



# COLUMBIA COUNTY

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Register of Deeds

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112 E. Edgewater Street  
Portage, WI 53901

## **A Complete Legal Description should include the following information:**

- The platting information (if property is platted):
- Certified Survey Map number (CSM#), Lot or Outlot, volume, page, and document number
- Complete Subdivision Name, lots and blocks
- Or, if unplatted, then "metes and bounds" tied into the **Public Land Survey System**

## **Public Land Survey Information:**

- Quarter Section or Quarter/Quarter Section (e.g. NE 1/4 or NE 1/4 NE 1/4)
- Section number (There are 36 sections in a township - e.g. Section 12)
- Town number (e.g. T10N) note all towns in Wisconsin are N (North)
- Range number (e.g. R10E)
- Municipality Name (with type: Town, Village or City)
- County Name

## Listed below are **acceptable legal descriptions:**

- Name of the plat as shown on the original recorded and filed plat and lot, block, outlot or unit within the plat. If a parcel being described is located within a subdivision, a statement is needed to show the lots/blocks to which the description pertains. This statement could precede the description or follow it. **Statement example: A parcel of land being part of Lot 6 in Fosters Back Forty described as follows...**
- Certified Survey Map number and lot or outlot number, volume, page and document number.
- A **statement** indicating the quarter section and section, town and range in which the parcel is located. The statement could precede the "commencing at" description or follow it. This is needed even if the "commencing at" description references a starting point in a quarter section and section, town and range because the parcel could be located in a different quarter section and section, town and range than what is referenced. **Statement example: A parcel of land located in the NE 1/4 of Section 1, in Town 10 North, Range 12 East, described as follows...**

## Listed below are **unacceptable legal descriptions:**

- Commencing at a point in the center of the highway known as the Pardeeville and Wyocena Road 4 rods South of the North line of Section 10; thence South 4 rods; thence West to the center of said highway. **This legal description does not state the quarter section, section, town and range, and would not permit ready entry.**
- House located on land between blocks 249 & 250, Kilbourn City. **This legal description does not include the lot or lots; therefore, it does not permit ready entry.**

**It is important to remember that tax parcel descriptions on tax bills are not complete legal descriptions.** They are abbreviated descriptions used by the Land Information Department for tax purposes.