



CITY OF MENASHA • Community Development Department
100 Main Street, Suite 200 • Phone (920) 967-3650 • website: <http://www.cityofmenasha-wi.gov>

PROPERTY LINES

How do I find my property line?

Official Lot Survey. The best and most accurate way to identify your property lines is to hire a licensed land surveyor to do a lot survey. Surveyors are licensed by the State of Wisconsin and can be found in the Yellow Pages under "Surveyors-Land".

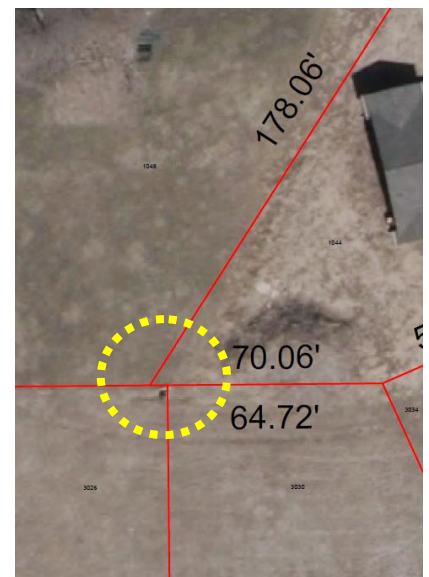
Locate Your Property Stakes.* When lots are created, metal property stakes are placed at the corners of the lot. Alternative names for these official property stakes include property irons and pins.

- How do I know where to look for my property stakes? The easiest way to know where to begin looking for your property stakes is to get a map of your property from your County's Mapping Website. Please see the section below on Winnebago and Calumet County Mapping websites.
- What if the stakes are not visible? When installed, property stakes are placed at ground level. Over time they often become buried due to landscaping, paving, or grading changes. Borrowing or renting a metal detector can be helpful in finding buried property irons.
- ***Disclaimer:** Finding the property irons is **not a guarantee** that you have located your property lines, especially in older neighborhoods. Sometimes survey stakes have been moved or removed. Other times, you may think you have located the iron that reflects the corner of your lot, while in fact you have located the stakes for rear yard neighbor's property (see Figure 2 for an illustration). In other instances, small strips of property may have been transferred between abutting lots via legal instruments that do not require the placement of new property irons. In these cases the new lot lines may not even be reflected in your county's mapping system.
- What if I can't find my property stakes and am unable or unwilling to hire a surveyor? In these instances, we suggest contacting your neighbor(s) to discuss your shared property line and the project that you are planning in proximity to it. In most cases, your project can be planned to avoid being near the property line. In cases where that is not possible, such as installing a fence up to the property line, coming to a consensus with your neighbor(s) regarding where your property lines are is a reasonable and cost effective solution, although by no means as accurate as an official survey.

FIGURE 1: WHAT DOES A PROPERTY STAKE LOOK LIKE IN THE GROUND?



FIGURE 2: REAR PROPERTY STAKES MAY BE CLOSE TOGETHER; MAKE SURE YOU HAVE THE CORRECT STAKE IDENTIFIED



Can the City locate my property lines for me?

No, the City of Menasha does not have available certified staff to locate property lines.

Will the City resolve a property line dispute between neighbors?

Property line disputes are private, civil matters. The city does not get involved in resolving property line disputes.

How do I get a map of my property?

County Mapping Websites. The easiest and most efficient way to find information on your property is to utilize Winnebago and Calumet County's digital mapping systems. These websites are fully functioning Geographic Information Systems (GIS) that contain various types of property related information, including lot lines.

****Tutorials on how to use the County-based mapping applications are found on the following pages****

Subdivision Plat Maps. The city retains paper copies of all subdivision plats within the City of Menasha. These can be made available upon request for viewing in the Community Development Department on second floor of city hall. In many cases, the County web-based mapping is more current, as it reflects lot-line changes that may have occurred to property lines after the initial subdivision was platted. The county website also contains information on properties that may not be part of a legally platted subdivision.

WINNEBAGO COUNTY MAPPING (for properties located west of Oneida Street)

Visit: <http://wcfgis.co.winnebago.wi.us/cgi-bin/wings/wingsndx.cgi>

Steps to find your property:

1. Click on "GIS/Maps Profiler" on the left hand list.
2. If your computer has Java, click on "Java WINGS Profiler"; if you don't have Java, click on "Classic WINGS Profiler"
3. In the Display Options interface, check "Aerial Photos" (2009) and "Parcel Dimensions".
4. Use the "Zoom-In" tools (magnifying glasses with plus signs) to zoom into your property. Use the "Zoom-Out" tools (magnifying glasses with minus signs) if you need to zoom out.
5. When you get to the map to extent you want, click on one of the printing instruction links to determine how best to print the map based on your internet browser.

The screenshot shows the Winnebago County Mapping application interface. The main map area displays aerial photos with parcel boundaries and dimensions overlaid. The interface includes a toolbar with zoom and search tools, a 'Display Options' panel on the right, and a navigation menu at the top. Annotations highlight specific steps:

- Step #4: Zoom In and Out Tools**: Points to the zoom in (+) and zoom out (-) icons in the toolbar.
- Alternative Method, Step #1: Opens search by property characteristics.**: Points to the search icon in the toolbar.
- Search Options Menu**: Points to the 'Search Options Menu' tab in the top navigation bar.
- Step #3: Check these for 2009 Aerial Photos and Property Dimensions**: Points to the 'Aerial Photos (2009)' and 'Parcel Dimensions' checkboxes in the 'Display Options' panel.
- Step #5: Click one of these based on your browser for printing instructions**: Points to the 'Print Map - Firefox' and 'Print Map - IE7&8' links at the bottom of the map area.

The 'Display Options' panel is detailed below:

Draw	Label	Symbology & Layer Names
<input checked="" type="checkbox"/>		Aerial Photos (2009)
<input type="checkbox"/>		Aerial Photos (2003)
<input type="checkbox"/>		Buildings
<input checked="" type="checkbox"/>		Parcel Boundaries
<input checked="" type="checkbox"/>	114	Parcel Dimensions
<input checked="" type="checkbox"/>	366	Parcel Addresses
<input type="checkbox"/>		Certified Surveys
<input type="checkbox"/>		Floodplain
<input type="checkbox"/>		Navigable Streams
<input type="checkbox"/>		Public Land Survey
<input type="checkbox"/>		Shoreland Zoning
<input type="checkbox"/>		Sub-Division
<input checked="" type="checkbox"/>		City & Village Limits

Legend: = Not Applicable for this Layer.

Alternative Method:

1. Click on the green "Search Options Menu" tab.
2. Choose to search by parcel #, address, or one of the other options.
3. Find your property in the list, and click "map it."
4. Check to turn on "Aerial Photos 2009" and "Parcel Dimensions".
5. Click one of the printing instruction links at the bottom of the map to determine how best to print the map based on your internet browser.

CALUMET COUNTY MAPPING (for properties located east of Oneida Street)

Visit: <http://calumetcowi.wgxtreme.com/>

Steps to find your property:

1. Check yes to agree to the disclaimer (scroll to the bottom of the disclaimer).
2. Click on the "Advanced Map" Tab
3. Under layers, turn on "Imagery" and select "2010". This will allow you to see your property with the property lines overlaid
4. Zoom into your property with the "Zoom In" tool (Magnifying glass with a plus). To zoom out, use the "Zoom Out" tool (magnifying glass with a minus).
5. To adjust the map left, right, up or down, click on the "Hand" tool.
6. When the map is to the desired extent, click the "Print" button to create a PDF that you can save or print.

The screenshot shows the Calumet County Mapping web application interface. The browser address bar displays <http://calumetcowi.wgxtreme.com/>. The page title is "Calumet County, WI". The interface includes a "Layers" panel on the left, a "General Map" tab, an "Advanced Map" tab (circled in red), and a "Property Search" tab. The "Layers" panel shows various map layers, with "Imagery" selected and "Color 2010" chosen. The "Advanced Map" tab contains navigation tools: "Zoom In" (magnifying glass with plus), "Zoom Out" (magnifying glass with minus), "Hand" (hand icon), and "Print" (printer icon), all of which are circled in red. The main map area displays an aerial view of a residential area with yellow property lines and red parcel numbers (e.g., 2381, 2392, 2400, 2399). A scale bar at the bottom indicates 1:1000. The Windows taskbar is visible at the bottom of the screen.

Step #2 Click on "Advanced Map" Tab

Step #3 Turn on "Imagery" & Select Color 2010

Step #4 Zoom into our out on the map with these tools.

Step #5 Adjust the map up, down, left or right with the "hand" tool.

Step #6 Use the print tool to create a PDF that can be printed and/or saved.

NOTE: Information contained herein is current as of 5/24/2013