



Create Parcels

A TxDOTCONNECT Job Aid

Impacted Roles

Surveyor
Surveyor Consultant
ROW Project Manager
ROW GIS Reviewer

Last Revised

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R9.5.0.0



Introduction

Because there are two ways to create a parcel in TxDOTCONNECT, ROW Project Managers and Surveyors in the district must ensure they communicate with each other.



Create the parcel manually

This can be performed by ROW Project Managers to create a parcel and begin data entry before geospatial data is uploaded.

If parcels are created manually or already exist in TxDOTCONNECT,

- The ROW Project Manager should provide the district Surveyor or Surveyor Consultant with the TxDOTCONNECT Parcel IDs for their project.
- The district Surveyor or Surveyor Consultant should add the Parcel IDs to the .gdb attribute table before uploading the .gdb file to TxDOTCONNECT.



Upload a .gdb file

This can be performed by district Surveyors or Surveyor Consultants using the **Bulk Upload** feature. Once uploaded, parcels must be reviewed by a ROW GIS Reviewer.

If parcels are created by uploading a .gdb file to TxDOTCONNECT,

- The parcels are new to TxDOTCONNECT and will not have a Parcel ID assigned before upload.
- The district Surveyor should inform the ROW Project Manager that parcels have been created for their project.

Creating a Parcel Manually

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

1. Click **Create Parcel**
2. Select **Manual**.

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

The **Number of Parcels** window will appear.

3. Enter the number of parcels you would like to create (up to a maximum of 300).
4. Click **Continue**.

A success message will appear.

5. Click **Close**.

Number Of Parcels

Enter the number of parcels you want to create for this project

Parcel Quantity:

Maximum 300



The new parcel(s) populate in the Parcels List with Parcel IDs.

- ✓ Parcel IDs are generated automatically in sequence. They are 9 digits and always begin with the letter **P**. For more information about Right of Way Identifiers, watch [this video](#).
- ⚠ Only create parcels that are needed at the time to avoid using up Parcel IDs.
- ✓ Parcel Status is displayed to easily see the parcel status without having to open each parcel

Parcel List						
Action: ▼						
Parcel ID	ROWIS ID	Parcel Status	Parcel Stage	Parcel Stage Date	Date Created	
<input type="checkbox"/> P00019717	153902033-17	Active	Created	11/22/2016	06/27/2020	
<input type="checkbox"/> P00019718	153902033-1	Active	Created	11/22/2016	06/27/2020	
<input type="checkbox"/> P00019719	153902033-2	Active	Created	11/22/2016	06/27/2020	
<input type="checkbox"/> P00019720	153902033-3	Active	Created	11/22/2016	06/27/2020	
<input type="checkbox"/> P00019721	153902033-4	Active	Created	11/22/2016	06/27/2020	

Adding Parcel Parts Manually

1. Double click a parcel to open the **Parcel Details** page in the Right of Way module.

Parcel Details

Parcel Details

Parcel Parts

Assigned Tasks

Funding

Appraisal

ROW CSJ: 0015-08-472

ROW Project ID: R00007193

Parcel Stage: New

District: Austin - 14

Highway: IH 35

Parcel ID: P00054025

Parcel Status: Active

County: Williamson

Control Section: 0015-08

Save Parcel

2. Navigate to the **Parcel Parts** section of the page.
3. Click **+ Part**.
4. Select an **Interest Type** for the Parcel Part.
5. Enter any other part information as is currently known Click **Save Parcel**.

Parcel Parts					
Part ID	Interest Type	Acreage	Acquired Acreage	Square Footage	Acquired Square Footage

Parcel Parts

Part ID

Part Name

Interest Type

Acreage

Acquired Acreage

Square Footage

Acquired Square Footage

P00054025.000

Access Rights

Channel/Drainage Easement

Commercial Sign Acquisition Only

Commercial Sign Owner

Covenant

Easement

Easement, Undivided

Easement/Highway Purposes

Fee Owner

Fee Simple

Fee Simple, Undivided

Improvement Owner (non-commercial signs)

Save Parcel



Note: Part IDs are also automatically generated. These consist of the Parcel ID with a 3-digit suffix, and are generated sequentially; the first part created ends in .001, the next ends in .002, and so on. For more information about Right of Way Identifiers, watch [this video](#).



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

Upload a .gdb File

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

For more detailed instructions on formatting .gdb files, check [TxDOT.gov](#)

New parcel parts may be created by district Surveyors and Surveyor Consultants using the **Bulk Upload** feature.

Updating an Existing Parcel is outlined later in this document.

The screenshot shows the 'Parcels List' page in TxDOTCONNECT. The top navigation bar includes 'Portfolios / Programs', 'Right of Way', 'Letting', and 'Administrative'. A 'Create Parcel' button is visible. A dropdown menu is open, showing 'Bulk Upload' and 'Manual' options. Below the menu, there is a table with columns: 'Parcel ID', 'ROWIS ID', 'Parcel Stage', 'Parcel Stage Date', and 'Date Created'. The 'Bulk Upload' button is highlighted with a red box, and a cursor is pointing at it.

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

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

The **Bulk Upload** page appears.

The screenshot shows the 'Bulk Upload' page. It has three main input fields: 'Upload Type' (set to 'Parcel Survey'), '* ROW Project ID:' (set to 'R00005238'), and '* Organization Name:' (set to 'Surveys R Us'). There are 'Browse' and 'Choose file' buttons, and an 'Upload' button. Below the form is a 'Processing History' table.

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

1. Enter the **ROW Project ID**.
2. Enter the name of the **Organization** who completed the survey.



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

Bulk Upload

Upload Type:
Parcel Survey

Browse Choose file

Processing History

Upload Type	File
Parcel Survey	A00000524
Parcel Survey	A00000524
Parcel Survey	A00000524
Parcel Survey	A00000524
Parcel Survey	A00000524
Parcel Survey	A00000524
Parcel Survey	A00000524
Parcel Survey	A00000524

Open

Search Downloads

Organize New folder

Name Date modified Type

A00000524_Scenario1.gdb WinZip File

File name: A00000524_Scenario1.gdb WinZip File

Open Cancel

Upload

Date of Upload

01/27/2020
01/27/2020
01/27/2020
01/27/2020
01/27/2020
01/27/2020
01/27/2020

4. Click **Upload**.

Bulk Upload

Upload Type: Parcel Survey

*ROW Project ID: R00005238

*Organization Name: Surveys R Us

Browse A00000524_Scenario1.gdb.zip

Upload

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

Bulk Upload

File Upload Successful

Upload Type: Parcel Survey

*ROW Project ID: R00005238

*Organization Name: Surveys R Us

Browse Choose file

Upload

Processing History

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

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




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

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

Parcel Notification

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

Parcel File Upload Returned



TxDOTCONNECT
To [Redacted]

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

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

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




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

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

Reviewing Parcels

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

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

My Group List								
Task: Parcel Review			Search					
Project ID	ID	Project Name	Task	District/Division	Submitted By	Submitted Date	Let Date	Assign
A00059982	P00060017	US183 US180 to Breckenridge SCL	Parcel Review	Brownwood - 23			04/01/2017	
Parcel Status: Active			Parcel Stage: Pending Review					

1. Click the **Assign** button.

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

2. Select the appropriate reviewer (typically yourself).



3. Click **Done**



Use the column headers to sort and filter the list.

Name	Division/District	Email	Phone
Boyd			
William Boyd	Austin		

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

Done

The parcel appears in **My Tasks**.

Project ID	ID	Project Name	Task	District/Division	Submitted By	Submitted Date	Let Date
A00059982	P00060017	US183 US180 to Breckenridge SCL	Parcel Review	Brownwood - 23			04/01/2017

Approve Return Do Not Approve

Comments:

Parcel Stage: Pending Review
Parcel Status: Active

Submit

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

5. Navigate to the **Location** page.

6. Select the **Parcels** feature layer in the **Left Navigation** menu.

7. Use the Zoom feature to zoom in closely on the parcel.

Location Map

Zoom in (+) Zoom out (-) Texas map Location pin Search

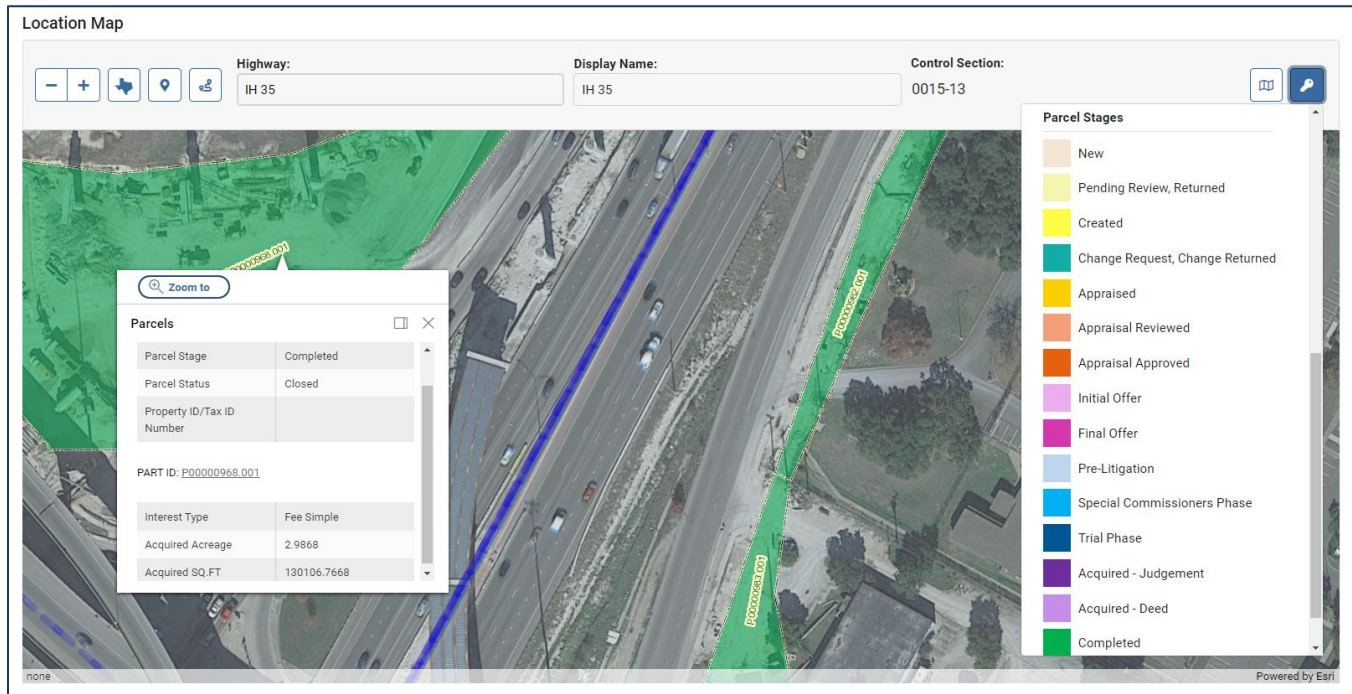
Location

Location Map

Right of Way

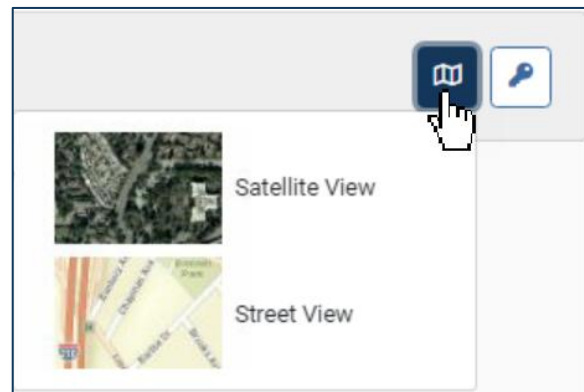
Access Control Lines

Parcels



The Map icon allows you to select from two views:

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



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

- Parcel ID
- Parcel Stage
- Parcel Status
- Property ID / Tax Number
- Owner's Name
- Part ID
- Interest Type
- Acquired Acreage
- Acquired Square Footage



Parcels appear in color according to their stage.

9. Click the **Parcel ID** to navigate to the **Parcel Details** page.

10. Scroll to the **Parcel Parts** section.



Parcel Parts

+ Part

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

11. Check the Interest Type, Acreage, and Square Footage for each Parcel Part to ensure these align with expectations.

12. Click  in the Top Menu Bar to return to the **Dashboard**.

My Tasks

Task: Parcel Review

Search

Project ID	ID	Project Name	Task	District/Division	Submitted By	Submitted Date	Let Date
A00059982	P00060017	US183 US180 to Breckenridge SCL	Parcel Review	Brownwood - 23			04/01/2017

Approve

Return

Do Not Approve

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

Parcel Stage: Pending Review
Parcel Status: Active


Submit

13. Select **Approve**, **Return**, or **Not Approve**.

- Approve:** The parcel's stage changes to **Created** and activities can continue toward acquisition.
- Return:** The parcel's stage changes to **Returned**. The surveyor must resubmit a corrected file.
- Not Approve:** The parcel's stage changes to **Deactivated**. The surveyor must submit a new file.

14. Enter comments. This is **required** for parcels that are **Returned** or **Not Approved**.

15. Click **Submit**.

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

Parcel File Upload Approved



TxDOTCONNECT
To

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

- Parcel ID Number(s) = P00000764
- Part ID Number(s) = P00000764.001



Updating an Existing Parcel

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

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