



Creating Parcels

A TxDOTCONNECT Job Aid

Who?

- Surveyor
- Surveyor-Consultant
- Project Manager - ROW
- GIS Reviewer

When?

Summer 2020

Introduction

There are two methods to create a parcel in TxDOTCONNECT.

Create the parcel manually

This can be performed by authorized users to create a parcel and begin data entry before geospatial data is uploaded.



Upload a .gdb file

This is performed by surveyors using the **Bulk Upload** feature. Once uploaded, the parcel must be reviewed by a GIS Reviewer.





Creating a Parcel Manually

A ROW Project Manager may create a parcel manually from either **Parcels List** section, available on both the **Location Page** and the **Right of Way** page.

Parcel ID	ROWIS ID	Parcel Stage	Parcel Stage Date	Date Created
<input type="checkbox"/> P00000903		Created	05/04/2020	05/04/2020

1. Click **Create Parcel** and select **Manual**.

A new parcel will open to the **Parcel Details** page in the Right of Way module.

Parcel Details

ROW CSJ:

ROW Project ID: R00005441

Parcel ID:

Parcel Stage: New

Parcel Status: Active

District: -

County:

Highway:

Control Section:

2. Navigate to the **Parcel Parts** section of the page.

Part ID	Interest Type	Acreage	Acquired Acreage	Square Footage	Acquired Square Footage
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3. Click **+ Part**.
4. Select an **Interest Type** for the Parcel Part.
5. Enter any other part information as is currently known
6. Click **Save Parcel**.



Parcel Parts + Part

Part ID	Part Name	Interest Type	Acreage	Acquired Acreage	Square Fo
null.000		Fee Simple			

[Save Parcel](#)

Once the project is saved, TxDOTCONNECT assigns a **Parcel ID** and the **Parcel Stage** is set to **New**.

- ✓ Parcel IDs are generated automatically in sequence. They are 9 digits and always begin with the letter P.

Success ×

Successfully created parcel: P00000921

[Close](#)

- ✓ **Note:** Part IDs are also automatically generated. These consist of the Parcel ID with a 3-digit suffix, and are generated sequentially; the first part created ends in .001, the next ends in .002, and so on.

Parcel Parts + Part

Part ID	Part Name	Interest Type	Acreage	Acquired Acreage	Squ
P00000921.001		Fee Simple			
P00000921.002		Easement			



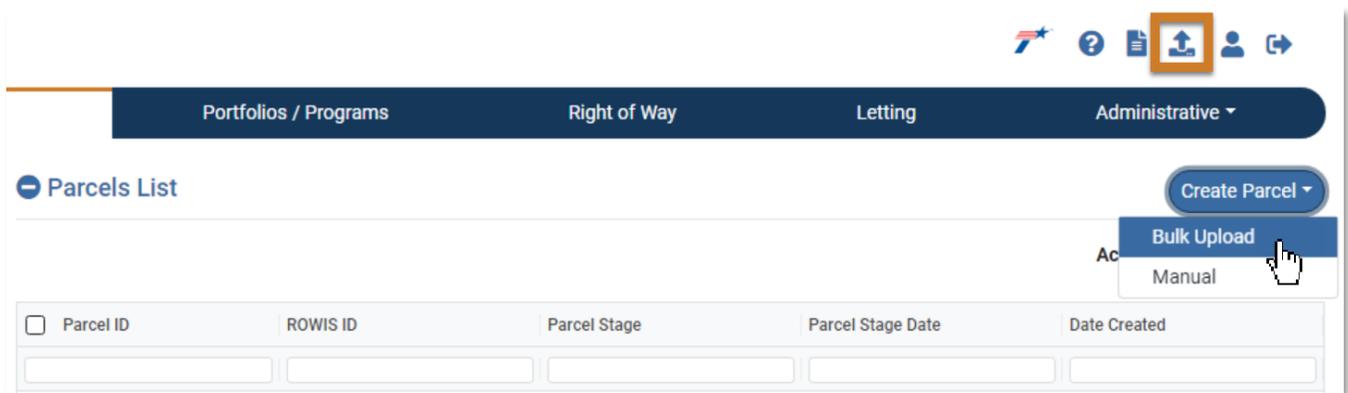
Geospatial information must be added later through the **Bulk Upload** process described next.



Upload a .gdb File

A .gdb file is a zipped file package that contains data needed to define and display parcels in TxDOTCONNECT and in the Real Property Asset Map (RPAM), available on [TxDOT.gov](https://www.txdot.gov). The .gdb file includes data for one or more parcels, and each parcel must have one or more parts.

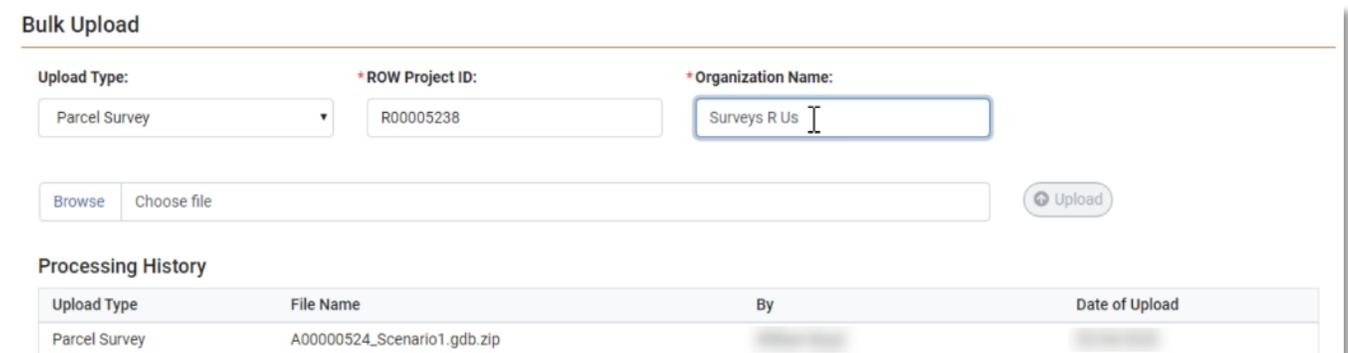
For more information about formatting .gdb files, check [TxDOT.gov](https://www.txdot.gov).



You can upload a parcel file by either of the following ways:

- In the **Parcels List** on the Right of Way or Location page, click **Create Parcel** and select **Bulk Upload**.
- Click the **Bulk Upload** icon in the Tools Menu in the upper right corner of the page.

The **Bulk Upload** page appears.



1. Enter the **ROW Project ID**.
2. Enter the name of the **Organization** (or individual) who completed the survey.



3. Click **Browse**, then find and select the appropriate file.

Bulk Upload

Upload Type: Parcel Survey

Browse Choose file

Processing History

Upload Type	File
Parcel Survey	A00

Upload

Date of Upload
01/27/2020
01/27/2020
01/27/2020
01/27/2020
01/27/2020
01/27/2020
01/27/2020

4. Click **Upload**.

Bulk Upload

Upload Type: Parcel Survey

*ROW Project ID: R00005238

*Organization Name: Surveys R Us

Browse A00000524_Scenario1.gdb.zip

Upload

TxDOTCONNECT validates the file format and displays a message to confirm whether the upload was successful or failed.

Bulk Upload

File Upload Successful

Upload Type: Parcel Survey

*ROW Project ID: R00005238

*Organization Name: Surveys R Us

Browse Choose file

Upload

Processing History

Upload Type	File Name	By	Date of Upload
Parcel Survey	A00000524_Scenario1.gdb.zip		

The **Parcel Stage** is set to **Pending Review**.



When a .gdb file is uploaded, TxDOTCONNECT checks for certain criteria and can reject the file for the following reasons:

- The file does not contain the proper shape data.
- The location data is not within 1000 feet of the 1-mile project buffer.
- The parcel is currently in litigation.

Parcel Notification

If a parcel file is rejected for any of these reasons, the surveyor receives a notification informing them of the problem and instructing them on further action.

Parcel File Upload Returned

 TxDOTCONNECT
To [Redacted]

The file A00000524_Scenario1.gdb.zip did not successfully upload due to the following errors:

- a. P00000764 contains no geometry information.
- b. Part is outside of 1000 feet of the project buffer:
 - i. P00000764
 - ii. [Parcel Name]
 - iii. [Layer]
 - iv. [Object ID]

Please resubmit the file with the corrected information and be sure to include the Parcel & Part ID numbers.



The surveyor receives a notification if TxDOTCONNECT rejects the parcel file.

Whether the parcel is new or already existing, all uploaded .gdb files must be reviewed and approved before they are active in TxDOTCONNECT.



Reviewing Parcels

When a parcel is uploaded successfully for the first time by a surveyor, the **Parcel Stage** is set to **Pending Review** and it must be reviewed by a GIS Reviewer before any further activity may occur.

The parcel appears on the **My Group List** section of the GIS Reviewer's **Dashboard**.

Project ID	ID	Project Name	Task	District/Division	Submitted By	Created On	Assign
A00124351	P00000942	IH 37 SanPat Widen Freeway	Parcel Review	Corpus Christi - 16			

Parcel Status: Active Parcel Stage: Pending Review

1. Click the **Assign** button.

The **My Group List** assignment window will appear.

2. Select the appropriate reviewer (typically yourself).
3. Click **Done**

Name	Division/District	Email	Phone
Boyd			
William Boyd	Austin		

1 to 1 of 1 << Page 1 of 1 >>

Done



Use the column headers to sort and filter the list.

The parcel appears in **My Tasks**.

Project ID	ID	Name	Task	District/Division	Submitted By	Created On
A00124351	P00000942	IH 37 SanPat Widen Freeway	Parcel Review	Corpus Christi - 16		

Approve Return Do Not Approve

Comments:

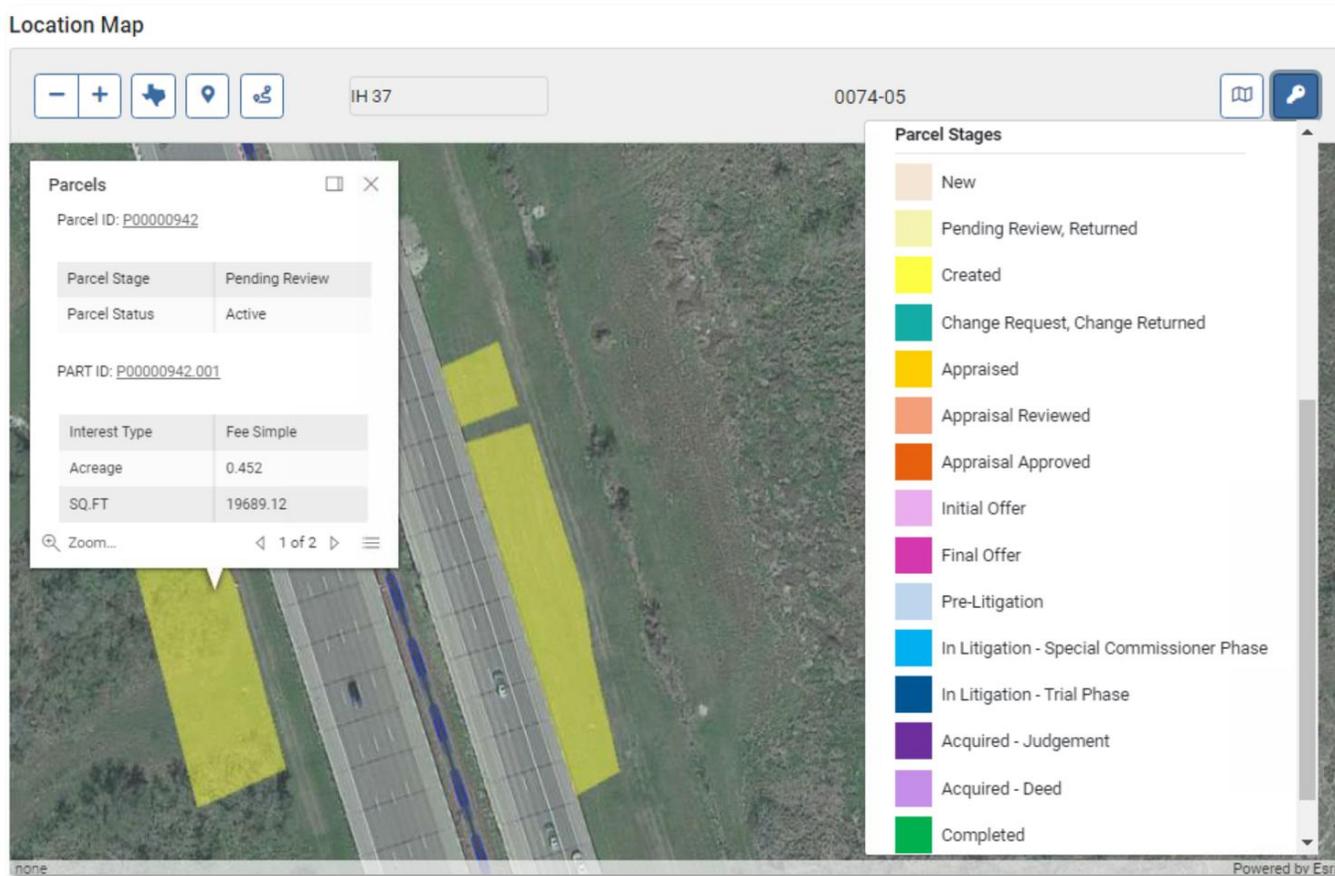
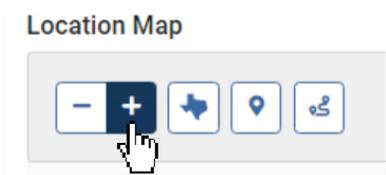
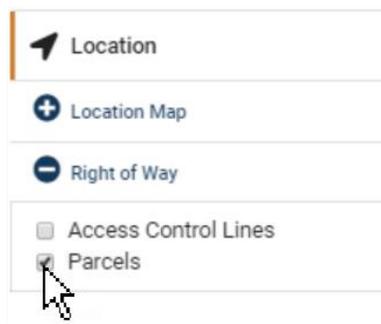
Parcel Stage: Pending Review
Parcel Status: Active

Submit

4. Click the **Parcel ID** to navigate to the project's Project Details page.



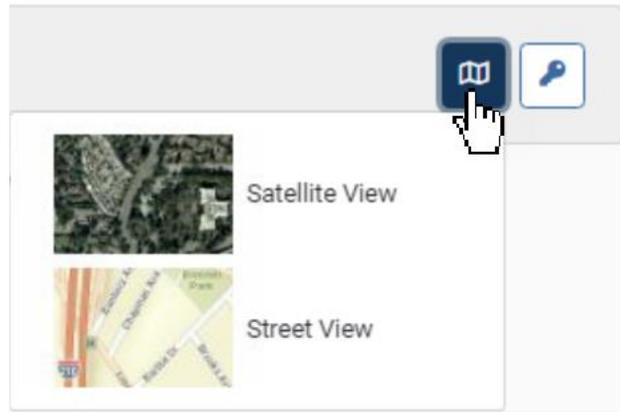
5. Navigate to the **Location** page.
6. Select the **Parcels** feature layer in the **Left Navigation** menu.
7. Use the Zoom feature to zoom in closely on the parcel.





The Map icon allows you to select from two views:

- **Street View** displays a standard highway map, making it easy to find highways and boundaries.
- **Satellite View** displays real satellite imagery, which makes it easy to spot geographic features like forests and rivers.



8. Click a parcel to view a few details, including:

- Parcel ID
- Parcel Stage
- Parcel Status
- Part ID
- Interest Type
- Acreage
- Square Footage



Parcels appear in color according to their stage.



- 9. Click the **Parcel ID** to navigate to the **Parcel Details** page.
- 10. Scroll to the **Parcel Parts** section.

Part ID	Part Name	Interest Type	Acreage	Acquired Acreage	Square Footage
P00000942.001		Fee Simple	0.452		19,689.12

- 11. Check the Interest Type, Acreage, and Square Footage for each Parcel Part to ensure these align with expectations.
- 12. Click in the Top Menu Bar to return to the **Dashboard**.

My Tasks

Task: Parcel

Project ID	ID	Name	Task	District/Division	Submitted By	Created On
A00124351	P00000942	IH 37 SanPat Widen Freeway	Parcel Review	Corpus Christi - 16		

Approve
 Return
 Do Not Approve

Comments:
Comment only required if Return or Do Not Approve are selected.

Parcel Stage: Pending Review
Parcel Status: Active

- 13. Select **Approve**, **Return**, or **Not Approve**.
 - Approve:** The parcel's stage changes to **Created** and activities can continue toward acquisition.
 - Return:** The parcel's stage changes to **Returned**. The surveyor must resubmit a corrected file.
 - Not Approve:** The parcel's stage changes to **Deactivated**. The surveyor must submit a new file.
- 14. Enter comments. This is **required** for parcels that are **Returned** or **Not Approved**.
- 15. Click **Submit**.



The surveyor receives a notification informing them of the decision and any further action required on their part.

Parcel File Upload Approved



TxDOTCONNECT
To [redacted]

The file A00000524_Scenario1.gdb.zip with the following parcel(s) have been approved:

1. Parcel ID Number(s) = P00000764
2. Part ID Number(s) = P00000764.001



Updating an Existing Parcel

When a .gdb file is uploaded referencing an existing Parcel ID(s) and Part ID(s), TxDOTCONNECT receives this as an **update** to the existing parcel. The process is identical except for the following details:

- The survey file must reference the existing parcel by containing the existing **Parcel ID(s)** and **Part ID(s)**.
- After the .gdb file is uploaded, the **Parcel Stage** for the existing parcel is set to **Change Requested**. The status of all Parts is set to **Pending**.
- For parcels that are returned or not approved, the **Parcel Stage** is set to **Change Returned**.
- The **Created Date** for the parcel will not change.