



## Property Records & GIS Map

### User Guide

*A guide for residents to access Richland County property information*

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## 1. Introduction

Welcome to the City of Richland Center's guide to accessing Richland County property records and GIS map data. The City has created this resource to help residents navigate the county's online property information systems. Whether you're a property owner, prospective buyer, researcher, or simply curious about land records in our community, this guide will walk you through the available tools and how to use them.

### What is GIS?

GIS stands for Geographic Information System. It's a powerful digital tool that displays property boundaries, land features, and other geographic data on interactive maps. Richland County's GIS system allows you to:

- Search for properties by address, parcel number, or owner name
- View detailed parcel information including boundaries, acreage, and supervisory districts
- Access assessment data and property characteristics
- Print maps and property reports
- Measure distances and calculate areas

### About the Land Information Office

The Richland County Land Information Office (LIO) maintains the property records and GIS mapping systems covered in this guide. The LIO was established as part of the statewide Wisconsin Land Information Program (WLIP) and provides mapping and land records products, including parcel assessment, zoning, floodplain data, and more. The City of Richland Center has created this guide to help our residents understand and access these county resources effectively.

## 2. Getting Started

### What You'll Need

To access Richland County's property records and GIS map, you'll need:

- A computer, tablet, or smartphone with internet access
- A web browser (Chrome, Firefox, Safari, or Edge recommended)
- One of the following search criteria:
  - Property address
  - 11-digit Parcel identification number (PIN)
    - Parcels within the City always start with 276
  - Owner name
  - Municipality (city, town, or village)

## Accessing the Systems

Richland County offers several online tools for property research. The two main systems are:

### Public GIS Map

**Website:**

<https://rcz.maps.arcgis.com/apps/webappviewer/index.html?id=a7d939042e444424b8ed5dec2adb3b56>

This is the most powerful mapping application, featuring parcel information, interactive maps, query capabilities, and print options. No login required.

### Parcel Record System

**Website:** <https://pp-richland-co-wi-fb.app.landnav.com/Login>

A database-driven system for obtaining detailed parcel information, assessment data, and property characteristics. Works alongside the GIS map.

## 3. Using the Public GIS Map

### Step 1: Opening the Map

1. Open your web browser and navigate to the Public GIS Map
2. Wait for the map to fully load (you should see a map of Richland County)
3. Familiarize yourself with the interface – you'll see various tools and buttons around the map

### Step 2: Searching for a Property

There are multiple ways to find a property on the GIS map:

#### Method 1: Search by Address or Parcel Number

1. Look for the search box (top-left corner)
2. Click in the search box and type either:
  - Street address (e.g. 123 Main Street)
  - Parcel number (e.g. 27621005100)
  - An owner's name (Note: this is the least effective search option)
3. As you type, suggestions may appear – select the correct match
4. The map will zoom to your selected property and highlight it

#### Method 2: Navigate Manually

1. Use your mouse to click and drag the map to move around
2. Use the zoom controls (+ and - buttons) or your mouse wheel to zoom in and out
3. Look for familiar landmarks like roads, rivers, or towns to orient yourself
4. Once you find the property, proceed to identify it

## Step 3: Identifying a Parcel

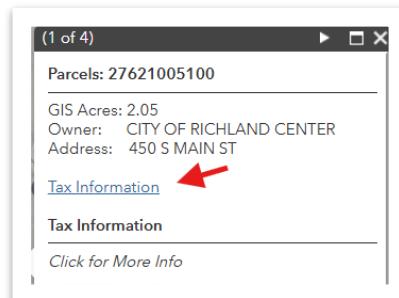
1. Click directly on the parcel you want to view
2. A popup window will appear with property information

## Understanding the Information Panel

When you identify a parcel, a panel will display various details. Here's what you'll typically see:

Information Field	Description
Parcel Number	Unique identifier for the property (e.g., 276-1234-5678)
Owner Name	Current owner(s) as recorded in county records
Site Address	Physical address of the property
Acreage	Total size of the parcel in acres
Property Location	[NW/SE/NE/SW] ¼ of Section [X], Township [X], Range [X]

If you select “**Tax Information**,” a new window will open. From here you can access additional data including general parcel information, legal descriptions, assessment values, property tax records.

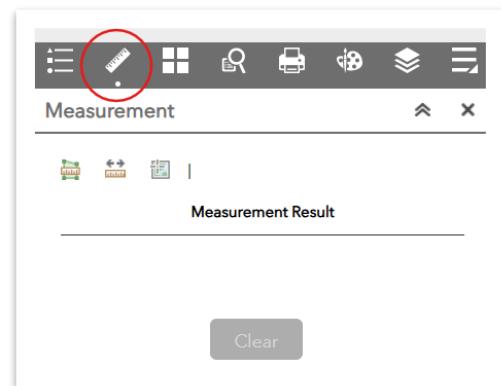


## Map Tools and Features

### Measurement Tools

The GIS map includes tools to measure distances and areas:

- **Measure Distance:** Click the ruler or measurement icon, then click points on the map to measure linear distances
- **Measure Area:** Select the area tool and click around the perimeter of a space to calculate its area in acres or square feet
- **Clear Measurements:** Use the clear button to remove your measurements and start over



For more advanced measurement options, select the **paint brush and palette icon** to use the draw function.

## Layer Control

The map displays multiple data layers. You can turn these on or off:

1. Look for the stacked squares icon)



2. Click to open the layer panel

3. Check or uncheck boxes to show or hide layers such as:

- Roads
- Political boundaries (towns, villages, cities)
- Address points
- Parcel lines
- Supervisory districts
- Floodplain
- Historic aerial imagery

## Base Map Selection

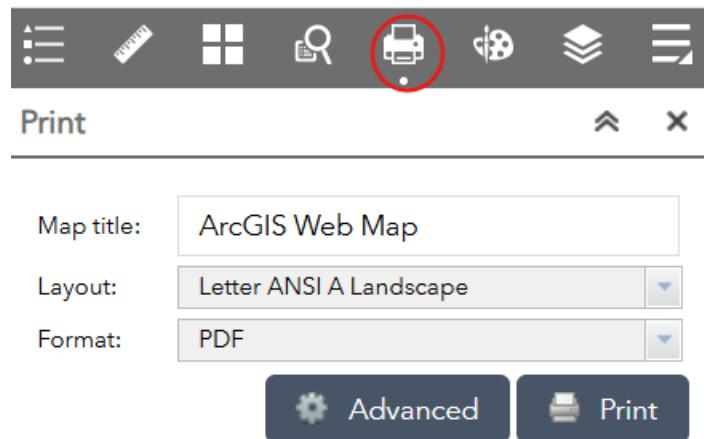
You can change the background map display:

- Aerial/Satellite View: Shows recent aerial photography
- Topographic Map: Shows terrain features and elevation
- Street Map: Shows roads and labels clearly



## Printing and Exporting

1. Click the printer icon in the toolbar
2. Choose your layout:
  - Paper size & orientation
3. Click Print to generate a PDF file
4. Download and save or print the PDF

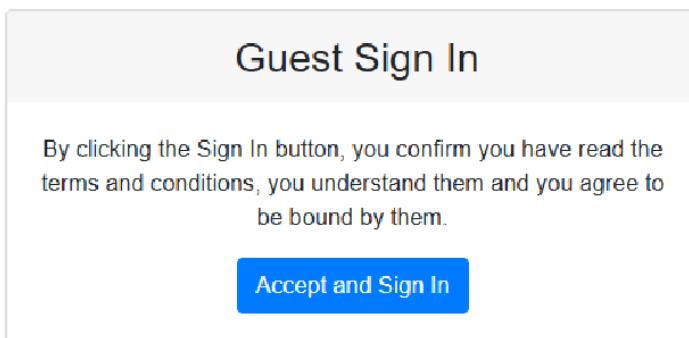


## 4. Parcel Record System

The Parcel Record System provides detailed text-based property information that complements the visual GIS map. It's particularly useful for finding assessment values, property characteristics, and tax information.

### Accessing the System

1. Navigate to the Parcel Record System website
  - <https://pp-richland-co-wi-fb.app.landnav.com/Login>
2. You will be prompted to accept terms of use – under the Guest Sign in, click Accept and Sign In



3. The search page will appear

### Searching for Property Records

The system allows searches by parcel number (e.g., 276-1234-5678), by owner's name, or property address. After entering a parcel number, name, or address, click **Search** to view results below.

## Understanding Search Results

After searching, you'll see a list of matching properties. Search results list the parcel number, property address, owner name(s), and property tax status. Clink on any listing to view the full property record.

## Viewing Detailed Property Information

The detailed property record page includes multiple sections:

Section	Information Included
<b>General Information</b>	Parcel number, owner, address, legal description, municipality, school district
<b>Assessment</b>	Land value, improvement value, total assessed value, assessment year
<b>Tax Information</b>	Tax bill, current tax amount, payment status
<b>Document History</b>	Dates of recorded documents, document number and type

## 5. Understanding Property Information

### Key Property Terms

Term	Definition
<b>Parcel</b>	A piece of land identified by a unique parcel number in county records
<b>PIN</b>	Parcel Identification Number – the unique code assigned to each parcel
<b>Plat</b>	A map showing the division of land into lots, blocks, and streets
<b>Legal Description</b>	A written description of property location using government survey system (e.g., Section, Town, Range)
<b>PLSS</b>	Public Land Survey System – the method used to survey and describe land in Wisconsin
<b>ROW</b>	Right of Way – land reserved for roads, utilities, or public access
<b>Easement</b>	A right to use another person's property for a specific purpose (e.g., utility access)
<b>Setback</b>	The required distance between a building and the property line
<b>Zoning</b>	Land use regulations that determine what activities are allowed on a property
<b>Tax Key</b>	Another term for parcel number used in some Wisconsin counties
<b>Equalized Value</b>	Assessed value adjusted to ensure uniformity across municipalities
<b>Mill Rate</b>	The tax rate expressed as dollars per \$1,000 of assessed value

## Property Classification Codes

Wisconsin uses standardized property classification codes. Common codes in Richland County include:

Code	Classification
1	Residential – Single-family homes, condos, townhouses
2	Commercial – Retail stores, offices, restaurants, hotels
3	Manufacturing – Factories, warehouses, industrial facilities
4	Agricultural – Farmland, agricultural buildings, productive land
5	Undeveloped – Vacant land not currently in productive use
5m	Agricultural Forest – Land used for both farming and forestry
6	Forest – Land designated for timber production
7	Other – Cemeteries, parks, government property, tax-exempt land

## 6. Additional Resources

### Other Online Tools

Richland County provides several specialized mapping applications:

Tool Name	Purpose
Public PLSS Corner App	Search for survey section corners and view tie sheets
Plat of Survey App	Search and view recorded survey plats
Road Closure Map	View current and planned road closures
County Road Map	Download a PDF map of county roads and address grid
Wisconsin Statewide Parcel Map	View parcel data for all Wisconsin counties

### Contacting County Departments

For specific questions or assistance, contact the appropriate department:

#### County Treasurer

Ashley Mott

608-647-3658

[treasurer@co.richland.wi.us](mailto:treasurer@co.richland.wi.us)

#### Register of Deeds

Deb McCoy

608-647-3011

[regofdeeds@co.richland.wi.us](mailto:regofdeeds@co.richland.wi.us)

**Land Information Office / Real Property Lister**  
Julie Lins  
608-647-3334  
[propertylister@co.richland.wi.us](mailto:propertylister@co.richland.wi.us)

**For Purchasing GIS Data:**  
Zoning Department  
608-647-2447  
[zoning@co.richland.wi.us](mailto:zoning@co.richland.wi.us)

**County Zoning Administrator**  
Cathy Cooper  
608-647-2447  
[cathy.cooper@co.richland.wi.us](mailto:cathy.cooper@co.richland.wi.us)

**Land Conservation**  
Cathy Cooper, County Conservationist  
608-647-2100  
[cathy.cooper@co.richland.wi.us](mailto:cathy.cooper@co.richland.wi.us)

## Obtaining Official Documents

The online systems provide informational data only. For official documents or certified copies, you must contact the appropriate office:

- Deeds and mortgages: Register of Deeds
- Property tax bills: County Treasurer
- Certified assessment records: Real Property Lister
- Survey information and plats: County Surveyor
- Zoning information: Zoning & Sanitation Department

## 7. Troubleshooting & FAQs

### Common Issues and Solutions

#### **The map won't load or appears blank**

- Check your internet connection
- Try refreshing your browser (press F5 or Ctrl+R)
- Clear your browser cache and cookies
- Try a different browser
- Disable browser extensions or ad blockers temporarily

#### **I can't find a property**

- Verify the address spelling and format
- Try entering less data into the search field (e.g. enter last name instead of first and last)
- Use the owner name or parcel number if you know it
- Check if the property is within Richland County boundaries
- Contact the Land Information Office for assistance

#### **The information seems outdated**

- Remember that property ownership changes may take several weeks to appear
- Contact the Register of Deeds for the most current ownership information

## I see an error in the property data

- Note the specific error and the parcel number
- Contact the Land Information Office to report the error
- For assessment errors, contact the assessor

## Frequently Asked Questions

### **Q: Is the information on these websites official?**

A: The data provided is for informational purposes only. While every effort is made to ensure accuracy, the county cannot guarantee that all information is current or error-free. For official records, contact the appropriate county office.

### **Q: Can I use these maps for legal purposes?**

A: No. The maps are not surveys and should not be used for legal descriptions, boundary determinations, or legal proceedings. Consult a licensed surveyor for legal boundary information.

### **Q: How often is the map data updated?**

A: Different data layers are updated at different intervals. Parcel boundaries are updated as new surveys are recorded. Aerial imagery is typically updated every five to ten years. Assessment data is updated annually. Check with the Land Information Office for specific update schedules.

### **Q: Why does my property show a different owner than me?**

A: Ownership changes are recorded at the Register of Deeds office and then transferred to the assessment database. This process can take several weeks. If you recently purchased the property, it may not yet be reflected in the online system.

### **Q: Can I download property data in bulk?**

A: Bulk data downloads may be available through special request. Contact the Land Information Office to discuss data licensing and fees. Some statewide data is available through the Wisconsin State Cartographer's Office.

### **Q: Is there a cost to use these online tools?**

A: The public GIS map and parcel record system are free to use. However, there may be fees for copies of recorded documents, custom mapping services, or bulk data requests.

### **Q: What should I do if I disagree with my property assessment?**

A: Contact Accurate Assessor to discuss the assessment. If you wish to formally appeal, you can file with the Board of Review during the annual appeal period. Phone: (920) 749-8098. Email: [info@accurateassessor.com](mailto:info@accurateassessor.com)

## Need Additional Help?

The Richland County Land Information Office is available to assist you with property research and GIS questions. Their staff can help you navigate the systems, interpret property data, and direct you to the appropriate resources. While the City of Richland Center has created this guide for residents, the Land Information Office maintains the actual property records and mapping systems.

## Contact Information

### Richland County Land Information Office

**Address:** 181 W. Seminary Street, Richland Center, WI 53581

**Phone:** 608-647-3334

**Email:** [propertylister@co.richland.wi.us](mailto:propertylister@co.richland.wi.us)

**Office Hours:** Monday - Friday, 8:30 AM to 4:30 PM

**Website:** <https://rcls.co.richland.wi.us/>

*Thank you for using this guide. The City of Richland Center hopes this resource helps you successfully access and navigate Richland County's property records and GIS mapping system!*

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