>Acres</u>	<u>x</u>	<u>Stocking Rate</u>	<u>x</u>	<u>Rental/AUM</u>	<u>=</u>	<u>Gross Income</u>
A	680		1.65 AUM/AC.		\$10.50		\$11,781.00
B	310		.9 AUM/AC.		10.50		2,929.50
C	214		.7 AUM/AC.		10.50		1,572.90
D	76		.55 AUM/AC.		10.50		438.90

12. Estimate the typical landlord expenses for each of the rangeland classes. This amount is an average of those expenses incurred over the past eight years.
13. Deduct the expenses from the gross income for each of the various rangeland classes and process the net income into capital value.

We believe that the procedures outlined above will produce a reliable estimate of the typical net income that the landlord can expect to receive from one acre of each of various land classes assuming that yields and production costs reflect actual experience.

Although this process may appear to be complicated and time consuming, we believe that the results justify the efforts required to implement the system. It is further noted that the appraisals can be easily maintained and up-dated, as each year we are eliminating the first year of income and expenses and adding the current year.