

GIS Parcel Fabric Implementation/User Guide



2018 Edition

GIS Parcel Fabric Implementation/User Guide 2018



Table of Contents

- Mission Statement, Harris County Appraisal District.....5
 - HCAD Mission5
 - HCAD Core Operating Values5
- Preface.....7
- The Manual’s Purpose8
- 1. Introduction to Parcel Fabric9
 - 1.1 What is Parcel Fabric?9
 - 1.2 Why Change?9
 - 1.3 Technical Notes10
 - 1.4 HCAD Specific Benefits of the Parcel Fabric Migration.....14
- 2. Navigating and Using VisiFLOW15
 - 2.1 Logging on to VisiFLOW15
 - 2.2 Opening a Queue and Preparing to Work a File.....19
 - 2.3 Documents Returned from QC.....22
 - 2.4 Manually Adding Files to a Queue23
 - 2.4.1. Add Random Unworked Files to the Queue23
 - 2.4.2. Retrieve Specific File ID.....23
- 3. New Subdivisions26
 - 3.1 Creating Subdivisions Using Parcel Fabric26
 - 3.1.1. Parcel Detail Portion of Create New Subdivision Step of the Workflow37
 - 3.1.2. Construct Lot Parcels40
 - 3.1.3. Update Attributes and Parcel Types.....44
 - 3.2 Copy and Paste.....49
- 4. Map Work.....55

GIS Parcel Fabric Implementation/User Guide 2018



- 4.1 Combining Parcels.....55
 - 4.1.1. Confirming Account Number Accuracy.....55
 - 4.1.2. ArcMap and Spatial Development Engines.....58
 - 4.1.3. Steps to Completing a Combo59
 - 4.1.4. Creating and Saving a Before Map.....64
 - 4.1.5. Combining the Parcels66
 - 4.1.6. Retiring Parcels73
 - 4.1.7. Creating an After Map74
- 4.2 Parcel Splits74
 - 4.2.1. Lot Splits74
- 4.3 Metes and Bounds Splits.....92
 - 4.3.1. Implementing the Split92
- 4.4 Parallel Splits102
- 4.5 Acreage and Square Footage Accounts.....114
 - 4.5.1. Finding the Account and Confirming the Details114
 - 4.5.2. Preliminary Steps117
 - 4.5.3. Construction Lines117
- 4.6 Undivided Interest Accounts.....137
 - 4.6.1. Working an Undivided Interest Account.....138
 - 4.6.2. Deleting a Child Account.....147
 - 4.6.3. Reserving an Account Number so No One Else Can Use It148
- 5. Research.....152
 - 5.1 Research Thought Process152
 - 5.2 Block Book Maps.....152
 - 5.2.1. County Block Book v. City Block Book.....153

GIS Parcel Fabric Implementation/User Guide 2018



- 5.3 Subdivision Plat Maps (Current and Historic)154
 - 5.3.1. Recorded.....154
 - 5.3.2. Unrecorded Subdivision Plat Maps.....154
 - 5.3.3. Historic Subdivision Plats.....155
- 5.4 Subdivision Plats155
- 5.5 Courthouse Direct.....155
- 5.6 Property Info162
- 5.7 Speedy173
- 5.8 Miscellaneous Research Tools.....180
- 6. File Type Codes.....182



Mission Statement, Harris County Appraisal District

HCAD Mission

We value our community.

We serve the citizens of Harris County by accurately and uniformly determining a value for their property while providing easy access to every form of assistance we administer.

HCAD Core Operating Values

The following core operating values influence the culture and public image of HCAD as an effective local government organization serving a wide variety of taxing entities and property owners. These values articulate ideals that the district aspires to hold itself accountable for and offers guidance as to how HCAD will behave in carrying out its mission.

Accountability: We accept responsibility for our actions and their effect on those we serve. We make and support business decisions through experience and good judgment.

1st Class Customer Service: We are dedicated to improving our customer's experience with the district by satisfying customer needs and honoring commitments we have made to them.

Integrity: We commit to the highest ethical standards demonstrating honesty and integrity, not compromising the truth.

GIS Parcel Fabric Implementation/User Guide 2018



Respect: We treat team members, customers, jurisdictions, and other stakeholders with mutual respect and sensitivity, recognizing the importance of diversity. We respect all individuals and value their contributions.

Collaboration: We build trusting relationships through open communication and productive teamwork. We promote and support a diverse, yet unified, team. We work together to meet our common goals.

Innovation: We believe in simplifying and improving our processes continuously. We create and embrace change, readily adapting to new situations and encouraging all to be part of solutions.

GIS Parcel Fabric Implementation/User Guide 2018



Preface

The GIS Parcel Fabric Implementation and User Guide is the result of the hard work of supervisors and technicians in the GIS Department. It is intended to help employees, both new and existing, transition from the old ArcMap system to the new – and much more powerful – Parcel Fabric.

This manual has been designed to be used both in electronic and paper copies. Using the PDF version allows users to take full advantage of the document hyperlinks as well as get a better view of the many screenshots provided in the instructional sections of the manual.

It is strongly recommended that you link to the network and use the latest version.

To avoid making unintended changes, always be sure to use the PDF version – NOT THE WORD DOCUMENT. You will need Adobe Acrobat Reader installed if you do not already have it. For assistance, contact IT technical support at extension x4772.

GIS Parcel Fabric Implementation/User Guide 2018



The Manual's Purpose

Insert the old introduction here, changing the reference to I&A, and replacing it with GIS Department. Then use the text below.

The GIS department has launched its migration from the “old” ArcMap system to the newer, more effective Parcel Fabric. The purpose of this manual is to provide instruction on how to perform some of the more common tasks like performing splits and combos as well as creating new subdivisions. The goal is to show how these tasks are done and to illustrate best practices.

The manual also provides guidance on topics like conducting research: the “philosophy” behind it and some of the more common tools like Courthouse Direct and Speedy.

This Implementation and User Guide outlines only some of the more common and basic tasks. It does not, nor was it intended, to provide detailed instructions about all of Parcel Fabric's functionality. If you need further information, talk with your supervisor

GIS Parcel Fabric Implementation/User Guide 2018



1. Introduction to Parcel Fabric

1.1 What is Parcel Fabric?

Parcel Fabric is a new system implemented by the GIS department to maintain and update parcel information throughout Harris County. It replaces the old ArcMap system.

Why is it called parcel “fabric”? Fabric is flexible; one part of it can be stretched or bent or changed without affecting the rest of the swatch. Similarly, for this piece of software. It allows changes to be made to one plot or subdivision without affecting the rest of the whole.

Below are listed some of Parcel Fabric’s characteristics:

1. Maps consist of a seamless, continuous network of parcels.
2. The software tracks the history of who, what, when, and where edits were made to all parcels.
3. It eliminates large amounts of time fixing topology errors.
4. COGO dimensions are stored in the lines of the parcel polygon.
5. The software uses best practices and workflows.

1.2 Why Change?

1. Since HCAD started using GIS, data has been converted 3 separate times over the years. Data has been left in various eras.
2. Data will be cleaned up and presented with the best quality.

GIS Parcel Fabric Implementation/User Guide 2018



1.3 Technical Notes

The parcel fabric is designed for parcel maintenance and provides the following benefits:

1. **Data Integrity** - the topological relationships between the parcel, lines and point are persisted as an inherent part of the data. This behavior does not exist with simple features and topologies. When you edit/interact with simple features in a topology, a user might perform an edit that breaks a rule and you must validate and fix the error to persist data integrity. When you edit/interact with a parcel fabric, the user does not have to worry about that since the fabric maintains those relationships and ensures data integrity.
2. **Historical Parcels** - Parcel history, or lineage, is a native feature of the parcel fabric. Any transaction, such as a split or a merge, retires the parent parcel(s). The historic parcels are not deleted but marked historic automatically and can be viewed in any time, even with a time enabled layer.
3. **Legal Start/End Dates** - Each parcel has a legal start and legal end date that allows you to track the legal creation of that parcel. This is in addition to the system start and system end date.
4. **Record Measurements(COGO)** - The record values or measurements on a line are never changed, even if the line geometry changes in the parcel fabric. Record values are used to calculate misclosures, legal area and other processes. Each parcel has its own set of lines. This allows 2 lines to be connected to the same start and end points yet have different record measurements.

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5. **Stacked parcel types** - the fabric support stacked parcels that can connect to the same points. For example, a subdivision, lot, and tax parcel all use the same points on the subdivision boundary. If those points move, all the parcel types move. But more importantly, the tax parcel and lot corners don't break the subdivision boundary.

6. **Associated Feature Classes** - any adjustment or movements you make to your parcels can be applied to other simple feature classes (e.g. tax districts, utilities, zoning, etc.) that are associated to the fabric.

7. **Backlots** - The parcel fabric manages line points that connect a line to another line without breaking the other line (like a T junction). This helps users persist the record measurements of each parcel uniquely and avoid the classic backlot issues (single lines with vertices that compromise the record measurements) you would run into using simple features and a topology.

8. **Plans** - the parcel fabric has Plans that manage a group of parcels and can specify the accuracy level, unit of measure, how the curves are defined and other properties. A plan is often used to capture a document reference number and the legal description.

9. **Standards Based** - the ArcGIS for Local Government solution extends the parcel fabric data model to include domain specific attributes and best practices. The attributes and best practices are based on the National Cadastral standard; and are encapsulated in the Local Government Information Model and Tax Parcel Editing Map. Users can easily adopt and start working with this data model and it is the basis

GIS Parcel Fabric Implementation/User Guide 2018



for all the Land Records maps and apps. And as many begin to adopt this approach, organizations will be able to exchange data (county to county, county to state etc.) more easily.

10. **Accuracy** - Each measurement has an associated accuracy. Survey control points can be improved over time and used to run an adjustment (LSA) in order to improve overall accuracy and identify blunders.

11. **Parcel Editor Toolbar** - the parcel editor contain tools that are specific for parcel maintenance: merge, metes & bounds, area calculation based on records measurements, construct from parent and many more. It is a ready to use and fully supported part of ArcGIS Desktop. Many customers are gravitating to this supported and documented functionality and moving away from custom tools they have to develop themselves and support in future releases of ArcGIS.

12. **Parcel Workflows:** Beginning with version 10.1 SP1 of ArcGIS Desktop will include a new tool called Parcel Workflows that streamlines and improves editing efficiency. This functionality will only work with a parcel fabric data structure and will be optimized for the ArcGIS for Local Government Tax Parcel Editing map. Current users will be able to upgrade their parcel fabric and easily create the editing map by dragging the fabric to the map. It has been noted that many of the Parcel Fabric references that HCAD interviewed (Bexar CAD, Dallas CAD and Jefferson CAD) either just use the Parcel Editor Toolbar, or like Maricopa County customize Parcel Workflows for their own use cases. Maricopa has volunteered to provide HCAD their customized Parcel Workflows.

GIS Parcel Fabric Implementation/User Guide 2018



13. **Additional Land Records Maps and Apps** - All the maps and apps on the ArcGIS for Local Government Resource Center are freely available and designed to work together as a complete system. So as you begin to use the Tax Parcel Editing Map and parcel fabric data structure, you'll be able to take advantage of other maps and apps that add value to you organization. It could be a public access application, a value dashboard for your assessor/treasurer, or a simple map book.



1.4 HCAD Specific Benefits of the Parcel Fabric Migration

1. Convert existing “vertices” curves/lines in the HCAD database, that are outdated and that bloat the database and impacts draw rates, to the latest true-curves type.
2. Remove millions of nodes/vertices from boundaries that were digitized by Landata in the first conversion from paper maps to digital GIS, and that were created during the rubber-sheeting effort in 2004/2005.
3. Create “Parcel Fabric Plans” and control points from COH, staging the ability of HCAD to better position subdivisions/parcel boundaries by running least-squares adjustment.
4. Convert from the using the unsustainable annotation feature class to dynamic labelling. Currently HCAD has over 7.5 million annotation records, of that there are more than 4.5 million dimension annotations.
5. Standardizing all of the data from three previous HCAD conversions (System 9, Early Esri and Current Esri) to a single data model.

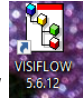
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2. Navigating and Using VisiFLOW

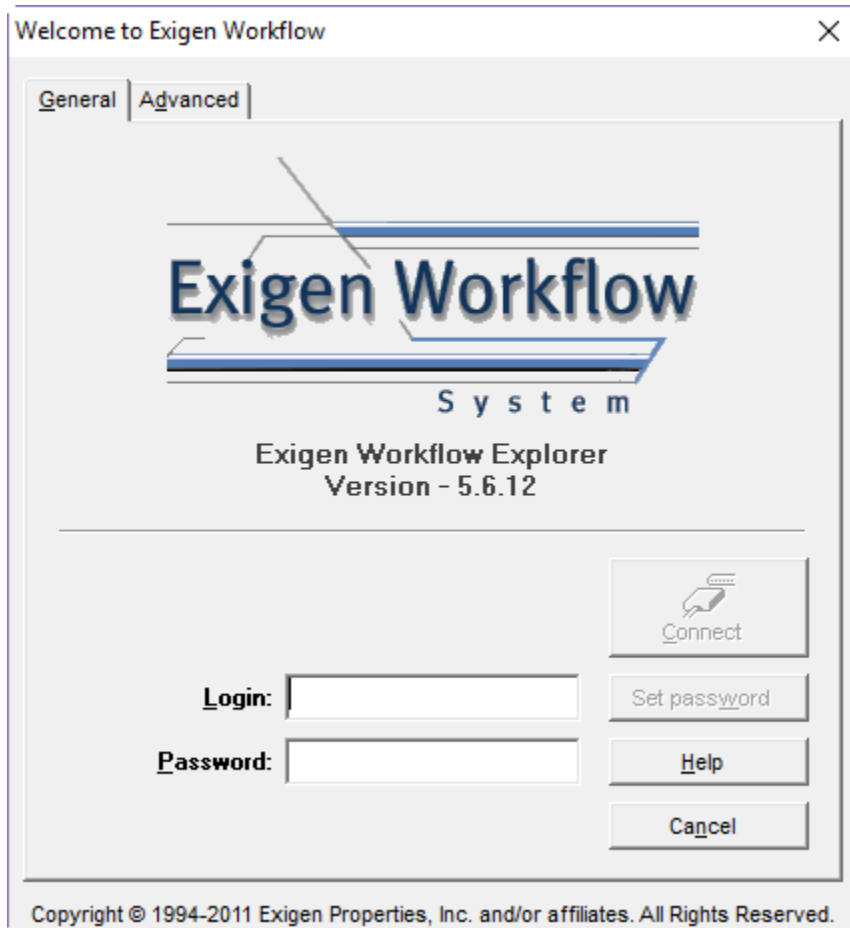
2.1 Logging on to VisiFLOW

To log on to VisiFLOW, perform the following steps:

1. From the Windows desktop, double-click the VisiFLOW  icon.

The **Welcome to Exigen Workflow** dialog box displays.

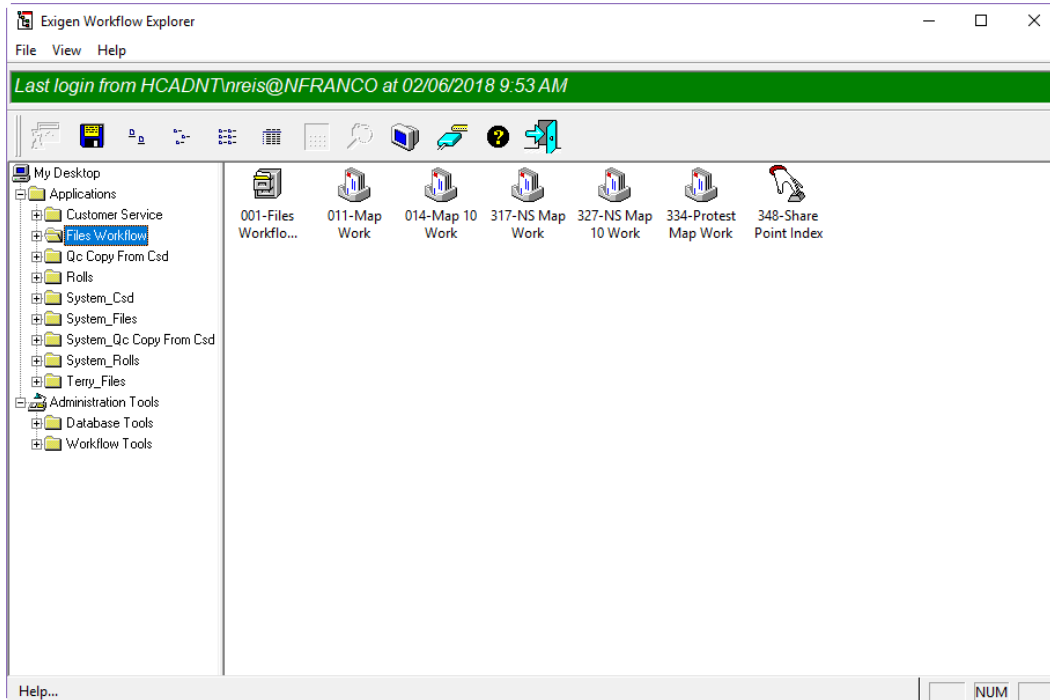
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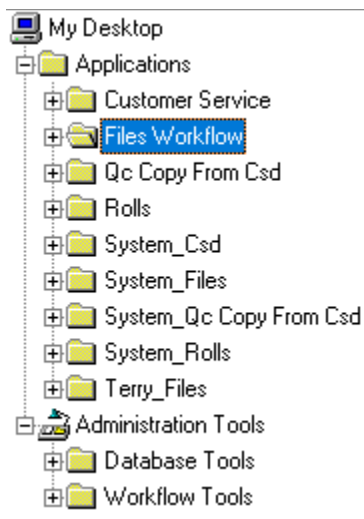
2. Type your login ID in the **Login** input box.
3. Type your password in the **Password** input box.
4. Click **Connect** or press **Enter**.

The **Exigen Workflow Explorer** dialog box displays.

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5. Click on **Files Workflow** on the left side of the screen.

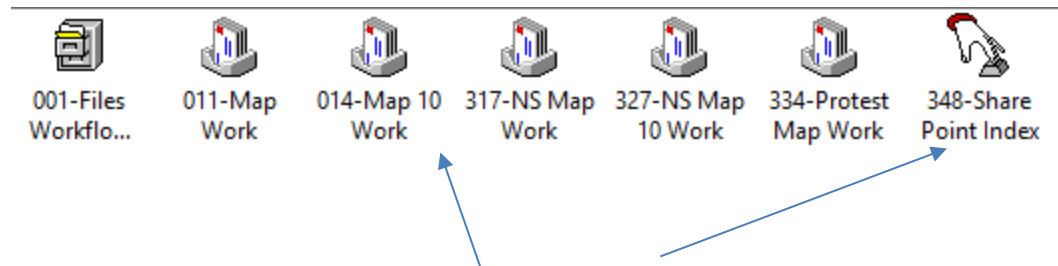


GIS Parcel Fabric Implementation/User Guide 2018



Each employee has a series of repositories, or “queues”, containing files requiring work. There are many different types of files, each requiring their own unique form of changes, additions, corrections, or maintenance. These are displayed on the right side of the screen.

As mentioned at the start of the chapter, VisiFLOW is a document control tool designed to hold them all. The figure below illustrates a typical employee’s list of queues.



Only the 5 queues in the center are used. The others are reserved for other purposes.

NOTE: Each GIS technician has their own work queue. It will have a unique number and is accessible only to the technician and his/her supervisor.

The 5 queues are as follows:

- a. **011-Map Work:** Files that are being worked for the first time.
- b. **014-Map 10 Work:** Files that have been worked but that require correction.

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


- c. **314-NS Map Work:** Files pertaining to new subdivisions and that are being worked for the first time.
- d. **334-NS Map 10 Work:** Files related to new subdivisions that have already been worked and require correction.
- e. **334-Protest Map Work:** Files used mostly during hearing season and which relate to protests. These files are a high priority when they exist.

2.2 Opening a Queue and Preparing to Work a File

To work the assigned files, the queues need first to be opened in VisiFLOW. The following section provides step-by-step instructions on how to do so. All the queues work the same way.

For example, to open the Map Work queue, perform the following steps:

1. Double-click the **011-Map Work**  icon.

The following dialog box displays:

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The top portion of the screen displays files in the queue that require work. Each has been assigned from 1 to 5 indicating their priority, with 5 being the lowest and 1 the highest.

Parcel #	Batch #	Rec Date	St	ZFLAG	VALUE	SORT_VALUE	PRIORITY	FILE_TYPE	FILE_YEAR	FILE_ID	PRIORITY	MAP FACET	MAPUSER	TECHUSER
343191	343186	12/29/2017 8:39:04 AM	A				5	GO	2018	13454	5	5068B	NF1	
343263	343243	01/05/2018 8:32:27 AM	A				4	PA	2018	13525	4	4461A	NF1	
343397	343397	01/09/2018 12:18:52 PM	A				5	GO	2018	13590	5	4767D	NF1	
343462	343462	01/10/2018 11:19:50 AM	A				5	GO	2018	13602	5	5752D	NF1	
343463	343463	01/10/2018 11:54:54 AM	A				5	UD	2018	13603	5	6457A	NF1	
343440	343421	01/11/2018 9:00:49 AM	A				5	GO	2018	13625	5	4570B	NF1	

As shown in the figure above, VisiFLOW identifies the Parcel #, Batch #, Rec. Date, and a variety of other information – including the file type.

NOTE: A special code, called the Map Facet, is also shown. Simply put, the Map Facet helps identify the geographic location of an account within the county. For more information about Map Facets, refer to the Glossary. **(ADD A LINK)**

The **MAPUSER** column identifies the GIS Specialist assigned to a file using their initials. This allows QA/QC staff, and others, to identify who worked the file. It is also how the supervisor assigns work to a particular employee.

GIS Parcel Fabric Implementation/User Guide 2018






1. The bottom portion of the screen lists documents associated with a file. See the figure below.

Doc # ^	Pg(s)	Doc Type	Crt Date	Descript	ACCOUNT	TAX YEAR	FIELDVALUE	FIELD TYPE	END_YR	RECEIVED	BEGIN_YR
870273	1	FF119	12/28/2017 9:01:23 AM	Property Owner Request	0862250000065	2018	P/O REQ		2018		2018
870274	8	NC512	12/28/2017 9:01:23 AM	Deed	0862250000065	2017	UNRECORDED DEED	Deed Number	2017		2017

Two typical documents included with a file include a property deed and a property owner request. There may also be notes from a GIS Specialist outlining what work he or she may have done on a file.

2. Open documents using the toolbar at the top of the screen. There are

3 options: **Left Side** , **Right Side** , and **Modify** . The first 2 icons specify which user monitor on which to open the document: left or right. These two are read only. The third option, **Modify**, allows the GIS Specialist to open and make changes to a document. This is particularly useful when updating the notes.

3. The attached documents should indicate what work needs to be done on the file. For instance, a property owner may be requesting a name change. Or a parcel of land may need to be split. There are many possibilities. Read the documents (and notes if there are any) to get a clear idea of what needs to be done.

Later sections of the manual will outline how to perform specific tasks. See the Table of Contents for more information.

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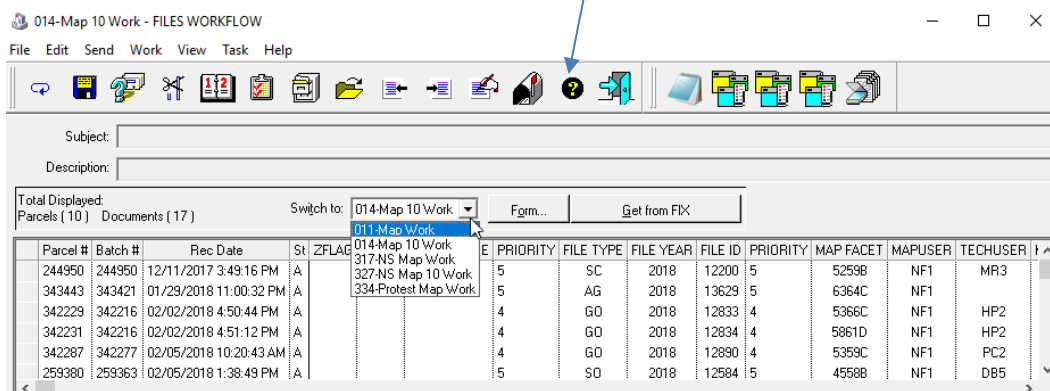


Once work on a file is complete, it will next go to QA to ensure the work has been done correctly. If mistakes or omissions are found, the file will be sent back to the Specialist who will further work it.

2.3 Documents Returned from QC

To work files returned from QC, perform the following steps:

1. The **014-Map 10 Work** and **327-NS Map 10 Work** queues contain files checked by QC and sent back for changes or corrections. To navigate into these queues, use the **Switch to** drop-down menu as shown below.



4. Under the documents section of the screen, look for and open the File Notes. The notes will outline what further changes need to be done to the file.

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5. Once the work is complete, be sure to include: a Before Map, and After Map, and updated notes.




6. To add a file, like a Before Map, click **PDF Read**.

2.4 Manually Adding Files to a Queue

Typically, files are added to each Specialist's queue by his or her supervisor. However, there may be times when additional files should be added. For example, if a queue is empty and the supervisor is not available. Or if someone in QC has asked him or her to review a specific file not already there.

2.4.1. Add Random Unworked Files to the Queue

To add an unworked file to a queue, perform the following steps:

1. On the main toolbar at the top of the VisiFLOW screen, click **Work**.
2. Click **From Com**.
3. Click . The button is a light gray rectangle with the text "Get from COM" in a dark font.

VisiFLOW will retrieve a file and add it to the queue. Once work on the file is complete, click **From Fix** unless you want VisiFLOW to keep adding additional files. **From Fix** limits it to only one.

2.4.2. Retrieve Specific File ID

To retrieve a specific file ID, perform the following steps:

GIS Parcel Fabric Implementation/User Guide 2018



1. Navigate to the **VisiFLOW Grip** window as shown below.

A screenshot of the VisiFLOW GRIP application window. The window title is "VisiFLOW GRIP (v2.3.21) 02/01/2017". The interface includes several input fields and buttons. At the top, there are fields for "File Type" (SO), "File Year" (2018), "File ID" (13386), "Options...", and "Get File Id". Below these are "ISD" and "Map Facet" (5166A). A "Priority" dropdown is set to "5 - Normal". The middle section has "Account Number" (highlighted in yellow), "Tax Year" (2018), "Field Type", "Field Value", "Doc Type" (FF119 - Property Owner Request), "Received Date", and "Driver's License". The bottom section has two tabs: "Letter" and "General". Under "Letter", there are "Begin Year" (2018), "End Year" (2018), "Action Requested", "Option 1" (FF0000 - No Letter), "Option 2" (FF0000 - No Letter), and three "Info" fields. At the bottom are buttons for "Apply", "Refresh", "Multiple Accounts", and "Close". A blue arrow points to the "Refresh" button.

2. Click Refresh.

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3. Click **Get File ID**.

The **Get File ID** dialog box displays.

A screenshot of a software dialog box titled "Get File ID". The dialog box has a close button (X) in the top right corner. It contains two input fields: "Enter File ID:" and "Enter Tax Year:". To the right of the "Enter File ID:" field is an "OK" button. To the right of the "Enter Tax Year:" field is a "Cancel" button.

4. Type the File ID in the **Enter File ID** input box.
5. Type the desired tax year in the **Enter Tax Year** input box.
6. Click **OK**.

7. Click **Refresh** .

The file is now loaded in the queue.



3. New Subdivisions

3.1 Creating Subdivisions Using Parcel Fabric

Each year, new subdivisions are constructed throughout the county, some large and some small. Whatever the size, the maps in Parcel Fabric must be updated to include them. To add a subdivision, perform the following steps:

1. Retrieve the file outlining the details of the sub from VisiFLOW.
2. Look at the parent account in CAMA and see if the previous year has any notes about work done. Examples might include split outs, acreage corrections, or combo.

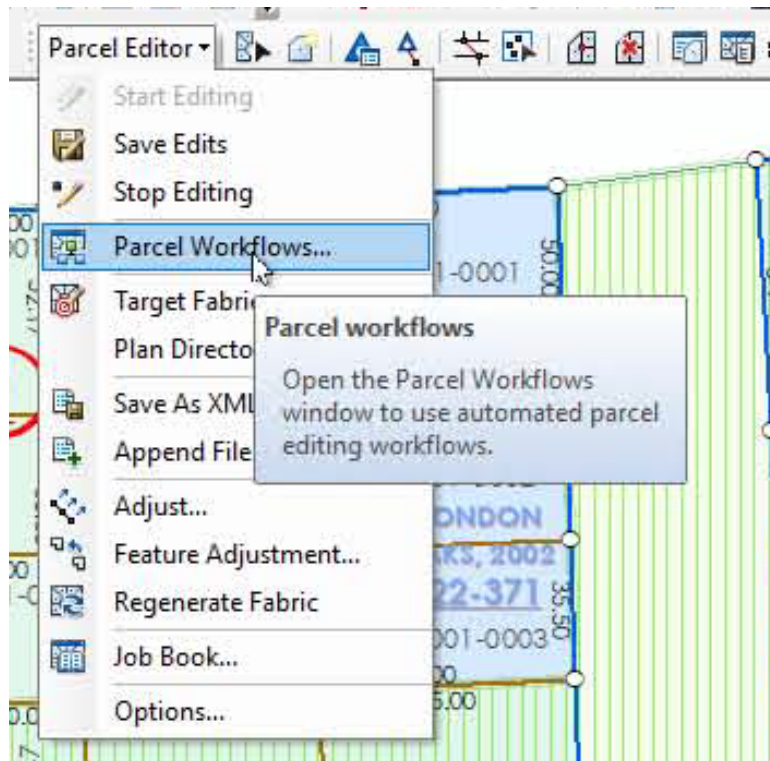
IMPORTANT: Work prior year files first before creating the new subdivision.

3. Confirm that the owner of the parcel account(s) matches the owner of the plat. If yes, then proceed. But if not, notify the subdivision department that there might be an error that either needs to be corrected or researched.

To create the subdivision, perform the following steps.

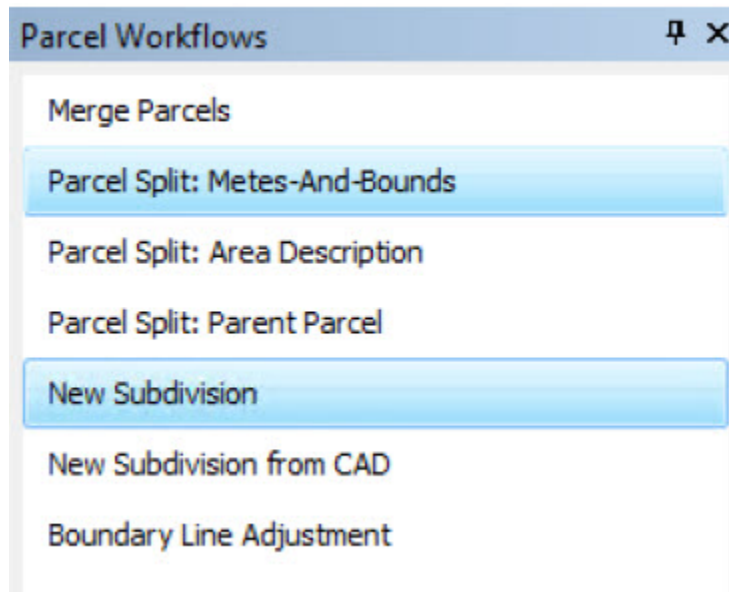
1. Open the sub header from VisiFLOW.
2. Open the plat stored on the p: drive. (P://subd_info\2019_tax_year). Search the tax year folder you are working on. Just double-click. Windows will automatically open the tiff file.
3. Open parcel workflow using the parcel editor drop-down menu.

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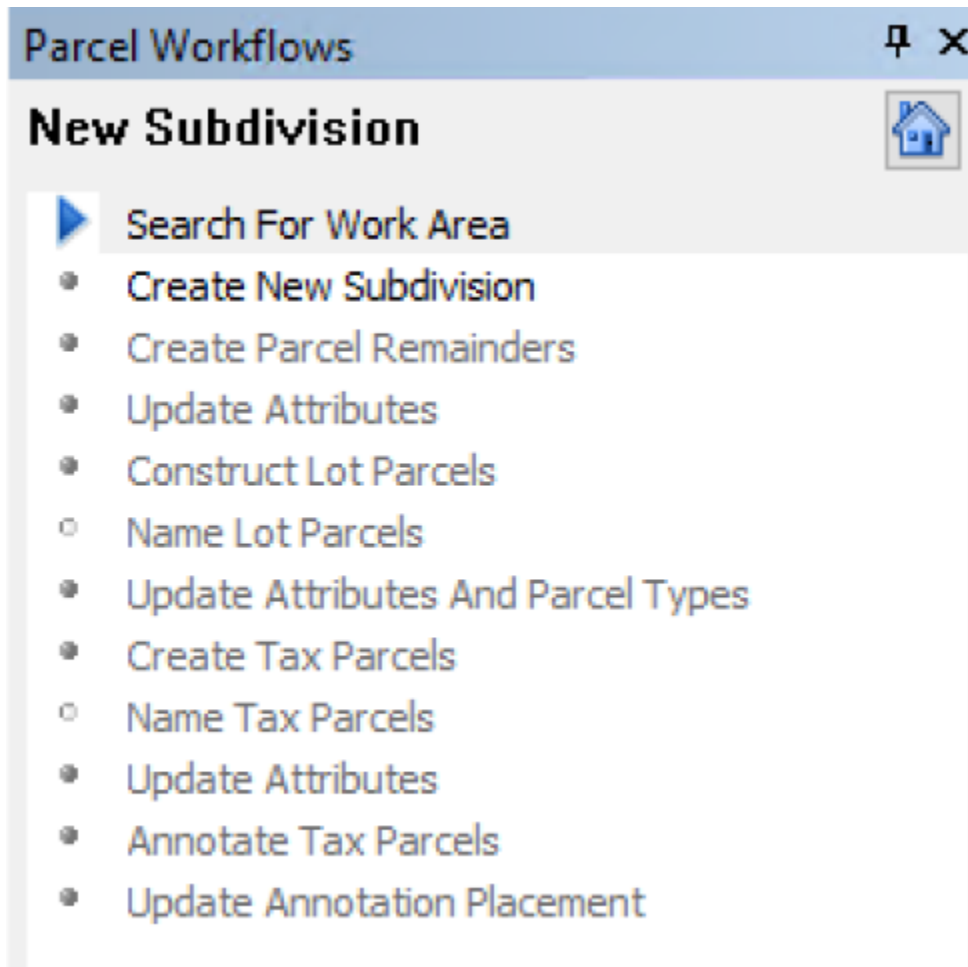
4. The Parcel Workflow window opens and displays various options.

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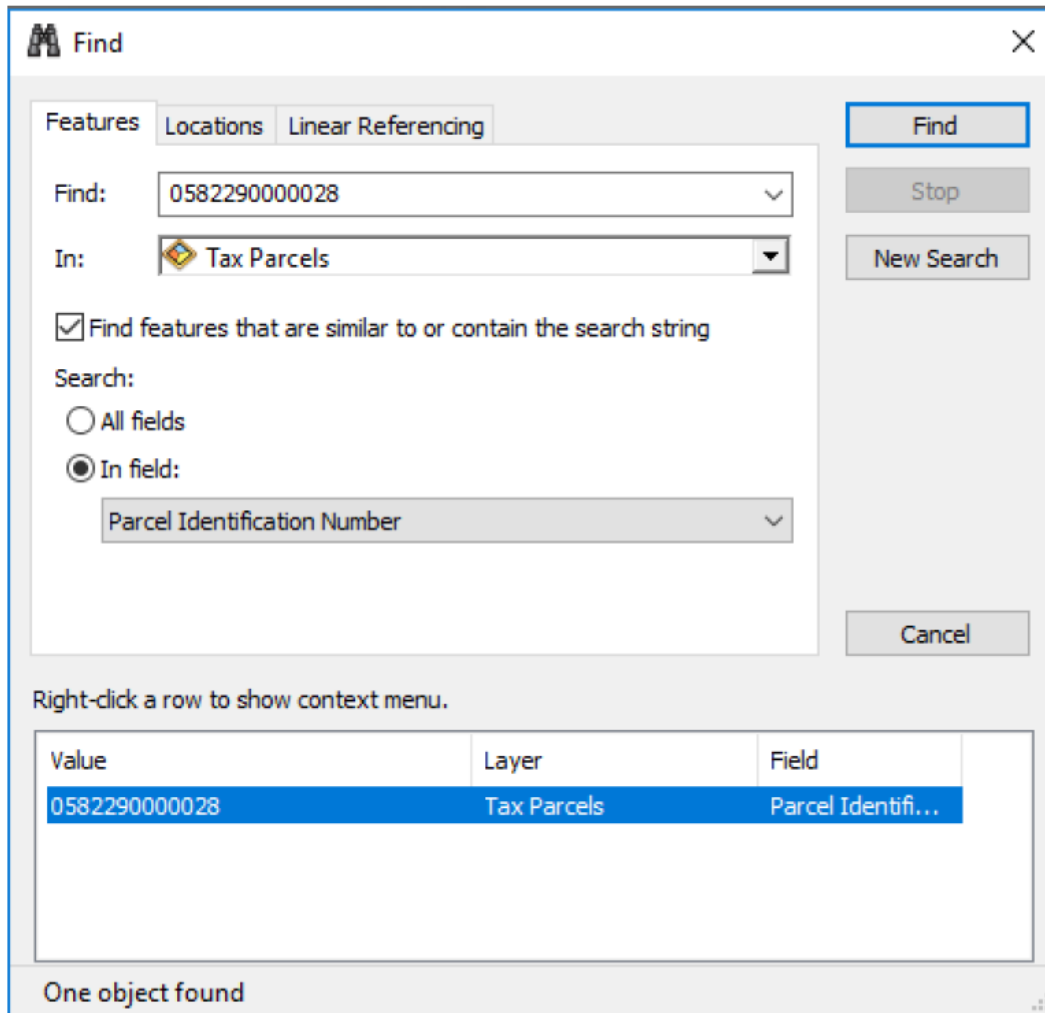
5. Double-click on **New Subdivision**.
6. Once you do this, the workflow will display. Basically, the workflow is simply a series of steps that must be followed in order to create the subdivision.
 - a. Click Search for work area
 - b. Click Run at the bottom of the workflow window.

NOTE: Under the main workflow dialog box, there is a second, smaller one that gives brief descriptions about the tasks being completed in the workflow. It will explain and tell you what to do.



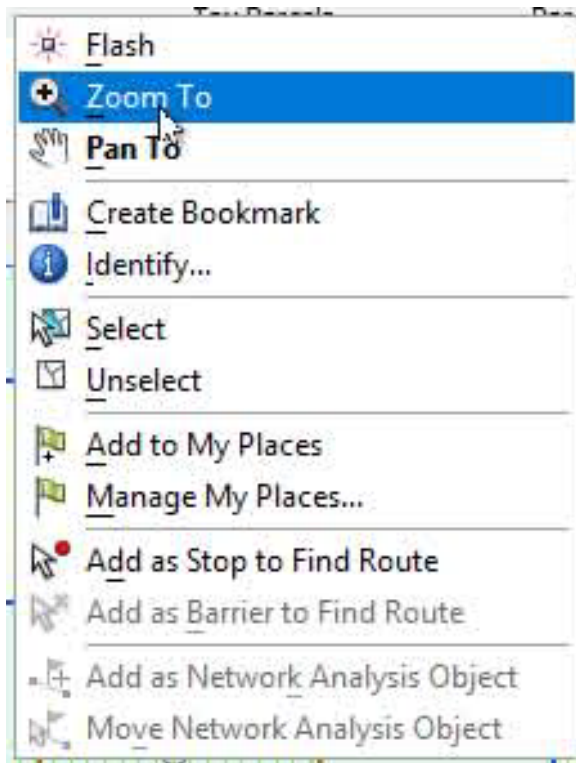
- c. The Find dialog box opens.
- d. Enter the parent account number into the Find text box.
- e. Using the IN, drop-down menu, select tax parcel.
- f. Search In Field.
- g. Field should be Parcel ID number.
- h. Click Find.

GIS Parcel Fabric Implementation/User Guide 2018



- i. Right-click on the search result and select Zoom To from the menu that displays.

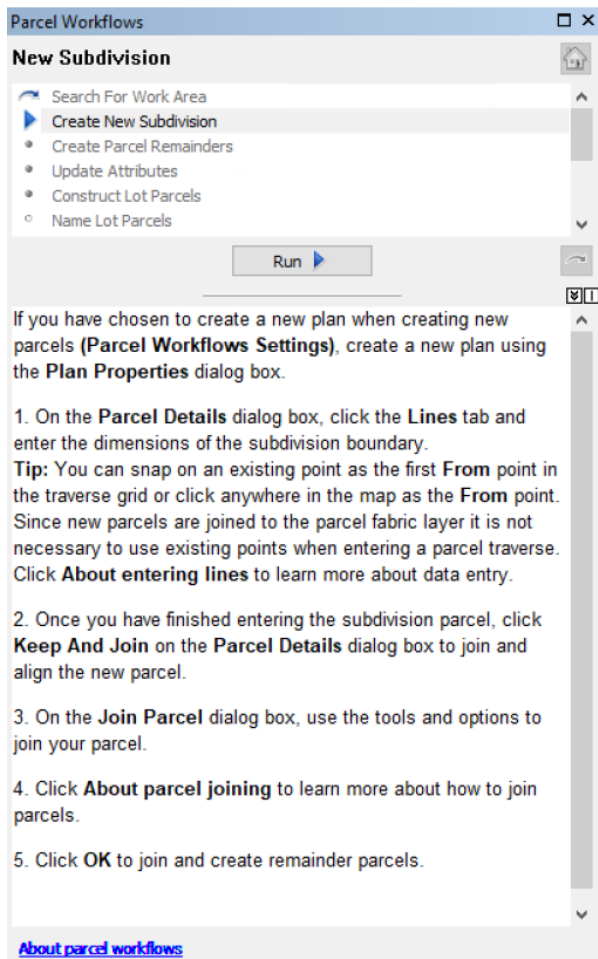
GIS Parcel Fabric Implementation/User Guide 2018



- j. Click Proceed in the Parcel Workflow windows (dialog box) The workflow will then automatically move on to the next step.

7. Create New Subdivision portion of the workflow displays.

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- a. The Plan Properties dialog box displays.
- b. Click General Tab if not clicked already
- c. Enter the name of the subdivision in the (plan) Name text box. The name, also called a sub header, will always be the one selected by the subdivision department.
- d. Under Description, enter the name of the VisiFLOW file. This will make it easier to find information later should it necessary.

GIS Parcel Fabric Implementation/User Guide 2018

A screenshot of a software dialog box titled "Plan properties". The dialog has a close button (X) in the top right corner. It contains four tabs: "General", "Record Format", "Corrections", and "Attributes". The "Attributes" tab is selected. Under the "Name:" label, there is a text input field containing "CAROLINA PLACE 2ND PAR R/P". Under the "Description:" label, there is a text area containing "2019 RS/10249 (058-530)". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Apply".

8.

a. Click Attributes Tab

GIS Parcel Fabric Implementation/User Guide 2018



- b. Enter the survey date and legal dates provided in the plat.
- c. Click Accuracy drop down menu and select 1-Highest.

IMPORTANT: Accuracy is the most important in this plan. Parcel Fabric will not work property with a plan that has no accuracy.

GIS Parcel Fabric Implementation/User Guide 2018



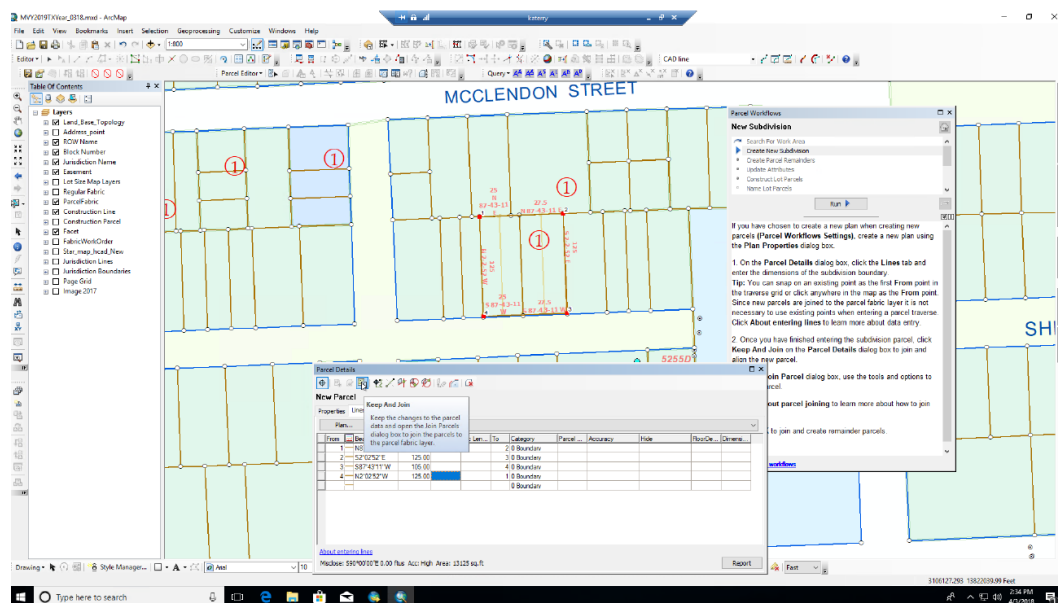
- e. The Parcel Detail dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



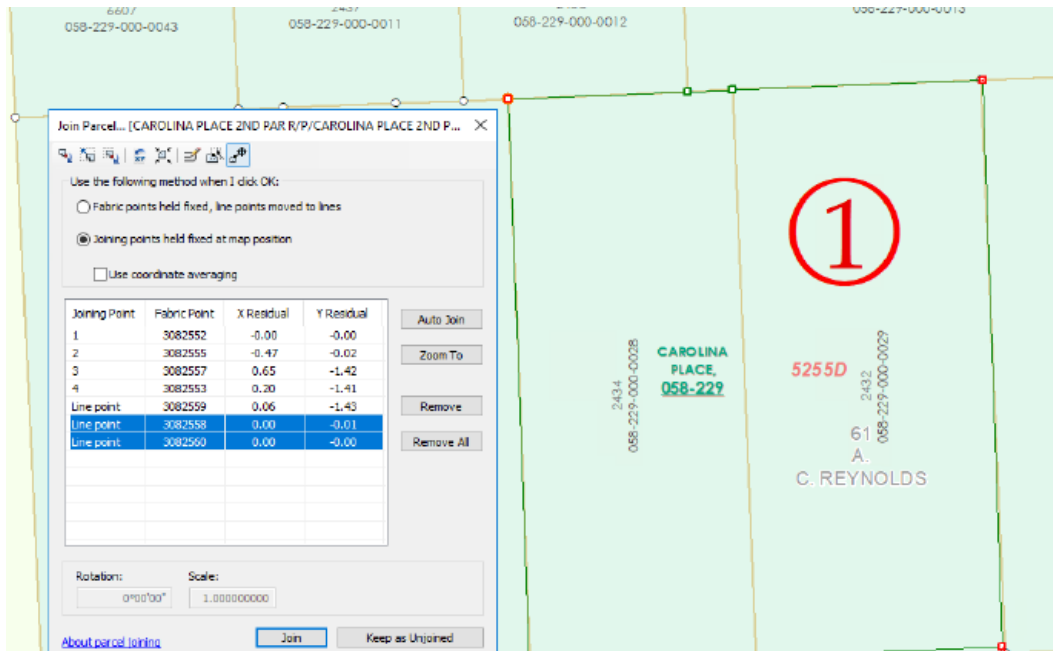
3.1.1. Parcel Detail Portion of Create New Subdivision Step of the Workflow

1. Click on the Lines tab.
2. Enter the boundary coordinates for the subdivision by entering the metes and bounds. Keep in mind this is for only the ENTIRE subdivision. It is not being broken down into individual lots yet.
3. Click Keep and Join Button on the Parcel Detail toolbar.



4. The Join Parcel Dialog box opens. This means the subdivision coordinates are being joined to the fabric.

GIS Parcel Fabric Implementation/User Guide 2018



5. After you have established all your points between the new subdivision and the current fabric, click Join. The workflow will automatically move on to the next step. In the case, it was Create Parcel remainders. No work was required by the user. The program did the work in the background for you.
6. Next, the workflow moves on to Update Attributes.

GIS Parcel Fabric Implementation/User Guide 2018



Attributes

Historic Parcels

- 0582290000028
- 0582290000029

Subs and Condos

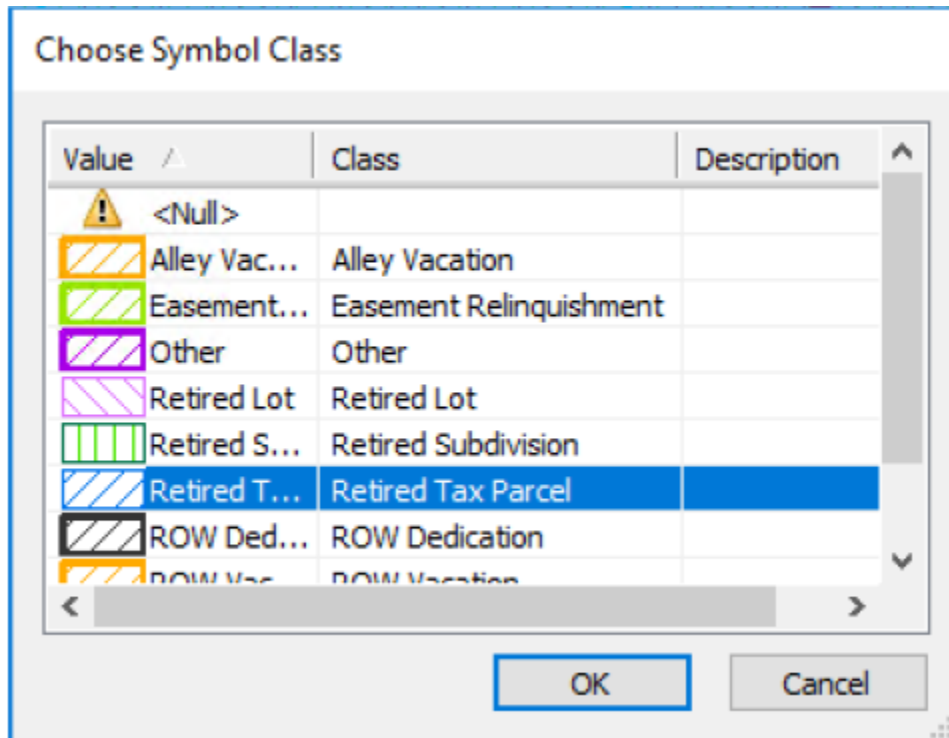
PlanID	77578
Parcel Type	Tax
Parcel Identification Numb	
Reason Parcel Retired	Retired Tax Parcel
Stated Area	
Compiled From Records	No
Historical	
Created By	
System Start Date	
System End Date	
Modified By	
Modification Date	
Legal Start Date	<Null>
Legal End Date	3/8/2018
Accuracy	6 - 1800

7. Click on **Historic Parcel** in the attributes window.

GIS Parcel Fabric Implementation/User Guide 2018



8. Update **Reason Parcel Retire**.
9. Select **Retire Tax Parcel**.



10. Select **Subs and Condos**.
11. Fill in the attributes of the subdivision.
12. Click **Proceed** in the **Parcel Workflow** dialog.

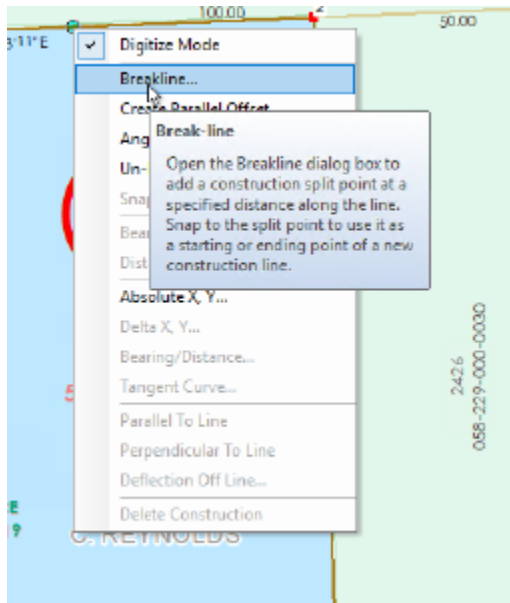
3.1.2. Construct Lot Parcels

This is where you construct, or define the individual lots within the subdivision.

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1. Right-click on the subdivision line (boundary). A menu will display.
2. Click **Breakline**.



3. The **Breakline** dialog box displays.
4. Enter the length for each individual lot being created from the main boundary as defined in the plat.

GIS Parcel Fabric Implementation/User Guide 2018



Breakline [Close]

Breakline between points

1 and 2 [Switch]

	Break at distance
1	25
2	25
3	27.5
4	
5	

Proportion with remaining distance

Sum of distances: 77.500
Remaining record length: 27.500
Record Line length: 105.000

[OK] [Cancel]

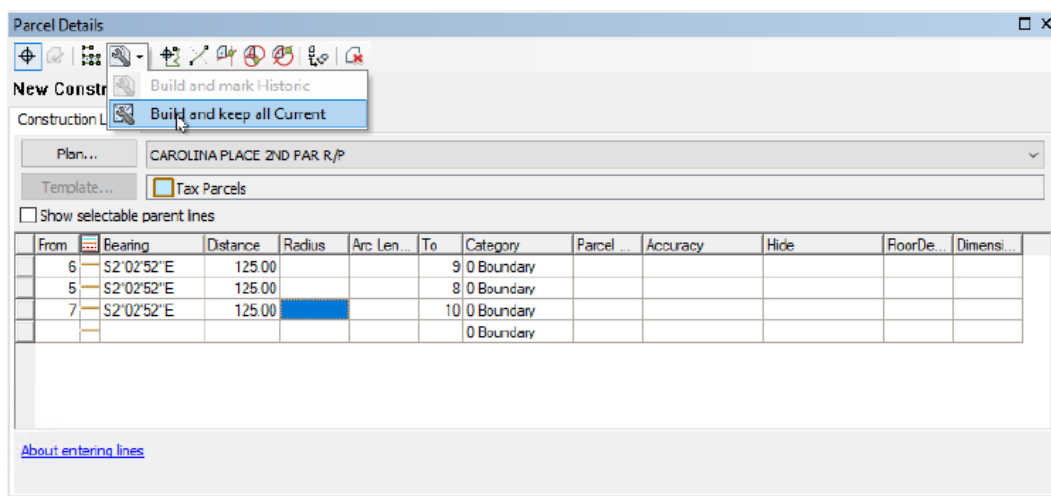
5. Connect the points created by the Breakline so that they match what is on the plat.

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NOTE: Make sure you accurately recreate the lots so they match the plat. Use bearing and distance provided in the plat.

6. Click Build Parcel option on the toolbar and select Build and Keep all Current.



7. The Parcel Naming Tool is selected (will display) by the the workflow.

A screenshot of a software dialog box titled "Parcel sequence naming". The dialog has a close button (X) in the top right corner. It contains four input fields: "Starting parcel number:" with the value "1", "Increment:" with the value "1", "Prefix:" which is empty, and "Suffix:" which is empty. At the bottom, there are two buttons: "OK" and "Cancel".

Parcel sequence naming

Starting parcel number: 1

Increment: 1

Prefix:

Suffix:

OK Cancel

8. Move your cursor in the direction you want the Naming Tool to number the lots. You can set the initial starting number, the increment, prefixes, suffixes.
9. Click **OK** once you have confirmed the numbers are correct.
10. Repeat the naming tool as many times as you want until all the lots are named.
11. Click **Proceed** on the Workflow window.

3.1.3. Update Attributes and Parcel Types

GIS Parcel Fabric Implementation/User Guide 2018



The Naming tool mentioned above, only works with numbers. But there are times when a lot may need to have a different name and, potentially characteristics. Lot parcel type. For example, one lot may be designated as a public right of way. The naming tool isn't capable of making that distinction so here is where you can change the attributes of the lot if necessary.

1. Click **Proceed** in the Workflow window.
2. **Create the Tax Parcel** is automatically performed by the workflow.
3. Next, the tax parcels need to be named. Use the naming tool the same way you did to number the lots. Prefixes, suffixes can be added so that the numbers generated by the naming tool correspond, for example, with HCAD account numbers.
4. Normally, the account number including the Volume and Page are provided by the subdivision department.
5. Check sub log sheet in VisiFLOW for sub volume page..
6. Click **OK**.
7. Click **Proceed** in the Workflow window
8. Update the attributes. If the plat provides lot size in acreage or square footage, you must ensure that the numbers in the attributes window match what's on the plat, Add a site number (if any). Site number is another way of saying address number.
9. If the lot is greater than one acre, then update that figure as well in the attributes window. (acreage field)
10. Click the **Home** button on the Workflow window to exit the workflow. HCAD does not use the two remaining steps below.
11. Before saving, the workflow will provide a warning. It will ask if you are sure you want to save. Click **OK**.
12. Click the **Parcel** toolbar, Save Edit.

GIS Parcel Fabric Implementation/User Guide 2018

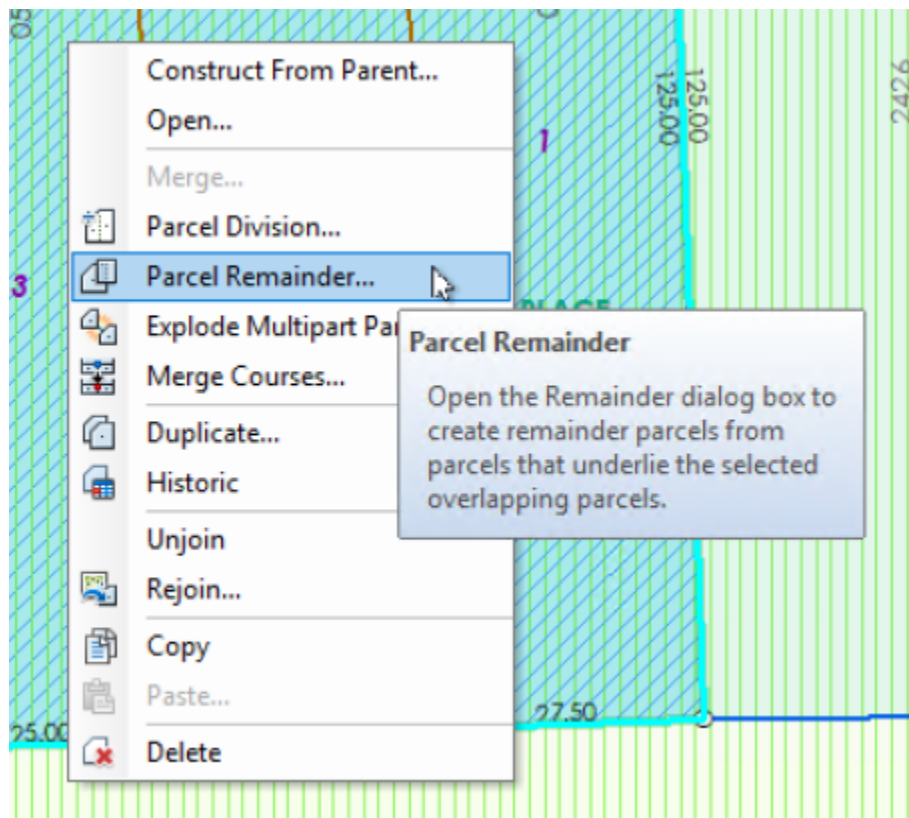


13. Update the dimensions for new subs using the steps in the split/combo section.

In Parcel Fabric it is discouraged to have 2 layers stacked one on top of the other. So, for example, in the new sub just created, there is a layer containing the original sub underneath and a second containing the new sub. The goal here is to “cut a hole” so that the new sub’s layer fits inside the original sub.

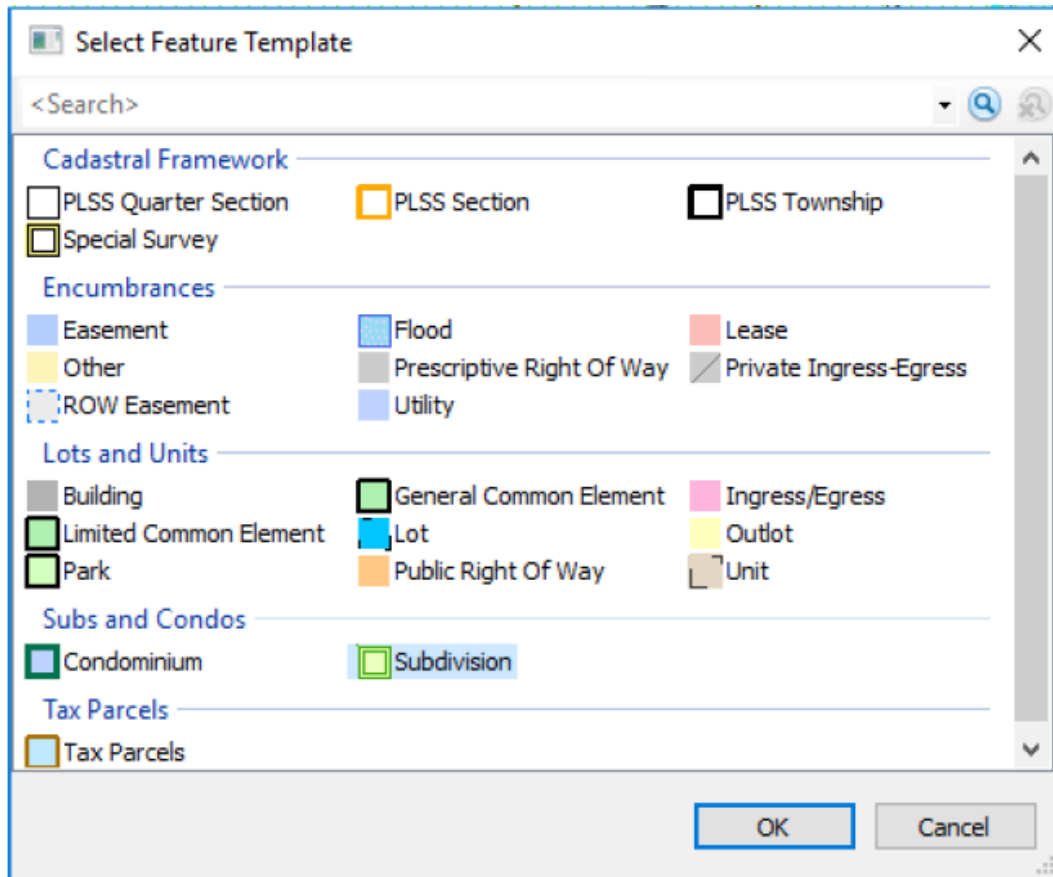
1. Under the Table of Contents, make sure sub and condo are selectable.
2. Select the new sub just created.
3. Right-click and select **Parcel Remainder**.

GIS Parcel Fabric Implementation/User Guide 2018



4. In the **Remainder** dialog box make sure the **Plan** has the same name as the parent subdivision
5. Click **Template**, and then select subdivision.

GIS Parcel Fabric Implementation/User Guide 2018



6. Highlight the parent subdivision name in the **Parcel Remaining** dialog box. The program will copy all the attributes from the old layer and cut a hole in which to place the new subdivision just created.
7. Click **OK**.
8. Select **Historic Parcel**.
9. In the attributes window select the new subdivision history just created.

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The screenshot shows the ArcMap 'Attributes' window. The top part is a tree view for 'Historic Parcels' with two sub-items, both labeled 'CAROLINA PLACE'. The bottom part is a table with the following data:

PlanID	154516
Parcel Type	Simultaneous Conveyance
Parcel Identification Numb	CAROLINA PLACE
Reason Parcel Retired	<Null>
Stated Area	401111 sq.ft
Compiled From Records	No

10. Update **Reason Parcel Retired** to **Retired Subdivision**.

11. Save your work.

3.2 Copy and Paste

Copy and Paste is a method of importing information about a new subdivision from ArcMap into the Parcel Fabric. Data is simply copied and pasted from one to the other.

GIS Parcel Fabric Implementation/User Guide 2018



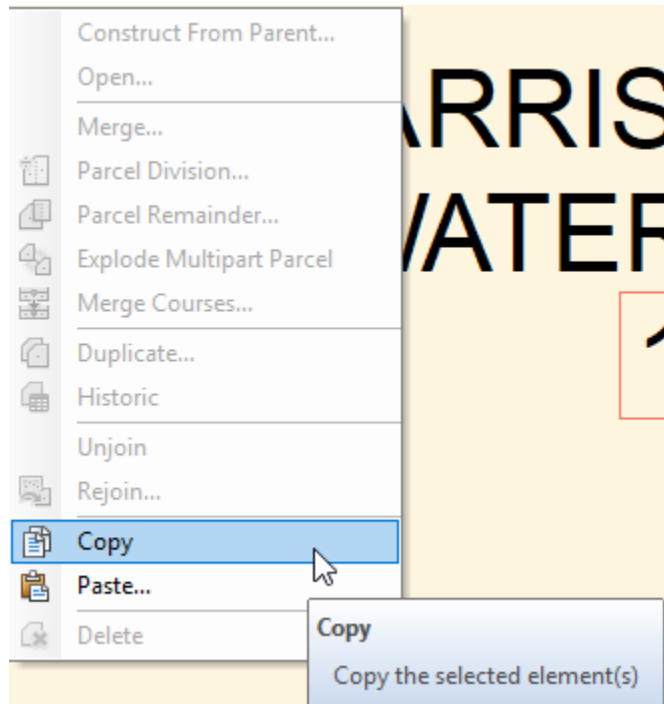
Copy and paste can be useful when working with multiple tax years. It saves time by not forcing the technician to start from scratch each year. Basically, information from a previous tax year is being manually inserted.

To copy and paste information from outside the Parcel Fabric workflow (old system to new system), perform the following steps:

NOTE: This presumes that the subdivision has already been created in ArcMap.

1. Decide which boundary line is going to be used to create the subdivision.
2. In most cases, it will be the subdivision boundary.
3. After selecting the line, be sure to convert to COGO.
4. From the **Parcel Editor** toolbar, click the **Select Parcel Features** button.
5. Select the line to be copied.
6. In the map, right-click. A drop-down menu will display.
7. Select Copy

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NOTE: Remember that the old information and the new information in Parcel Fabric can be displayed simultaneously. For copy and paste purposes, the old information is being pasted from the old system into Parcel Fabric.

8. In the map, just as in step 6, right-click. The drop-down menu will once again. This time, select paste.
9. The **Paste** dialog box displays.

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Paste ×

Plan... <map> ▼

Template... Tax Parcels

Apply a line template

Template... — Standard Boundary

Warn me if pasted lines have inconsistencies

Preserve coordinates from source geometry

Extend and trim lines within

0.03 US Survey Feet

OK Cancel

10. Click the **Plan** button.

11. The **Plan Directory** dialog box displays.

Plan Directory ×

List: Current map extent ▼ Create Plan...

🔍 Search Results List

Plan Name	Description	Survey Date	Legal Date	Surveyor
STONE CREST				
WEST HARRIS C...				
PARK WEST GREEN				
<map>	System default plan			

Set as Active Plan Cancel

GIS Parcel Fabric Implementation/User Guide 2018



12. Click the **Create Plan** button.
13. The **Plan Properties** dialog box displays.



4. Map Work

4.1 Combining Parcels

“CO” files in VisiFLOW list accounts needing to be combined. In GIS parlance these are referred to as “Combos”.

4.1.1. Confirming Account Number Accuracy

To begin a combo, perform the following steps:

1. First, confirm that the name on the combo request form matches the name associated with the account in HCAD’s CAMA system. Specialists must log in to CAMA and visually confirm the form’s accuracy.

The following figure shows a blank combo form.

ADD A PICTURE OF A BLANK FORM

2. To confirm the file’s accuracy, first launch CAMA by clicking the CAMA icon. The login dialog box will display.

GIS Parcel Fabric Implementation/User Guide 2018

A screenshot of the "Harris Login" window. The window title is "Harris Login" and it has a close button (X) in the top right corner. On the left, there is a small image of a city skyline with the Texas state flag. The main area contains the text "Harris" in a large blue font, followed by "Please enter your user name and password to continue." Below this, there are three input fields: "User Name:" with the text "mvy", "Server:" with the text "prod_soc", and "Password:" which is empty. To the right of the password field is a "Database:" dropdown menu with "2018" selected. On the right side of the window, there are three buttons: "OK" with a green checkmark, "Cancel" with a red X, and "Help" with a question mark. At the bottom right, there is a logo for "THOMSON REUTERS" and the text "CUSTOMCAMA" above it.

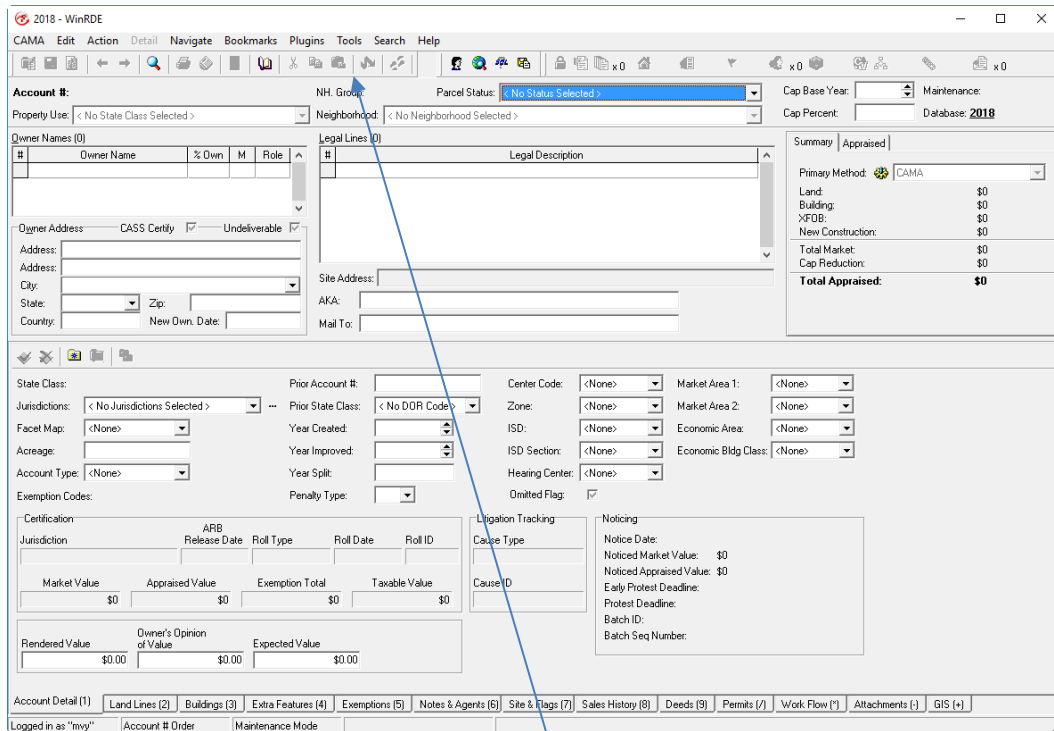
3. Type your username in the **User Name** input box.
4. Type your password in the **Password** input box.

NOTE: CAMA will, by default, use the current tax year. In the example above, 2018, is selected in the **Database** field. However, other tax years can also be accessed using the drop-down menu though this is rarely required in the case of a combo.

5. Click .

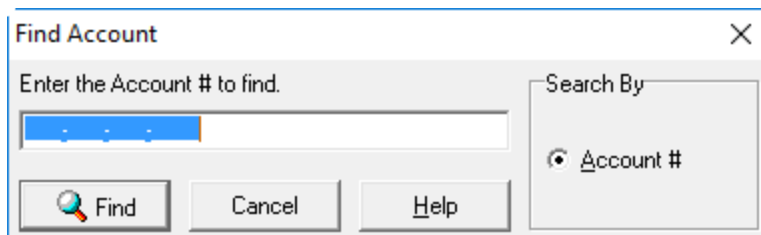
The main CAMA screen will display as shown in the figure below.

GIS Parcel Fabric Implementation/User Guide 2018



6. Click **Find Account**  on the main toolbar.

The **Find Account** dialog box displays.



GIS Parcel Fabric Implementation/User Guide 2018



7. Enter the account number in the input box. Use the number provided on the combo form.
8. Confirm the names match the record in CAMA.
9. Repeat steps 6-8 for each account to be combined.

4.1.2. ArcMap and Spatial Development Engines

4.1.2.1. ArcMap Overview

ArcMap is a database application containing records of all parcels of land in Harris County. The application is used to view, draw, and manipulate maps and information about those parcels. It is also linked to CAMA, the (C)omputer (A)ssisted (M)ass (A)ppraisal system, which records not only appraisal values but vast amounts of data about each individual property.

Use ArcMap to perform the combo.

4.1.2.2. ArcMap SDEs

Before performing changes, each specialist is assigned a “snapshot” of the ArcMap master database called an SDE, or Spatial Development Engine. Basically, it is a copy of the database made at a specific moment in time allowing everyone on the team to work on different parcels simultaneously. Once their work is complete, the SDE is sent back, or reconciled, to the master database. Consequent snapshots will include the work each specialist has completed.

Supervisors assign each specialist their own SDE.

GIS Parcel Fabric Implementation/User Guide 2018



4.1.3. Steps to Completing a Combo

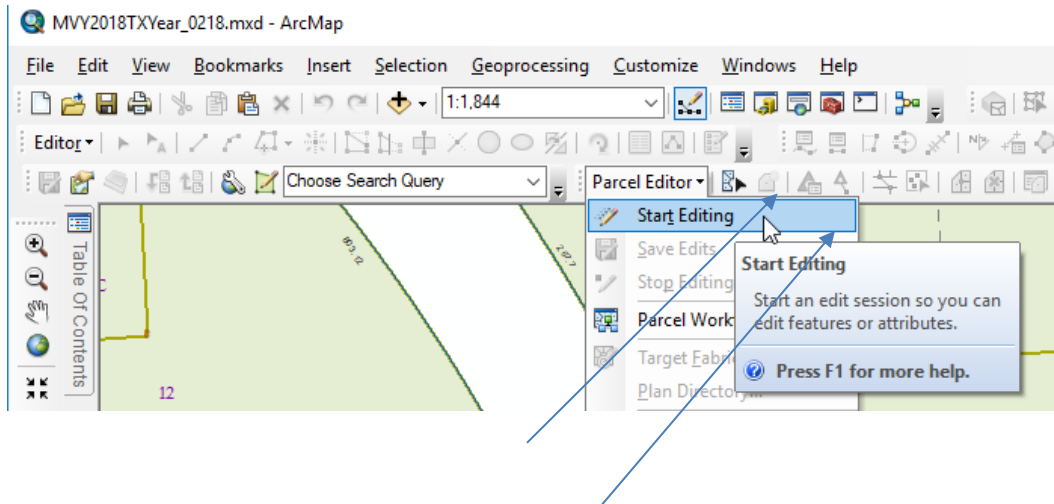
To implement a combo, perform the following steps:

1. From the Windows taskbar, launch your SDE – your copy of the ArcMap database.



The following dialog box displays:

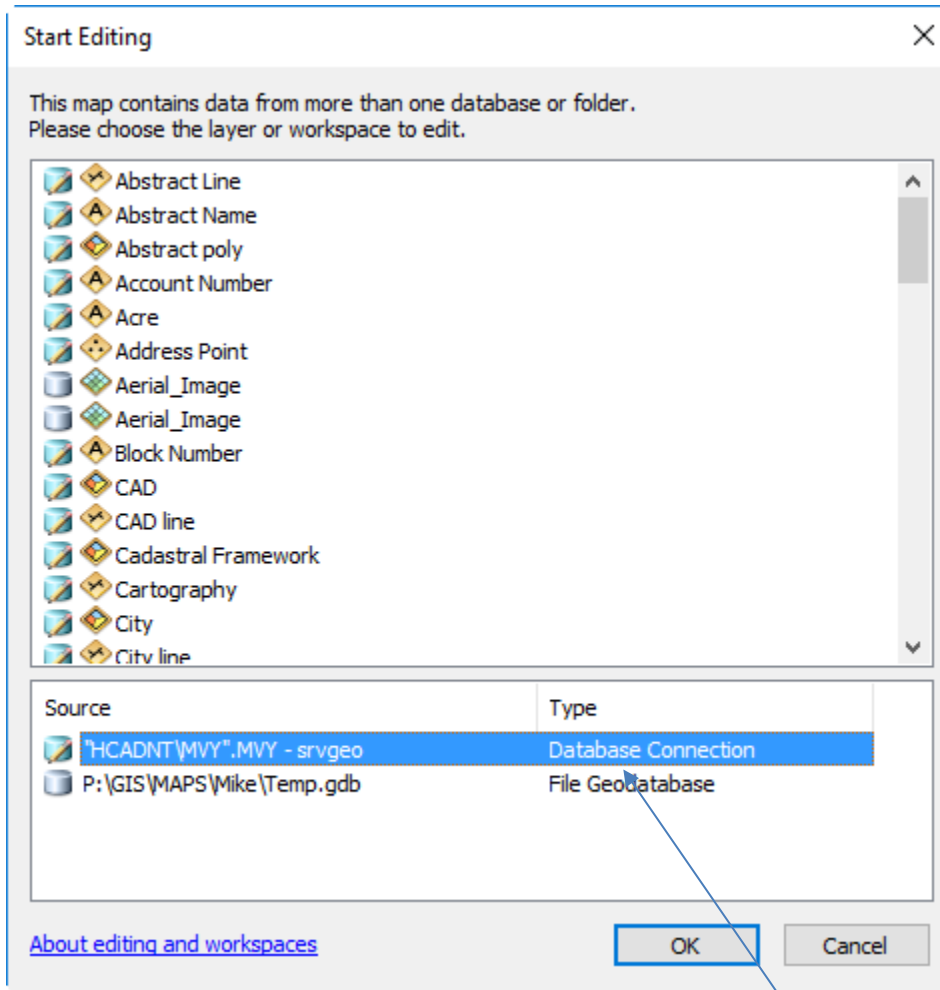
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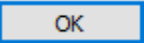


2. Click **Parcel Editor**.
3. Click **Start Editing**.

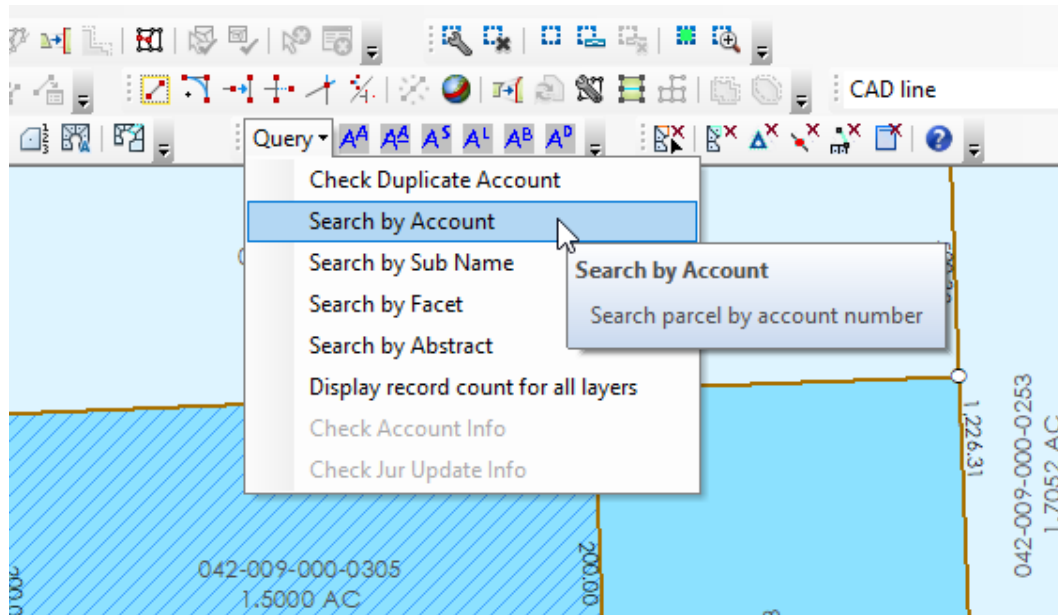
The **Start Editing** dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



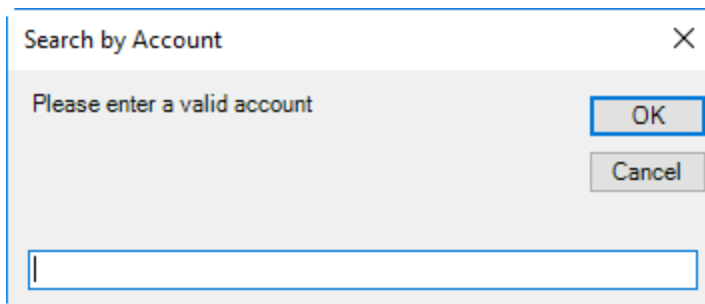
4. Some specialists may have access to more than one database and not just the one associated with ArcMap. Select the database shown above.
5. Click .

GIS Parcel Fabric Implementation/User Guide 2018



1. Click **Query**.
2. Click **Search by Account**.

The **Search by Account** dialog box displays.



GIS Parcel Fabric Implementation/User Guide 2018



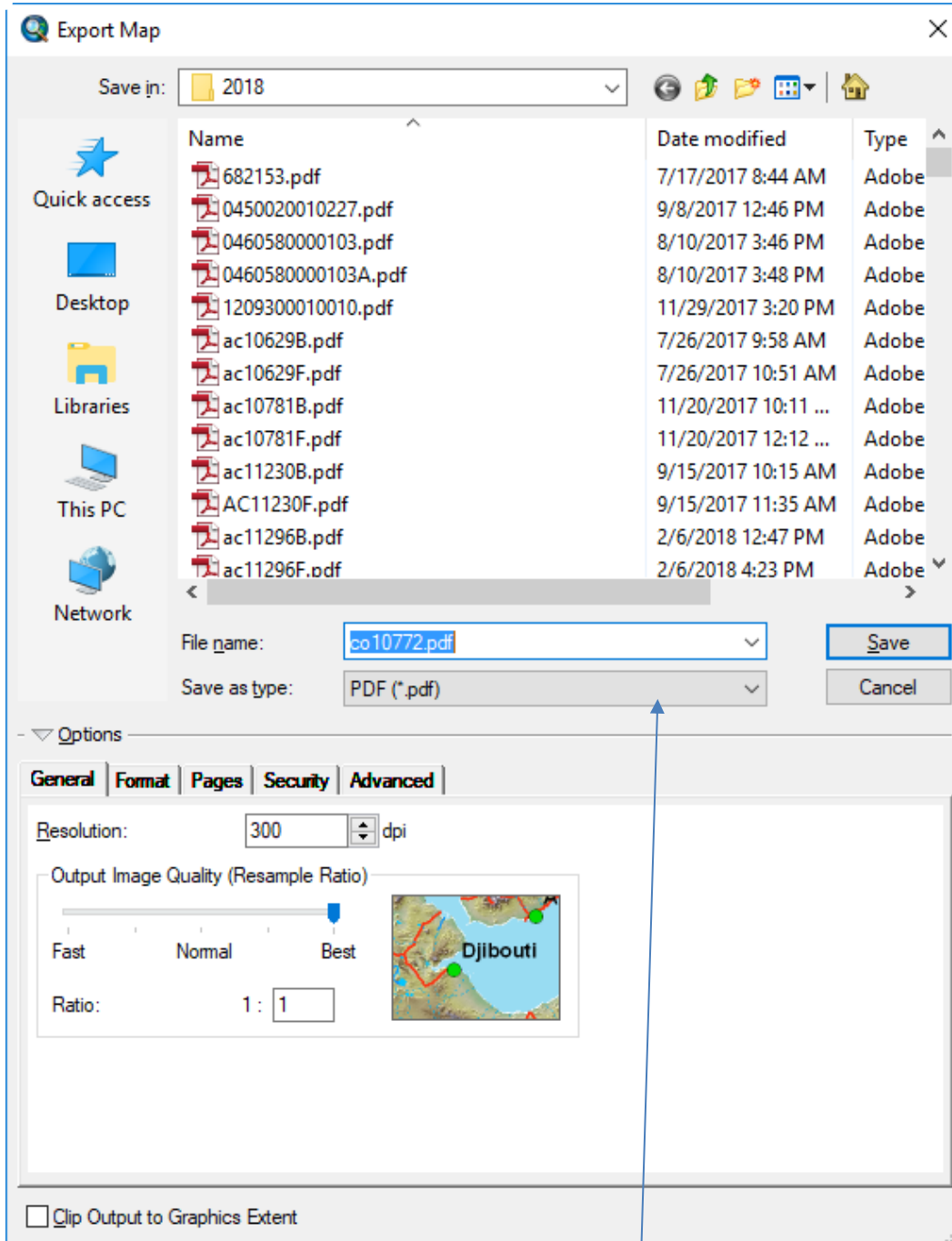
4.1.4. Creating and Saving a Before Map

To create and save a map to VisiFLOW, perform the following steps:

1. Click **File**.
2. Click **Export Map**.

The following dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



GIS Parcel Fabric Implementation/User Guide 2018



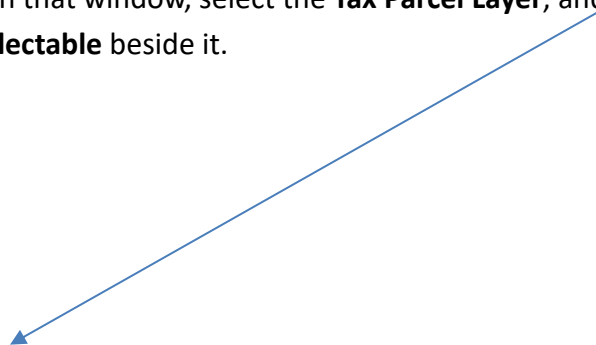
3. Choose a name you will remember, and store it in an easily accessible location – like the C:\ drive.
4. Select **PDF** as the file format.
5. Click .

4.1.5. Combining the Parcels

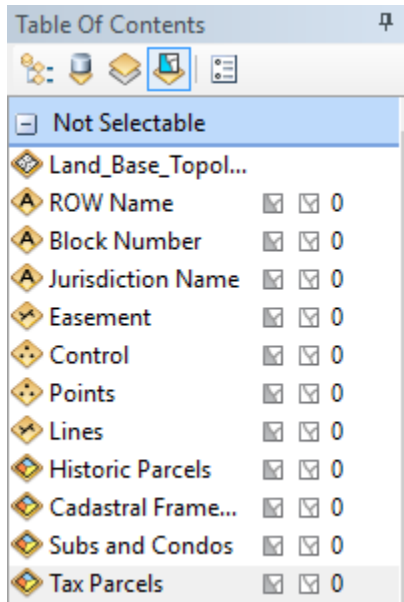
To combine the parcels, perform the following steps:

1. On the right side of the screen, you will see a **Table of Contents** window. In that window, select the **Tax Parcel Layer**, and then **Click to Toggle Selectable** beside it.

See the figure below.



GIS Parcel Fabric Implementation/User Guide 2018



2. Click **View**.
3. Click **Data View**.
4. Select the accounts to be combined. Right-click the mouse and draw a box around them.

NOTE: Be careful to **ONLY** select the properties to be combined. Accidentally including another one could create serious errors in the ArcMap and CAMA databases.

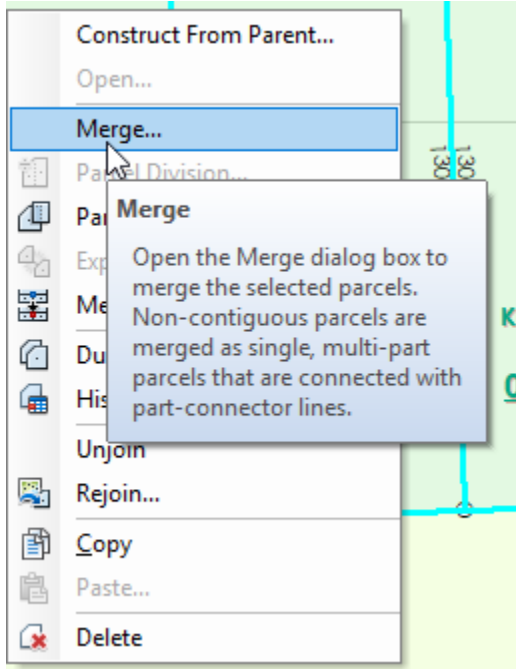
A number of rules have been established determining things like how to apply exemptions, how to number new (combined accounts), etc. These rules are listed below.

GIS Parcel Fabric Implementation/User Guide 2018



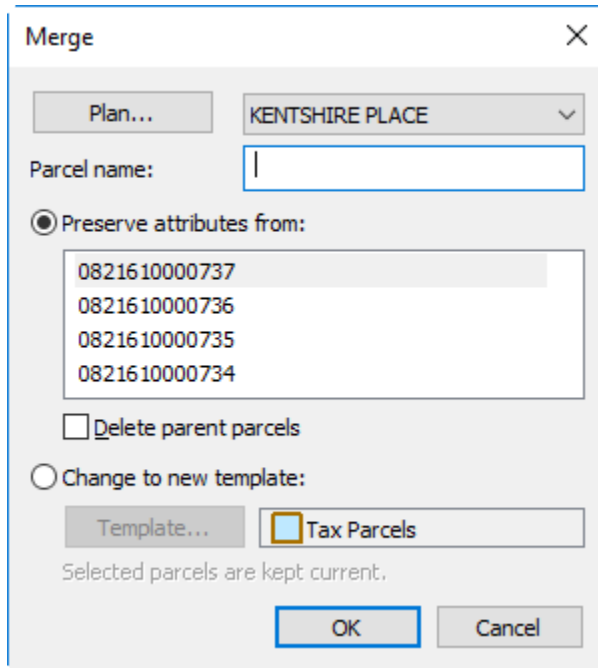
- If you have an account w/a vacant land & the 2nd account has an improvement (bldg. & no exemptions) keep the account w/the building or account that has the most buildings.
 - If you have two or more accounts to be combined and all are vacant land: Keep the account with the lowest number.
 - If you have two or more accounts but one has an exemption: Keep the account with the exemption.
 - If you have two or more accounts and all of the accounts have builds listed : Keep the account with the most buildings
 - If you have two or more accounts and each account has one building: Keep the account with the lowest number- appraisal will move the buildings.
5. Right-click on the new, combined, parcel and click **Merge**.

GIS Parcel Fabric Implementation/User Guide 2018



The **Merge** dialog box displays.

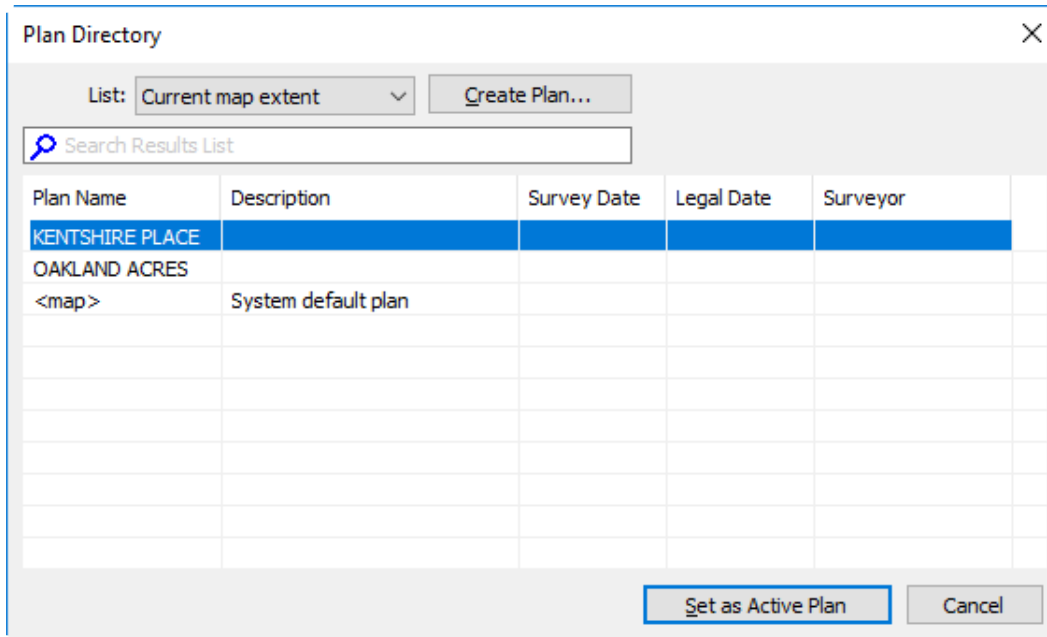
GIS Parcel Fabric Implementation/User Guide 2018



6. Click .

The **Plan Directory** dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



A plan is typically a grouping into which a parcel is placed. For example, a subdivision. In the figure above, two options exist: Kentshire Place and Oakland Acres.

7. Select the correct plan.
8. Click **Set as Active Plan**.

IMPORTANT: If parcels overlap into two or more plans, select the plan used by the account number you are keeping. Highlight the account to keep, and click **OK**.

9. Click **Attributes**.



GIS Parcel Fabric Implementation/User Guide 2018



NOTE: If the new parcel is larger than 1 acre, then update the attributes.

The screenshot shows a software window titled "Attributes" with a toolbar at the top. Below the toolbar, there is a tree view showing "Tax Parcels" and a selected feature with ID "082-161-000-0737". The main area of the window is a table of attributes for this feature.

System Start Date	2/7/2018
System End Date	<Null>
Modified By	MVY
Modification Date	2/7/2018 4:08:22 PM
Accuracy	6 - 1800
Rotation	360°
Scale	0.999999
Misclose Ratio	100000
Misclose Distance	0
Lot or Unit Type	<Null>
Encumbrance Type	<Null>
Abstract Number	<Null>
Abstract Volume	<Null>
Abstract Page	<Null>
Acreage	

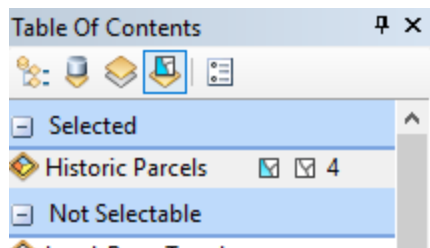
GIS Parcel Fabric Implementation/User Guide 2018



4.1.6. Retiring Parcels

To retire a parcel, perform the following steps:

1. Select **Historic Parcel** from the Table of Contents.

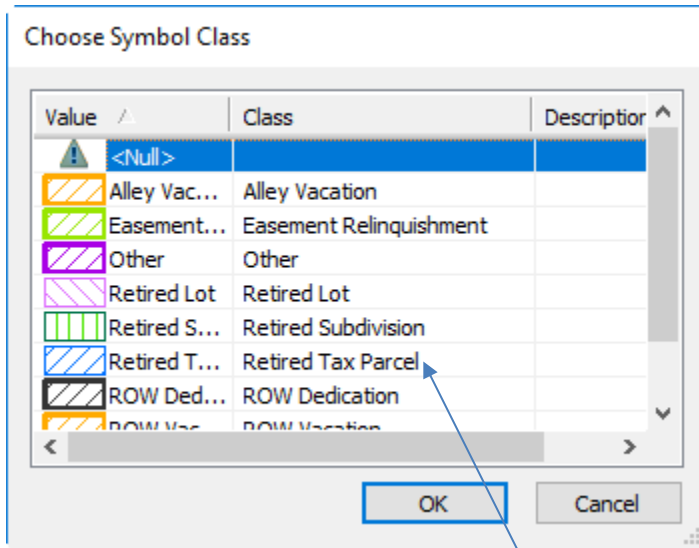


2. Select the subject parcel.

NOTE: Be careful to select only the subject parcel to avoid undoing any changes on any other accounts.

The **Choose Symbol Class** dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



3. Click **Retired Tax Parcel**.
4. Click **OK**.

4.1.7. Creating an After Map

Create an **After Map** using the same procedures used for the [Before Map](#).

4.2 Parcel Splits

4.2.1. Lot Splits

To create a lot split, perform the following steps:

1. Retrieve the lot's account number from VisiFLOW. See the dialog box below.

GIS Parcel Fabric Implementation/User Guide 2018



011-Map Work - FILES WORKFLOW

File Edit Send Work View Task Help

Subject: _____

Description: _____

Total Displayed: _____

Parcels (34) Documents (1) Switch to: 011-Map Work Fgms... Get from FDK

Parcel #	Batch #	Rec Date	SI	ZFLAG	VALUE	SORT_VALUE	PRIORITY	FILE TYPE	FILE YEAR	FILE ID	PRIORITY	MAP FACET	MAPUSER	TECHUSER	KEYUSER	NSUBUSER	A_LOTS
343757	343710	01/30/2018 9:03:56 AM	A				5	CO	2018	13802	5	5652B	MV2				0
343759	343710	01/30/2018 9:12:17 AM	A				5	CO	2018	13804	5	4957A	MV2				0
343760	343710	01/30/2018 9:16:35 AM	A				5	CO	2018	13805	5	5161D	MV2				0
343761	343710	01/30/2018 9:21:42 AM	A				5	CO	2018	13806	5	5062A	MV2				0
343758	343710	01/30/2018 9:20:23 AM	A				5	CO	2018	13807	5	6160A	MV2				0
343763	343710	01/30/2018 9:27:48 AM	A				5	CO	2018	13808	5	5557C	MV2				0
343769	343769	01/31/2018 7:42:22 AM	A				5	SO	2018	13810	5	5453A	MV2				0
343771	343771	01/31/2018 8:55:28 AM	A				5	AC	2018	13812	5	5461A	MV2				0
343773	343773	01/31/2018 10:26:38 AM	A				5	AC	2018	13814	5	5659D	MV2				0
343799	343774	02/01/2018 9:30:42 AM	A				5	PA	2018	13817	5	4662A	MV2	SS4			0
343797	343774	02/01/2018 8:59:11 AM	A				5	AG	2018	13831	5	4668A	MV2				0
343798	343774	02/01/2018 9:14:09 AM	A				5	AG	2018	13832	5	4971D	MV2				0

Doc #	Pgs	Doc Type	Crt Date	Descript	ACCOUNT	TAX-YEAR	FIELDVALUE	FIELD TYPE	END_YR	RECEIVED	BEGIN_YR
874344		NCSI2	01/31/2018 7:29:26 AM	Deed	0641680300013	2018	RP-2016-313785		2018		2018

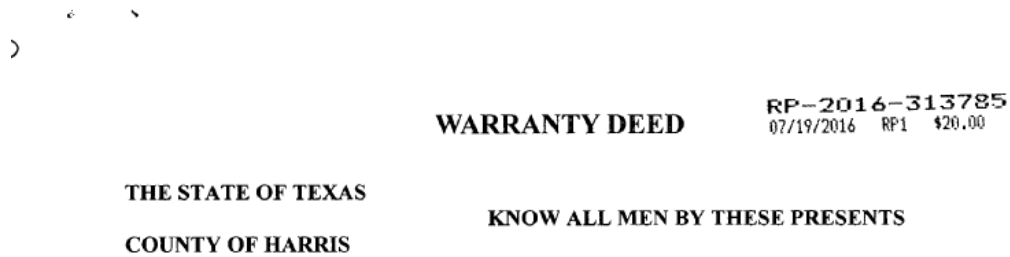
Set Parcel to Hold... NUM

2. Cut and paste the account number into CAMA.
3. Use CAMA to confirm that the property owner(s)' name matches information recorded on the split request or the property Warranty Deed.

GIS Parcel Fabric Implementation/User Guide 2018



The figure below illustrates the top portion of the deed.



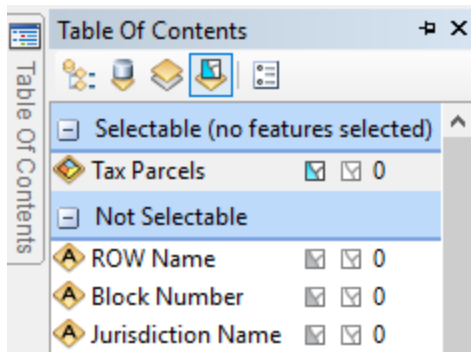
4. If the names match, begin the process of performing the split.
5. Launch ArcMap. The application's opening screen is displayed below.



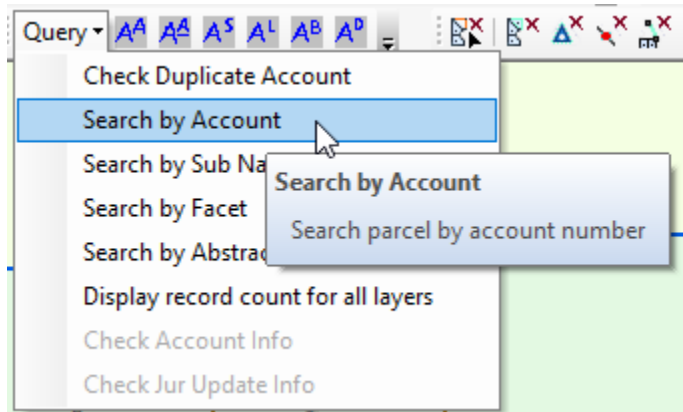
6. Make sure the **Tax Parcel Layer** is selectable in the **Table of Contents** window.



GIS Parcel Fabric Implementation/User Guide 2018

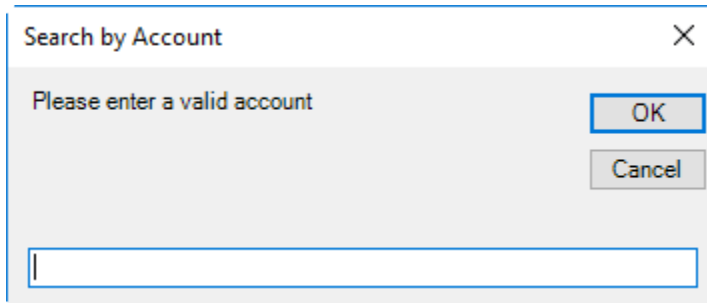


7. Click Query on the **Geeditor** toolbar.
8. Click **Search by Account**.



The following dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018

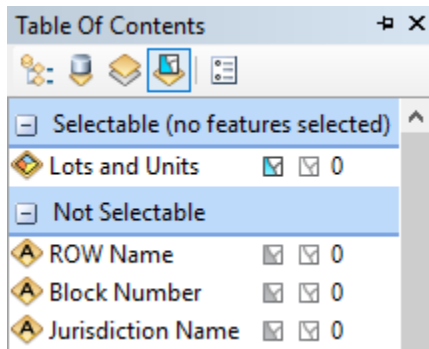


9. Refer to the document request. In this case, the property owner is asking that the property be split by lot.

GIS Parcel Fabric Implementation/User Guide 2018

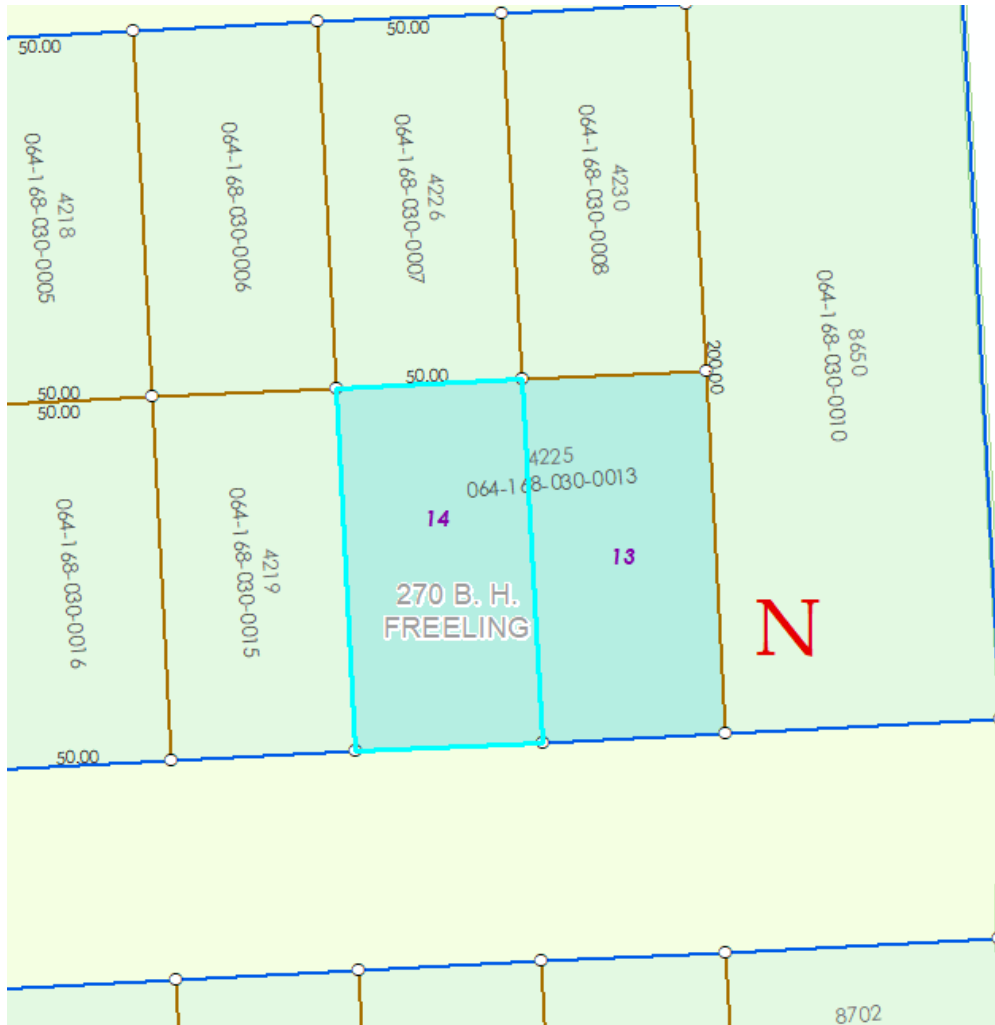


10. In the **Table of Contents** window, make the **Lots and Unit** layer selectable.



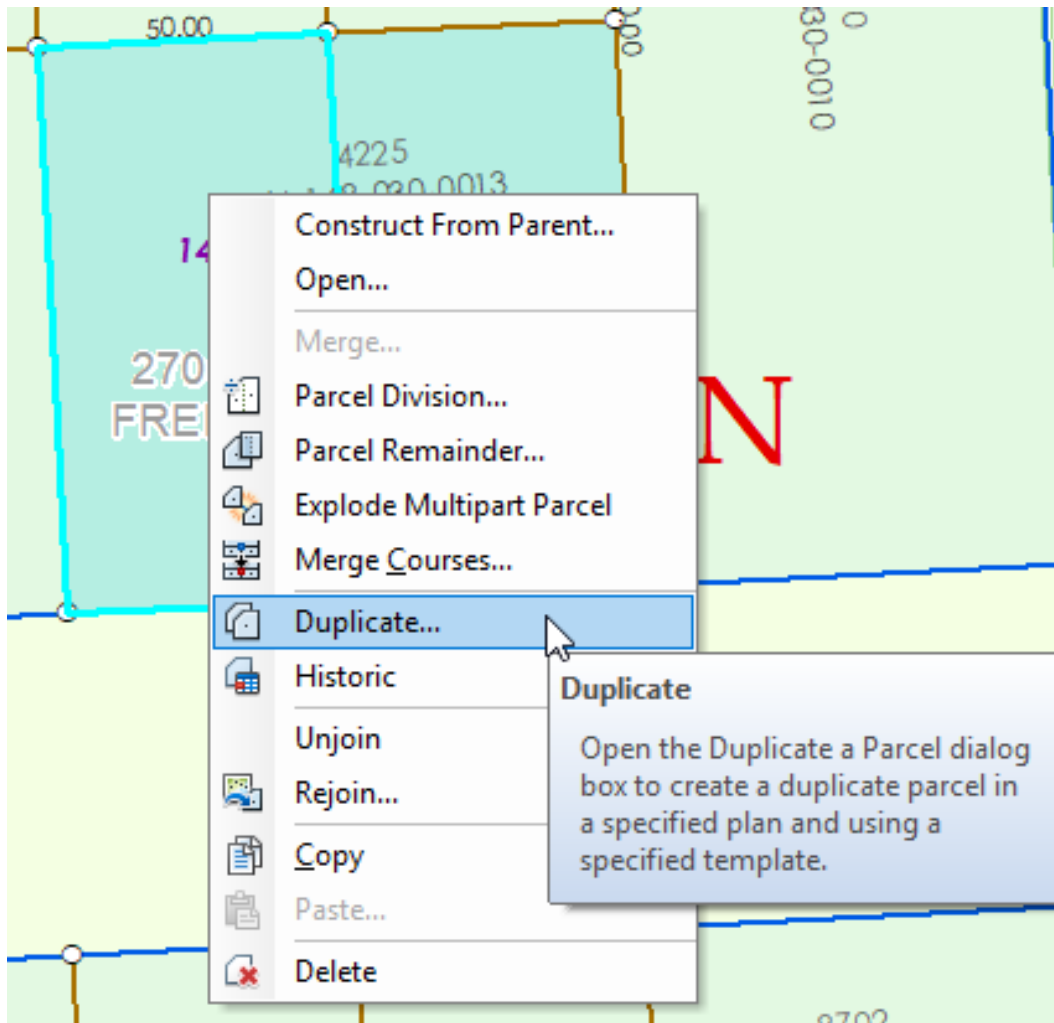
11. Select the lot to be split into a new account.

GIS Parcel Fabric Implementation/User Guide 2018



12. Right-click, and select **Duplicate**.

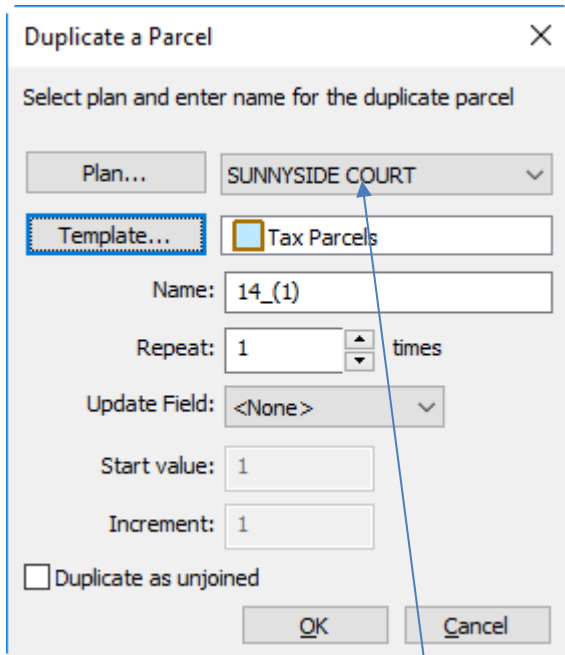
GIS Parcel Fabric Implementation/User Guide 2018



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The **Duplicate a Parcel** dialog box displays.



13. Click **Plan**.

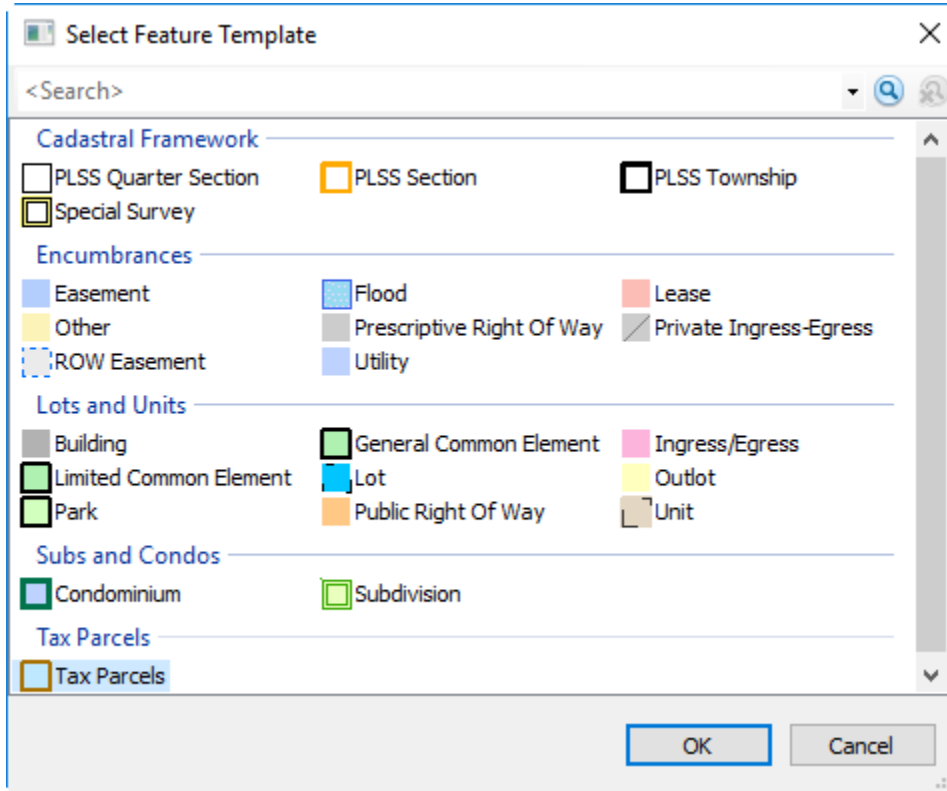
A “plan” is a larger container of properties, consisting of more than one parcel. For example, a lot may be part of a subdivision that has hundreds of parcels grouped together into one identifiable name. In the figure above, the plan is Sunnyside Court – the name of the subdivision. When you split a parcel, the GIS Specialist must ensure the new one remains in the original plan.

14. Click **Template**.

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The **Select Feature Template** dialog box displays.




15. Select **Tax Parcels**, and click **OK**.

ArcMap returns to the **Duplicate a Parcel** dialog box.

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A screenshot of a software dialog box titled "Duplicate a Parcel". The dialog has a close button (X) in the top right corner. Below the title bar, it says "Select plan and enter name for the duplicate parcel". There are several input fields: "Plan..." with a dropdown menu showing "SUNNYSIDE COURT"; "Template..." with a dropdown menu showing "Tax Parcels"; "Name:" with a text box containing "14_(1)"; "Repeat:" with a spinner box set to "1" and the text "times"; "Update Field:" with a dropdown menu showing "<None>"; "Start value:" with a text box containing "1"; and "Increment:" with a text box containing "1". At the bottom left, there is a checkbox labeled "Duplicate as unjoined" which is currently unchecked. At the bottom right, there are "OK" and "Cancel" buttons.

16. Click **OK**.
17. Make **Tax Parcel** selectable in the **Table of Contents** window.
18. Select the new duplicate tax parcel you just created and update the attributes.
19. Click **Attributes**  on the **Editor** toolbar.
20. Go to the HCAD account number website to determine the split's account number. The numbers are generated sequentially by the site which shows the most recent account number used. The Specialist takes that number and adds "1" to it to create a new account number. In the example below, the new account number would be **064168031**.

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HCAD Account Number Log

Volume/Page/Sub	064168030 x
<input type="button" value="View List"/>	
<input type="button" value="Reset"/>	

21. Place the account number into the **Parcel Identification Number** field.

A screenshot of a GIS software interface. At the top, there is an "Attributes" window with a search icon and a dropdown menu. Below it, a tree view shows "Tax Parcels" with a sub-entry "064-168-030-0031". A blue arrow points from the text above to the "Parcel Identification Number" field in the attribute table below. The attribute table has three rows: "Parcel Type" with value "Tax", "Parcel Identification Number" with value "0641680300031", and "Floor Number" with value "<Null>".

Parcel Type	Tax
Parcel Identification Number	0641680300031
Floor Number	<Null>

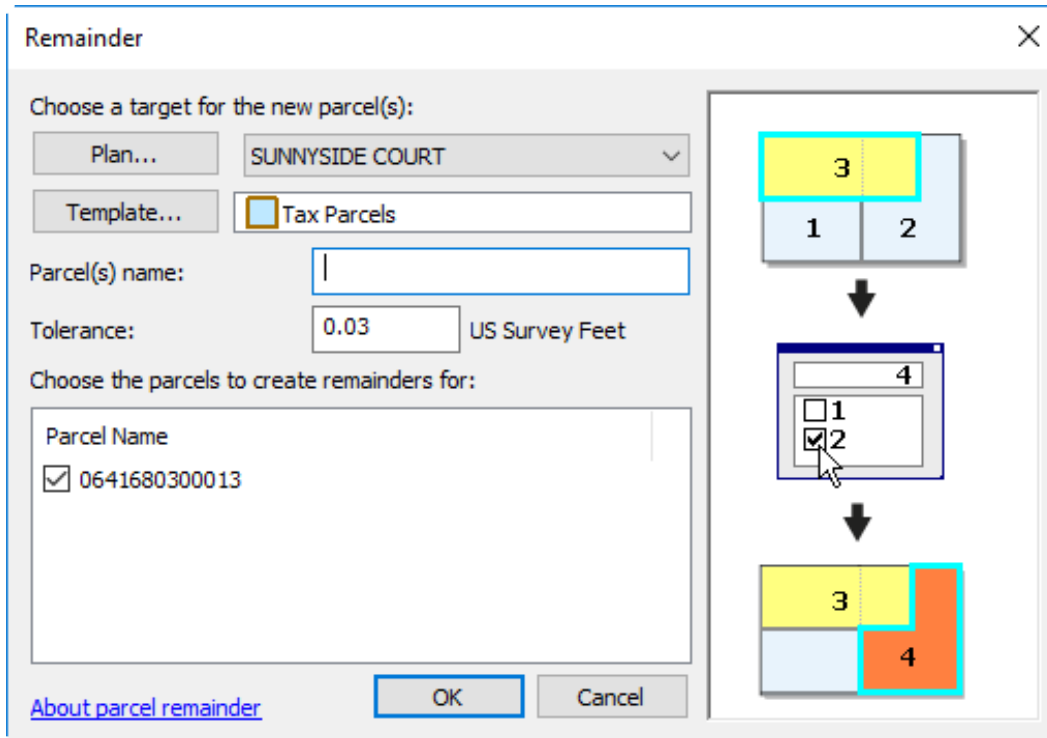
NOTE: If the tax parcel is greater than one acre, then the acreage field must be updated.

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22. Select the new account.
23. Select the **Parcel Remainder** by right-clicking.

The **Remainder** dialog box displays.

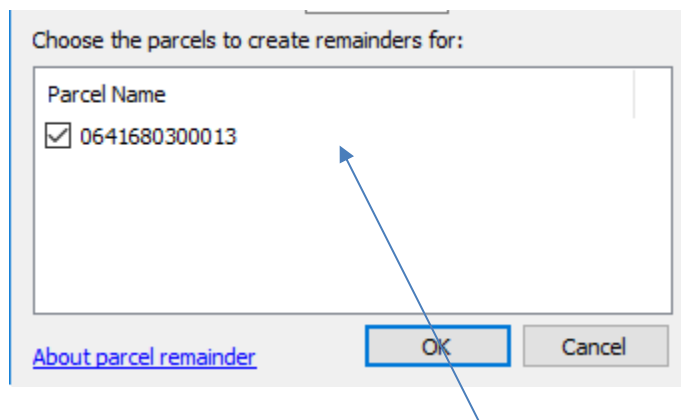


24. Make sure the **Plan** listed in the dialog box is the same as the one on the parent account.
25. Click **Template**.
26. Make sure **Tax Parcel** is selected.

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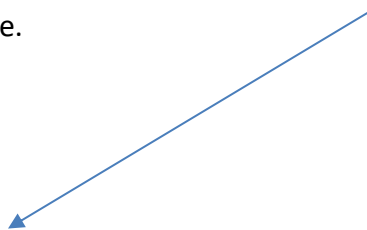
27. The lower portion of the dialog box indicates the account number for the remainder of the original (parent) parcel.



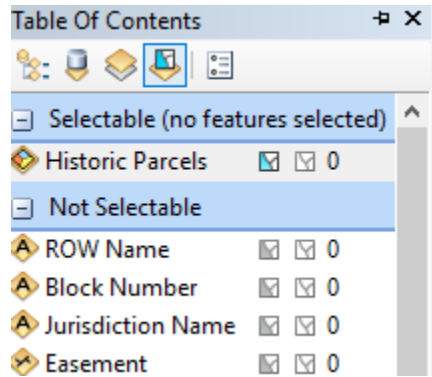
28. Click the account, and then click **OK**.

NOTE: If the acreage for the remaining parent account exceeds one acre, update the value in the **Attributes** dialog.

29. In the **Table of Contents** window, make the **Historic Parcels** layer selectable.

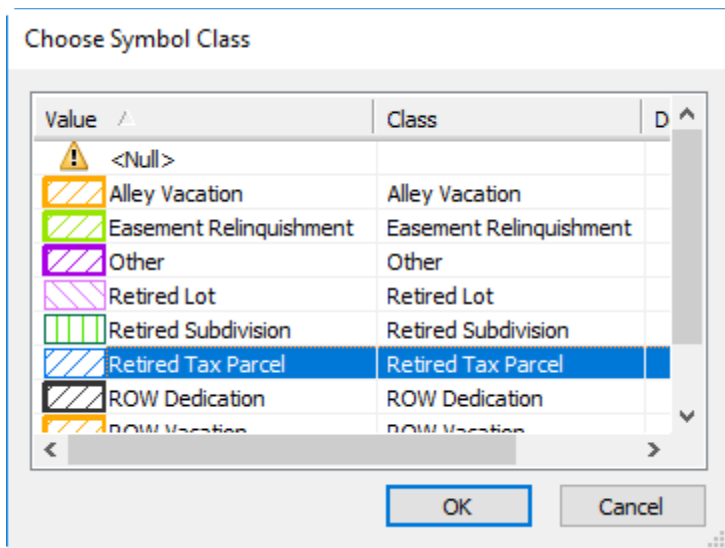


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30. Update the **Recent Parcel Retire** field in the **Attributes** window.

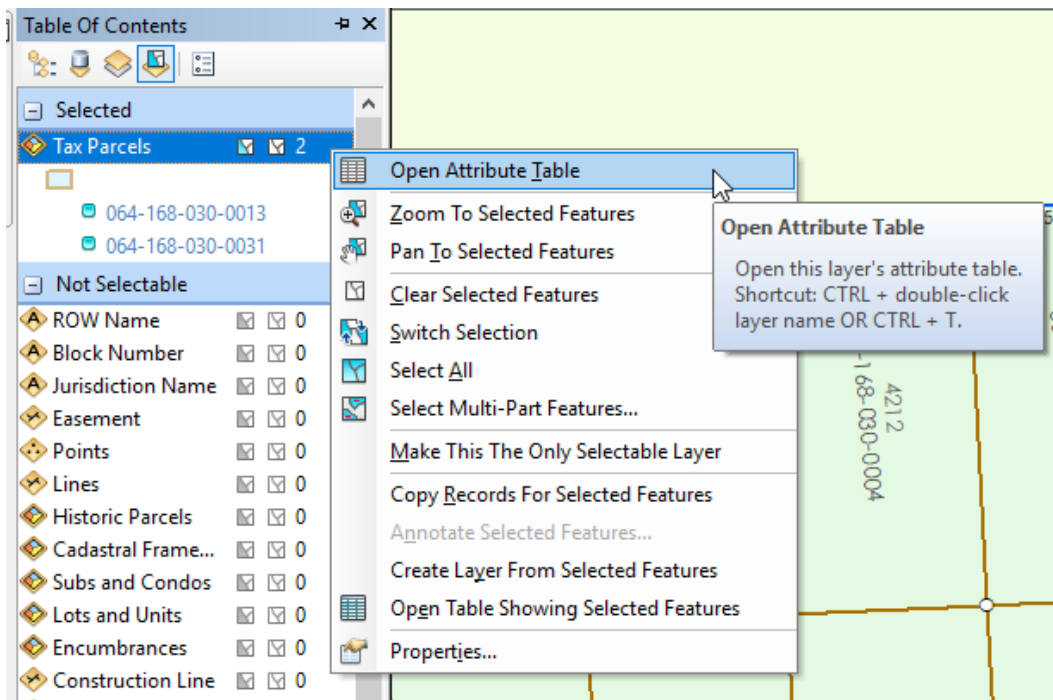
The **Choose Symbol Class** dialog box displays.



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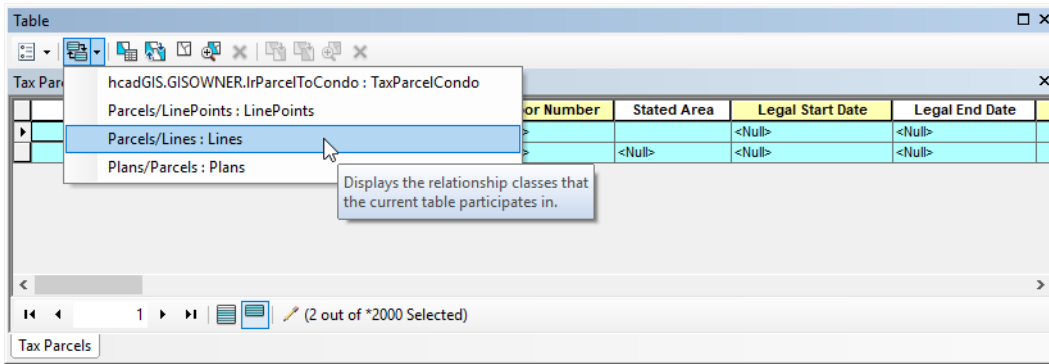
31. Click **OK**.
32. Update the dimensions for both accounts.
33. Select **Tax Parcel** in the **Table of Contents** window.
34. Right-click on the **Tax Parcel** layer in the **Table of Contents** window.
35. Select the **Open Attributes Table**.



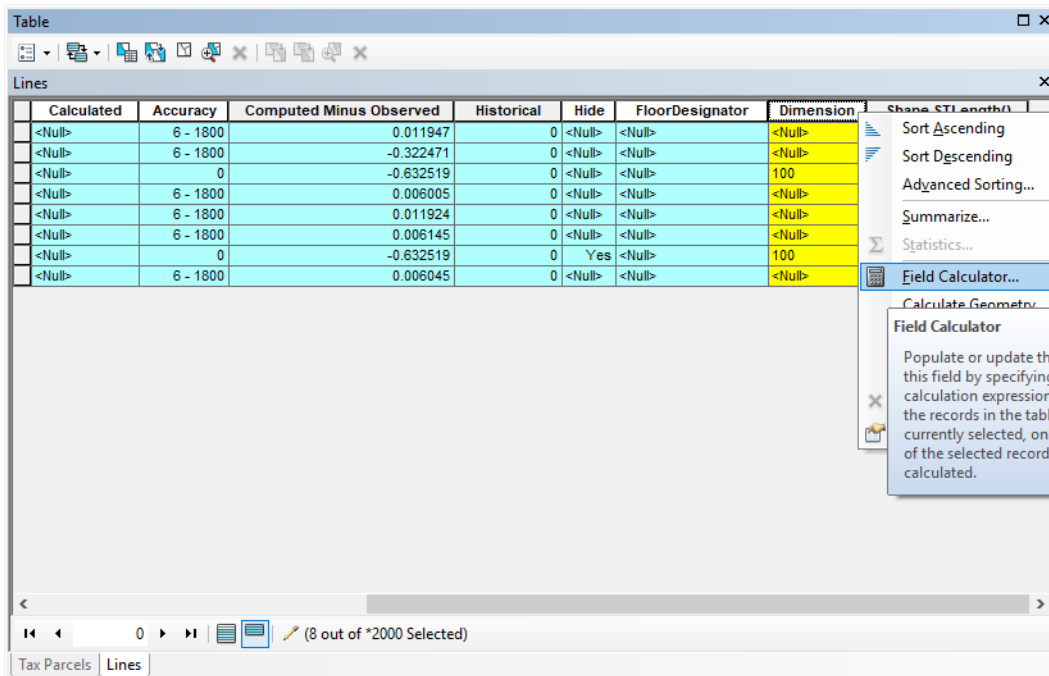
IMPORTANT: Make sure the selected record button at the bottom right is chosen.

36. Click **Related Tables** at the top and choose lines.

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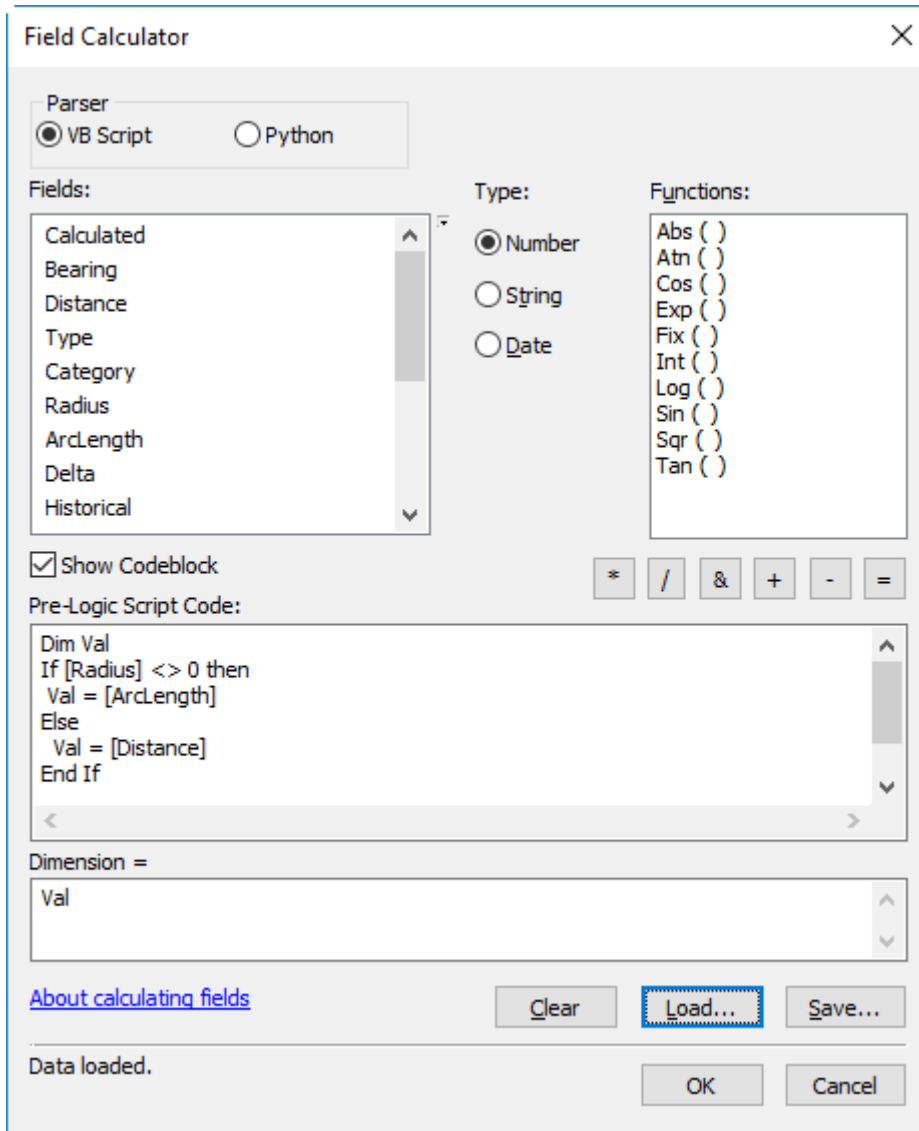


37. Scroll right across the dialog box to find **Dimensions**.
38. Highlight **Dimensions**.
39. Right-click, and select **Field Calculator**.



The **Field Calculator** dialog box displays.

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40. Confirm the calculate dimension code is in the **Pre-Logic Script Code** box.

41. Click **OK**.

GIS Parcel Fabric Implementation/User Guide 2018



42. On the **Editor** toolbar, click **Query**.
43. Click **Check Duplicate Account**.
44. Click **OK**.

An email is sent to the GIS Specialist indicating whether the account is a duplicate or not.

45. If the file is not a duplicate, reconcile and post in VisiFLOW.

4.3 Metes and Bounds Splits

At times, a property owner may request a split that does not simply follow the lot lines as shown in the procedure above. For example, he or she may ask that 5 feet be shaved off their lot, perhaps because they are selling it or – for some reason – they perceive a benefit to having the small portion recorded as a separate account. Though rare, in extreme cases, the split may follow the coordinates of a jagged line. These more complex types of splits are called Metes and Bounds.

4.3.1 Implementing the Split

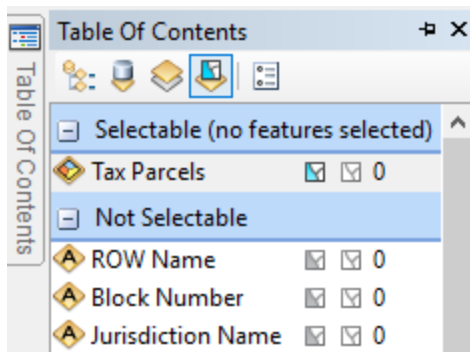
To split a parcel using metes and bounds, perform the following steps.

1. Verify property ownership using deeds attached to the account in Visiflow. Also check CAMA to make sure the recorded name on the account matches the name on the request for the split. See Parcel Splits, for more detailed information.

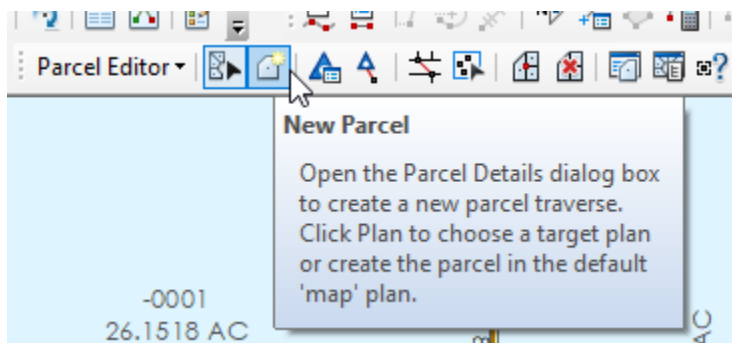
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2. After checking the ownership, refer to the deed in Visiflow to confirm the property owner is requesting a metes and bounds split.
3. Launch ArcMap.
4. In the Table of Contents window, make **Tax Parcels** selectable.



5. Click **New Parcel** on the **Parcel Editor** toolbar.



The **Parcel Details** dialog box displays.

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A screenshot of the "Parcel Details" application window. The "New Parcel" tab is active, showing a "Plan..." dropdown menu set to "INTERCONTINENTAL CROSSING BUSINESS PARK" and a "Template..." dropdown menu set to "Tax Parcels". Below these are several input fields for property details.

Property	Value
Parcel Identification Nu...	1
Parcel Type	Tax
Stated Area	
Legal Start Date	
Legal End Date	
Accuracy	
Compiled From Records	False
Rotation	
Scale	
Misclose Ratio	
Misclose Distance	
Lot or Unit Type	<Null>
Encumbrance Type	<Null>
Floor Number	
Created By	
Modified By	
Modification Date	
Abstract Number	
Abstract Volume	
Abstract Page	

6. Click **Plan**.

A close-up view of the "New Parcel" form. A blue arrow points to the "Plan..." dropdown menu, which is currently set to "INTERCONTINENTAL CROSSING BUSINESS PARK". The "Template..." dropdown menu is set to "Tax Parcels".

Properties	Lines	Closure
Plan...	INTERCONTINENTAL CROSSING BUSINESS PARK	
Template...	Tax Parcels	

7. Confirm the plan on property is the same as the parent. In the example above, both parcels should be under the Intercontinental Crossing Business Park Plan.

8. Confirm the **Template** is **Tax Parcels**.

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A screenshot of the "New Parcel" dialog box in GIS software. The dialog has three tabs: "Properties", "Lines", and "Closure". The "Lines" tab is selected. Below the tabs, there are two rows of controls. The first row has a "Plan..." button on the left and a text field containing "INTERCONTINENTAL CROSSING BUSINESS PARK" on the right. The second row has a "Template..." button on the left and a checked checkbox labeled "Tax Parcels" on the right.

9. Click the **Lines** tab.

The following dialog box displays.

Get a picture of a blank "Lines" box.

10. Enter the bearings and distance for each step of the metes and bounds.

The bearings define the shape of the split. For example, the first bearing may say to move north 20 feet. The second may say to then move southwest 5 feet. The bearings can literally go in nearly any direction as specified on the deed.

11. After entering all the bearings make sure the first and last ones join, confirming that the shape is closed.

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Parcel Details

New Parcel

Properties Lines Closure

Plan... INTERCONTINENTAL CROSSING BUSINESS PARK

From	Bearing	Distance	Radius	Chord	To	Category	Parcel ...	Accuracy	Hide	FloorDe...	Dimensi...
1	S1°04'32"W	614.16			2	6 Origin Con					
2	N89°58'52"E	632.49			3	0 Boundary					
3	S0°01'08"E	459.62			4	0 Boundary					
4	S89°58'52"W	641.27			5	0 Boundary					
5	N1°04'32"E	459.71			2	0 Boundary					
					0	Boundary					

[About entering lines](#)

Misclose: N6°23'44"E 0.01 ftus Acc: High Area: 292725 sq.ft

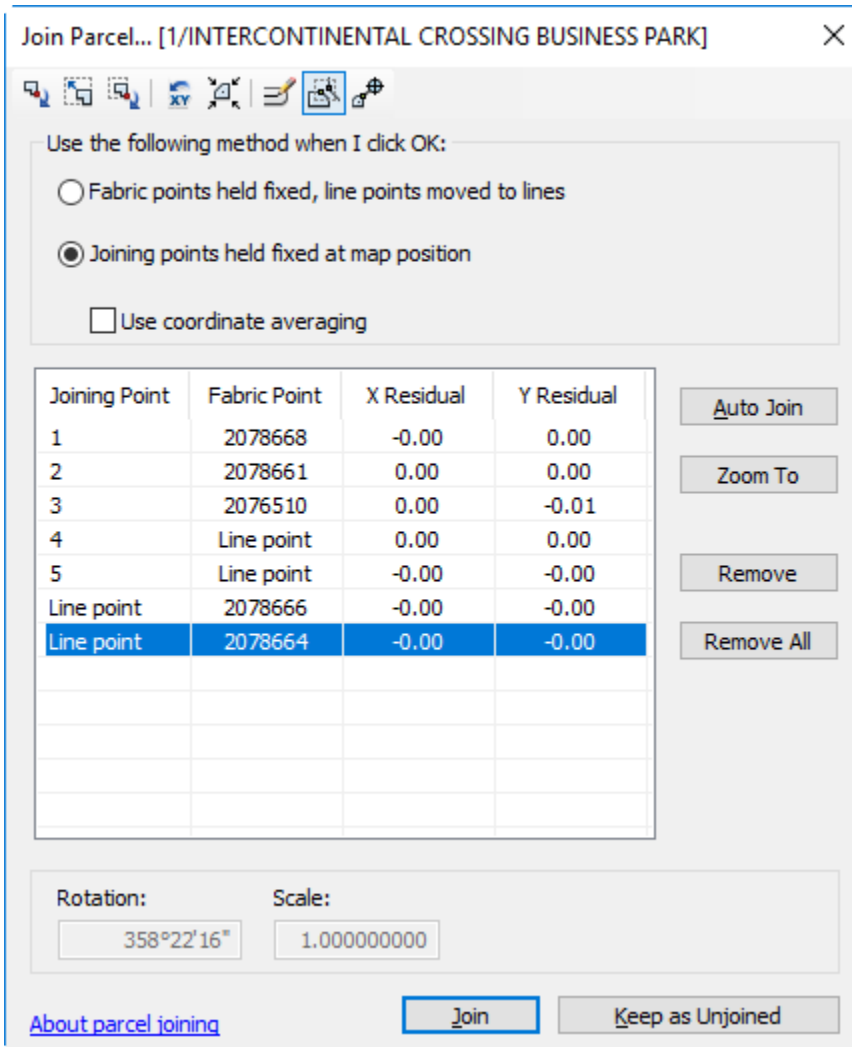
Report

12. Click **Keep and Join** on the **Parcel Details** dialog box. **(Where is it?)**

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The **Join Parcel** dialog box displays.



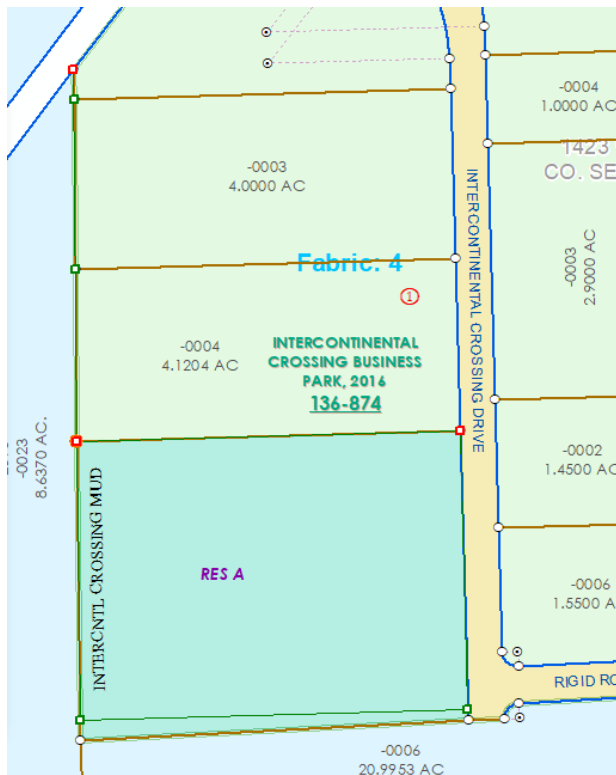
13. Use the various navigation tools to adjust the position (**OF WHAT?**) as necessary to make sure it is correct. (**What does correct mean?**)
14. Make sure the lines on the new shape join correctly with the parent.

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15. Make sure the lines match the description outlined by the metes and bounds in the deed. For example, if the parcel should be within a subdivision, make sure the change does not extend beyond those boundaries.

See the figure below.



16. Click **Join**.

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Join Parcel... [1/INTERCONTINENTAL CROSSING BUSINESS PARK] X

Use the following method when I click OK:

Fabric points held fixed, line points moved to lines

Joining points held fixed at map position

Use coordinate averaging

Joining Point	Fabric Point	X Residual	Y Residual
1	2078668	-0.00	0.00
2	2078661	0.00	0.00
3	2076510	0.00	-0.01
4	Line point	0.00	0.00
5	Line point	-0.00	-0.00
Line point	2078666	-0.00	-0.00
Line point	2078664	-0.00	-0.00

Auto Join

Zoom To

Remove

Remove All

Rotation: 358°22'16" Scale: 1.000000000

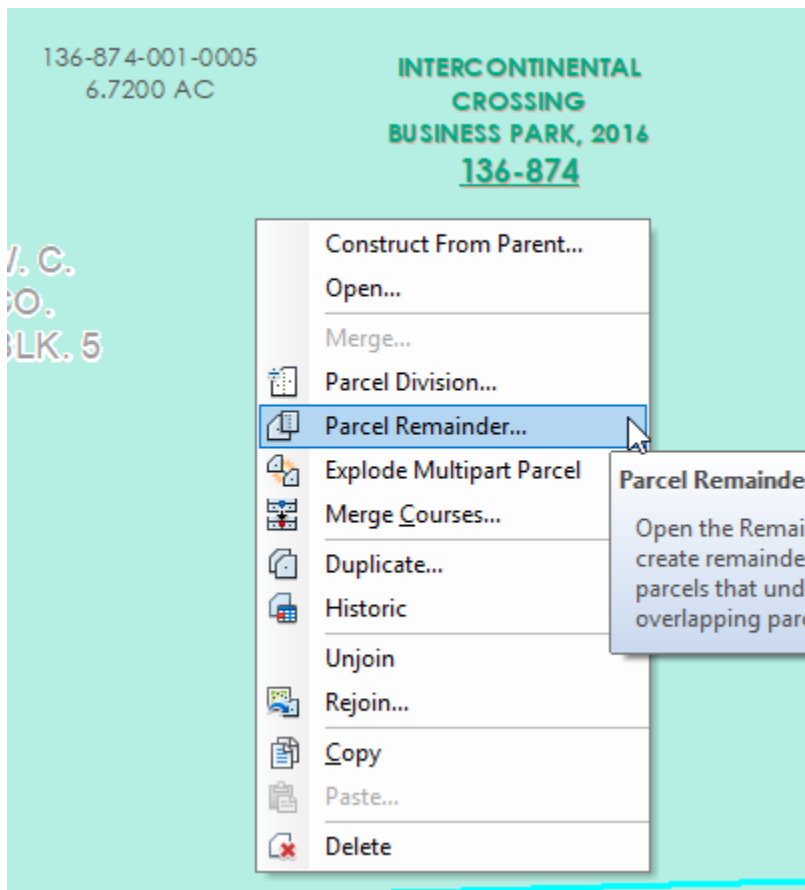
[About parcel joining](#)

17. Update the **Attributes** window.
18. Update the account number by getting a new number from the HCAD account number website.
19. If the parcel is larger than one acre, update the acreage. Otherwise, leave it blank. Acreage values should be recorded to 4 decimal places.

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20. Update the site address if necessary.
21. Select the new parcel account and right-click.
22. Select **Parcel Remainder**.



The **Remainder** dialog box displays. [\(Get picture\)](#)

23. Make sure the plan is the same for both the parent and remainder.
24. Confirm the template is Tax Parcel.

GIS Parcel Fabric Implementation/User Guide 2018



25. Select the parent account at the bottom of the window. The account is used to:
 - a. Copy attributes from the parent account to the new one.
 - b. Puts the original parent account in the historical database.
- 26.
27. Update the acreage for the remaining account. If the acreage is less than 1, delete it from the attributes window.
28. Update the dimensions for both accounts.
29. Repeat the steps to split the lot out from the previous file.

IMPORTANT: The remainder lot must have the same number as the original lot.

30. The new lot must be assigned a number or letter. Follow HCAD naming conventions.



In the example above, the parent keeps the original name: RES A. The new tract must contain a number in it's name, in this case RES A4. According to the HCAD website, RES A3 has already been used.

31. Select **Historic Parcel** in the Table of Contents and update. [Click here](#) for more details on how to perform this task.

GIS Parcel Fabric Implementation/User Guide 2018



32. Retire the lot, subdivision, and tax parcel.
33. Save the edit.
34. Check for duplicates.
35. If there are no duplicates, reconcile and post the data in VisiFLOW.
36. Export work to an After Map and compile notes on what work was performed. Upload to VisiFLOW.

4.4 Parallel Splits

To conduct a parallel split, perform the following steps.

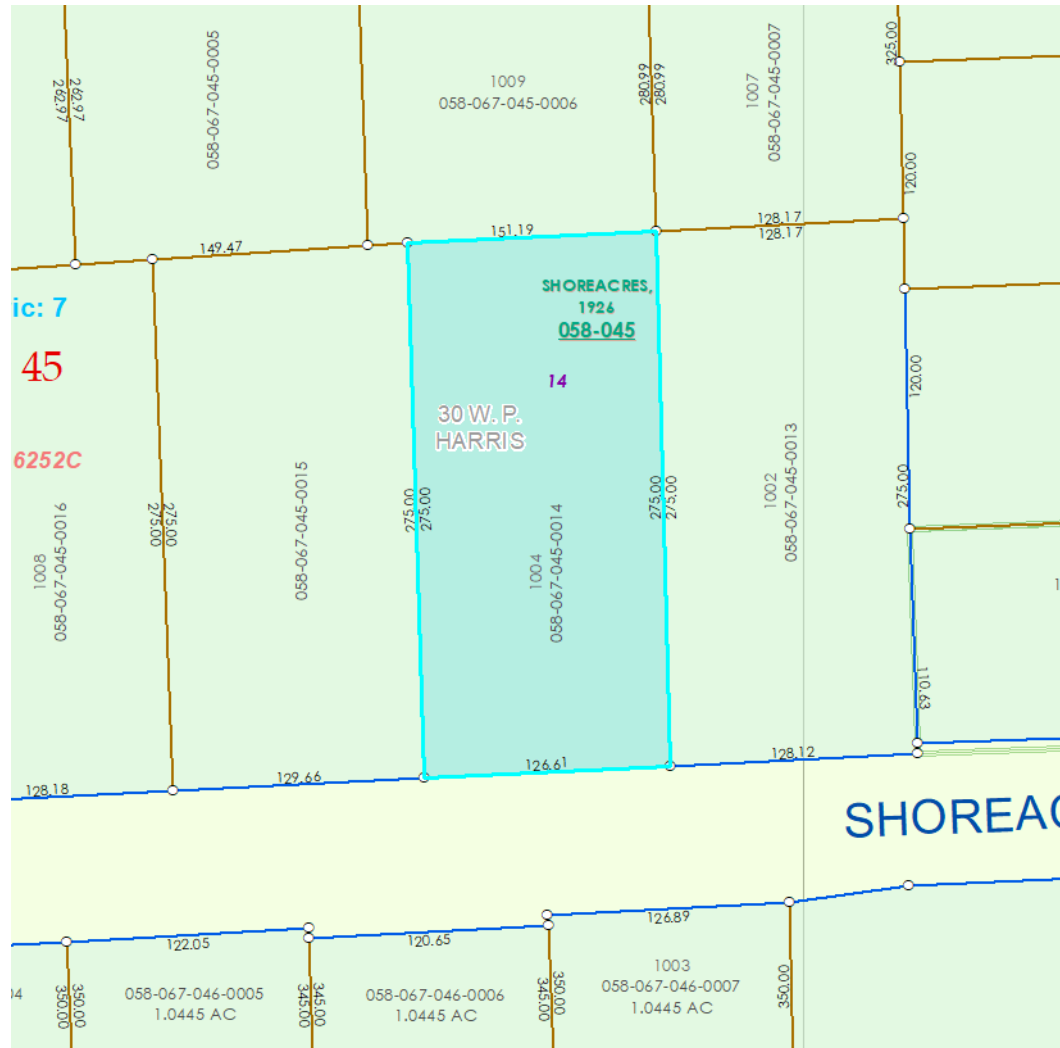
1. Check the deed and CAMA to ensure the ownership is correct.
2. Check the deed to learn the details of the proposed split.

following described real property, together with all improvements thereon (hereinafter referred to as "Property"), said property being described as follows, to-wit:

Lot Fourteen (14), in Block Forty-Five (45), of SHOREACRES, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded in Volume 7, Page 10 of the Map Records of Harris County, Texas. **SAVE AND EXCEPT a 5 foot wide strip along the southerly property line conveyed to the County of Harris by Right-of-Way Deed filed for record under Harris County Clerk's File No. D268048.**

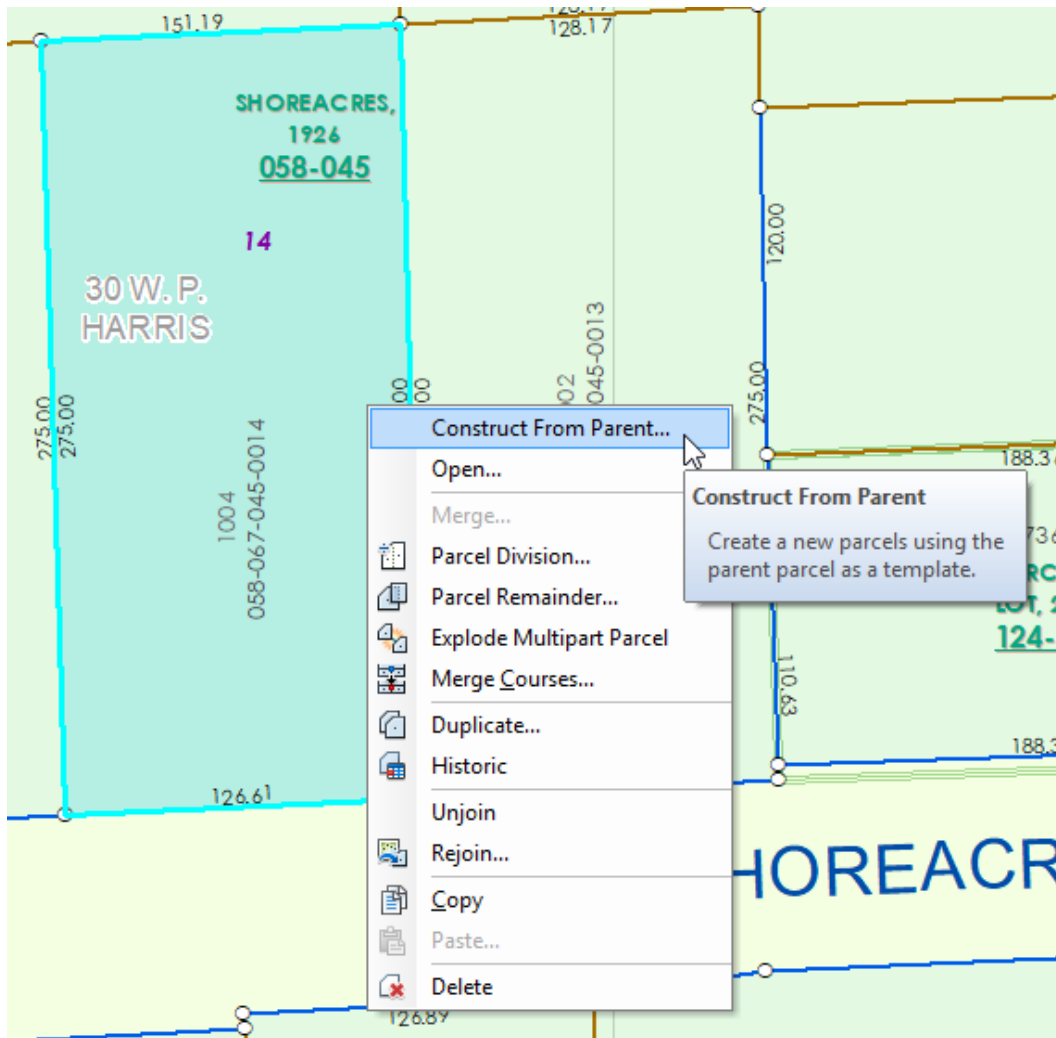
3. Search for the account using the same method used for other splits and combos.
4. Make the **Tax Parcel** layer is selectable in the **Table of Contents** window.
5. Select the subject tax parcel account.

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6. Make a Before Map and upload it into VisiFLOW.
7. Right-click and select **Construct from Parent**.

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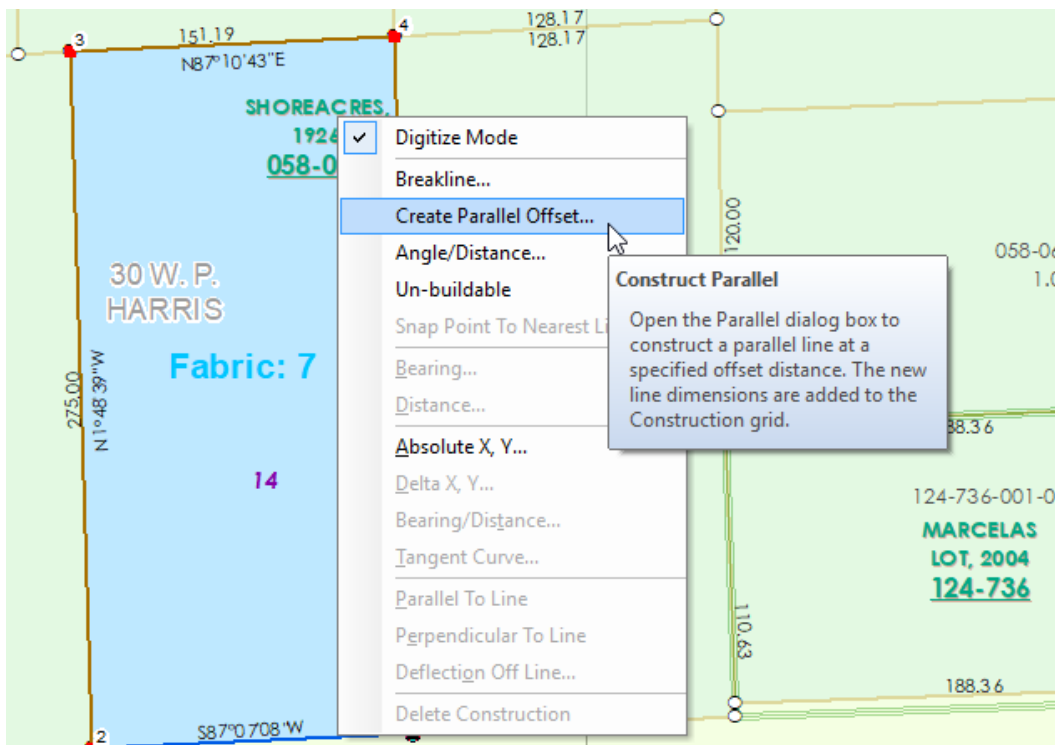
The **Parcel Detail** dialog box displays.

NEED A PICTURE

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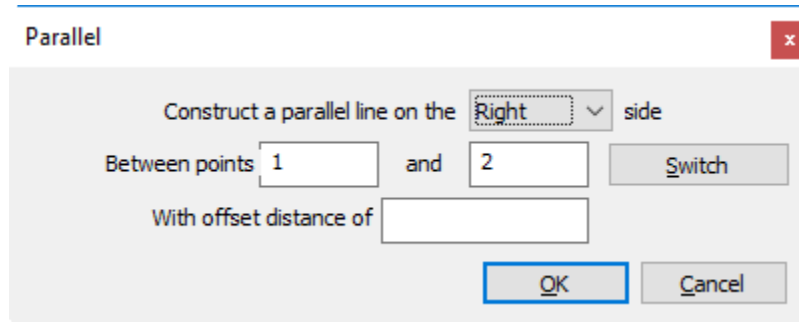


8. Right-click on the boundary line of the account, the portion that needs to be split.
9. Right-click on **Create Parallel Offset**. The offset will be created along whichever line is checked.



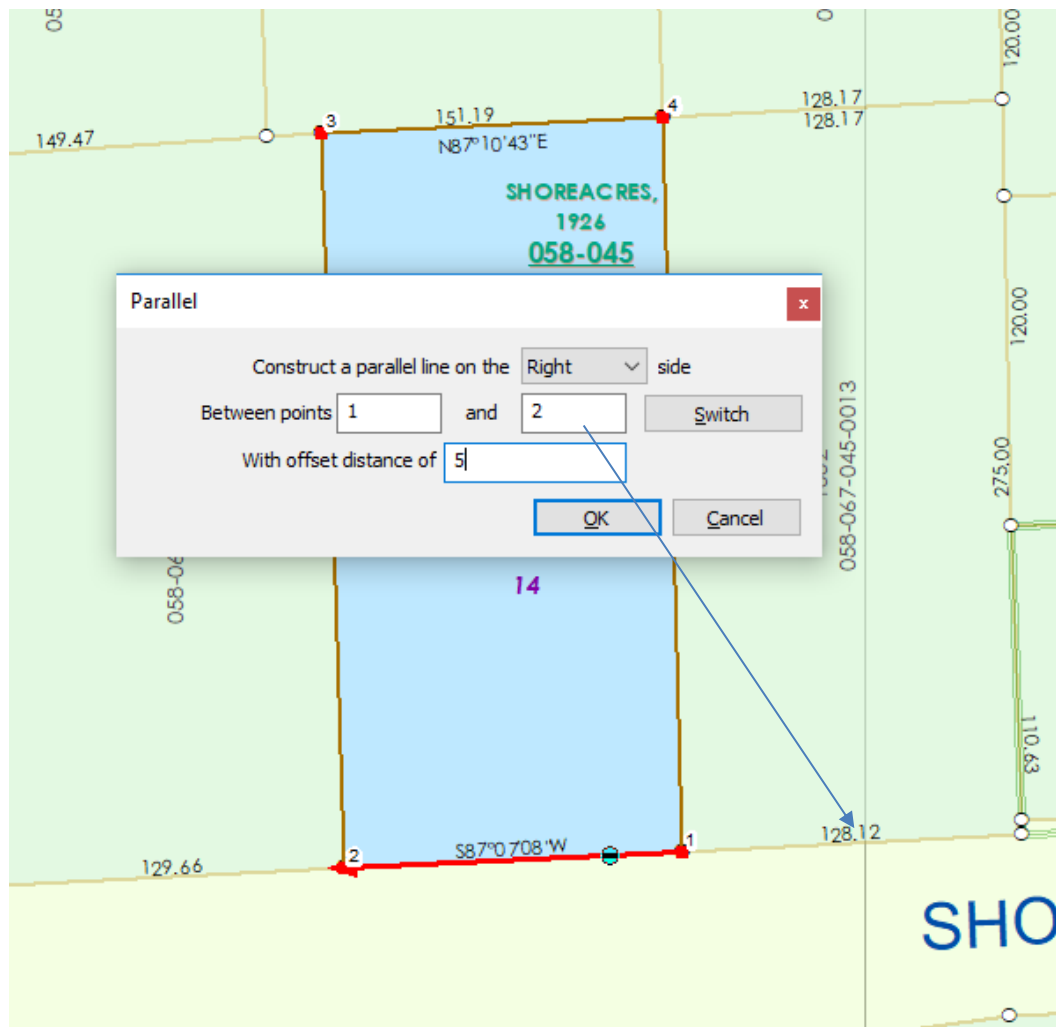
The **Parallel** dialog box displays.

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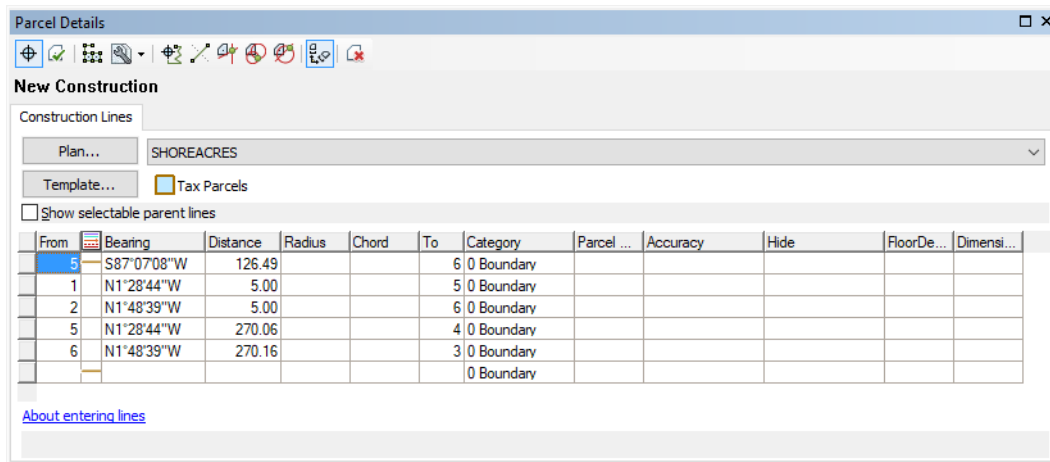
10. Select the point on which to base or begin the split. ArcMap automatically numbers the points on a lot.

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11. Fill in the value of the offset. The offset is the size of the split.
12. Click **OK**.
13. Check to confirm the plan is correct.

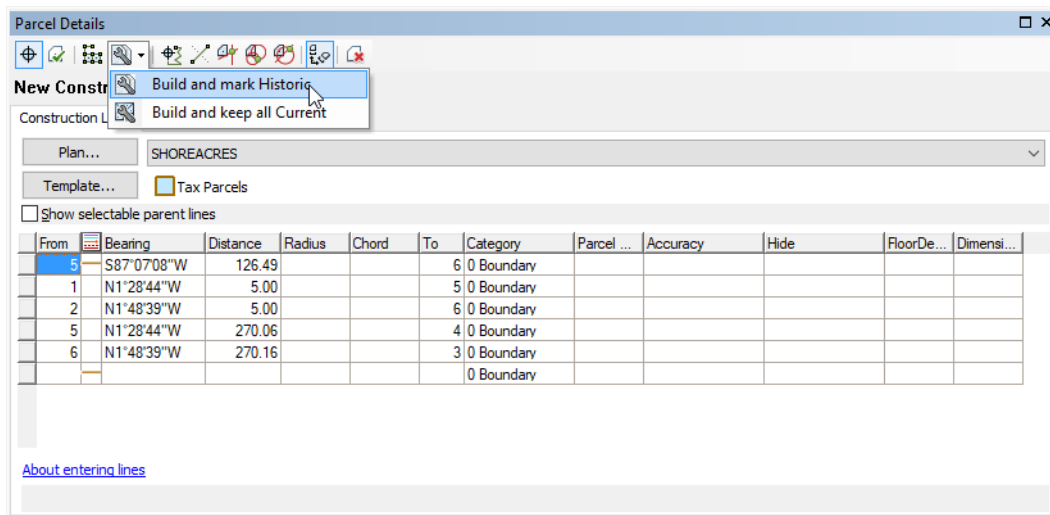
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14. Confirm the **Template** reads Tax Parcel.

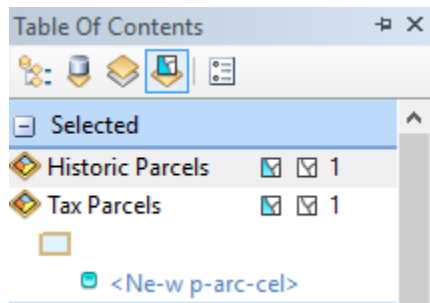
15. Click the down arrow.

16. Select **Build and mark Historic**.



17. Make sure both the **Tax Parcel** and **Historic** are selectable in the Table of Contents.

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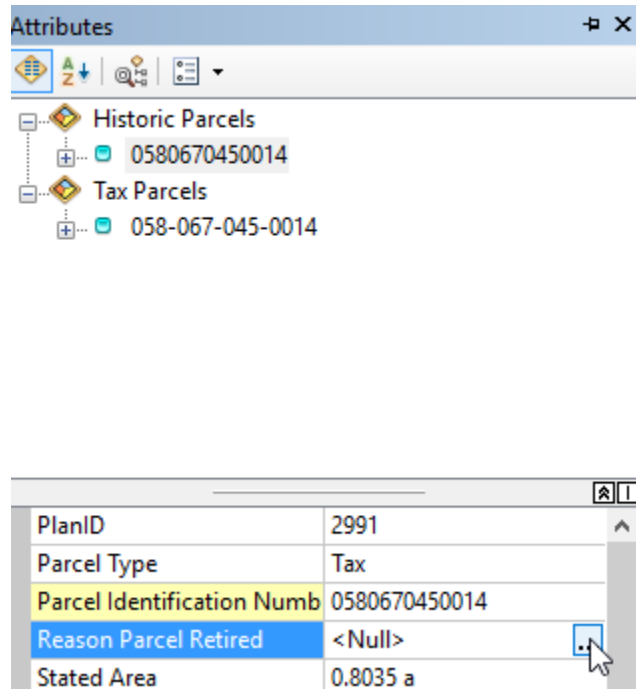
18. Copy the historic information to the remaining parcel. I.e. The portion left after the split.

19. In the **Attributes** window:

- a. Select the historic parcel and copy the attributes from the parent and paste it into the attributes for the remaining parcel.
- b. Copy the account number.
- c. Copy the site number.
- d. If the parcel is more than one acre, record the value.

20. Retire the recent parcel on the historic parcel layer attribute.

GIS Parcel Fabric Implementation/User Guide 2018



21.

The **Choose Symbol** dialog box displays.

NEED A PICTURE

22. Select **Retire Tax Parcel**.

23. Click **OK**.

24. Assign an account number for the new parcel using the HCAD account website.

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HCAD Account Number Log

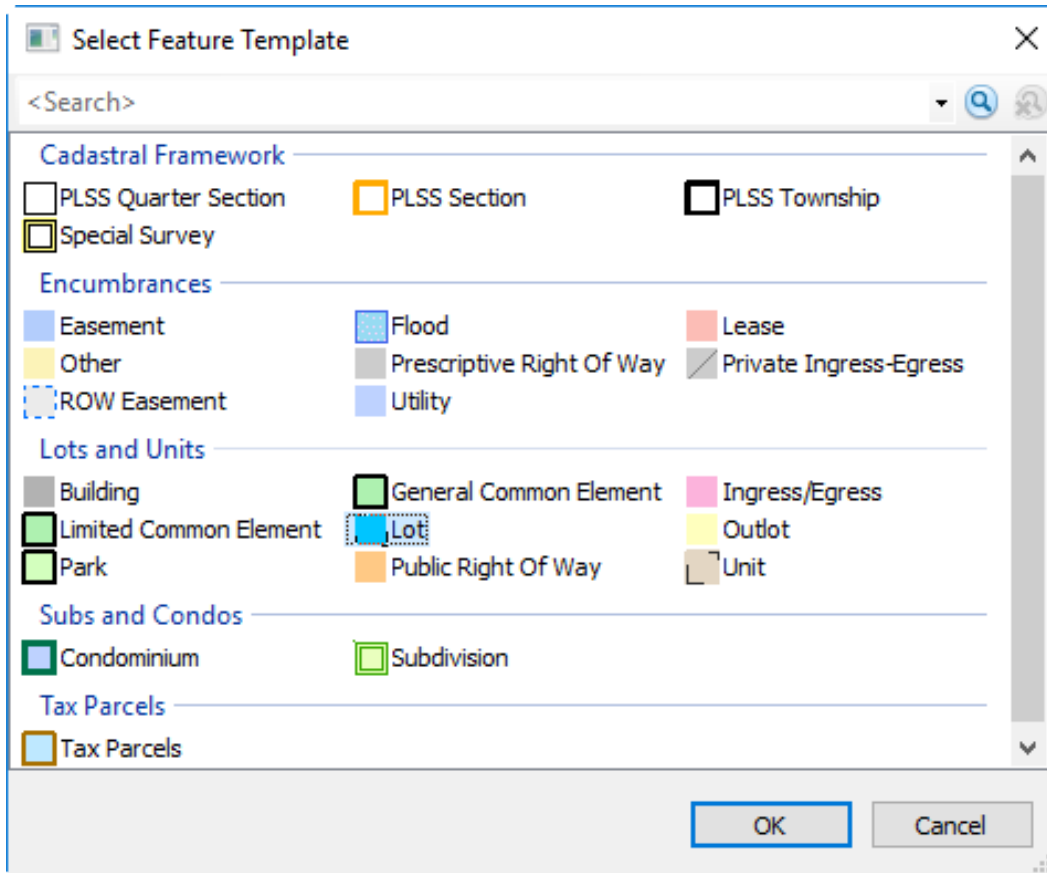
Volume/Page/Sub	<input type="text"/>
<input type="button" value="View List"/>	
<input type="button" value="Reset"/>	

Enter up to the 9 first digits of the account number.
Finds account numbers from Mainframe and STI (SYS),
those logged in Visiflow (VF Only),
and those logged in Sharepoint.

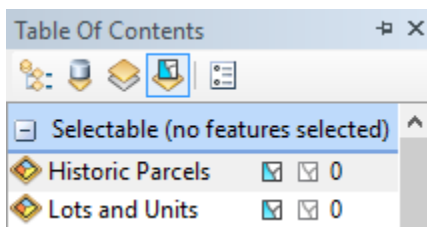
25. Make the lot and unit **layer** selectable.
26. Repeat steps **XX to XX** to split the lot.
27. Click **Template**.

The **Select Feature Template** dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



28. Click the down arrow at **View Parcels**.
29. Click **Build and mark Historic**.
30. Make the **Historic Parcels** as well as **Lots and Unit** layer selectable in the Table of Contents.

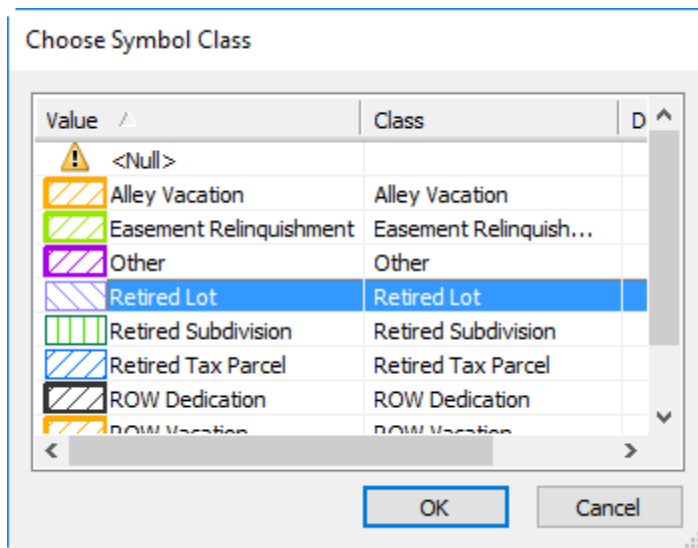


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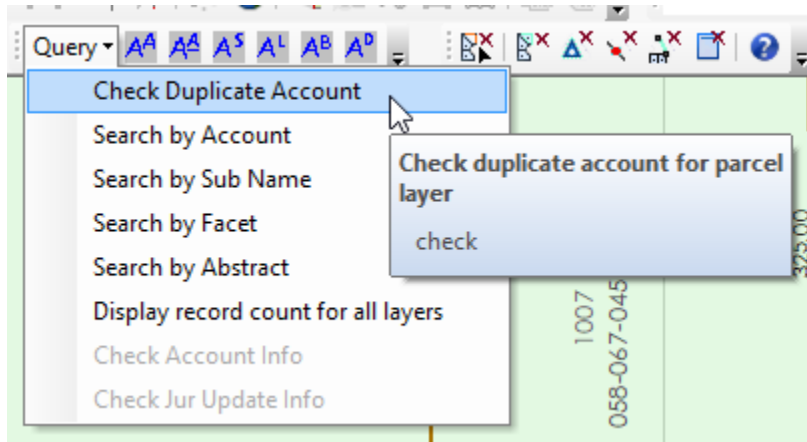
31. Copy the lot number into the remaining lot.
32. On the **Recent Parcel Retired** field, click the button on the right.

The **Choose Symbol Class** dialog box displays.



33. Choose **Retired Lot**.
34. Click **OK**.
35. Assign a new lot number following HCAD naming conventions.
36. Click **Save Edit**.
37. Check for duplicates.

GIS Parcel Fabric Implementation/User Guide 2018



38. Reconcile and post data in VisiFLOW.

39. Add notes to VisiFLOW to explain what was done.

40. Click **Send Parcel** .

41. Select **Normal Routing**.

42. Click **Select**.

43. Click **OK**.

4.5 Acreage and Square Footage Accounts

Property owners may, on occasion, dispute the acreage or square footage assigned to their accounts and request that corrections be made. Ensuring the size of the lot is correct is important since it affects the value of the property and, by extension, the amount of property tax collected.

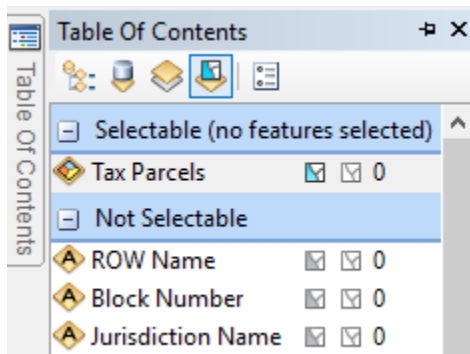
4.5.1 Finding the Account and Confirming the Details

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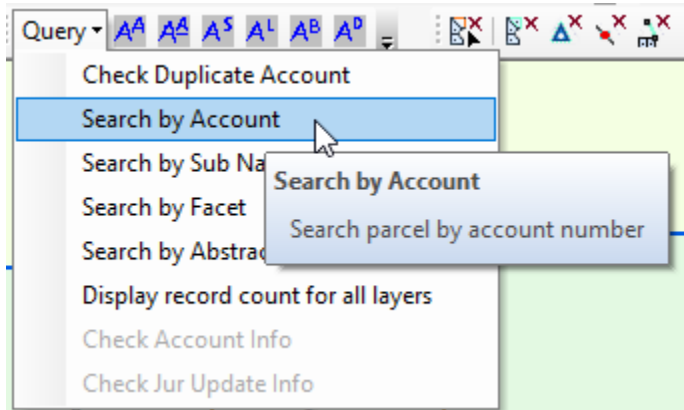
Perform the following steps first to begin working an acreage or square footage account.

1. Begin by looking in your VisiFLOW queue for accounts requiring an acreage or square footage change. Look at the deed or attached written requests from property owners to gather all the required information. Refer to the VisiFLOW chapter for more information on how this is done.
2. Launch ArcMap and search by account number to find the parcel. This can be accomplished by performing steps 3 through 6 below.
3. Make sure the Tax Parcel Layer is selectable in the **Table of Contents** window.

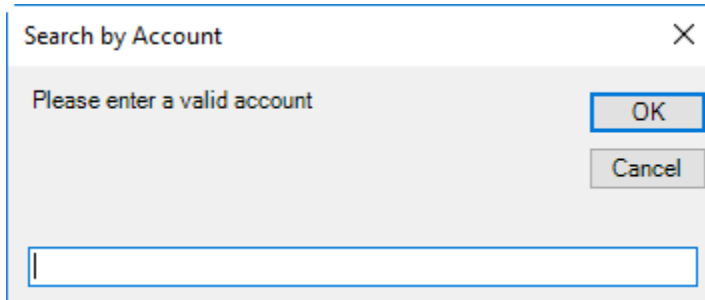


4. Click Query on the **Geoditor** toolbar.
5. Click **Search by Account**.

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The following dialog box displays.



6. Refer to the document request. In this case, the property owner is asking for an adjustment to the acreage or square footage value.
7. Load the account in CAMA and check the notes. First be certain that the person requesting the change is the same person listed as the owner in CAMA. The system may also provide other information prompting you to work the account differently or, perhaps, not at all.
8. Read the deed and notes carefully, especially surveys. The information provided by the property owner may not be accurate. For example, a

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submitted survey may not be recorded or registered and therefore not a legal document.

4.5.2. Preliminary Steps

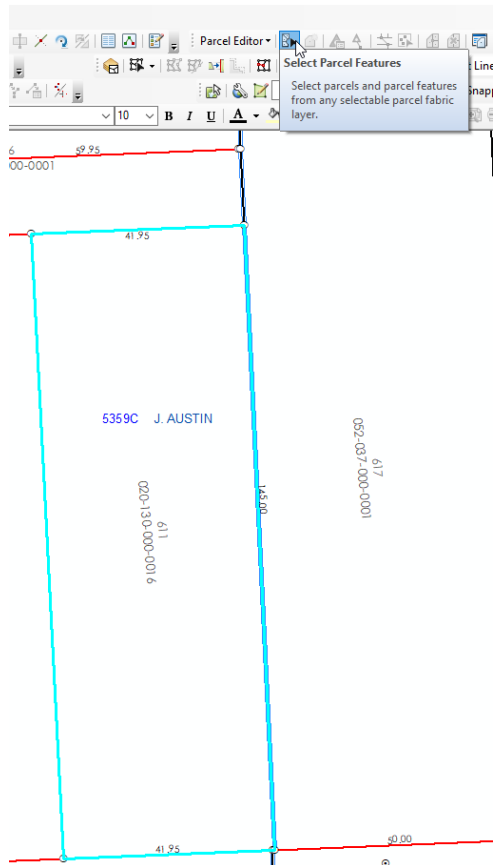
1. Determine what needs to be done. If errors exist, then make necessary adjustments.
2. If necessary, purchase the deed and load it into VisiFLOW. This is part of the research process. The deed is a legal document, and if there are metes and bounds, they will be recorded on the deed.
3. If the deed matches the survey provided by a property owner, then the size of the property will need to be changed. For the purpose of this manual, assume this is the case.
4. Create a Before Map, and import it into VisiFlow. See the VisiFLOW chapter for more information on how this is done.

4.5.3. Construction Lines

Basically a construction line is an imaginary line drawn to measure how much discrepancy there is between what's in the old ArcMap system and what the actual dimensions should be according to the deed or recorded survey.

1. Select the correct tax parcel on the **Parcel** toolbar.

GIS Parcel Fabric Implementation/User Guide 2018



2. Click the **New Parcel** icon.

The **Parcel Details** dialog box opens.

GIS Parcel Fabric Implementation/User Guide 2018



Parcel Details

New Parcel

Properties | Lines | Closure

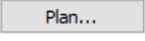
Plan... <map>

Template... Tax Parcels

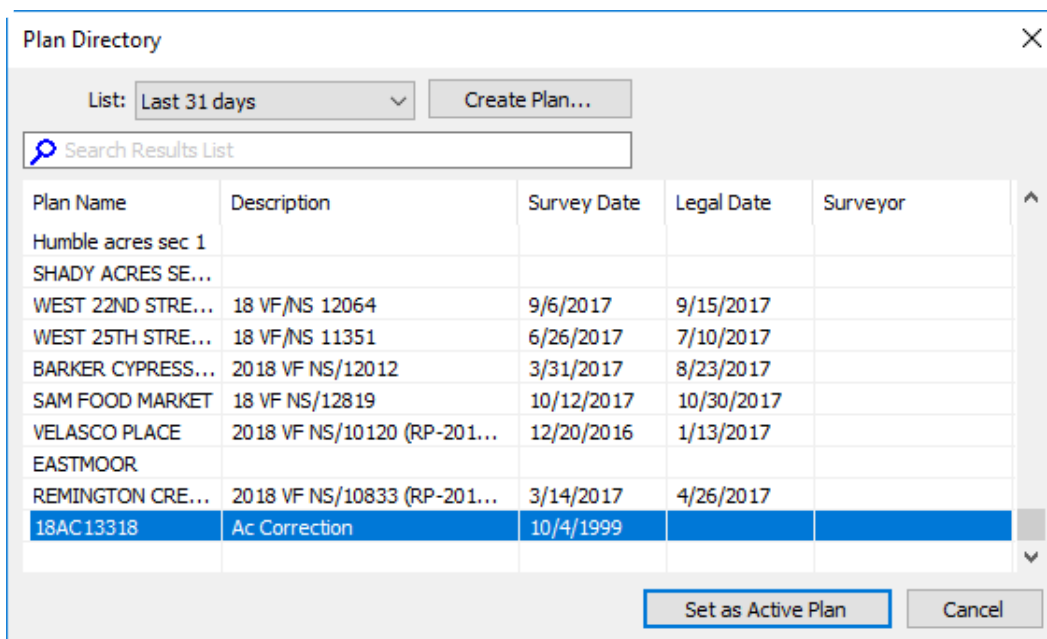
Property	Value
Name	1
Type	Tax
Stated Area	
LegalStartDate	
LegalEndDate	
Accuracy	
Compiled	False
Historical	False
Sub or Condo Type	<Null>
Sub or Condo Number	
Lot or Unit Type	<Null>
Block Number	
Encumbrance Type	<Null>
Lot or Unit Type	
History Type	<Null>
Floor Number	
Created By	
Modified By	
Modification Date	
Abstract Number	
Abstract Volume	
Abstract Page	
Acreage	
Condo Flag	
Site Number	
Full Sub Name	
Sub Volume Page	
RECNUM	
Deed Number	

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3. Select a plan by clicking .

The **Plan Properties** dialog box opens.



4. Create a new plan by clicking .

The **Plan Properties** dialog box displays.

ADD A PICTURE

5. Click the **General** tab.

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6. Name the plan using the last two digits of the tax year, type of work, and file number.
7. Provide details about the work being done in the **Description** section
8. Click the **Attributes** tab.
9. Fill in any pertinent information.
10. Confirm all the information is correct.
11. Determine the **Accuracy** level.

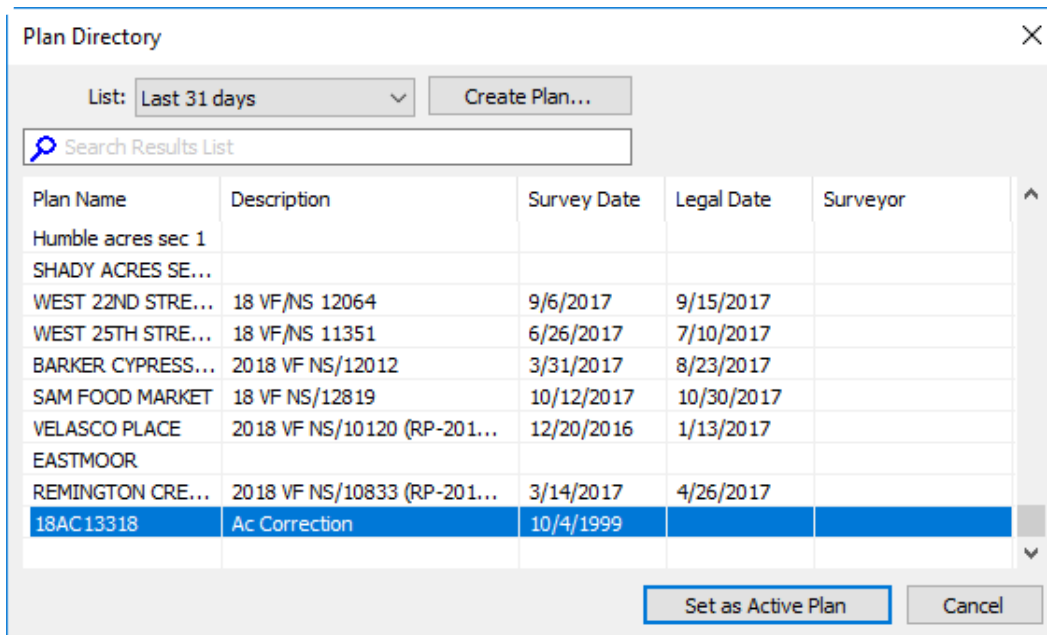
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BACKGROUND: Accuracy is determined by the surroundings. For example, if you are entering information about a new subdivision, then you would set the accuracy to “perfect” because any changes you make will not affect surrounding parcels to a significant degree. If, however, the original survey is old and inaccurate, then it would be useful and beneficial to entering an accuracy level appropriate to the age bracket of the subdivision. This will decrease “ripple effects” – in other words, unanticipated changes to other parcels.

12. Click **OK**.

ArcMap returns to the **Plan Directory** dialog box and highlights the newly created plan.



13. Click **Set as Active Plan**.

14. Click the **Lines** tab.

15. Click **Construction Tool** on the **Parcel Details** toolbar.

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16. Enter the metes and bounds coordinates in the **Bearing** and **Distance** columns.

Parcel Details

New Parcel

Properties Lines Closure

Plan... 18AC13318

From	Bearing	Distance	Radius	ArcLen...	To	Category	Type	Accuracy	Hide	Floor N...	Dimensi...
1	N0°00'00"E	125.00			2	0 Boundary					
2	S90°00'00"W	41.66			3	0 Boundary					
3	S0°00'00"W	125.00			4	0 Boundary					
4	N90°00'00"E	41.66			1	0 Boundary					
						0 Boundary					

17. Confirm there are no closure errors by clicking the **Closure** tab.

Parcel Details

New Parcel


Properties Lines Closure

Closure Method: Compass

Start: 3112816.37, 13855783.27 Edit... Closed Loop

End: Edit... Compute

#	Description	Computed Values	Residual Values
1-2	N0°00'00"E 125.00	N0°00'00"E 125.00	0°00'00" 0.00
2-3	S90°00'00"W 41.66	S90°00'00"W 41.66	0°00'00" 0.00
3-4	S0°00'00"W 125.00	S0°00'00"W 125.00	0°00'00" 0.00
4-1	N90°00'00"E 41.66	N90°00'00"E 41.66	0°00'00" 0.00

18. Click the **Keep and Join** icon  if you are confident the changes are correct.

The **Join Parcel** dialog box displays.

Add picture

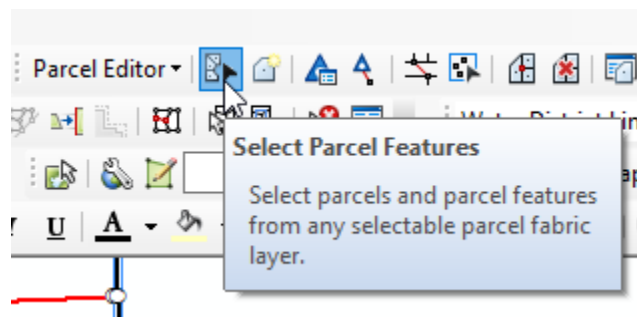
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19. Choose the best method of linking.
20. Click **Create Join Link** button.
21. Draw a box around the two points to be joined by left-clicking the mouse and holding it down. Drag until a box has been drawn.
22. Repeat the previous step for all the other points.

NOTE: When you're finished, all the points will be displayed in either red or green, indicating they have all been joined.

23. Make a choice:
 - a. Fabric points held fixed: move the entire tax parcel to their location
 - b. Joining points held fixed: move all points to perfect accuracy, keeping in mind that other parcels will be affected.
24. Click **Join** at the bottom of the tax parcel.
25. Make sure **Tax Parcels** are selectable in the **Table of Contents**.
26. Click **Select Parcel Features** as shown in the figure below.

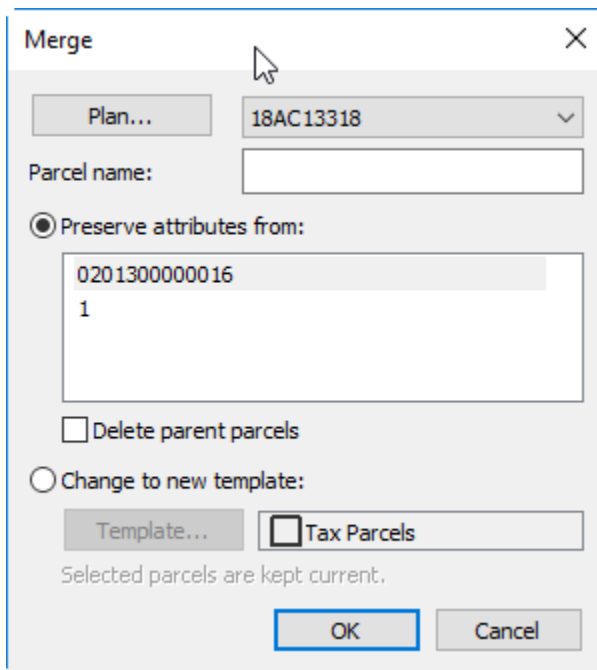


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27. Keep the cursor in the tax parcel.
28. Right-click and select **Merge**.

The **Merge** dialog box displays.



29. Confirm that you are working in the correct plan.
30. Confirm the **Preserve attributes from** option is selected.
31. Select the original tax parcel number. This will pull all the information from the original parcel and put the information in the new one.

GIS Parcel Fabric Implementation/User Guide 2018



32. Always check to confirm the correct template is in use: in this case, tax parcels.
33. Click **OK**.
34. Change the area (square footage) or acreage to match the correct figure generated by the process above.
35. Turn on **Historic** in the **Table of Contents**, and make it selectable.
36. Retire the original historic parcel.
37. Turn historic parcels off.
38. Right-click in the tax parcel, and select **Duplicate**.
39. Change the template from tax parcels to lots.

A screenshot of the "Duplicate a Parcel" dialog box. The title bar says "Duplicate a Parcel" with a close button (X). The main text says "Select plan and enter name for the duplicate parcel". There are several fields: "Plan..." with a dropdown menu showing "18AC13318"; "Template..." with a dropdown menu showing "Lo"; "Name:" with a text box containing "0201300000016_(1)"; "Repeat:" with a spinner box set to "1" and the word "times" next to it; "Update Field:" with a dropdown menu showing "<None>"; "Start value:" with a text box containing "1"; "Increment:" with a text box containing "1"; and a checkbox labeled "Duplicate as unjoined" which is currently unchecked. At the bottom are "OK" and "Cancel" buttons.

40. Click **OK**.

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The lot is created.

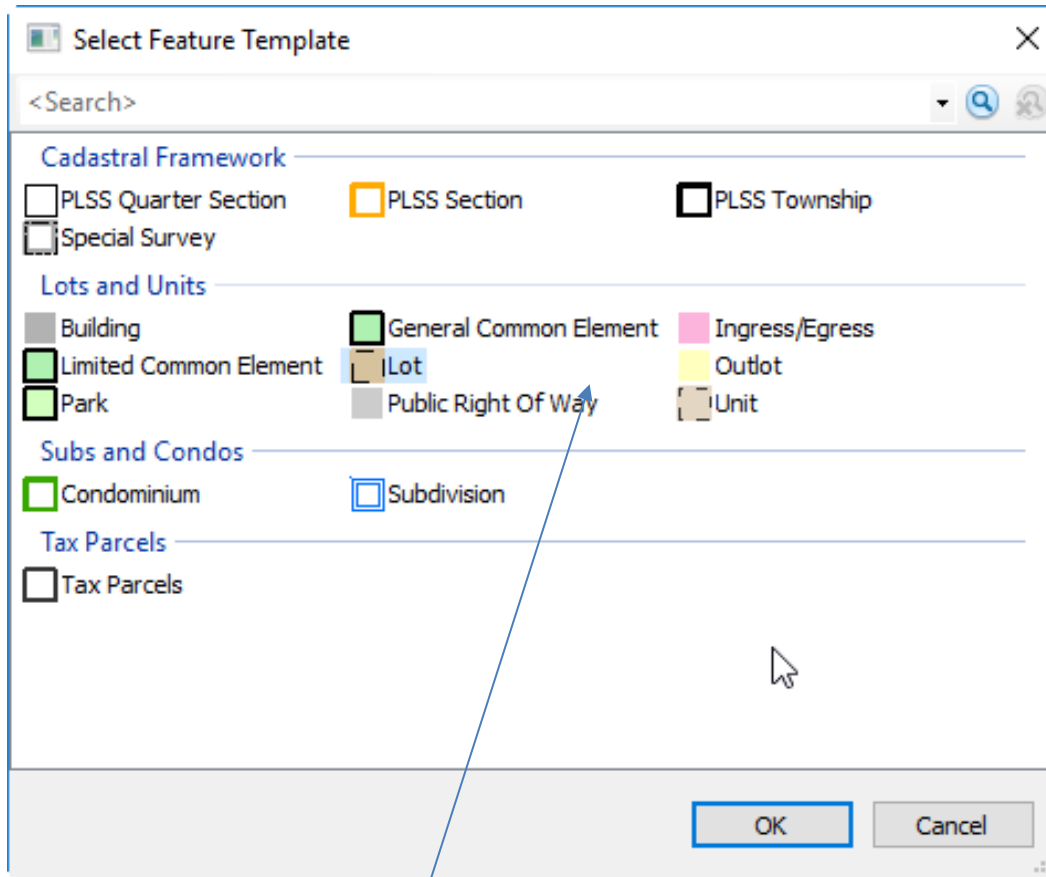
41. Unselect **Tax Parcels** in the **Table of Contents** and select **Lots and Units**.
42. Select the lots.
43. Right-click, and select **Construct from Parent**.

The **Parcel Details** dialog box displays.

Add picture

44. Change the template from **Tax Parcels** to **Lots and Units**.
45. The **Select Feature Template** dialog box displays as shown in the figure below.

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46. Click **Lot**.

47. Click **OK**.

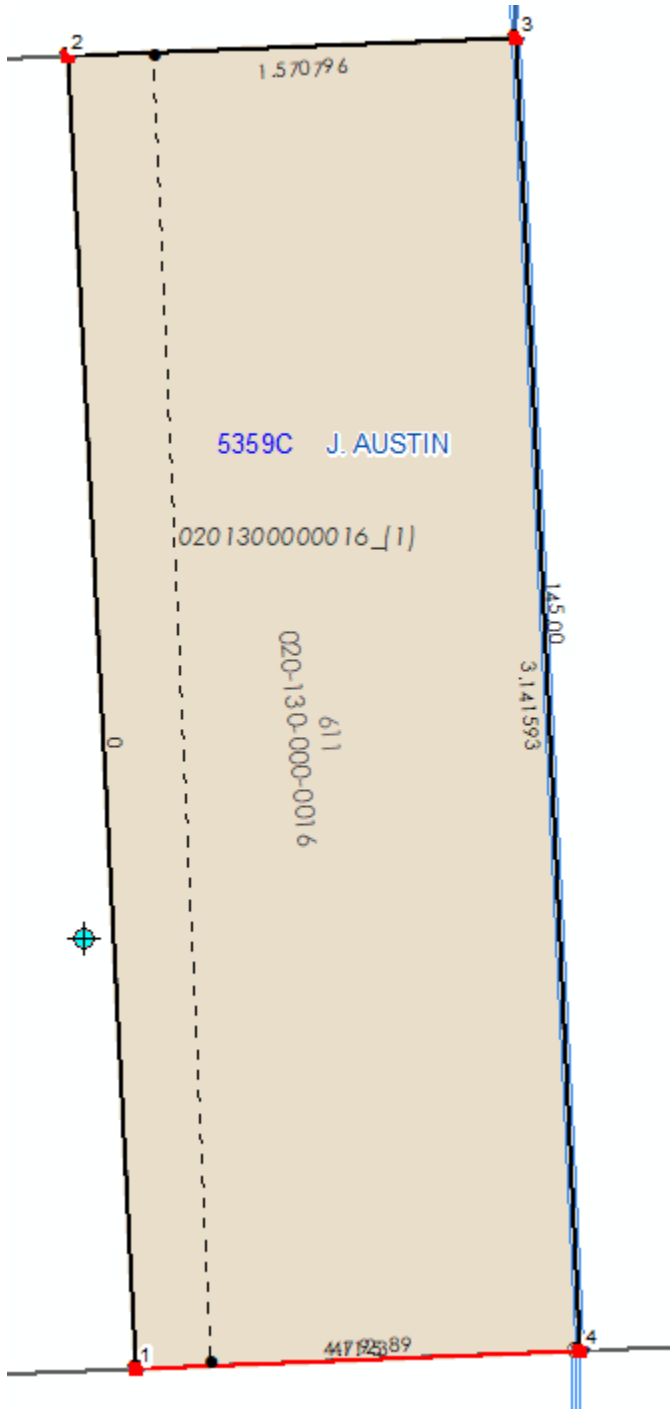
48. Construct a new lot from the parent. (???)

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The following figure shows all 4 lot points.

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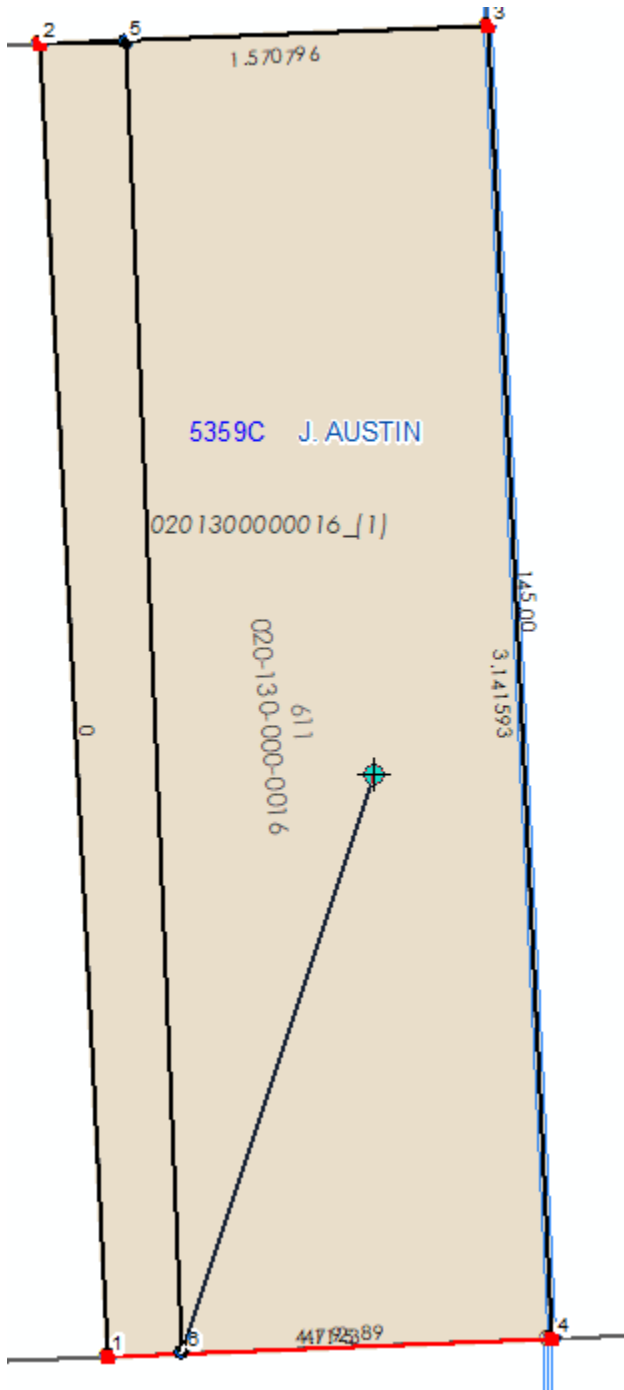
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Click the points in the following order:

- A. Click point 1.
- B. Click point 2.
- C. Click point 2 again.
- D. Create a new point by clicking the mouse once. This will be called point 5 in this example. Points 3 and 4 are part of the original lot and will not be changed in this process.
- E. Create another point, point 6.
- F. Click point 6 back to point 1.

GIS Parcel Fabric Implementation/User Guide 2018

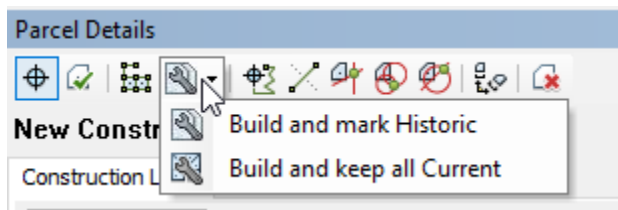


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49. Return to the **Parcel Details** dialog box. (**How?**)

50. Click **Build**.



Parcel Fabric will create new lots.

51. Delete the parent lot by following the steps below:

- a. Select all the lots. One is the parent.
- b. Highlight the parent lot in **Attributes**.
- c. Right-click and select **Only Select This**.
- d. Return the cursor back to lot.
- e. Right-click, and select **Delete**.

The parent lot has been deleted.

52. Select the lot to be updated.

53. In the **Attributes** window go to the lot or unit number. See the figure below.

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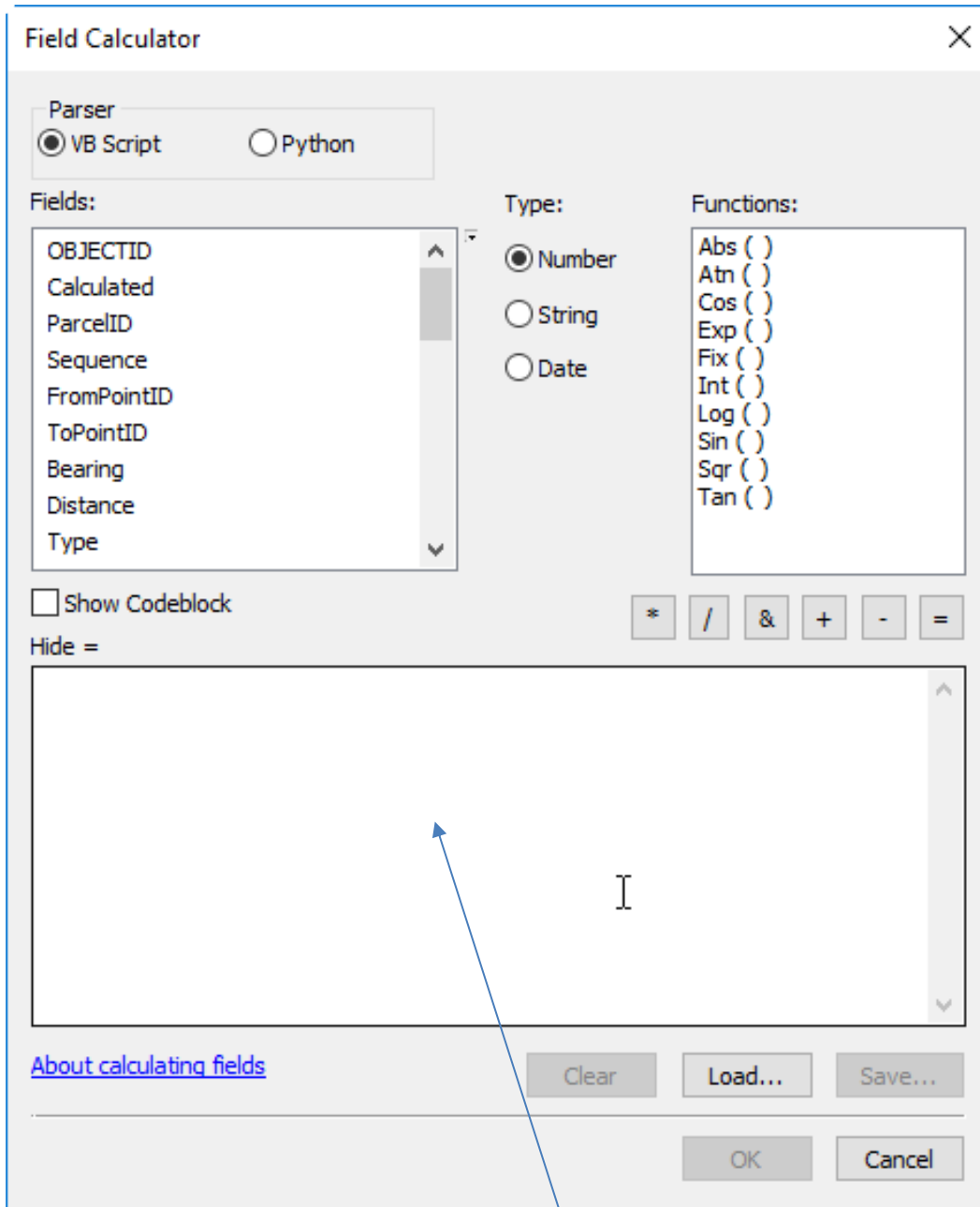
Parcel Type	Conveyance Division ^
Lot or Unit Number	15A
Floor Number	
Block Number	<Null>
Lot or Unit Type	Lot

54. Clear the box, and enter the lot number. In this case, the old number.
55. Select **Lines** in the **Table of Contents**, and make it selectable.
56. Select the actual lines. Deselect anything that is not a tax line.
57. Right-click, and open the **Attributes** table.
58. Highlight the **Hide** column as shown in the figure below.

IsMajor	Hide	SystemStar
<Null>	<Null>	8/9/2017
<Null>	<Null>	2/13/2018
<Null>	<Null>	2/13/2018
<Null>	<Null>	2/13/2018
<Null>	<Null>	2/13/2018

59. Right-click in the **Hide** column, and open the **Field Calculator** as shown in the figure below.

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60. Load the Dimensional Calculation file.

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61. Click **Open**.

The query loads automatically into the dimension box.

62. Click **OK**.

The query process calculates the dimensions and loads them into the table. (**What table?**)

63. Confirm the dimensions are correct. If they are different, go to the original document containing the request and type the correct values in the **Attributes** box.

64. Verify the line types in case they have changed during the acreage process.

65. Reconcile and post.

66. Create an After Map.

67. Import into VisiFLOW.

4.6 Undivided Interest Accounts

Undivided Interest Accounts are accounts owned by more than one person, corporation, or entity. Each owns a percentage of the property parcel. Rather than creating a single tax bill and leaving it to the parties involved to divide it up among themselves, HCAD – at the instruction of the state – creates separate bills for each party who owns part of the land.

Undivided Interest tax bills must be applied for using form 25.11. The form must be completely filled out and each owner listed as well as percentage of ownership.

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In Houston, a good example of Undivided Interests accounts might be property once owned by prominent citizen Ben Taub. Rather than leaving entire parcels to people or corporations, he divided them up leaving part to one person and another to someone else. One person might own 50 percent of a parcel while another owns the other 50 percent.

4.6.1. Working an Undivided Interest Account

1. Locate and pull up the undivided interest account in VisiFLOW.
2. Launch CAMA, HCAD's "Computer Assisted Mass Appraisal" system.
3. Open the folder in VisiFLOW, and examine any attached forms such as requests, deeds, wills.
4. Determine what work on the account needs to be done.
5. Confirm that all the paperwork is complete. The paperwork might be HCAD forms, deeds, or both.
6. Identify the people involved. There might be only one person on the original form, and the paperwork requests that it be split up into percentage ownership.
7. Make a "Before Map". Try to make it to scale, assuming it isn't already.

NOTE: In the event of an uneven split, for example one person gets half and 2 other people get smaller portions, then there will be math involved identifying the size of the actual percentages.

8. Check for errors in the data or the on the map. Some of the most common changes are name changes (which entails no map work) or rejoining a subdivided interest.

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9. If the parcel is being subdivided into multiple interests and there is only one account, then a new account must be added for each new interest.
10. Search for new account numbers using the HCAD website as shown in the figure below.

HCAD Account Number Log

Volume/Page/Sub	<input type="text" value="041108"/>
<input type="button" value="View List"/>	
<input type="button" value="Reset"/>	

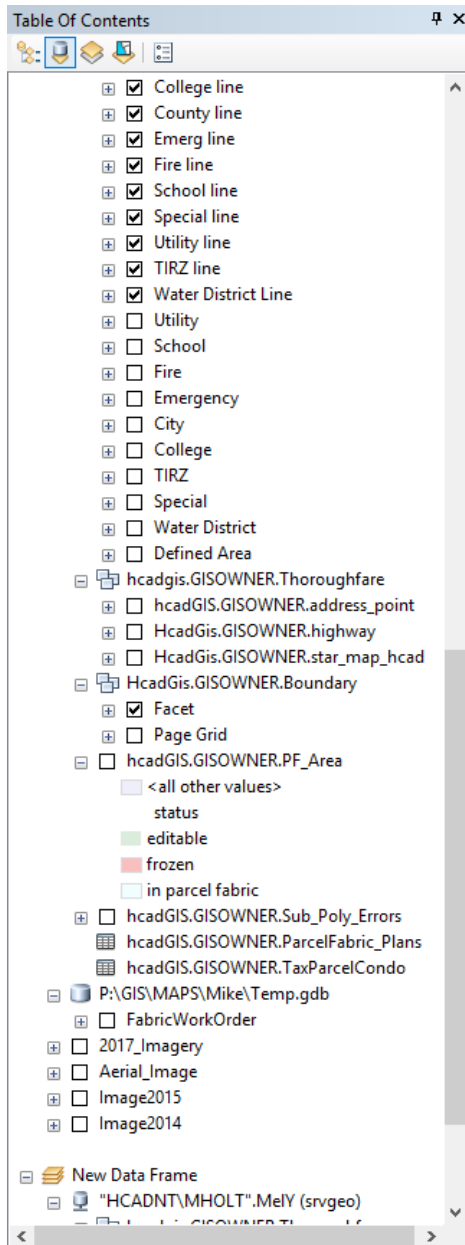
Enter up to the 9 first digits of the account number.
Finds account numbers from Mainframe and STI (SYS),
those logged in Visiflow (VF Only),
and those logged in Sharepoint.

11. Add a number or numbers to the last account listed on the HCAD website. For example, if the account is 1234 then the new account would be 1235.
12. Verify that the tax parcel condo table is in your map. Does not just apply to condominium. (?)

GIS Parcel Fabric Implementation/User Guide 2018



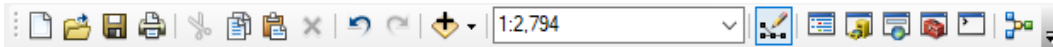
See the figure below.



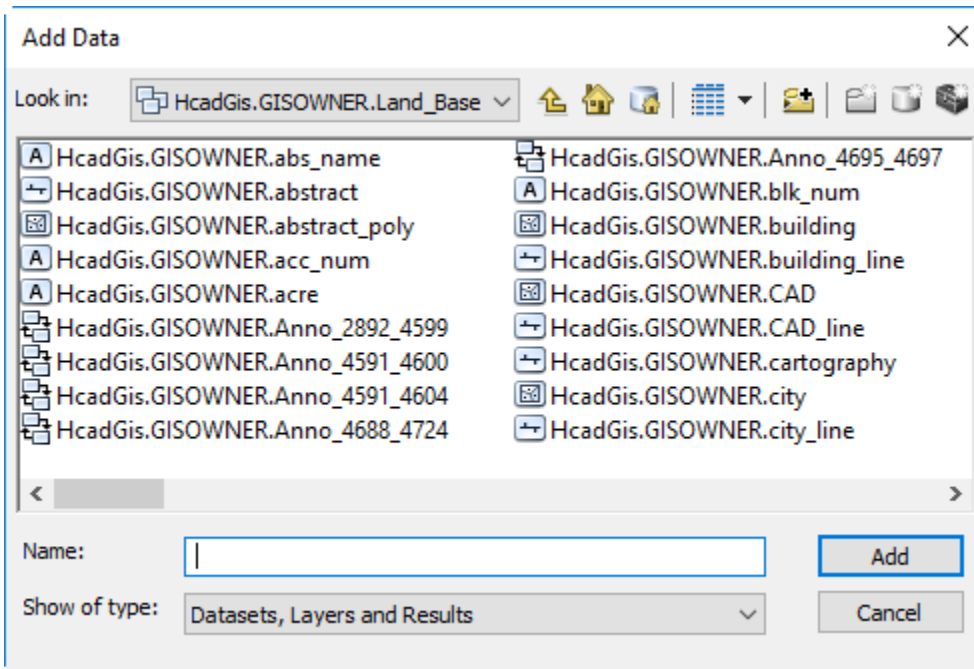
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13. The table can be found by clicking the List by Source button in the ToC. Second button on the left.
14. If the table isn't present, it will need to be added to the map by performing the following steps:
 - a. Click Add Data button (plus sign) on the Standard Toolbar.

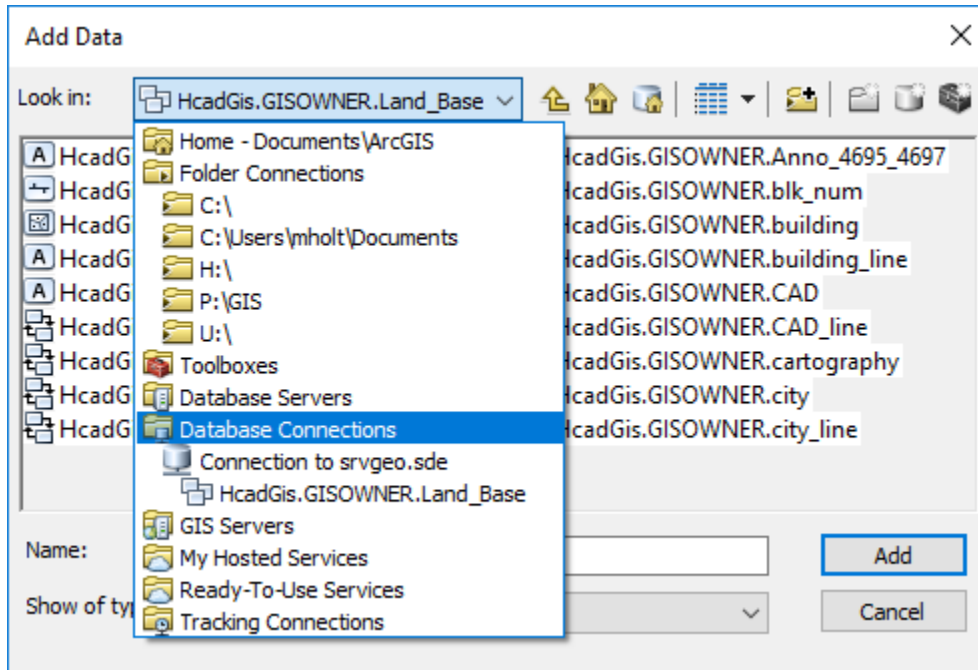


- b. The Add Data dialog displays.



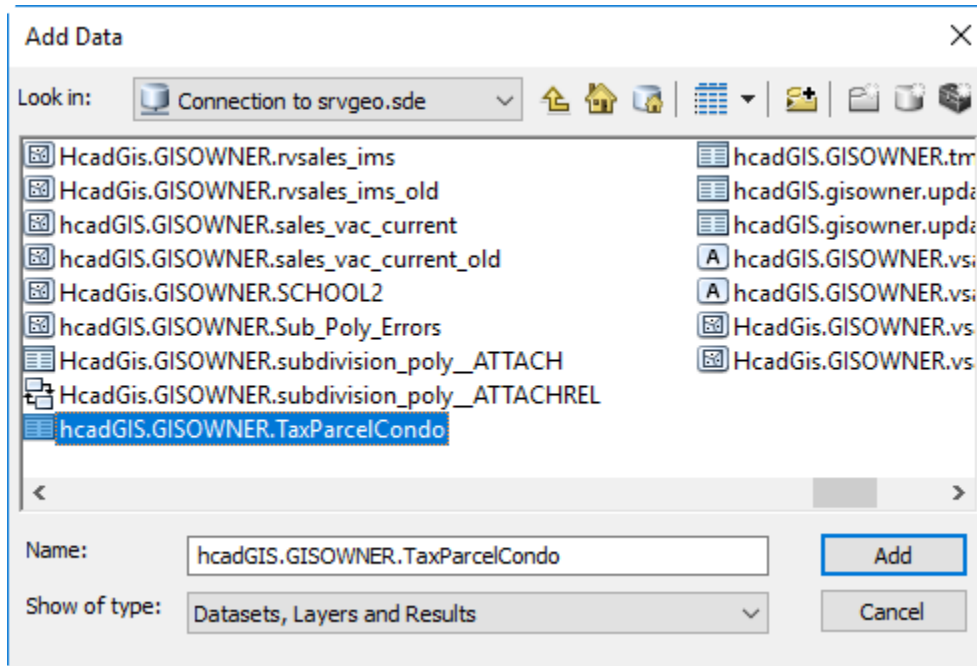
- c. Locate your database connection.

GIS Parcel Fabric Implementation/User Guide 2018



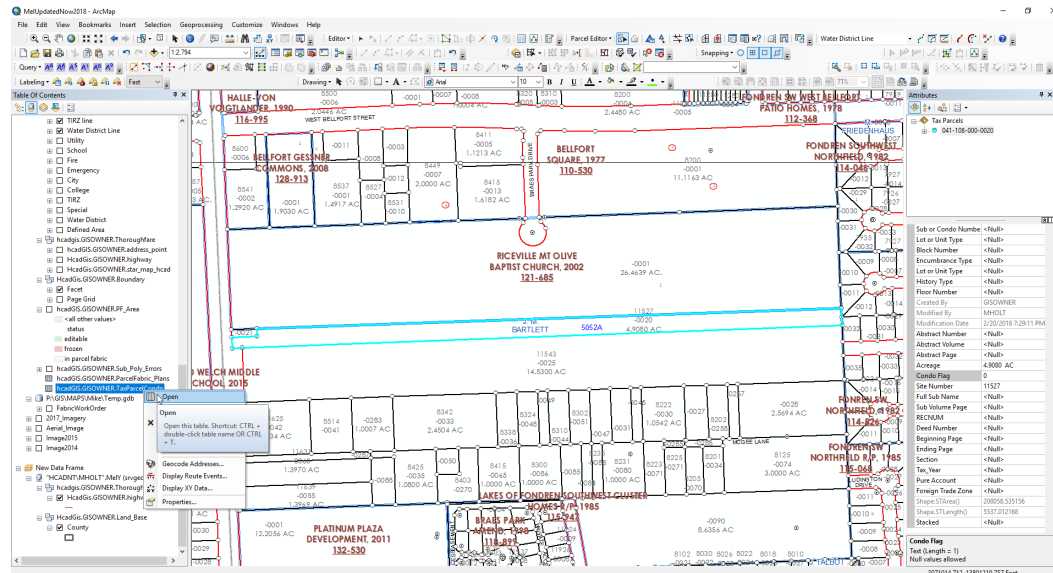
- d. Go to the specialists individual database connection – username@hcadgis@srvgeo.sde
- e. Look for table called tax parcel condo.

GIS Parcel Fabric Implementation/User Guide 2018



- f. Click Add.
- g. Make sure it is part of their version.
- h. Open the tax parcel condo table. By right clicking tax parcel condo table and then clicking open.

GIS Parcel Fabric Implementation/User Guide 2018



i. Move to the end of the table (button 8)

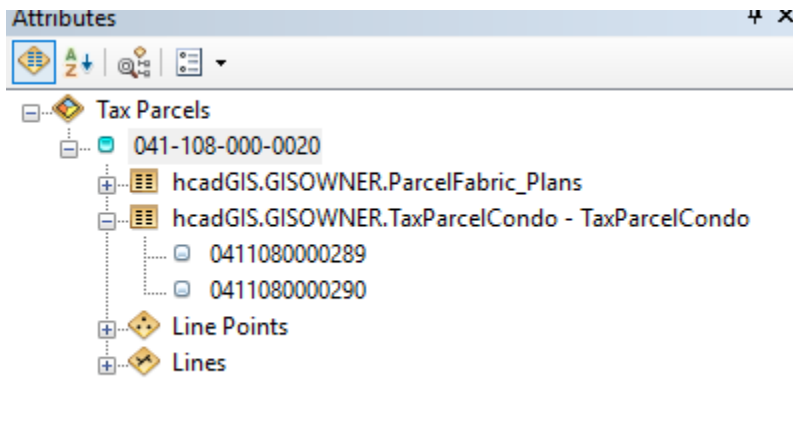
Object ID *	Lowest Parcel Identification Number *	Parcel Identification Number	Document Index Number	Building Number	Unit Number	Last Update Date	Last Editor	Floor Number	Created By	Creation Date
401	<null>	044043000166	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
401	0402200010089	0402200010089	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1202	0481010000981	0481010000982	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1203	0481010000991	0481010000993	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1204	0481010000991	0481010000994	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1205	0481010000991	0481010000996	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1206	0481010000991	0481010000997	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1207	0481010000991	0481010000998	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1208	0481010000991	0481010000999	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1209	0481010000991	0481010001000	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1210	0481010000991	0481010001001	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1211	0481010000991	0481010001002	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1212	0481010000991	0481010001003	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1213	0481010000991	0481010001004	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
1214	0481010000991	0481010001005	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2001	041830000655	041830000662	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2401	0421040000934	0421040000936	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2801	0572200000095	0572200000094	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2902	0402400005031	0402400005033	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2803	0431500008400	0431500008420	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2804	0431500008400	043150000851	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2806	0431500008335	0431500008336	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2807	0431500008320	0431500008325	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2809	0431500008400	0431500008405	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2810	0431500008400	0431500008425	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2812	0431500008400	0431500008435	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2813	0431500008400	0431500008440	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2814	0431500008400	0431500008445	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2815	0431500008400	0431500008450	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2821	0882220000001	0882220000007	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2822	0431500008400	0431500008430	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2823	1068500000008	1068500000018	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2824	0441670000211	0441670000223	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2825	0441670000211	0441670000225	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>
2826	0441670000211	0441670000224	<null>	<null>	<null>	<null>	<null>	<null>	<null>	<null>

NOTE: Talk to Josh about versioning for appendix Discuss map documentation configuration.

GIS Parcel Fabric Implementation/User Guide 2018

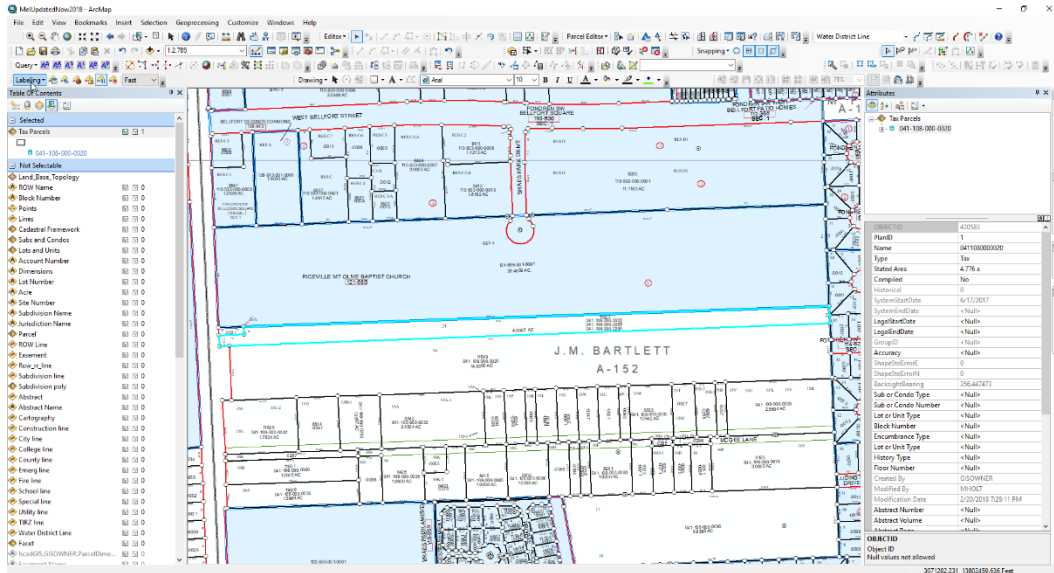


15. On the table “Lowest Parcel Identification Number” enter the parent account number
16. Tab over to the next column – parcel identification number – enter the new, child account number. If more than one child, repeat steps 19 and 20.
17. Close the table and save.
18. Verify the addition of the child accounts, select the tax parcel.
19. Use the drop down to see both the parent and child accounts.

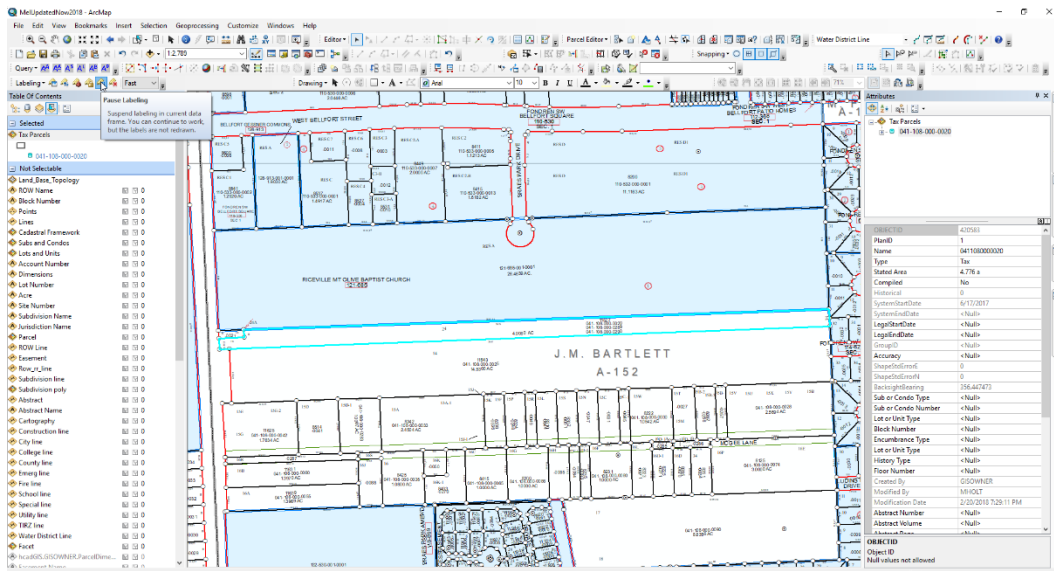


20. Add notation on the map for the child accounts (Check to see if annotation has been covered).
21. Stacked accounts do not show on parcel fabric map. You must use the old notation technology to show the information.
22. Go to the **Labeling** toolbar.

GIS Parcel Fabric Implementation/User Guide 2018



23. Click **Pause Labeling** button. This turns off Parcel Fabric's built in label.



GIS Parcel Fabric Implementation/User Guide 2018



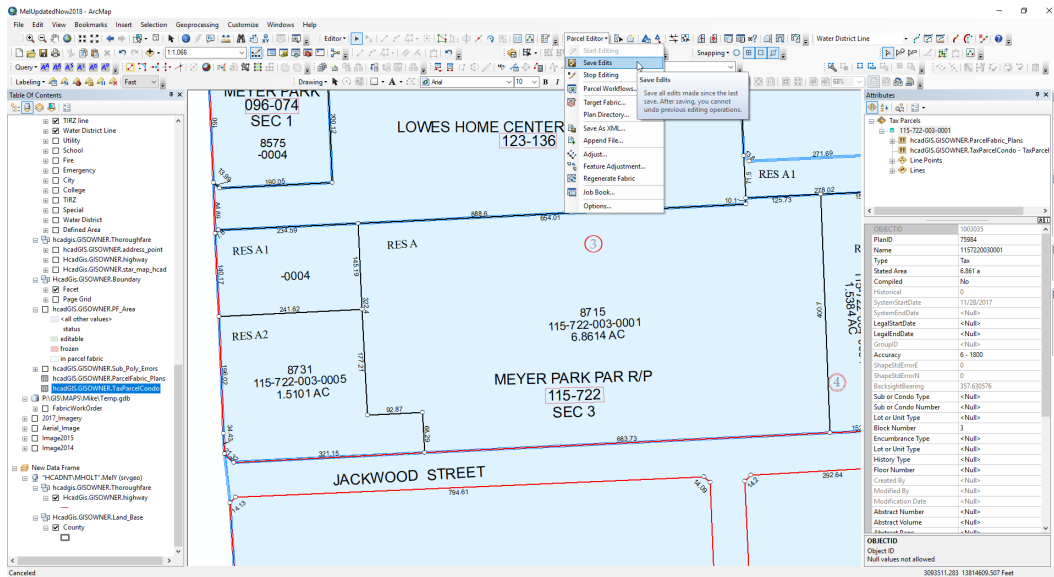
24. Using copy and paste, add the appropriate annotation information , adding both child accounts to the map.
25. Create an After Map showing the accounts.
26. Export maps.
27. Import After Map into Visiflow. Same with Before Map.
28. Click Pause again to unpause the Parcel Fabric Update
29. Reconcile and post.
30. Create lots as necessary.

4.6.2. Deleting a Child Account

To delete a child account, perform the following steps:

1. Select the tax parcel.
2. GO to the Attributes window and use the drop down.
3. Select **tax parcel condo**.
4. Right click on the account to be deleted and select delete from the drop-down menu.
5. Save by going into Parcel Editor and select **Save Edits**.

GIS Parcel Fabric Implementation/User Guide 2018



6. Reconcile and Post.
7. IM accounts, improvements only.
8. Follow the same steps for recombination

4.6.3. Reserving an Account Number so No One Else Can Use It

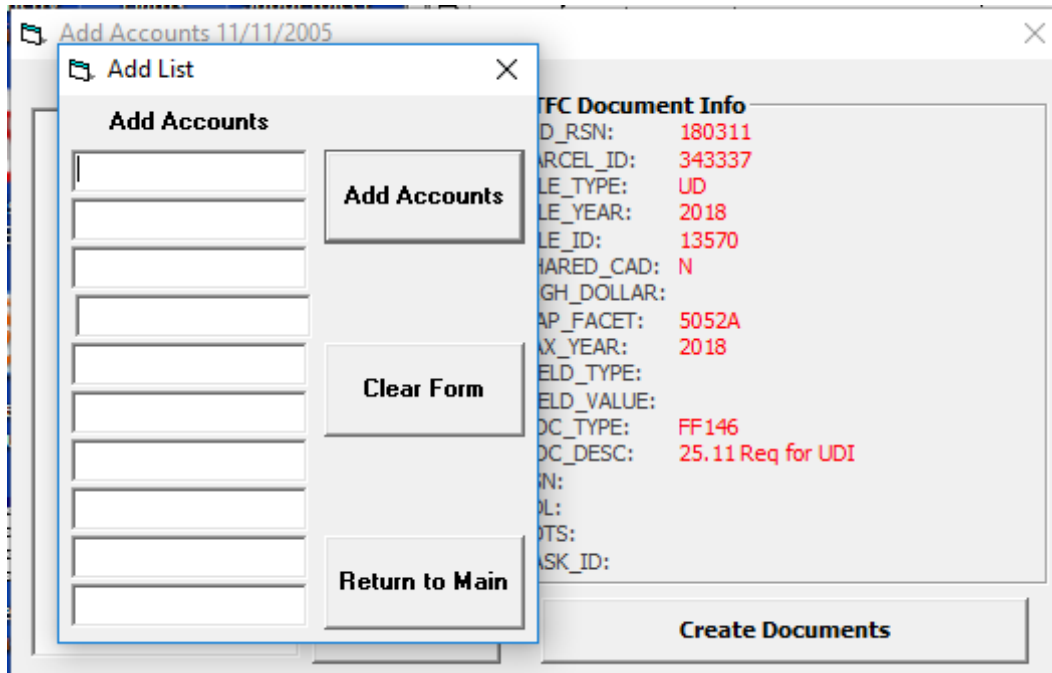
1. Launch VisiFLOW.
2. Press apply and refresh until the multiple accounts button displays in the grip.

GIS Parcel Fabric Implementation/User Guide 2018

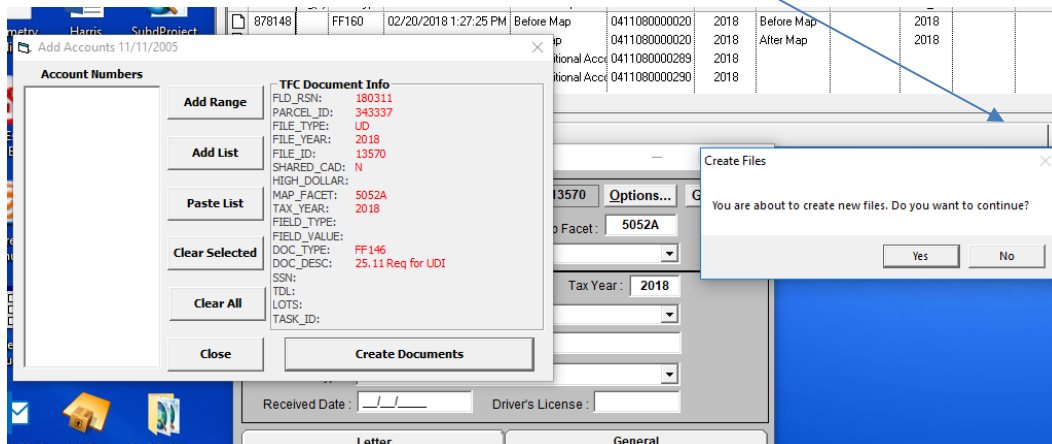
A screenshot of the VisiFLOW GRIP (v2.3.21) 02/01/2017 software window. The interface is divided into several sections. At the top, there are fields for File Type (UD), File Year (2018), File ID (13570), and buttons for Options... and Get File Id. Below these are fields for ISD, Map Facet (5052A), and Priority (5 - Normal). The middle section contains Account Number (041108000020), Tax Year (2018), Field Type, Field Value, Doc Type (FF146 - 25.11 Req for UDI), Received Date, and Driver's License. The bottom section has two tabs: Letter and General. The Letter tab is active, showing Begin Year (2018), End Year (2018), Action, Requested, Option 1 (FF0000 - No Letter), Option 2 (FF0000 - No Letter), and three Info fields. At the very bottom are buttons for Apply, Refresh, Multiple Accounts, and Close.

3. Select the **Multiple Accounts** button.
4. Click Add List.
5. The Add List dialog box displays.

GIS Parcel Fabric Implementation/User Guide 2018



6. Type in the full account number and add as many as you need.
7. The **Create Files** dialog box displays 15 (After the account numbers have been added)



GIS Parcel Fabric Implementation/User Guide 2018



8. Click **Yes**.
9. VisiFLOW generates account numbers that match what was entered and places them in the HCAD database at the bottom of the list
10. Correctly route the accounts or accounts to their next destination, in some cases QA QC sometimes tech, sometimes somewhere else completely.



5. Research

5.1 Research Thought Process

1. Open the file with the request and determine what they are asking and what information did they provide?
2. The question or questions drive the search for information.
3. Go to CAMA and check the Notes and Agents tab as well as Attachments, Account Detail, and Land Lines.
4. Go to the digital map. Go to the given account number, if provided.
5. Then if no precise account number has not been given, then begin the research process.

5.2 Block Book Maps

PURPOSE: Block Book Maps are used to check dimensional information, legal information, beginning acreage maps, right of way taking, among other things. The maps can be used in countless different situations. They are perhaps one of the more useful tools in the research arsenal.

Though impossible to explain each and every situation Block Book Maps could be used, a number of common scenarios are listed below.

1. Verifying dimensions on a lot and block.
2. Check legal description of the tract in question.

GIS Parcel Fabric Implementation/User Guide 2018



3. Check beginning acreage of the parent track. (History acreage)
Sometimes it is necessary to research the history of a tract of land because in many cases it changes over time.
4. Check the Block Book Maps for missed transactions, a split out for example, that did not carry over into the electronic version of the map.

5.2.1. County Block Book v. City Block Book

Definition: A paper representation of the tax parcels in both Harris County and the City of Houston. These are the base maps from which the later digital maps were created. Though they are legacy documents, they are still used to this day for research purposes.

County block book maps have already been scanned into the system however some of the paper maps still exist in the 3rd floor map room and do not go past volume 120, page 109 (Harris County account numbers) because of HCAD took over the mapping process and no longer created Block Book pages.. The electronic copies are the P: drive/archive reference maps/HC Block Book Maps. The City of Houston are in the same place EXCEPT they are in the sub folder COH Block Book Maps.

NOTE: City of Houston Block Book Maps carry more detail and tend to be more accurate simply because they are a smaller taxing jurisdiction than the entire county.

City of Houston Block Book Maps are in the process of being scanned. Eventually, like Harris County's maps, they will all be electronic. Indexing for City of Houston maps differ from the

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county's. They use city account numbers. In order to find the correct map, use the City of Houston index, also already scanned and stored in the same file as the Block Book pages.

5.3 Subdivision Plat Maps (Current and Historic)

5.3.1. Recorded

A map that has, in most cases, has been recorded at the county clerk's office making it a lot legal document. Some have not been recorded. Most have dimensions, directional bearings, curvature information, legal descriptions of lot and block, original right of way names, instrument of dedication for flood control and right of way. The roads in most cases are also dedicated but notation will tell whether it is a private road or not.

5.3.2. Unrecorded Subdivision Plat Maps

There are cases of unrecorded subdivisions that the county or city have received. Unrecorded subdivisions have been in the form of hand partitioned papers. For example, a farmer may have divided his property up into a smaller subdivision, leaving a portion to each one of his heirs – one tract to his son and another to his daughter. In many such cases, he only makes a general drawing with no specific metes and bounds.

GIS Parcel Fabric Implementation/User Guide 2018



5.3.3. Historic Subdivision Plats

Historic Subdivision Plats may be recorded in the deed records but not the map records. That information may be on the county Block Book page as part of the header information.

When they would be used:

1. Verifying dimensions on a lot and block.
2. Check legal description of the tract in question.
3. Verify parent acreage (abstract information, original ownership).
4. Provides dates of creation including surveying and date of recording.

5.4 Subdivision Plats

Subdivision plats are filed by volume and page in numerical order. These plats are located in the file room where the hard files are kept. Some of the older plats are not to scale, but current plats are to scale. The district has copies of all plats starting from 120-109.

5.5 Courthouse Direct

Courthouse Direct is a search engine to locate public records. GIS uses this tool to locate deeds for current or prior year information. This search engine allows real time deed garnishment and also keeps a limited amount of search results for reexamination.

1. Open the Courthouse Direct website address at <http://www.courhousedirect.com/>.

GIS Parcel Fabric Implementation/User Guide 2018



2. Sign in to the website using the username and password issued by click the label “Sign in Here:” at the top right of the screen.

CourthouseDirect.com
Public records online not in line

Member Log On
• Sign In Here
• Sign Up/Pricing

Home | Real Property Documents | Grantor/Grantee Indexes | Property Reports | GIS Mapping | Title Insurance | Oil & Gas

Nationwide

- Real Property Documents
- Property Tax Reports
- Deed & Mortgage Report
- Sales Comparable
- Asset Search

Texas

General Services

- Real Property Documents
- Grantor/Grantee Indexes
- Manual Research/Retrieval
- Historical Deeds, Plats, etc.
- Geo-Index Title Plats
- Adverse Lien Search
- Release Search
- Plat Search
- Easement Search
- Lease Alert
- Lease Check
- Mailing Labels (Recent Sales & Tax Info)
- Texas Data Coverage

Property Reports

- Property Tax Reports
- Deed & Mortgage Report
- Sales Comparables
- Asset Search

Find Property Info

Address | Owner | Tax ID (APN) | + Advanced Search

SELECT STATE: Texas | SELECT COUNTY: All Counties

Street Number | Street Name | Street Suffix

Search

SEARCH BY STATE AND COUNTY

Select State | GO

Search. Find. Download.

CourthouseDirect.com provides links to Courthouse records, Grantor Grantee Indexes and Images of Real Property Records nationwide including Deeds, Mortgages, Liens, Oil & Gas Leases, Abstracts of Judgment, Releases, Bankruptcies, etc. Choose State and County and Download documents to your computer. **Sign up now!**

3. A wide variety of States and Counties are available. Select “Texas” for state and “Harris” for county.

GIS Parcel Fabric Implementation/User Guide 2018



4. Select the Grantor/Grantee Indexes in the top of the screen.
5. NOTE: Other selection options, such as historical deeds and historical plats, are available at this point. The technician should decide which is most appropriate for the situation.

6. A wide variety of States and Counties are available. Select "Texas" for state and "Harris" for county.

[More Information](#) [Available Counties](#) [County Homepage](#)

1. Select a state and county

State:
County:

7. Search using Grantor (name of seller), Grantee (name of buyer), Party, Sub-Search, Document ID, Film Code, Document Type, Volume, Page, and/or Date. Fill in as much information as possible in your search to narrow results.

GIS Parcel Fabric Implementation/User Guide 2018



3. Enter search details and click search

Note: Searches in highlighted fields will incur a charge for a "Legal Search" [Click For Legal Search Info/Pricing](#)

Harris Texas Public Grantor Grantee Search			search
Search Field:	Criteria:	Description:	Example:
Grantor:	<input type="text"/>	Grantor Name	John Smith = Smith John Able Plumbing = Able P
Grantee:	<input type="text"/>	Grantee Name	John Smith = Smith John Able Plumbing = Able P
Party: add	<input type="text"/>	Name of Party Grantor or Grantee	John Smith = Smith J Able Plumbing = Able p Note: % = Wildcard
Sub-Search: add	<input type="text"/>	Search Any Term in the Index	John Smith = Smith J Sunset Hills Lot 34 = Sunset H%+34 Note: % = Wildcard
APN/TaxID:	<input type="text"/>	APN/Tax ID	11883000002
Subdivision/Survey:	<input type="text"/>	Subdivision/Survey Name	Braes Heights = Braes h John Walters Survey = Walters J Note: % = Wildcard
Lot:	<input type="text"/>	Lot Number or Abstract Number	Lot 1 = 1 Lot 16 = 16
Block:	<input type="text"/>	Block Number	Block 1 = 1 Block 16 = 16
Section:	<input type="text"/>	Section Number	Section 1 = 1 Section 16 = 16
Abstract:	<input type="text"/>	Abstract Number	Abstract 874 = A0874
Acreage:	<input type="text"/>	Number of Acres	2.345 Acres = 2.3
Document ID:	<input type="text"/>	Clerk's File # Letter + 6 digits or Year+7 digits	L123456 or 20090245365
Film Code:	<input type="text"/>	File Code Number 9 digits	041021456 or 112012356

8. The results screen will list the available records for retrieval.

GIS Parcel Fabric Implementation/User Guide 2018



Harris Texas Public Grantor Grantee Searched											
Displaying Page 1 of 1.											
County: Harris											
Thru Date From - 01/03/1961 To - 04/16/2018											
Displaying 11 record(s) out of 11											
* Grantor	Grantee	Document Type	Document ID	File Date	Subdivision/Survey	Section	Lot	Block	Film Code	Pages	Appraisal ID
<input type="checkbox"/> RUCKTASHEL MARION	FIRST MTG CO TI	D/T	E438776	5/20/1975	TIMBERGROVE MNR	5	3	23	120192455		
	HOLTON ALLEN W TRE										
<input type="checkbox"/> BYRD A/C INC	BYRD A/C INC	ASSGN	H583310	8/23/1982	TIMBERGROVE MNR	5	3	23	022990281		
<input type="checkbox"/> RUCKTASHEL MARION	FIRST PASA STATE BANK	CONT									
<input type="checkbox"/> COOPER KEN ETAL	COOPER KEN ETAL	ASSGN	L212391	7/8/1987	TIMBERGROVE MANOR	5	3	23	185301898		
	MR BOY SERV ETAL	CSA SERV CORP									
<input type="checkbox"/> RUCKTASHEL MARION	MR BOY SERV ETAL										
<input type="checkbox"/> COOPER KEN ETAL	CSA SERV CORP	D/T	L212392	7/8/1987	TIMBERGROVE MNR	5	3	23	185301900		
	MR BOY SERV ETAL	QUEEN TOM TRE									
<input type="checkbox"/> RUCKTASHEL MARION ETAL											
<input type="checkbox"/> RUCKTASHEL MARION	NO NAME SHOWN	AFFT	L212393	7/8/1987	TIMBERGROVE MNR	5	3	23	185301906		
<input type="checkbox"/> RUCKTASHEL MARION	ASSURANCE MTG ETAL	D/T	Y180997	1/7/2005	TIMBERGROVE MANOR	5	3	23	598460959	16	
	GATES GROUP INC ETAL										
	MORTGAGE ELECTR RSI ETAL										
	ROBERTSON JAMES L TRE										
<input type="checkbox"/> RUCKTASHEL MARION	NO NAME SHOWN	AFFT	Y180998	1/7/2005	TIMBERGROVE MANOR	5	3	23	598460975	5	
<input type="checkbox"/> RUCKTASHEL MARION	OLANDER GARY M TRE	D/T	20090114443	3/19/2009	TIMBERGROVE MANOR	5	3	23	063461332	5	
	WHITNEY NATIONAL BANK										
<input type="checkbox"/> RUCKTASHEL MARION	OLD UNION FINANCIAL	FI STM	20140365506	8/18/2014	TIMBERGROVE MANOR	5	3	23	092470861	3	

- To order the information, check the box located on the left of the name of the requested document. Click **Buy Selected Documents** located at the left under all of the results.

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CourthouseDirect.com
Public records online not in line

User: amy nichols
[My Account](#)
[Manage Favorite Counties](#)
[Log-Off](#)

HOME | DOWNLOAD DOCUMENTS | GRANTOR/GRANTEE INDEXES | PROPERTY REPORTS | ASSOCIATIONS | READ | LINKS

[back to search](#)

Session 236 Details
 Session ID: Client Code: [Save](#) | [New Session](#)

Purchased Documents:

Document Information	Order ID	Pages	Status/Link	Client Code
TX-Harris-E.625213	2339663		Downloading	Edit

Your order is ready. Click <Refresh List>. [Refresh List](#) [Email Receipt](#) [History](#) [Previous Sessions](#)

[Narrow Search](#)

Harris Texas Public Grantor Grantee Search [edit](#)

Displaying Page 1 of 1.
 Thru Date From - 1/1/1978 To - 3/6/2008
 Displaying 9 record(s) out of 9

*	Grantor	Grantee	Document Type	Document ID	File Date	Legal Description	Section	Lot	Block	Film Code
<input type="checkbox"/>	RUCKTASHEL MARION	FIRST MTG CO TI HOLTON ALLEN W TRE	D/T	E438776	5/20/1975	TIMBERGROVE MNR	05	L0003 B0023		120192455
<input type="checkbox"/>	RUCKTASHEL FOSTER A ETAL RUCKTASHEL INEZ ETAL	STROUSE CLARENCE L ETAL STROUSE PHYLLIS M ETAL	W/D	E625213	12/12/1975	HARRELL J T WETHERILL PL		A0329 L0007		132061033
<input type="checkbox"/>	BYRD A/C INC RUCKTASHEL MARION	BYRD A/C INC FIRST PASA STATE BANK	ASSGN CONT	H583310	8/23/1982	TIMBERGROVE MNR	05	L0003 B0023		022990281

[Error on page.](#) Internet

10. Once the image is ready, click “Refresh List” in the center of the screen so the page will update to “View Image.”

GIS Parcel Fabric Implementation/User Guide 2018



The screenshot shows the CourthouseDirect.com website interface. At the top, there is a navigation menu with links for HOME, DOWNLOAD DOCUMENTS, GRANTOR/GRANTEE INDEXES, PROPERTY REPORTS, ASSOCIATIONS, READ, and LINKS. A user profile for 'amy nichols' is visible in the top right corner with options for My Account, Manage Favorite Counties, and Log-Off. Below the navigation, there is a 'Session 236 Details' section with input fields for Session ID (Session 236) and Client Code, and buttons for Save and New Session. A 'Purchased Documents' section contains a table with one entry: TX-Harris-E.625213, with columns for Document Information, Order ID (2339663), Pages (3/3), Status/Link (View Image), and Client Code (Edit). Below this table are links for Refresh List, Email Receipt, History, and Previous Sessions. A search bar with a 'Narrow Search' button is also present. The main content area displays a table of search results for 'Harris Texas Public Grantor Grantee Search'. The table has columns for Grantor, Grantee, Document Type, Document ID, File Date, Legal Description, Section, Lot, Block, and Film Code. The first row shows a deed from RUCKTASHEL MARION to FIRST MTG CO TI, dated 5/20/1975, with a legal description of 'TIMBERGROVE MNR'. The second row shows a deed from RUCKTASHEL FOSTER A ETAL to STROUSE CLARENCE L ETAL, dated 12/12/1975, with a legal description of 'HARRELL J T'. The third row shows a deed from BYRD A/C INC to BYRD A/C INC, dated 8/23/1982, with a legal description of 'TIMBERGROVE MNR'. The fourth row shows a deed from RUCKTASHEL MARION to FIRST PASA STATE BANK, dated 12/12/1975, with a legal description of 'WETHERILL PL'. The table also includes checkboxes for each record.

* Grantor	Grantee	Document Type	Document ID	File Date	Legal Description	Section	Lot	Block	Film Code
<input type="checkbox"/> RUCKTASHEL MARION	FIRST MTG CO TI	D/T	E438776	5/20/1975	TIMBERGROVE MNR	05	L0003	B0023	120192455
<input type="checkbox"/> RUCKTASHEL FOSTER A ETAL	HOLTON ALLEN W TRE	W/D	E625213	12/12/1975	HARRELL J T		A0329		132061033
<input type="checkbox"/> RUCKTASHEL INEZ ETAL	STROUSE CLARENCE L ETAL				WETHERILL PL		L0007		
<input type="checkbox"/> BYRD A/C INC	BYRD A/C INC	ASSGN	H583310	8/23/1982	TIMBERGROVE MNR	05	L0003	B0023	022990281
<input type="checkbox"/> RUCKTASHEL MARION	FIRST PASA STATE BANK	CONT							

11. Select “View Image.”

12. After retrieval of deed(s), the deed should be saved for later use by:

- a. Print for hard file
- b. Print for scanning into Visiflow
- c. Save and import into Visiflow (See Ch. 8)

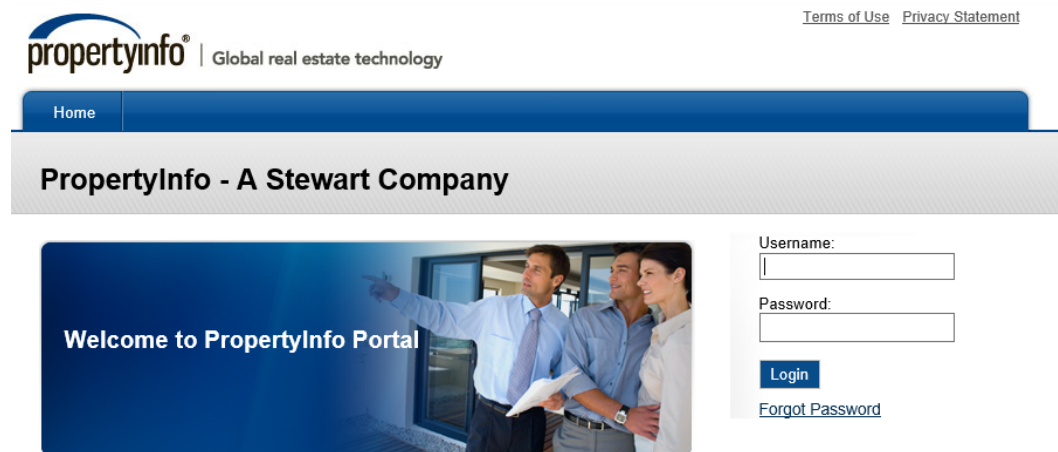
GIS Parcel Fabric Implementation/User Guide 2018



5.6 Property Info

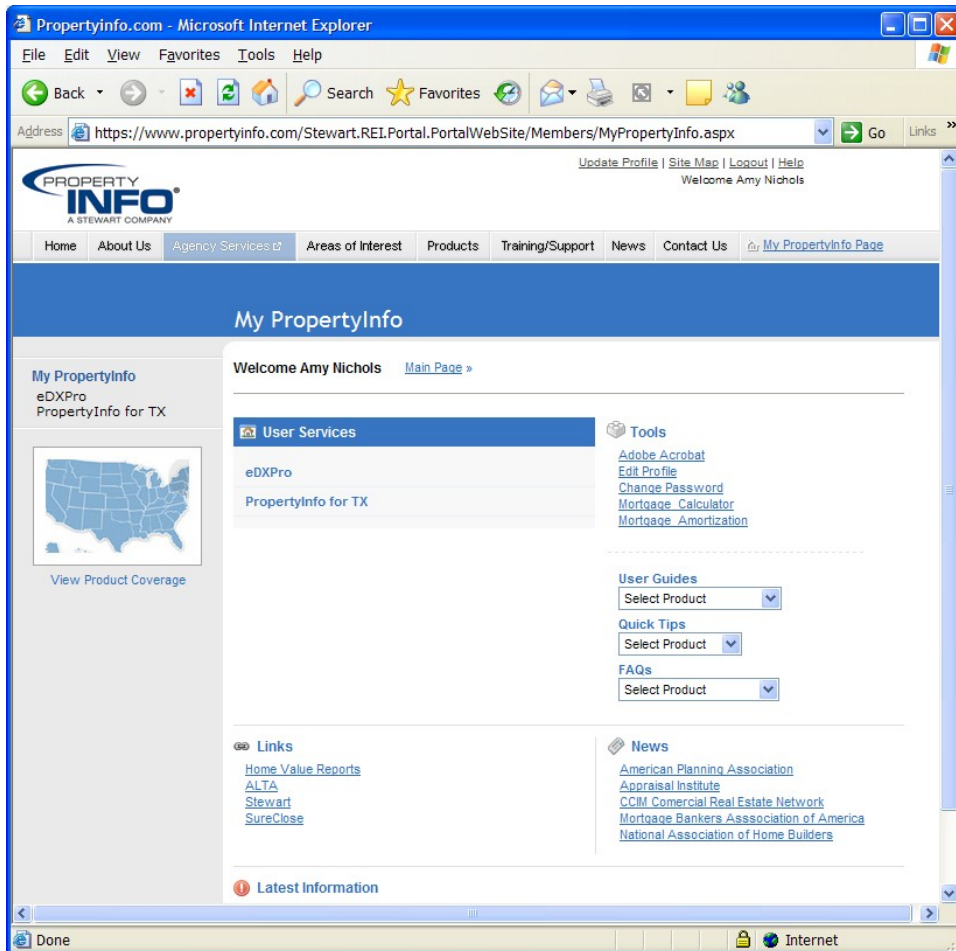
Property Info is another search engine to find public records. It is the deed request site for Speedy, a title plant search engine. Property Info should be used when ordering multiple deeds.

1. Open the Property Info website address at <https://www.propertyinfo.com/Stewart.REI.Portal.PortalWebSite/>.
2. Log in to the website using the username and password issued.
3. Might use image 6



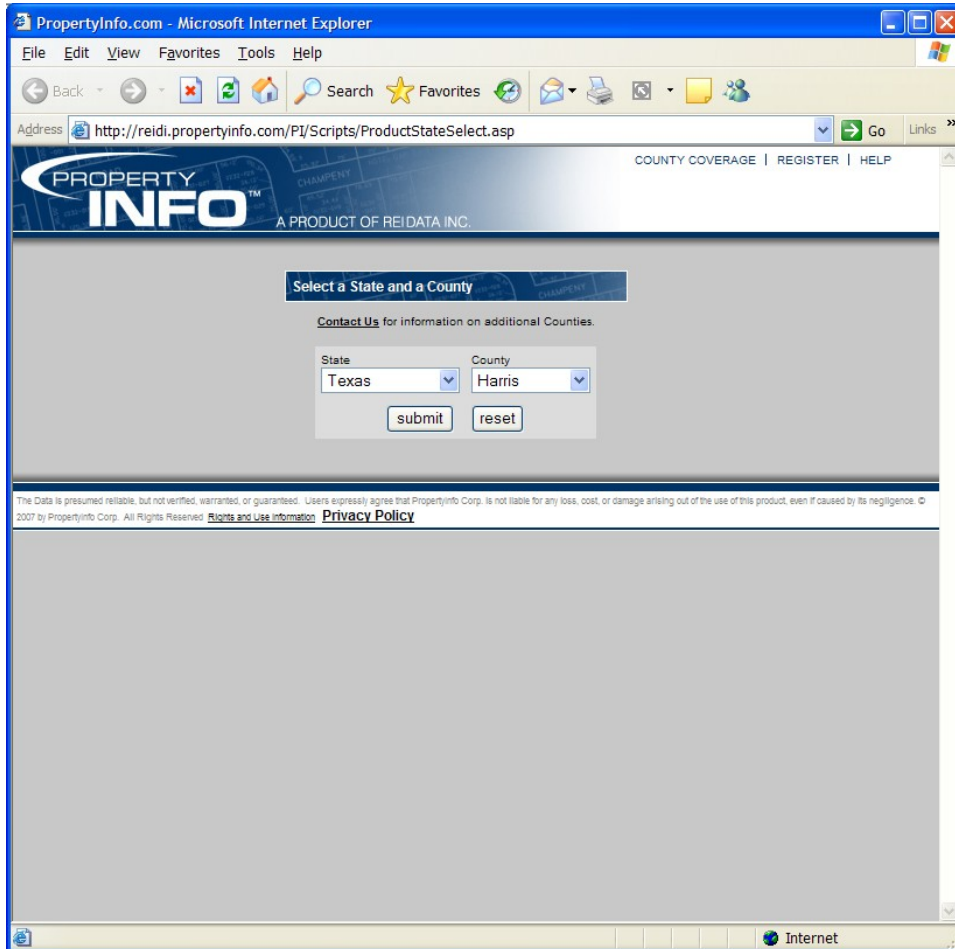
4. Select "PropertyInfo for TX" in the middle of the screen.

GIS Parcel Fabric Implementation/User Guide 2018



5. Select "Texas" for state and "Harris" for county. Click "Submit."

GIS Parcel Fabric Implementation/User Guide 2018



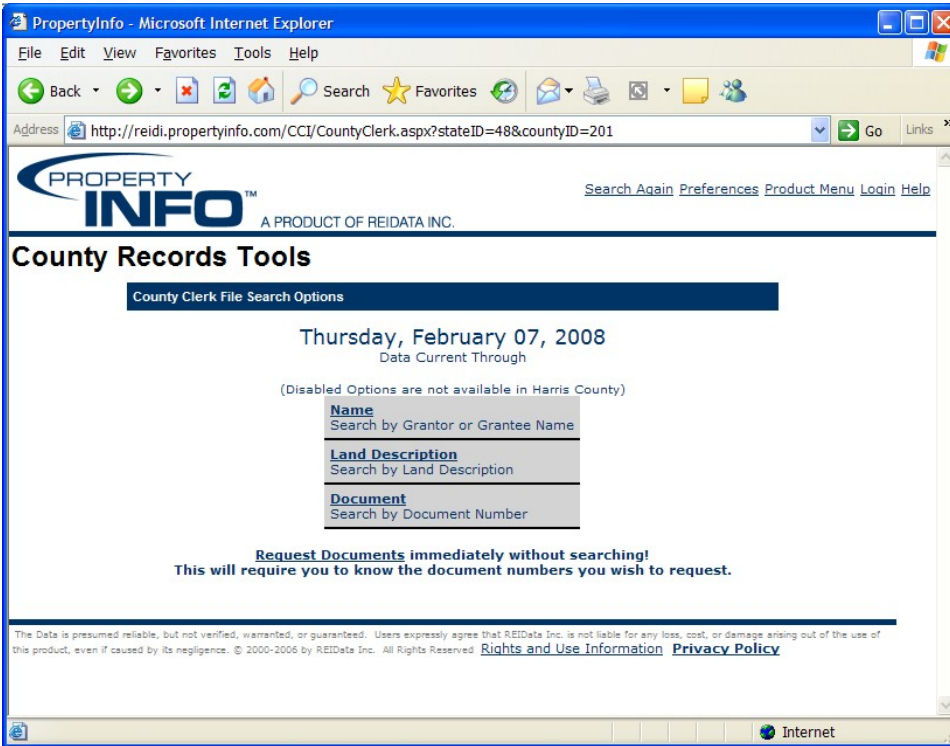
6. Select the “County Clerk Index” in the middle left of the screen.

GIS Parcel Fabric Implementation/User Guide 2018



7. Search using Name, Land Description, or Document.

GIS Parcel Fabric Implementation/User Guide 2018



8. Select the search method. Fill in as much information as possible in your search to narrow results.
 - a. Search by Name
- 9.

GIS Parcel Fabric Implementation/User Guide 2018

A screenshot of a Microsoft Internet Explorer browser window displaying the PropertyInfo website. The address bar shows the URL: http://reidi.propertyinfo.com/CCI/countyClerkCriteria.aspx?datadate=02/07/2008&search=name&stateID=4. The page title is "PropertyInfo - Microsoft Internet Explorer". The website header includes the "PROPERTY INFO" logo and the text "A PRODUCT OF REIDATA INC." with links for "Search Again", "Preferences", "Product Menu", "Login", and "Help". The main heading is "County Records Tools" with a sub-heading "County Clerk File Search Criteria". The search criteria are for "Harris County" with "Data Current Through 02/07/2008". The search form includes fields for "Start Date" and "End Date", each with a "Select Month" dropdown and a text input. There are two "Name" sections, each with a text input for "Name 1 (Last Name First, No Commas)" and "Name 2 (Last Name First, No Commas)", and checkboxes for "Grantee" (checked) and "Grantor". Radio buttons allow for "OR" (selected) or "AND" search logic. A "Subdivision" text input is also present. A note states "The result of any search is limited to a maximum of 500 records". "Search" and "Reset" buttons are at the bottom. A footer contains a disclaimer and links for "Rights and Use Information" and "Privacy Policy". The browser status bar shows the URL and "Internet".

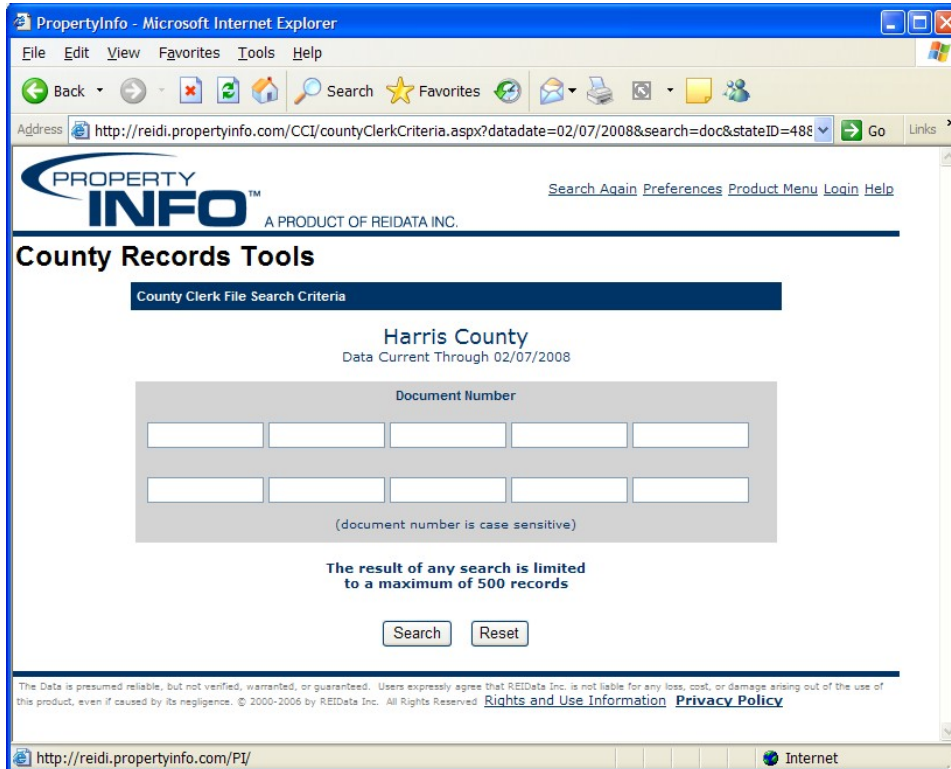
a. Search by Land Description

GIS Parcel Fabric Implementation/User Guide 2018



b. Search by Document

GIS Parcel Fabric Implementation/User Guide 2018



10. The results screen will list the available records for retrieval.

GIS Parcel Fabric Implementation/User Guide 2018



countyClerkResult - Microsoft Internet Explorer

Address: <http://reidi.propertyinfo.com/CCI/countyClerkCriteria.aspx?datadate=02/07/2008&search=name&stateID=4>

PROPERTY INFO™
A PRODUCT OF REIDATA INC.

County Records Tools

County Clerk File Search Results

Data Current Through 02/07/2008
Total records found: 7
Total records displayed: 7

Req	File No. File Date	Type	Grantor	Grantee	Legal	Lot Block Section
<input type="checkbox"/>	E315530 12-02-1974	CONT	HOFFHINES LEE V ETAL	RUCKTASHEL FOSTER A ETAL	HARRELL J T	A0329
<input type="checkbox"/>	E315530 12-02-1974	CONT	HOFFHINES R L ETAL	RUCKTASHEL FOSTER A ETAL	HARRELL J T	A0329
<input type="checkbox"/>	E657853 01-23-1976	D/T	STROUSE CLARENCE L ETAL	RUCKTASHEL FOSTER A ETAL	HARRELL J T	A0329
<input type="checkbox"/>	E657853 01-23-1976	D/T	STROUSE PHYLLIS M ETAL	RUCKTASHEL FOSTER A ETAL	HARRELL J T	A0329
<input type="checkbox"/>	F673536 07-10-1978	W/D	HOFFHINES LEE VIOLA ETAL	RUCKTASHEL FOSTER A ETAL	INSTR	
<input type="checkbox"/>	F673536 07-10-1978	W/D	HOFFHINES RALPH L ETAL	RUCKTASHEL FOSTER A ETAL	INSTR	
<input type="checkbox"/>	P999618 08-08-1994	DEED	EAGLE CEM SPLY INC	RUCKTASHEL FOSTER ETAL	SEE INSTR	

View Summary Report Request Document

Search Again New Search
(same state & county) (new state & county)

Your Search Criteria:
County: Harris
Search Type: name
Grantee: on
Name 1: RUCKTASHEL FOSTER
And/Or: Or
Grantee2: on

http://reidi.propertyinfo.com/P/ Internet

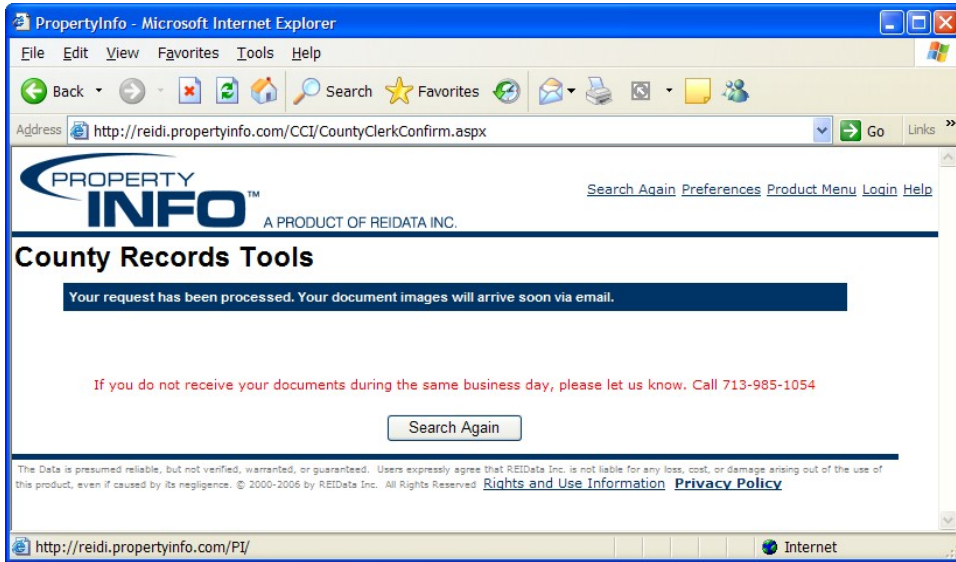
1. To order the information, check the check box located on the left of the requested file number. Click "Request Document" located at the right under all of the results.
2. Enter in "HCAD" as the Account Number, the GIS user name in the Work Order Number, and the email address will be the supervisor's email address. Click "Request Documents."

GIS Parcel Fabric Implementation/User Guide 2018

A screenshot of a Microsoft Internet Explorer browser window displaying the PropertyInfo website. The browser's address bar shows the URL: http://reidi.propertyinfo.com/CCI/countyClerkResult.aspx?datadate=02/07/2008&County=Harris&countyID=;. The website header includes the "PROPERTY INFO" logo and navigation links: "Search Again", "Preferences", "Product Menu", "Login", and "Help". The main content area is titled "County Records Tools" and contains a "County Clerk Files Document Request" section. It displays the following information: "Number of Documents Requested: 1" and "Document Number(s) Requested: F673536". Below this is a "Customer Information" form with fields for "Account Number" (containing "HCAD"), "Work Order Number" (containing "GIS User"), and "Email Document(s)" (containing "tnguyen@hcad.org"). A note states: "Documents ordered will be charged to your account in addition to your monthly subscription fee." At the bottom of the form are two buttons: "Request Documents" and "Return to previous page". A footer contains a disclaimer: "The Data is presumed reliable, but not verified, warranted, or guaranteed. Users expressly agree that REIData Inc. is not liable for any loss, cost, or damage arising out of the use of this product, even if caused by its negligence. © 2000-2006 by REIData Inc. All Rights Reserved. [Rights and Use Information](#) [Privacy Policy](#)". The browser's status bar at the bottom shows the URL "http://reidi.propertyinfo.com/PI/" and the "Internet" icon.

3. The document request will be processed and emailed to the supervisor when complete. Once the supervisor receives the email, it will be forwarded to the user that requested the information.

GIS Parcel Fabric Implementation/User Guide 2018



GIS Parcel Fabric Implementation/User Guide 2018

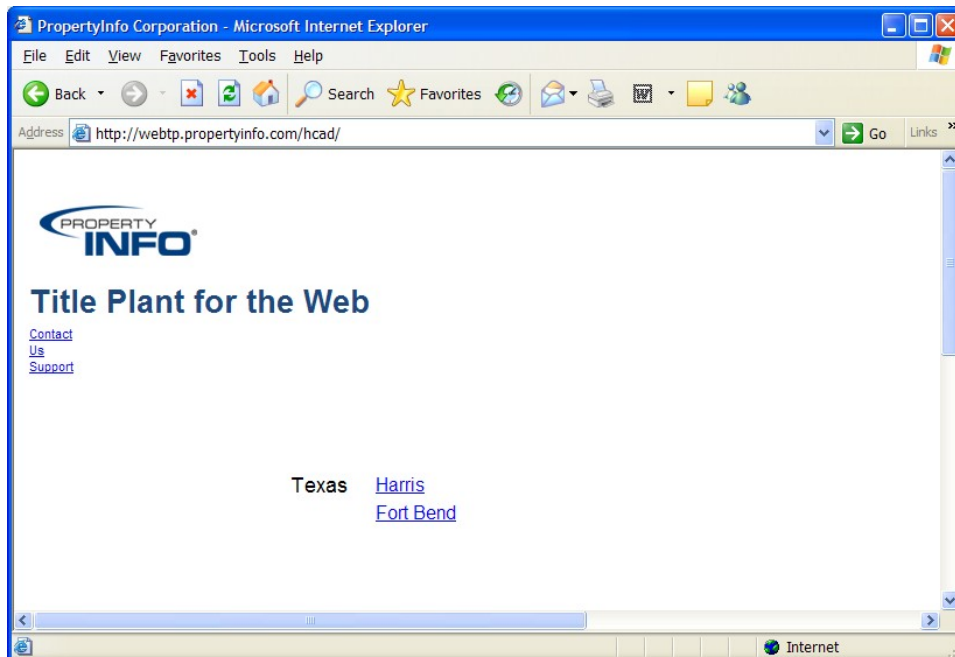


4. After retrieval of deed(s), the deed should be saved for later use by:
 - a. Print for hard file.
 - b. Print for scanning into VisiFLOW.
 - c. Save and import into VisiFLOW.

5.7 Speedy

Speedy is a title plant for the web used to locate property records. Speedy is now operated by Property Info which explains the website address. This method is one of the easier search engines to use because it is not fixated on correct spelling and gives a good variety of choices.

1. Open the Speedy website address at <http://webtp.reidata.com>. Open the Speedy website address at <http://webtp.propertyinfo.com/hcad/>.



2. Select "Harris" in the middle of the screen.

GIS Parcel Fabric Implementation/User Guide 2018

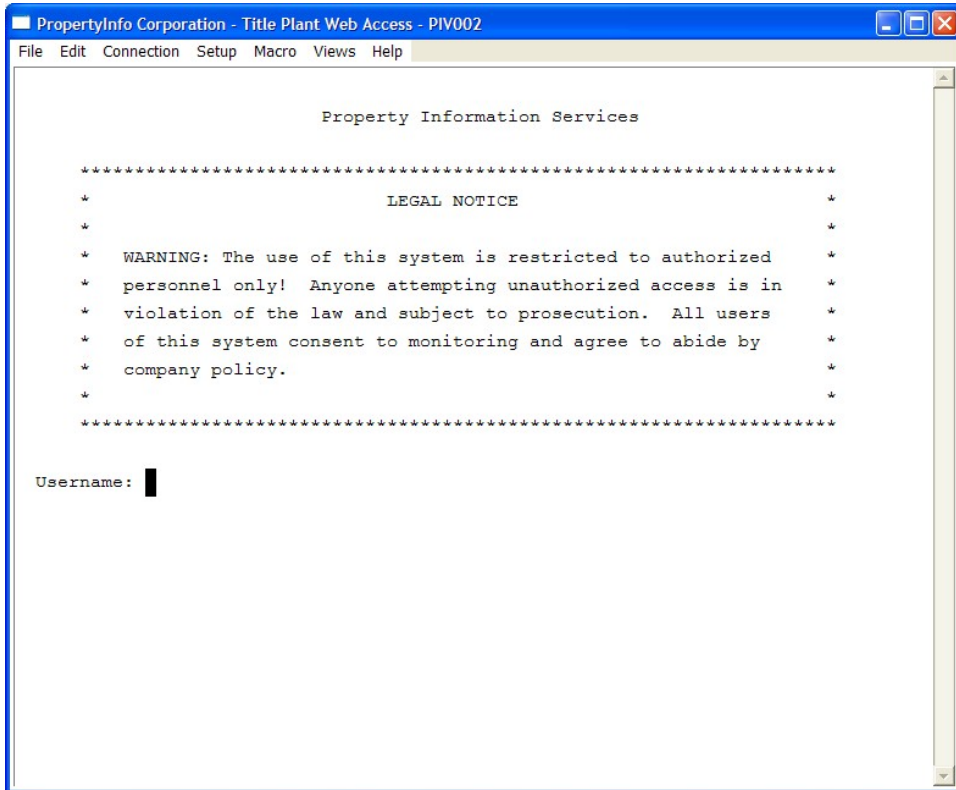


3. The following message will appear. Check the **I accept the risk and want to run this application** checkbox, and then select “Run.”
4. Image 8 below



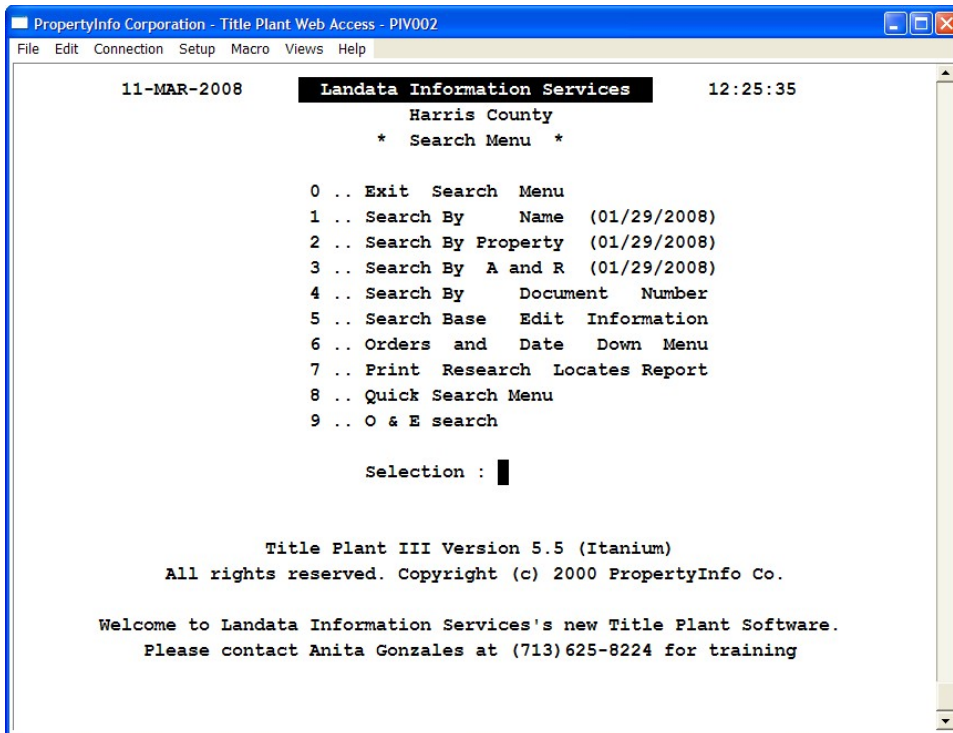
5. Log in to the website using the username and password issued. Do so quickly because the service is time sensitive and will Timeout. If a timeout occurs, close the application and start again.
- 6.
7. Image 9 is below

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8. The main search methods used in Speedy are Name (1), Property (2), and Document Number (4). Enter the search method by number.

GIS Parcel Fabric Implementation/User Guide 2018



9. The next screen will ask for a work order number. This method is just for the user. A number or initials can be used here.

GIS Parcel Fabric Implementation/User Guide 2018



10. A series of questions will appear and continue until a specific search is enabled. Type in the requested letter unless accepting the default option, which is shown in brackets. By selecting the default, it will show up blank.

GIS Parcel Fabric Implementation/User Guide 2018



```
PropertyInfo Corporation - Title Plant Web Access - PIV002
File Edit Connection Setup Macro Views Help
***** SEARCH BY NAME (Harris County) 01/29/2008 *****

Work Order Number:? anic
Search (G)eneral, general and (L)ocates
(P)roperty, or [A]ll:?
Granto(R), Grante(E) or (B)oth:? b
----- Both Grantor and Grantee Search -----
Gender: (B)usiness or [I]ndividual:?
Last name:? rucktashel
Threshold [75%]:?
First name:? foster
Use first name alias table [Y]es, or (N)o:? n
Middle name:?
Search from date [00/00/0000]:?
Search to date [99/99/9999]:?
Additional: (B)usiness or (I)ndividual:?

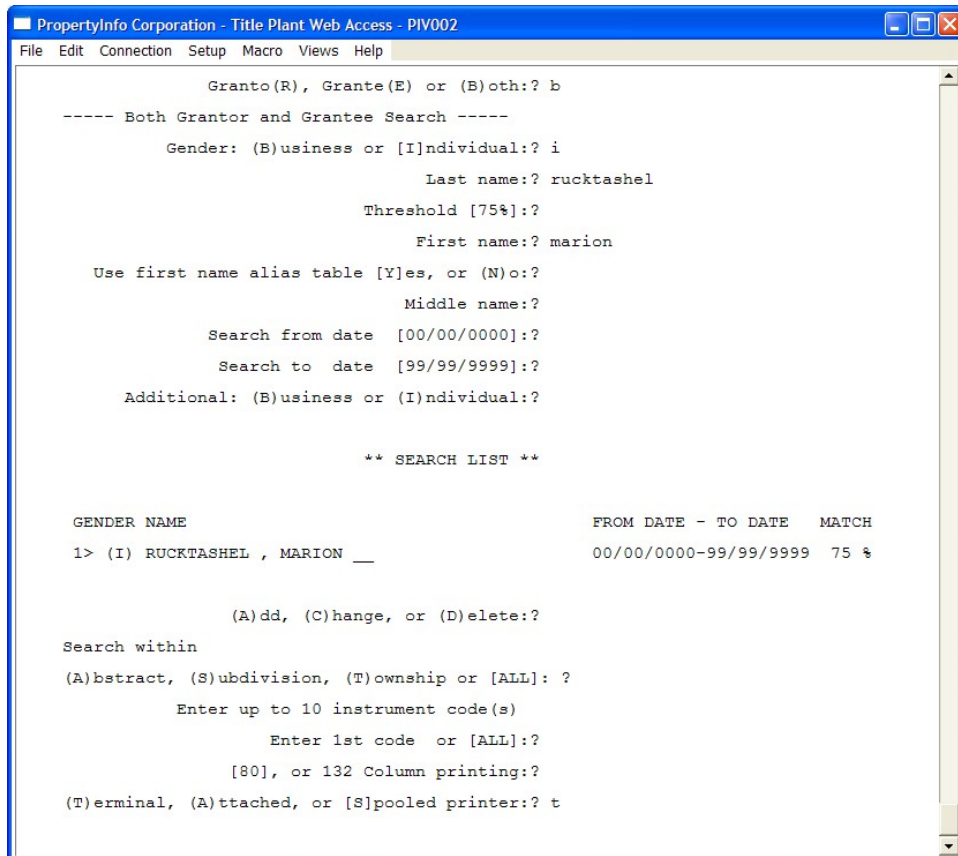
** SEARCH LIST **

GENDER NAME                                FROM DATE - TO DATE    MATCH
1> (I) RUCKTASHEL , FOSTER _                00/00/0000-99/99/9999  75 %

(A)dd, (C)hange, or (D)elete:?
```

11. To accept the search, press Enter.
12. After the search list is enabled, continue using the enter key until the question of (T)erminal, (A)ttached or (S)pooled printer is asked. Pick "T" for Terminal because this allows viewing of the results on the monitor.

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13. Scan through using the (B)ackward, [F]orward or (E)xit choices. If a deed is desired, write down the deed letter and number (prior to 2006) or the full deed number (example: 2007003070). Then use Courthouse Direct or Property Info to pull the deeds.

GIS Parcel Fabric Implementation/User Guide 2018



```

PropertyInfo Corporation - Title Plant Web Access - PIV002
File Edit Connection Setup Macro Views Help

(B)ackward, [F]orward, or (E)xit?
ORDER NUMBER:ANICH      TU:** TO:** EO:**
USER:ANICHOLS  MAR 11, 2008  PROPERTY INDEX EFF DATE:01/29/2008 8:00AM
      GRANTOR                      Harris County

FROM_LOT-TO_LOT/BLOCK  PLAT NAME (UNIT)          INDEX  (PROP ID)
INS      DOCUMENT#      REF NO  REC DATE  INS DATE  VOLUME/PAGE  TC
REMARKS                                     AMOUNT PARTIAL
=====
      L/B: 3 / 23      TIMBERGROVE MANOR (5)          40/  M050 (044990)

MLC      L212391          07/08/1987 06/25/1987  /
GR RUCKTASHEL , MARION (I)
GE CSA SERVICE CORP (B)
ASSIGNMENT 38,700.00

DT      L212392          07/08/1987 06/25/1987  /
GR RUCKTASHEL , MARION (I)
GE CSA SERVICE CORP (B)
ASSIGNMENT 40,122.72

(B)ackward, [F]orward, or (E)xit? █
  
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5.8 Miscellaneous Research Tools

The following tools are for more in depth research. They should be used in conjunction with a senior research partner.

1. **Zingery Maps:** Zingery maps were last updated in the 1980's. They contain historical jurisdiction information and are used for name recognition and acreages tied to history deeds.
2. **Cy-fair Independent School District Maps:** The Cy-Fair ISD maps are used for dimension, distance and acreage research. They were last updated in the 1980s.

GIS Parcel Fabric Implementation/User Guide 2018



3. **Miscellaneous Maps:** Fort Bend County maps, Montgomery County maps, City of Baytown in Chambers County maps, City of Bellaire maps & Tomball Independent School District maps are located in the warehouse. They contain historical information only.
4. **Tax Roll Microfiche:** This is how the County stored old information. It has maps, tax rolls, name changes and research information starting in the year 1981 through 1991. There is also subdivision plat microfiche from 1993 – 1994. They are located in the file room behind the counter on the third floor.
5. **Harris County Map Record Microfilm:** These reel-to-reel microfilms are in numerical order by county clerk map record numbers. These are listed under map record volume and page, which should not to be confused with the assessor block book volume and page. The map record number can be found by looking up the subdivision-recorded name through Speedy or the Harris County Clerk Website.. Landata provided these reels as reference materials.
6. **Subdivision Index Cards:** The subdivision index cards contain parent account history, acreage, and regional information from 1982-1999. They are located in the file room behind the front counter on the third floor. These are in alphabetical order by year the subdivision was set up. For example, if the subdivision was filed in 1981, then it was set up in 1982.



6. File Type Codes

Files are created using various sources of information from Landata, property owners, title companies, tax agents, jurisdictions, appraisers and support staff. The type of file that will be created is determined from this information. The following list shows the different types of files that can be found. The most common files that will come through GIS to be worked are split-outs, combinations, split-out and combination, acreage corrections, government, agriculture, research, cosmetic corrections, map corrections, new subdivisions, and re-platted subdivisions.

AC	Acreage Correction
AG	Agriculture Use Account
AN	Account Number Maintenance
CC	Cosmetic Change
CO	Combination
DA	Double Assessment
DD	Same Year Split-out
FC	Field Check
GO	Governmental Sale/Acquisition
IM	Improvement Maintenance
IO	Improvement Only
MP	Map Correction
NS	New Subdivision
OP	Omitted Property
OR	Ownership Research

GIS Parcel Fabric Implementation/User Guide 2018



PC	Pollution Control
RE	General Research
RS	Re-platted Subdivision
SC	Spilt-out and Combination
SO	Split-out
TA	Tax Abatement
TU	Taxing Unit Boundary
UD	Undivided Interest
X1	Governmental Exemption
X2	Charitable Exemptions
X3	Religious Exemptions
X4	Cemetery
X5	Private Schools
X6	Youth Development
X7	Historic Sites
X8	Miscellaneous
X0	Exempt to Taxable
XP	Personal Property
XL	Late Religious Application