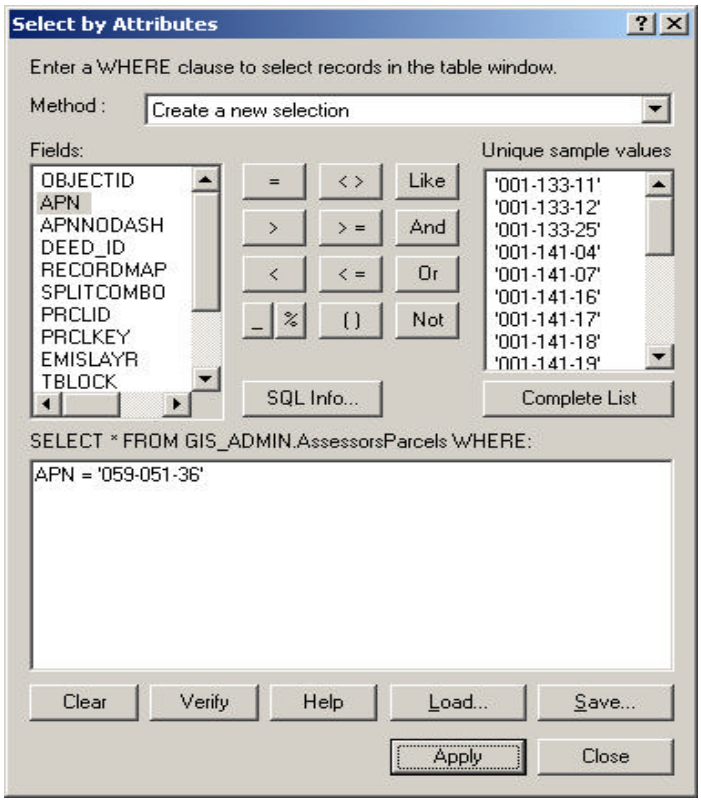
Assessor Editing Procedures

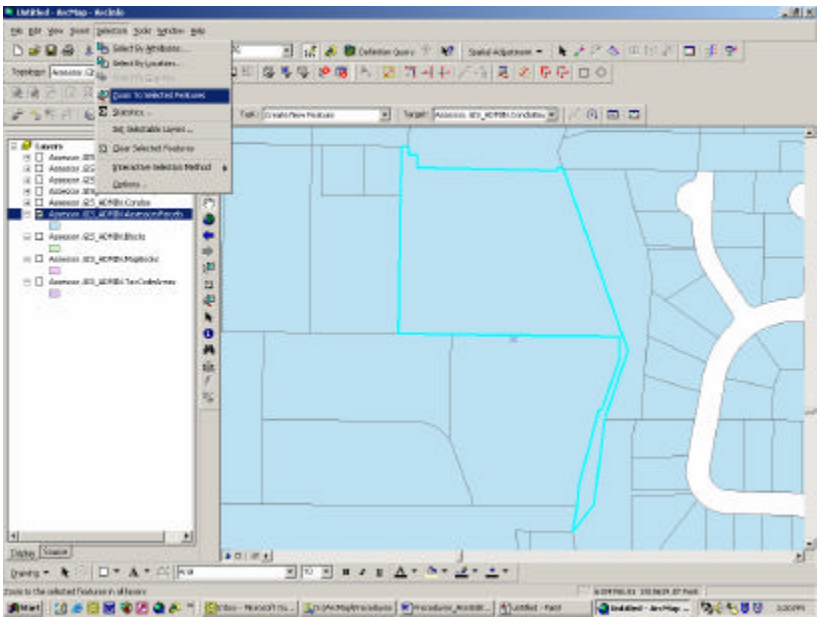
Creating a Subdivision from a surveyed map.

When creating new subdivisions, we will be drawing new lines in the boundary layer, making sure that they form a closed traverse, creating polygons from the line features on the parcel layer and adding attribute data to the new parcels.

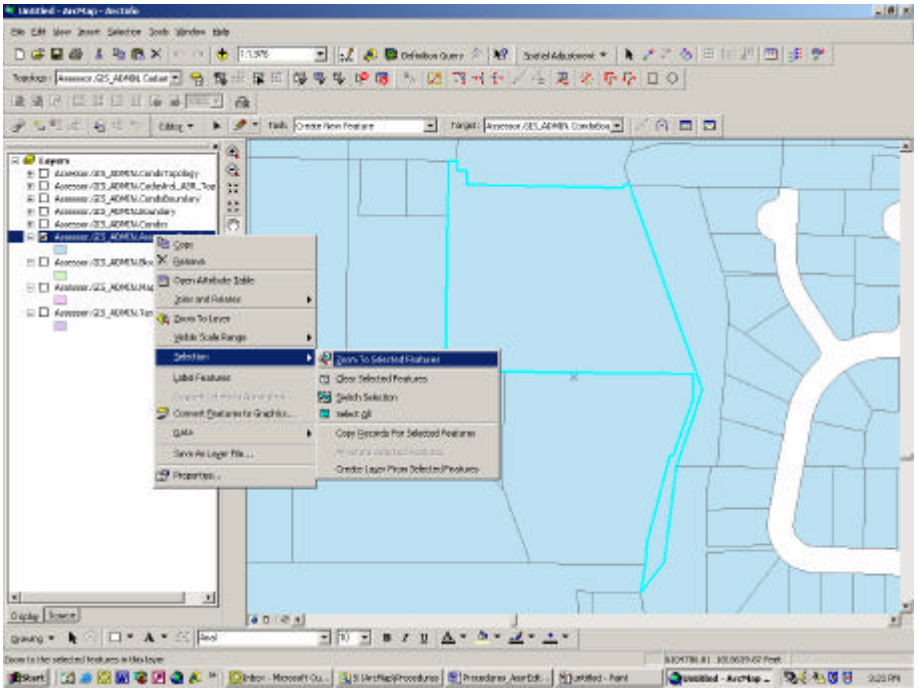
- Open your **edit version**. (ex: MeagansASRdatatemplate, CherylsASRdatatemplate, etc.)
- Make sure that all the layers that participate in Topology are loaded
- Turn on **AssessorsParcels**, right click and open **attribute table**.
- Options/ Select by attributes and query the parcels you want to edit



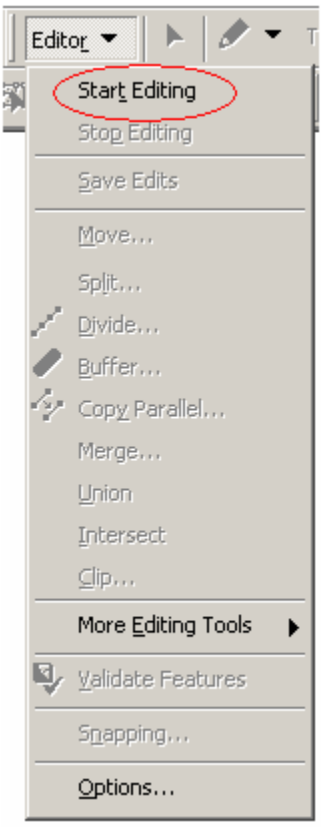
- Go to **Selection menu** and zoom to selected features.



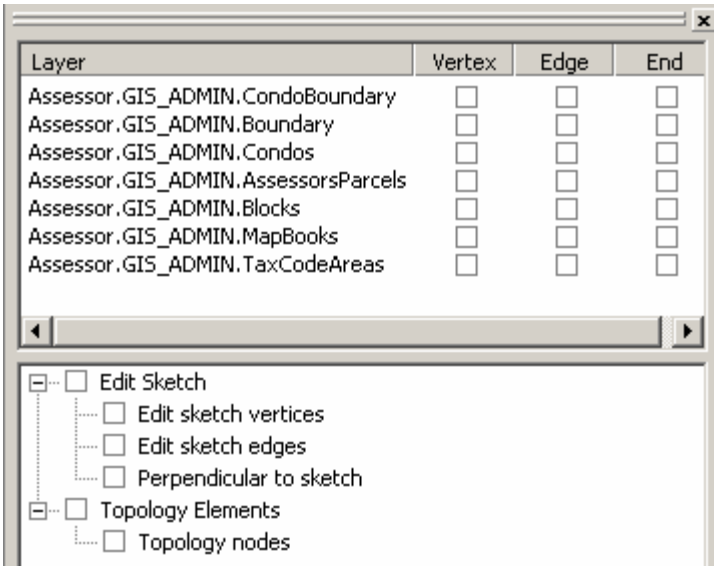
Or right click on the **AssessorsParcels** feature class, go to **Selection** and choose **Zoom to Selected Features**



- Alternately use the **find tool** and zoom to feature. 
- Go to **Editor** and select **Start Editing**.



- Next, go to **Editor** pull down menu and set **Snapping** for the layers and/or edit sketch you are working in (End, Edge, Vertex.).



- Set the **Task** on the Editor Tool Bar to **Create 2-point line features**.

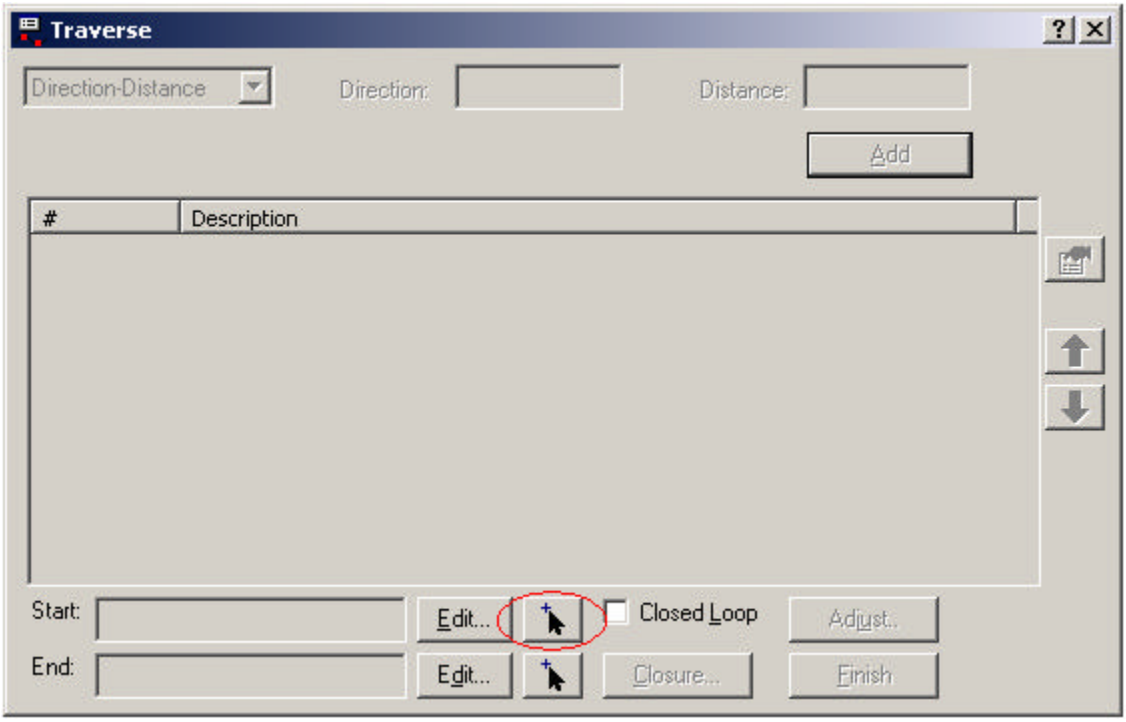
- Set the **Target** on the Editor Tool Bar to **Boundary: Assessors Parcel-Survey** (Remember not to leave the parcels selected before changing the task or target).
- Go to the **Selection** menu and set selectable layer as **Assessor Parcels**.
- Remove current parcels that are involved with the subdivision by selecting the 'Edit Tool'.  Select each parcel that you will be working with and right-click to delete, or hit the delete key on your keyboard.
- Go to **Selection** menu and set selectable layer as **Boundary**.

If we are importing CAD lines that we have received from a surveyor we need to make sure that it is in the correct coordinate space. If no CAD lines are available, follow the directions for Traversing the surveyed lines (below).

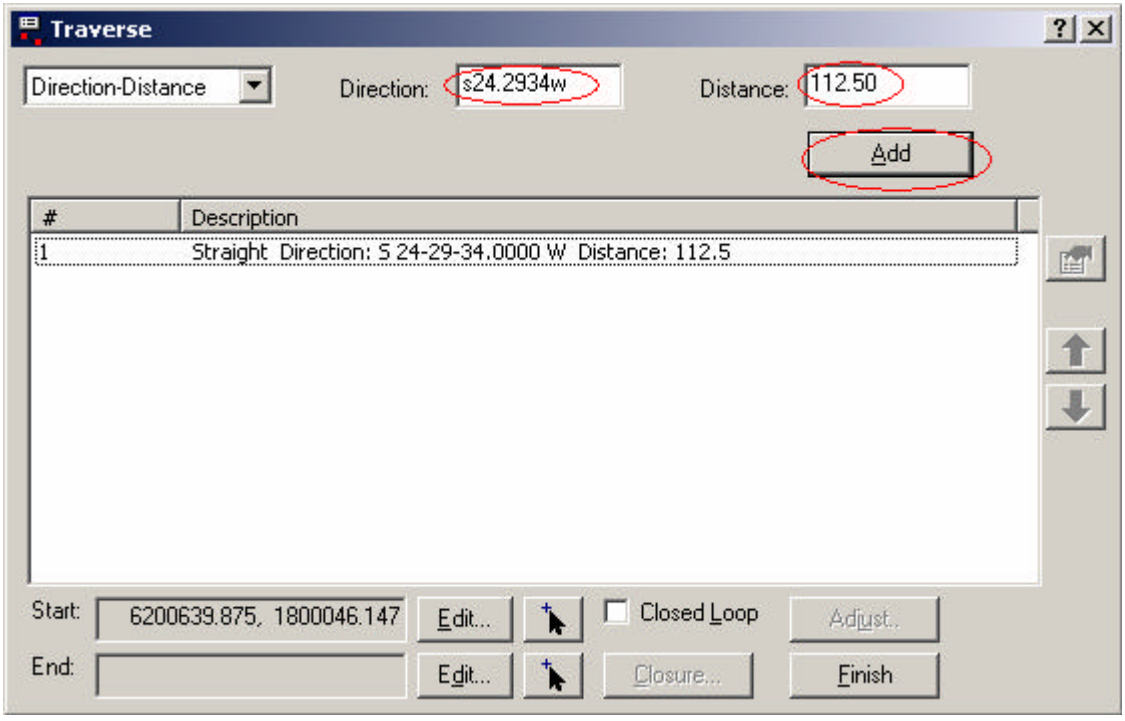
- Add CAD polylines from the "S" drive using the 'Add Data' tool 
- Turn on the polyline feature from CAD and set as selectable layer
- Select the lines you want to use and copy by hitting the 'COPY' tool
- Set Task to Create New Feature
- Set Target to **Boundary: Assessors Parcel-Survey**
- Use the 'PASTE' tool to paste the lines into the Boundary feature class
- **This replaces the Traversing process.**

Traversing the surveyed lines

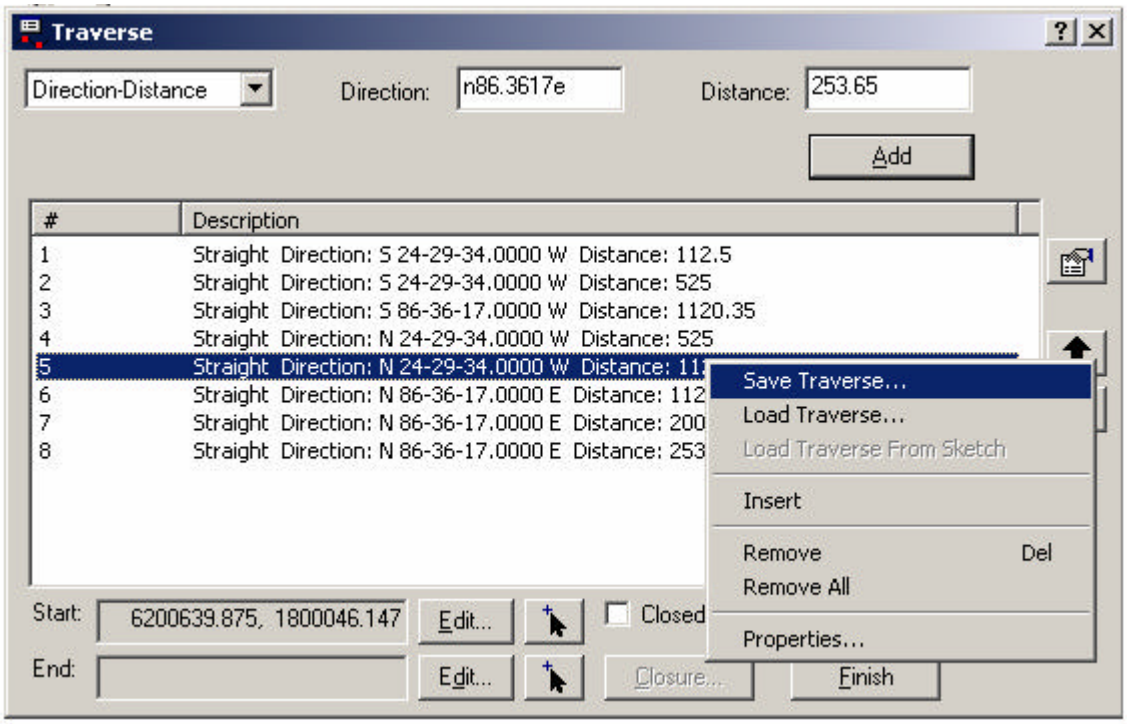
- Select the Traverse Tool. 
- Make sure that the **surveying settings** are correct for traversing (Direction-Distance), the task is set to **Create 2-Point Line Features** and only the Boundary layer is turned on.
- Select the starting point by typing in the exact location (x and y values) if known, or with the snapping features set, select an existing intersection or endpoint with the interactive start point selection tool.



- First traverse the outline of the entire subdivision. Use the format N25.3030E for direction and type the distance in decimal feet, then use the Add button (or hit Enter) to add the course to the traverse.



- Then traverse the individual subdivision parcels, snapping to a point of intersection on the external boundary. Make sure each parcel closes.
- When traversing a tangent curve, choose two curve parameters from the dropdown menus to define the curve. Choose whether the curve turns to the right or left from the Turn dropdown menu and add the curve to the traverse.
- If you need to edit the courses in the traverse, highlight the course in the table (or double click the course itself) and click the Properties button on the right hand side, then make your changes and click OK.
- Save the traverse by right clicking the Traverse dialog box and select Save Traverse. Navigate to the Traverse folder and name the traverse using the Map Book and Page numbers before you save.



- Calculate closure at the end by clicking the Edit box to the right of the ending coordinates. Type the x and y coordinates for the ending point or click the ending point on the map and click OK. Click the Closure button and a closure report is generated.
- Then finish the traverse with the Finish Button.

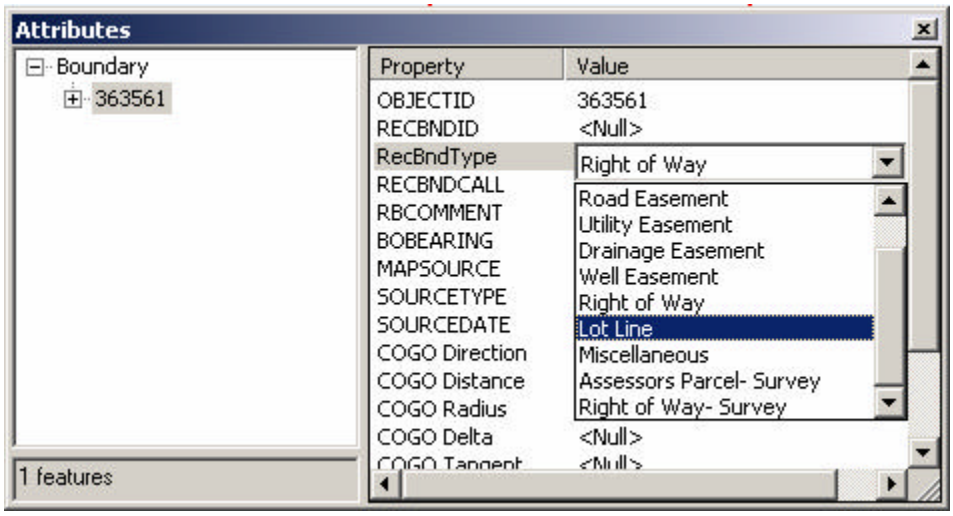
- To load a saved traverse, right click the Traverse dialog box, select Load Traverse and select the traverse you want to load.

Fit new traverse into the Geodatabase

- Set task to **modify feature**, make sure that snapping is set to the edge, end and vertex of the layers you are working in. Select the newly traversed lines using the **Select Features** tool  , move the rotation anchor to the anchor corner of the new traverse (This can be done by holding down on the **ctrl** key while clicking on the anchor with the **edit** tool), and with the rotate tool, rotate to the line that provides the basis of bearing if feasible, otherwise, rotate along the line that provides the best fit. A second rotation snapping point can be used by hitting the 'S' key while in rotate mode.
- While still working in the Boundary layer, move, trim and extend the adjoining boundary lines as needed to fit in with the new traverse. Make sure all parcel lines are broken at intersections before proceeding. Remember, if you move a group of lines at a time, you must move the anchor to the endpoint of a line you want to snap to a point on the new boundary.
- When you've got all the adjoining Boundary lines matching with the new subdivision, turn on the Parcels and adjust those neighboring the parcels you are working with to the new Boundary lines.
- Create a polygon from the new Boundary lines with the **Construct Features** tool  on the Topology tool bar after setting the task to **Create New Feature** and the target as **AssessorsParcels**. * Make sure to *uncheck* the box next to "Consider existing features of the target layer in the current extent."
- Validate topology using the **Validate Topology in Current Extents** tool.  Correct topology errors by snapping adjoining parcels and boundary lines to the

COGOed lines. Make sure that all the parcels that have been adjusted are completely within the extents before you run Topology.

- Use the **Cut Polygon** feature in the Task drop down menu to cut the individual parcels out of the polygon that was created by the external boundary. Validate topology at the end.
- **Alternately**, create polygons from the new COGO lines, using the **Construct Features** tool, making sure all settings are correct (Selectable layer, Task and Target).
- Label all new parcels with the correct parcel numbers, Deed or Combo/Split information, etc. in the attribute table. (See below for more information on how to do this).
- Validate topology at the end and correct any topology errors.
- Remember to update the Blocks and MapBook layers as necessary (See below).
- All easement and right of way lines need to be traversed in or offset from boundary line. You can do this by using the Sketch tool, right clicking on a line and choosing parallel from the Sketch context menu.
- Verify the subtype of all new boundary lines and change the subtype of all abandoned parcel boundaries to Lot Line using the following procedures:
    1. After setting selectable layer to Boundary.
    2. Select all lines that should be changed.
    3. Click on the attribute button in the Editor toolbar.
    4. A list of the selected lines will show under the RecBndType.
    5. Select Lot Lines from the drop down menu for all the lines and close window.

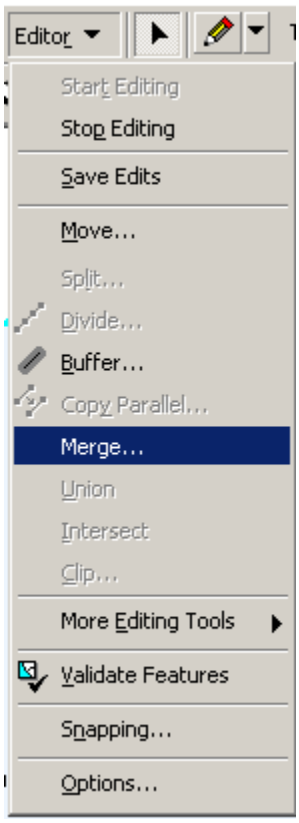


Editing the Blocks feature class

This feature class participates in Topology and needs to be updated, so that the boundary lines coincide with the parcel boundaries.

A way to do this is as follows:

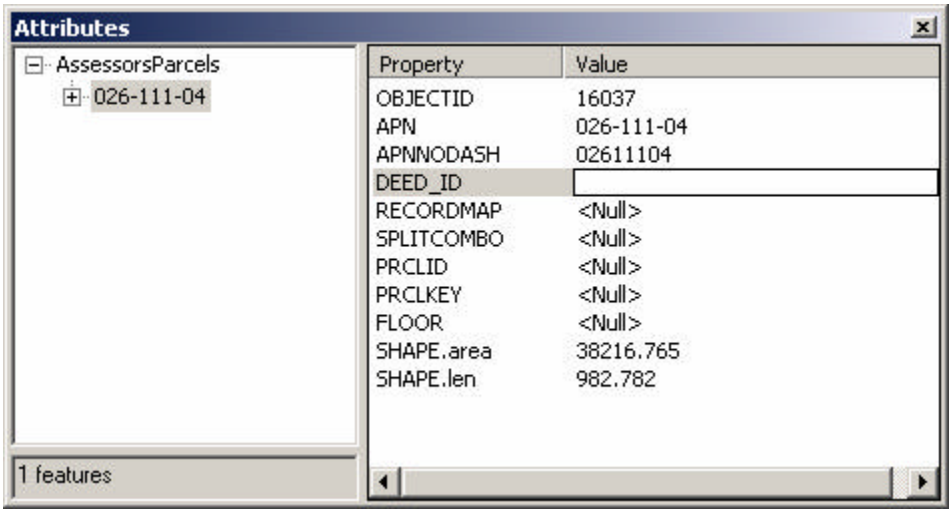
- Delete the existing block
- Select all the parcels in the block and copy them (**Selectable Layer** should be set to Assessors Parcel and the **Target** should be set to Blocks)
- Paste all the parcels into the Block layer
- Merge all the parcels into one feature by going to the **Editor** menu and selecting **Merge**
- Open the **Attribute Table** while the features are still selected and insert the information (Block and Tblock numbers) for the new block you have created. The Block number info should be just the single digit block # and the Tblock information should be in the format xxx-xxx, with the page number preceding the block number.



- While the block is still selected, assign the correct attribute information in the attribute table.

Assigning data to the new parcels

- Select each new parcel. (Selectable layer AssessorsParcels)
- Click on the attribute button on the Editor toolbar.
- Type in the new parcel number in the APN field, making sure you don't leave a blank space at the beginning.
- Add data to the following fields as well: Deed_ID, Recordmap, Split/Combo.



Parcel Split from a Split form.

The splits that can be done from a Split Form are always along a lot line.

- Select the lot line that will become the new parcel boundary line
- While the line is selected, open the Attribute Table and change the RecBndType to **Boundary: Assessors Parcel-Survey**.
- Split any lines that are adjoining at the new parcel boundary line using the Split tool
- **Cut** the existing parcel along the new boundary line (previously the Lot Line). To do this: Select the parcel using the Edit tool. Change the task to "**Cut Polygon Features**." Change the target to "AssessorsParcels." Using the pencil tool, draw a line following the new boundary line and double click at the end or choose "Finish sketch." The parcels will flash red to indicate that they have been split.
- Select each of the new parcels and assign attributes in the Attribute Table.

Parcel Combination from a Combination form.

Parcel combinations can be done by merging the parcel polygons together (using the Merge option in the Editor menu). The subtypes of the abandoned parcel boundary lines need to be changed to **Lot Line** and attributes assigned to the new parcel.

- Select the abandoned parcel line and change the subtype to lot line, using the attribute button  on the Editor tool bar.
- Select parcels and select Merge from the Editor menu to merge the parcels.
- Update parcel attributes (APN and Combo)

Land Boundary Adjustment.

When the boundary between parcels needs to be changed, we often only get a description of the area that is moved from one parcel to another. This area needs to be traversed in from the specified starting point (following the steps described previously). After traversing in the new parcel configuration on the boundary layer, we can snap the polygon boundary to the new lines on the parcel layer.