

**Chapter 21 LAND INFORMATION OFFICE CORNER RESTORATION,  
SURVEY RECORDS FILING AND DATA/MAP ACQUISITION  
(Rep. & recr. #17-2003)**

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**21.01 INTENT.**

- (1) The intent of the County Corner Restoration Program is to accomplish the remonumentation and referencing of corner locations that were established during the Original Public Land Survey in the 1860's and to file the information with the Register of Deeds so that the corner information and location is not lost.
- (2) In order to carry out this intent, the County will pay licensed land surveyors for setting and/or referencing a monument at the location of section, quarter and meander corners and preparing a U.S. Public Land Survey Monument Record form.
- (3) The intent of the Oneida County Survey Records Filing ordinance is to maintain a procedure of filing land survey maps and records.
- (4) The intent of the Data/Map Acquisition ordinance is to provide for a fee schedule and process for acquiring land related data, maps or survey records.

## **21.02 CORNER RESTORATION REQUIREMENTS.**

### **(1) FORMS REQUIRED.**

- (a) The licensed land surveyor is required to prepare a county approved U.S. Public Land Survey Monument Record form satisfying the requirements of AE7.08, Wis. Adm. Code. The form must contain detailed information that supports the location of the original government corner. The form will be filed in the Register of Deeds Office.
- (b) In the case where a U.S. Public Land Survey Monument Record form is prepared for a corner and the County requirements are not met, but the form meets the requirements of AE7.08, Wis. Adm. Code, the form must still be filed in the Register of Deeds, but the County will not make payment.

### **(2) INSURANCE REQUIRED.** The land surveyor doing the remonumentation work is required to maintain insurance requirements as set forth by the County and to assume all responsibility and liability for the remonumentation work. The surveyor must contact Diggers Hotline for a locate if utilities are present and, as a matter of courtesy, notify landowners, as needed, of the work being performed.

### **(3) CONDITIONS FOR COUNTY PAYMENT.** The County will pay for restoring section, quarter and meander corners under the following applicable conditions:

- (a) Setting a County capped monument, stamped to identify the corner, in a road at the corner location, if possible to do so, or to set at the corner location an iron pipe, iron bar or a substantial metal spike such that it will not be easily disturbed. At least 2 bearing trees and 2 reference monuments must reference the corner.
- (b) Setting a County capped monument, stamped to identify the corner, in areas not located in roads, at the corner location. At least 4 bearing trees or reference monuments or a combination thereof must reference the corner.
- (c) Using an existing capped monument stamped to identify the corner and found in place. At least 4 bearing trees or reference monuments or a combination thereof must reference the corner. If the corner is found in the road it must be referenced by a minimum of 2 reference monuments and 2 other references.
- (d) If it is impractical to meet the conditions of § 21.02(3)(a) through (c) above, the Land Information Director should be consulted to see if an alternative method of monumentation can be achieved to the satisfaction of the County.
- (e) *Establishing References.*
  - 1. Set flush in the ground  $\frac{3}{4}$ " x 18" or larger reference monuments at least 25 feet from the corner and at least 25 feet from each other, in an area where they are not likely to be disturbed. Horizontal distances shall be to the nearest 0.01 feet and at minimum, compass bearing to the nearest one degree. Reference monuments can be iron, aluminum with a magnet embedded in its top or concrete with a disk embedded in its top. Where practical, plastic reference caps are to be placed over the end of the monument. If a County capped monument is set as a reference, it must be set flush, stamped to identify the corner and also stamped "REFERENCE".
  - 2. Establish bearing trees by taking measurements to nails set in trees as low to the ground as possible. Whenever possible, a healthy long-lived tree in each quadrant should be selected within 100 feet of the corner. Horizontal distances shall be to the nearest 0.01 feet and at minimum, compass bearing to the nearest one degree. Blazing and scribing of the trees is encouraged but left to the discretion of the surveyor because of location, etc. Utility poles are not acceptable for the primary ties.
  - 3. All corners shall also be referenced to recognizable features in the immediate vicinity, such as roads, fences, utilities, water bodies, landscape etc.

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- (f) A County guard post must be set within 2 feet of one of the reference monuments if the corner falls in the road, or within 2 feet of the corner in other areas unless the location is in an area where a post would not be feasible.
- (g) County capped monument, guard posts, corner forms, plastic reference caps, location marker signs and corner restoration program information can be obtained from the County Land Information Office in the County Courthouse. The land surveyor doing the remonumentation work shall supply reference monuments.

**21.03 PAYMENT.**

- (1) Payment for remonumentation work completed under this chapter is set forth in §21.06.
- (2) The land surveyor shall prepare an invoice for their remonumentation work and submit the invoice and corner restoration form to the Land Information Office for processing. Payment will be made from the Land Information Office budget for remonumentation.
- (3) If there is a corner restoration on file, the Land Information Director will determine if payment should be made because of:
  - (a) Substantial obliteration of evidence indicated on the original corner restoration.
  - (b) The need to rereference the corner in order to preserve its location due to pending construction activities.
  - (c) For other just cause.
- (4) Government agencies, that in the normal course of their activities are engaged in land surveying, land corner restorations or land corner perpetuation are excluded from receiving materials or payment from Oneida County for corner restoration.

**21.04 NONLAPSING ACCOUNT.**

Monies appropriated for corner remonumentation but not spent due to seasonal weather limitations or other factors shall be available for restoration work at a later date. The account shall be closed to a nonlapsing account.

**21.05 SURVEY RECORDS FILING.**

- (1) Maps of Survey, preservation of landmark forms received from the Wisconsin Department of Transportation or other survey maps submitted to the County Land Information Office for filing will be filed according to the procedures listed below. Costs for obtaining copies are outlined in § 21.06.
- (2) Maps will be separated and filed by size according to the schedule indicated below and will be identified by the letter size code:

Letter Code	Map Size
L	8½" x 14" or smaller
A	8½" x 14" to 12" x 18"
B	12" x 18" to 18" x 24"

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C	Larger than 18" x 24"
R	Right-of-way maps

(3) The map will be stamped as indicated below and it will be given a letter and file number to identify it.

RECEIVED	&	FILED	#	.....
Oneida	County	Surveyor's		Office
Date				.....
By .....				

- (4) A bound journal will be kept for the maps. The journal will contain the following column headings: Number, Description, Section, Town, Range, Survey Date, Surveyor, Client, Check (CHK), and other.
- (5) The data from the bound journal will be entered into a computer and an index for the maps with information from sub. (4) will be generated.
- (6) State, County, Town or Municipal plats, certified surveys and corner restoration forms are filed in the Register of Deeds Office.
- (7) The maps filed will be microfilmed and imaged on a yearly basis for security and other purposes.

**21.06 FEE SCHEDULE.**

- (1) Payment made by the County for remonumentation work as noted in §21.03 will be as follows:
  - (a) \$150.00 per corner meeting requirements of §21.02(3)(a) and (b).
  - (b) \$125.00 per corner meeting requirements of §21.02(3)(c).
- (2) The cost to obtain copies or plots from the Land Information Office is listed below. Shipping or mailing costs are additional.
  - (a) Paper copies up to 11" x 17":  
\$1.00 for first copy plus \$0.25 per page of additional copies.
  - (b) Paper copies larger than 11" x 17":  
\$6.00 for first copy plus \$0.50 per square feet for additional copies.
  - (c) Paper blueprint or blackprint copies:  
\$6.00 for first copy plus \$0.25 per square feet for additional copies.
  - (d) Paper blueprint or blackprint copies of aerial photograph enlargement:  
\$10.00 for first copy, \$2.50 for additional copies.
  - (e) Plotter prints up to 8.5" x 14":  
\$2.00 each.
  - (f) Plotter prints larger than 8.5" x 14":

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\$3.00 per linear foot for existing project map set.

- (g) Microfiche of county survey records:  
\$25.00 per request plus cost of reproduction.
  - (h) Special requests for copies, which are not stocked or cannot be reproduced on the premises, may be requested in writing, and the Land Information Director will respond as to whether or not the request can be met. The charges for these requests will be the cost of media, reproduction, shipping or mailing plus internal processing charged at \$25.00 per hour.
- (3) The cost to obtain digital data from the Land Information Office is listed below. Shipping or mailing costs are additional.
- (a) *Digital Base Data:*  
\$25.00 per request plus \$10.00 per survey township or \$200.00 for countywide data in County's current software version and coordinate system.
  - (b) *Digital Orthophotography:*  
\$25.00 per request plus \$10.00 per survey township or \$200.00 for countywide data in County's current software version and coordinate system.
  - (c) *Digital Parcel Map:*  
\$25.00 per request plus \$10.00 per survey township or \$200.00 for available countywide data in County's current software version and coordinate system.
  - (d) *Imaged County Survey Records:*  
\$25.00 per request plus \$500.00 for available records. Yearly updates \$100.00.
- (4) Purchasers of digital data must sign a data distribution and use agreement as approved by the Land Records Committee.
- (5) Special requests for digital data, which is not in the format needed, may be requested in writing, and the Land Information Director will respond as to whether or not the request can be met. The charges for these requests will be the actual cost of production, shipping or mailing, plus internal processing charged at \$25.00 per hour.
- (6) Governmental agencies working with Oneida County through data sharing or cooperative arrangements will not be charged for data sets or maps unless there is a special request for data or maps that are not readily available or beyond the normal number of maps or data provided to the agency. The cost of the special request will be cost of production.
- (7) In cases where any party is willing and technically able to enhance the County data or has data or maps to share with the County, a cooperative data development or exchange arrangement may be negotiated with the Land Information Director.