

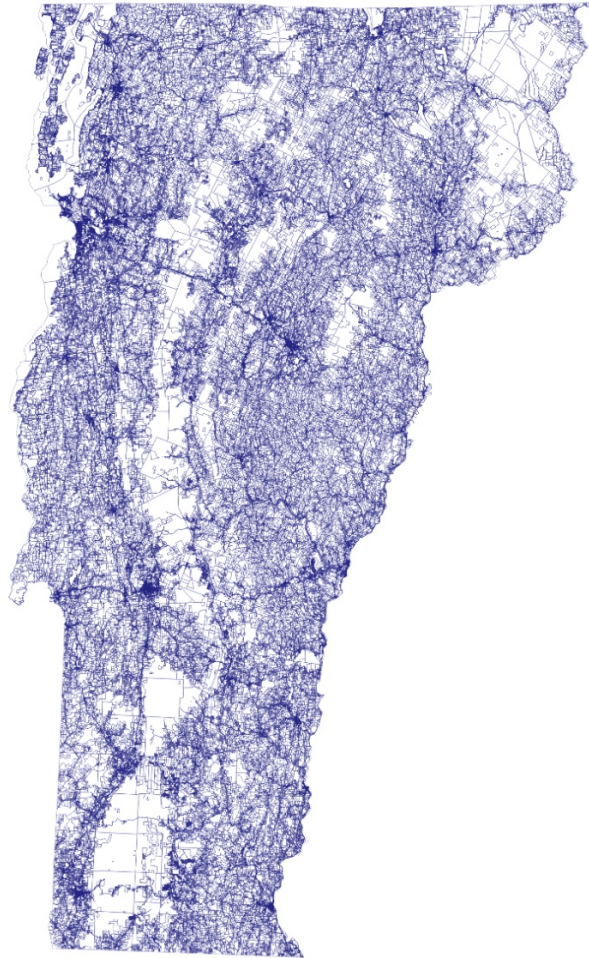
December 2019

**Statewide Parcel Program | [vcgi.vermont.gov/parcels](http://vcgi.vermont.gov/parcels)**

Shared Responsibility Maintenance Plan

*Overview of Working with Map Vendors*

1. **Parcel Project Completion and Data** - The parcel “project” refers to the one-time-per-town state funding made available to vendors for GIS parcel data creation or update between 2017 and 2019 as administered by VTrans for every Vermont municipality. The project will be complete by December 2019. *Thank you for helping to make this happen!* It is now the most used spatial dataset in Vermont. You can view the parcel data here: [maps.vcgi.vermont.gov/parcelviewer](http://maps.vcgi.vermont.gov/parcelviewer) and access it in full here: [geodata.vermont.gov/pages/parcels](http://geodata.vermont.gov/pages/parcels)



*Figure 1: The parcel project digitized over 300,000 parcels statewide and joined them with the grand list.*

2. **The Ongoing Parcel Program** - The parcel “program” refers to the ongoing maintenance effort for publishing grand list-joined municipal parcel data in Vermont beyond the project and beginning in statewide grand list year 2019. The goal of the program is to continue to make current and reliable grand list-joined parcel data available in GIS format for every town in Vermont. This program will be overseen by the Vermont Center for Geographic Information (VCGI). Program information will be updated at [vsgi.vermont.gov/parcels](http://vsgi.vermont.gov/parcels) as needed.
3. **Contracts, Funding and Participation** - Unlike the project, there is no state funding available for payments to vendors for GIS mapping services as part of the parcel program. Contracts for map products and services are the responsibility of each municipality. There will be no contracts administered by the state for municipal GIS parcel data maintenance and participation in the program is voluntary.
4. **Map Vendors** - Vendors who share municipal parcel data with the program are not limited to the PDF [list of vendors](#) who participated in the project.
5. **VT GIS Parcel Data Standard** - The [VT GIS parcel data standard](#) will evolve with the program. The standard will change from an acceptance/rejection function based on grand list match rate as confirmed by a QC tool in the project to one that provides guidance on SPAN-adherence, topology, layers and other factors to vendors with different workflows. The standard will become a document of what VCGI publishes rather than what applies to what we receive. Vendors are advised to follow the standard as best as possible. In short, VCGI will work directly with vendors to ensure usable data given their process, and vendors are encouraged to contact us when questions arise.
6. **Submitting Updates** - VCGI will work directly with a municipality’s map vendor, if they have one contracted, or the town itself if they maintain GIS parcel data, to obtain and publish updated municipal parcel data [that builds upon that which was created in the project for a respective town](#). We will ask vendors annually for updates should they exist and take them after they have been reviewed and accepted by a respective town official. A web form for submitting municipal updates to VCGI is now found at [vsgi.vermont.gov/data-and-programs/share-map-data](http://vsgi.vermont.gov/data-and-programs/share-map-data). The form there replaces the project’s Sharepoint site for submitting data. We will work with vendors/towns to follow rolling submission dates for receiving new parcel data.
7. **Using the Vermont Survey Library for Updates** - VCGI will also be overseeing the Vermont Survey Library at [landsurvey.vermont.gov](http://landsurvey.vermont.gov) effective January 1, 2020. The library will house digital copies of surveys of boundary line adjustments as produced and uploaded by VT licensed land surveyors and made available to the public. Map vendors



are encouraged use the surveys in the library for confirming and updating parcel boundaries for their respective towns.

8. **Recommendations to Towns** - VCGI will recommend towns contract with a GIS vendor of their choice for maintaining parcel data for those that are without a contracted vendor or in-house GIS capacity.
9. **Towns without Vendors or GIS Capacity** - For towns without a contracted vendor or in-house GIS capacity who do not end up contracting with a vendor, VCGI will produce updates for those towns using the most recent annual statewide grand list and available documentation of line changes uploaded to the Vermont Survey Library. These data may not be as current and accurate in attribution as those maintained by a town or their vendor.
10. **Parcel Viewer Web Application** - VCGI will maintain associated data layers and the statewide parcel viewer found at [maps.vcgi.vermont.gov/parcelviewer](http://maps.vcgi.vermont.gov/parcelviewer) with updated municipal parcel data as it is submitted to us by vendors and after internal review. As with the project, the data will be joined by VCGI with the annual final statewide grand list for a respective municipality, without altering the statewide grand list. Vendors who provide more feature-packed web viewers for towns may continue to do so as towns wish.
11. **Participation in Program** - Participation is voluntary but is preferred due to the benefits provided to the userbase of parcel data, which is now the most used spatial dataset in the state. Additional programs and applications are currently being built or devised using the statewide parcel layer, and as such towns may wish to participate in order to have their latest and greatest parcel data reflected in this layer. Two examples are a new property information management software to be used by all Vermont municipalities, as well as an updated, digital current use program. The date of a municipality's most recent parcel data obtained and published by VCGI is viewable here: [maps.vcgi.vermont.gov/parcelstatus](http://maps.vcgi.vermont.gov/parcelstatus)
12. **Points of Contact** – For more information, please refer to [vcgi.vermont.gov](http://vcgi.vermont.gov) and/or contact:
  - Tim Terway – Project Management and Parcel Program Questions
    - [tim.terway@vermont.gov](mailto:tim.terway@vermont.gov)
    - 802-585-0820
  - David N. Fox – Parcel Program Technical Lead
    - [david.n.fox@vermont.gov](mailto:david.n.fox@vermont.gov)
    - 802-522-3054



**Vermont Center for Geographic Information**

133 State Street, 5<sup>th</sup> Floor  
 Montpelier, VT 05633-0210  
[vsgi.vermont.gov](http://vsgi.vermont.gov)

[email]

[vsgi@vermont.gov](mailto:vsgi@vermont.gov)

**“Shared Responsibility Model” – Parcel Program Ongoing Maintenance Plan**

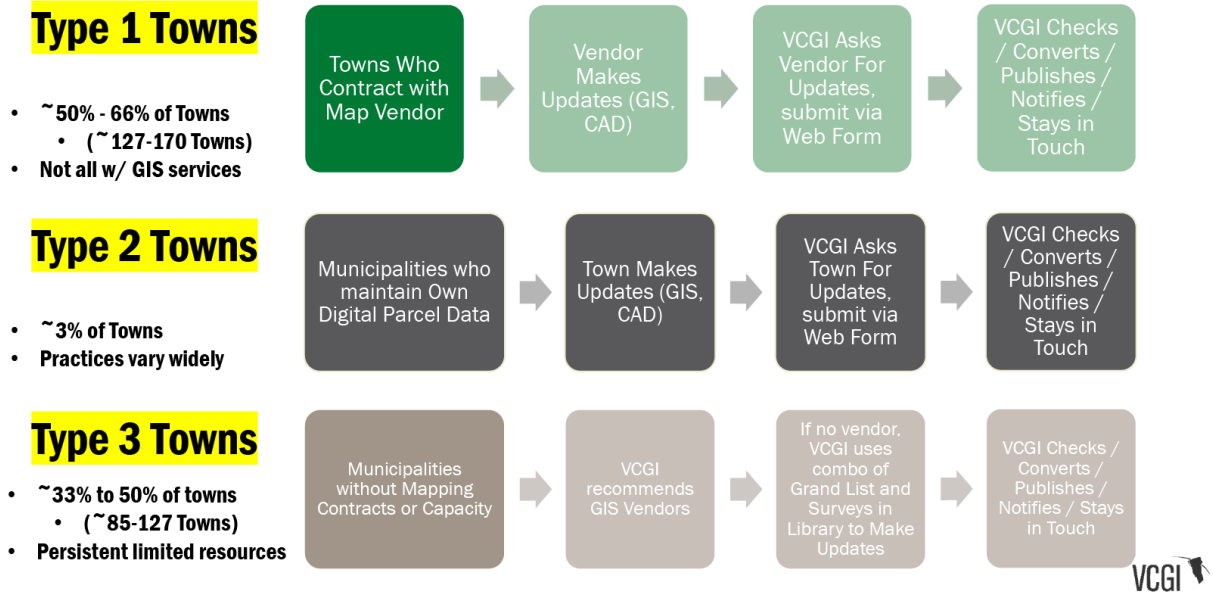


Figure 2: Three Types of Vermont Municipalities Regarding Parcel Data Maintenance



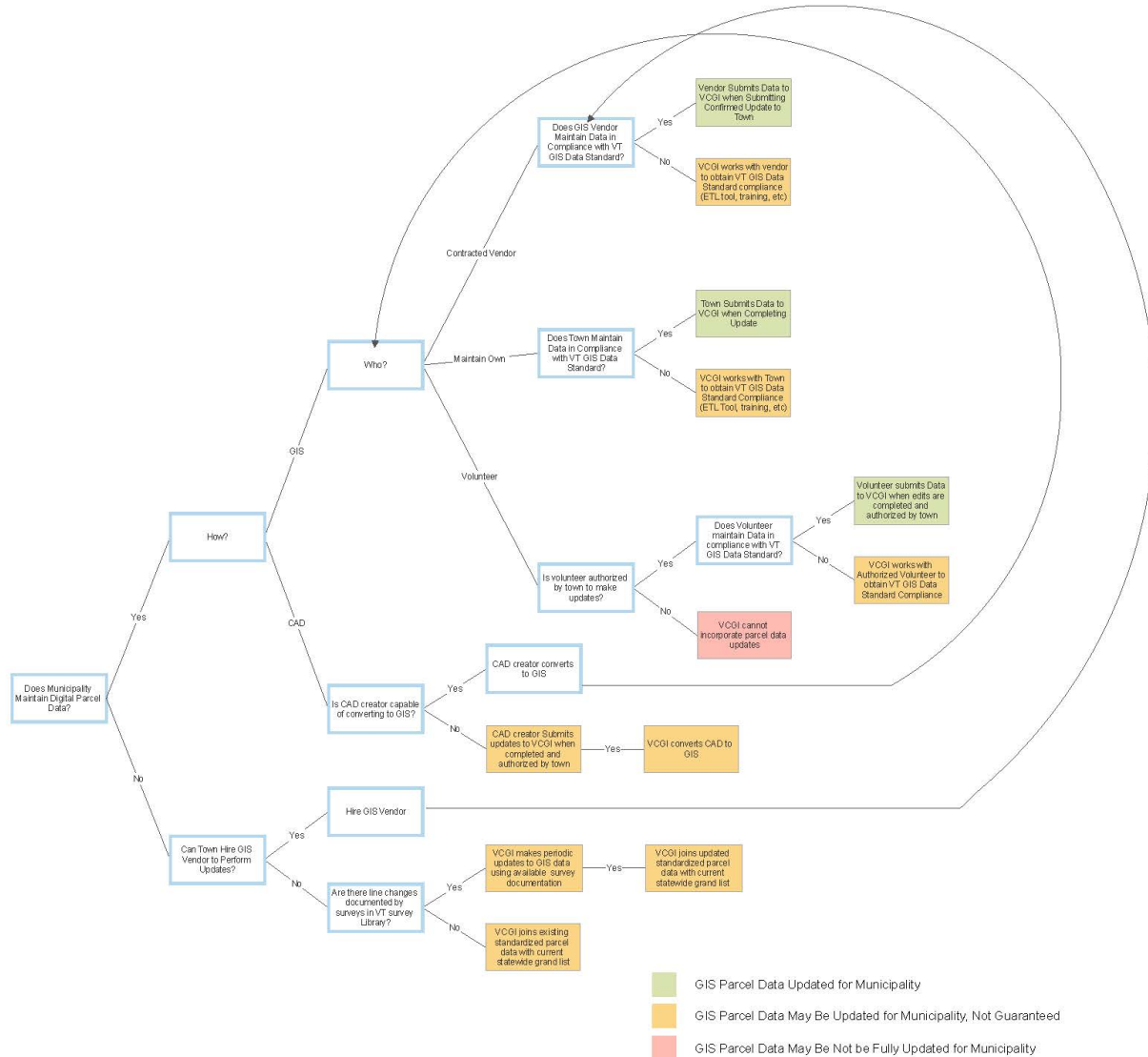


Figure 3: Parcel Program Workflow based on Municipalities' Approach to Parcel Updates

