



# 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**.

The screenshot shows the 'Parcels List' section of the TxDOTCONNECT interface. A context menu is open over a specific row of data. The menu items are 'Create Parcel', 'Bulk Upload', and 'Manual'. The 'Manual' option is highlighted with a blue background and a white cursor pointing at it. The row of data includes columns for 'Parcel ID', 'ROWIS ID', 'Parcel Stage', 'Parcel Stage Date', and 'Date Created'. The 'Parcel ID' column shows 'P00000903', 'ROWIS ID' is empty, 'Parcel Stage' is 'Created', 'Parcel Stage Date' is '05/04/2020', and 'Date Created' is '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**.

The screenshot shows the 'Number Of Parcels' dialog box. It has a text input field labeled 'Parcel Quantity' with the value '10' entered. Below the input field is a note 'Maximum 300'. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Continue' on the right, with a mouse cursor pointing at the 'Continue' button.



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.

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

Part ID	Interest Type	Acreage	Acquired Acreage	Square Footage	Acquired Sq.
P00054025.000	<input type="button" value="Part"/> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-top: 5px;">           Interest Type           <ul style="list-style-type: none"> <li>Access Rights</li> <li>Channel/Drainage Easement</li> <li>Commercial Sign Acquisition Only</li> <li>Commercial Sign Owner</li> <li>Covenant</li> <li>Easement</li> <li>Easement, Undivided</li> <li>Easement/Highway Purposes</li> <li>Fee Owner</li> <li><b>Fee Simple</b></li> <li>Fee Simple, Undivided</li> <li>Improvement Owner (non-commercial signs)</li> </ul> </div>				



**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.

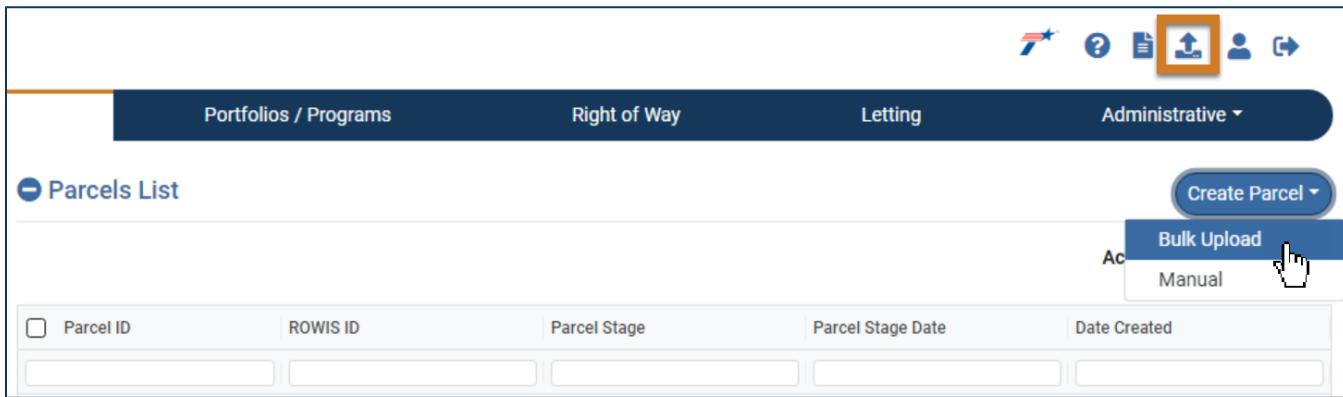
## Upload a .gdb File

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.



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

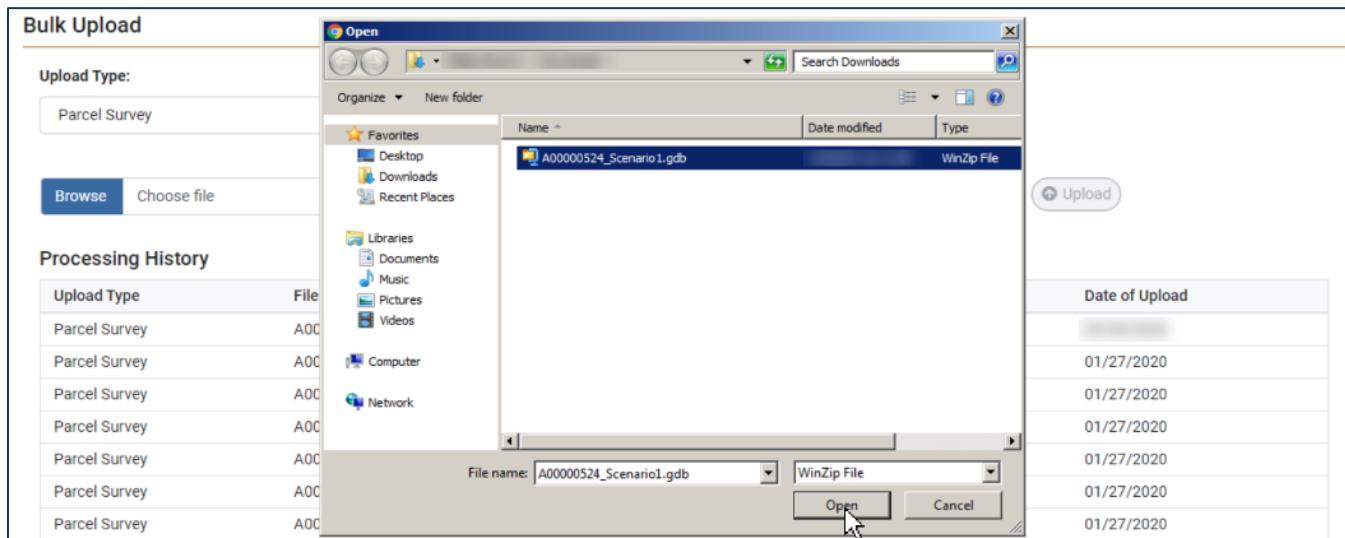
- In the **Parcels List** on the Right of Way or Location page, click **Create Parcel** and select **Bulk Upload**.
- Click the **Bulk Upload** icon in the Tools Menu in the upper right corner of the page.

The **Bulk Upload** page appears.

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

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

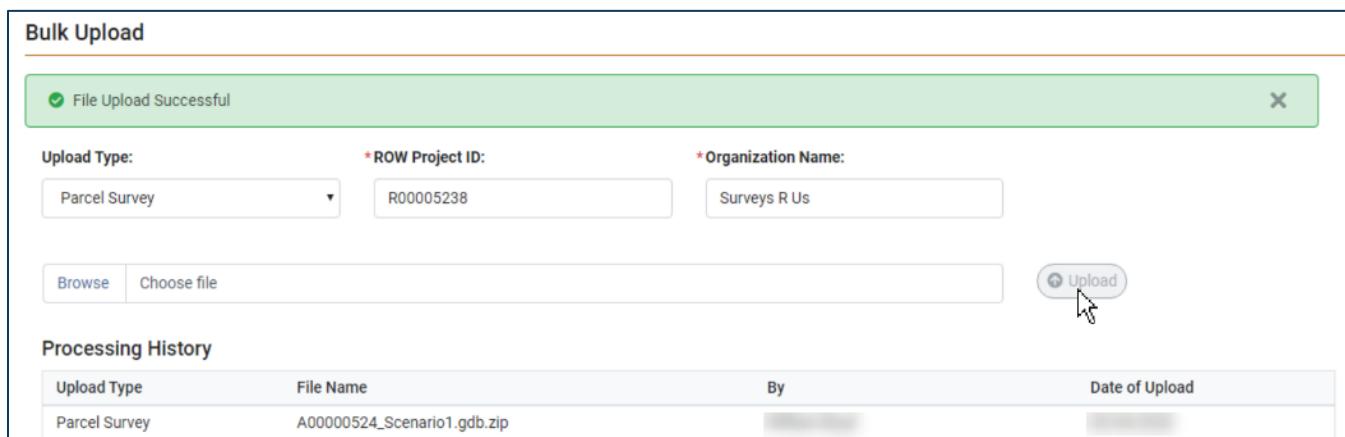
3. Click **Browse**, then find and select the appropriate file.



4. Click **Upload**.



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



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

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**

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								

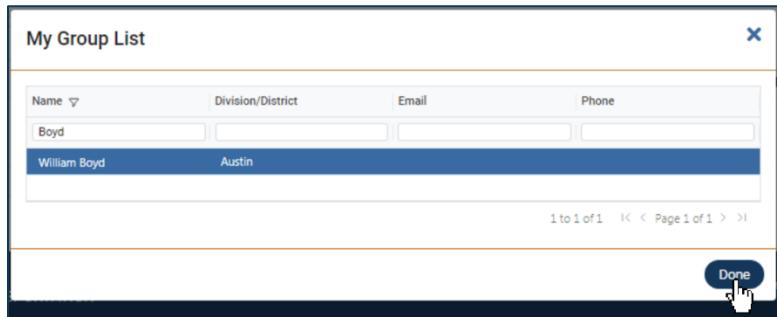
1. Click the **Assign** button.

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

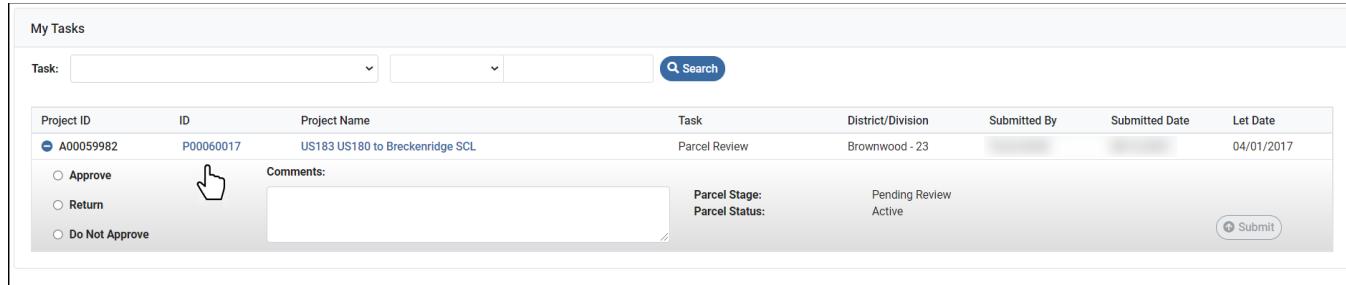
2. Select the appropriate reviewer (typically yourself).

3. Click  Done

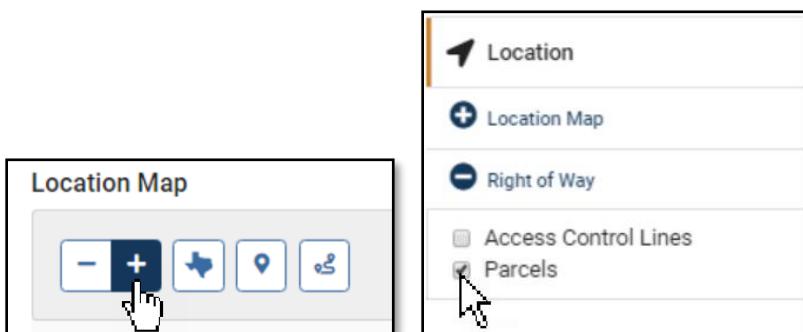
 Use the column headers to sort and filter the list.



The parcel appears in **My Tasks**.

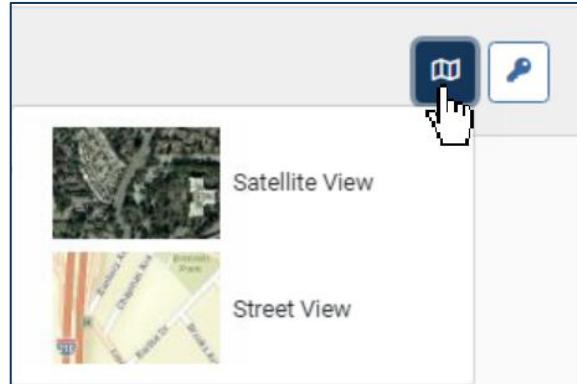


4. Click the **Parcel ID** to navigate to the project's Project Details page.
5. Navigate to the **Location** page.
6. Select the **Parcels** feature layer in the **Left Navigation** menu.
7. Use the Zoom feature to zoom in closely on the parcel.



The Map icon allows you to select from two views:

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



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

- Parcel ID
- Parcel Stage
- Parcel Status
- 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 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	Comments:	Parcel Stage:	Parcel Status:	Submit		
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
<input checked="" type="radio"/> Approve	<input type="radio"/> Return	<input type="radio"/> Do Not Approve	Comment only required if Return or Do Not Approve are selected.	Parcel Stage:	Pending Review		
				Parcel Status:	Active		

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

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

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

15. Click **Submit**.

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

Parcel File Upload Approved

TxDOTCONNECT To

The file A00000524\_Scenario1.gdb.zip with the following parcel(s) have been approved:

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



## Updating an Existing Parcel

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

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