



## Dane County Planning and Development Department

Room 116, City-County Building, Madison, Wisconsin 53703

Fax (608) 267-1540

*Community Development*

(608)261-9781, Rm. 362

*Planning*

(608)266-4251, Rm. 116

*Records & Support*

(608)266-4251, Rm. 116

*Zoning*

(608)266-4266, Rm. 116

### What is a Parcel Status Determination?

A parcel status determination is the process by which Dane County staff review a property's history to determine if the ownership parcel in question was legally created in accordance with applicable provisions of the Dane County Code of Ordinances (DCCO). These determinations are generally only required for parcels less than 35 acres in size which are not described by a Certified Survey Map.

The legal status of an ownership parcel can have implications for the current and future use of such parcels. Determining that a parcel was created in conformance with county ordinances can facilitate private real estate transactions. In addition, the county zoning administrator may require that a parcel status determination be completed prior to the issuance of zoning permits for homes proposed under §10.16(3)(a). For these and other reasons, it is occasionally necessary for property owners or prospective buyers of land to verify that a given parcel of land was created in conformance with county ordinances.

Parcel status determinations can often involve complex, detailed, and time consuming research. Because of the varied nature of the required research, and volume of such requests, arriving at an accurate determination can take a significant amount of time. Please be advised that your parcel status determination request may take 3 to 6 weeks to complete.

**The cost for a parcel status determination is \$100. Checks should be made payable to Dane County Planning and Development. Applications should be submitted in person at the Dane County Zoning office, Room 116, City-County Building, or sent to:**

**Dane County Planning and Development  
Attn: Land Division Review Officer  
210 Martin Luther King Jr., Blvd – Room 116  
Madison, WI**

**Please allow 3-6 weeks to process your request. A copy of the report will be mailed to the landowner, the applicant (if different from the landowner) and the town clerk.**



**Dane County Department of Planning & Development  
Application for Determination of Parcel Status**

**Date:** \_\_\_\_\_

Receipt # \_\_\_\_\_

**Landowner information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant information (if different from landowner):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to landowner: \_\_\_\_\_

Are you submitting this application as an authorized agent for the landowner? Yes \_\_\_ No \_\_\_

**Property information (be as specific as possible):**

Property address: \_\_\_\_\_

Tax Parcel ID #: \_\_\_\_\_

Legal description of property:

\_\_\_\_ 1/4 of \_\_\_\_ 1/4, Section \_\_\_\_\_, Town of \_\_\_\_\_ **OR**

Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plat of \_\_\_\_\_

Sketch map provided? Yes \_\_\_ No \_\_\_

**Additional information (optional):**

Name(s) of previous owner(s) (if known): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Important Notice:** A Dane County parcel status determination is preliminary in nature and only determines if a parcel of land was created in accordance with Dane County ordinance provisions. Additional title history research conducted by a title company may be necessary to verify parcel status. Dane County and its staff are not responsible for any misrepresentation or mischaracterization of the information contained in the parcel status determination.

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