

2012 Assessment Roll Edit Guide
For
Parcel-Level Geographical Information
System (GIS) Information



FLORIDA DEPARTMENT OF REVENUE
PROPERTY TAX OVERSIGHT

March 19, 2012

Intended Users

This Edit Guide is intended for use by county property appraisers and their staff as an aid in preparing and producing the geographical information system (GIS) data for submission to the Florida Department of Revenue, Property Tax Oversight Program (DOR-PTO), as provided by Florida law.

Introduction

The Department reviews data contained within parcel-level GIS files to verify compliance with the requirements of sections 192.011, 193.085, 193.114, and 193.1142, F.S., and Rules 12D-1.009 and 12D-8.001, F.A.C.

This Guide includes the data field edits and methodology for the review of GIS data files. It also includes guidance to assist property appraisers and their staff in developing accurate and complete GIS data files.

Data edits performed on the GIS submissions are categorized by levels coded 1 through 4. Each edit is performed on a different set of requirements. Level 1 and 2 data edits identify fields that should be reviewed and, if necessary, corrected. Level 3 findings are considered to be a higher priority and indicate areas that require correction by the property appraiser.

Note: The Department will request that any Level 3 edits be addressed with a written response and a proposed plan for timely correction by the property appraiser. The Department will request that Level 4 edits with identified data discrepancies be addressed with a written response and correction by the property appraiser before the assessment roll will be considered a complete submission by the Department.

A Request for Hardship Status for GIS Map Submission is available for download at: <http://dor.myflorida.com/dor/property/gis/>. Requests must be submitted by May 1.

LEVEL 4 EDITS

The Department will request that all Level 4 discrepancies have a written notice of correction submitted to the Department before the Preliminary Assessment Roll can go to complete submission. This should be completed before the 10-day complete submission window has expired.

Edit 1- Is there a shapefile named F_countyname_monthdayyear_parcel.shp?

A separate parcel layer polygon (shapefile) should be provided with the following naming convention:

F_countyname_monthdayyear_parcel.shp
Example: Alachua_03302012_parcel.shp

Guidance: Right click on shapefile; “Data”; “Export Data”; “Output feature class” and rename “\Export_Output” to “F_countyname_monthdayyear_parcel.shp”. Month and day are to be two characters and year is to be four characters, all numeric. “F_” indicates final GIS data submission.

Edit 2 - Is there a field named PARCELNO?

At a minimum, in addition to ESRI default fields “FID” and “Shape”, a field named “PARCELNO” should be present. Additional fields may be included, however a field named “PARCELNO” should be present. Please note that the field name is one word and is in all capital letters.

DOR Review: Open Attribute Table; locate “PARCELNO” field.

Guidance: Open Attribute Table; Table Options; Add Field; Name = PARCELNO; Type = Text; Field Properties, Length = 26. Right click PARCELNO field and choose Field Calculator. In the Field Calculator dialog window, choose the appropriate field to participate in populating the PARCELNO field (this field contains the parcel numbers used to join the shapefile with the NAL).

Edit 3 - Is the PARCELNO field populated with numerical data that links to the numerical data in the field named PARCEL_ID on the county’s NAL?

The “PARCELNO” field provides the linkage, or join, with the county NAL (name, address, legal file). The formatting of the “PARCELNO” is the same as the “PARCEL_ID” field on the county’s NAL file. If the “PARCEL_ID” field on the county’s NAL file contains dashes, the same formatting is required in the “PARCELNO” field. Likewise, if the “PARCEL_ID” field on the county’s NAL file

does not contain dashes; the same formatting is required in the "PARCELNO" field.

DOR Review: Compare join fields (PARCELNO and PARCEL_ID) and ensure both contain the same number of characters, and both do, or do not, contain spaces, dashes, etc.

Guidance: Remove or add dashes, spaces, etc., if necessary.

Edit 4 – Is the parcel polygon shapefile projected correctly?

All GIS data files should be projected in the Florida State Plane Coordinate System, US survey feet units, using NAD83/HARN datum (1990 adjustment), in the proper State Plane Coordinate Zone and using the appropriate projection for the Zone. Undefined or Unknown projection is not appropriate.

DOR Review: Verify the aforementioned requirements are met.

Guidance: Usually, in ArcCatalog open Shapefile Properties; click on XY Coordinate System; Choose "select a predefined coordinate system" or "import a coordinate system" from an existing geodataset.

Edit 5 - Are the linear map units in the parcel polygon shapefile set to display Foot_US?

DOR Review: Verify all GIS data files are reported using US survey feet.

Guidance: See procedure for Edit 4.

LEVEL 3 EDITS

These findings are considered more immediate in nature than Level 1 and 2 and indicate data quality issues that should be reviewed and corrected in a timely manner. The Department will request that Level 3 edits have a written response with a plan for correction. A Request for Hardship Status for GIS Map Submission is available for download at:

<http://dor.myflorida.com/dor/property/gis/>.

Requests for Hardship should be submitted by May 1.

Edit 1 – Are subdivisions present?

Rule 12D-1.009(1)(b)1, F.A.C., requires subdivisions to be present on property ownership maps.

DOR Review: Usually maintained within a geodatabase, this review will attempt to locate a polygon or line file containing all recorded and unrecorded subdivisions in the jurisdiction. This review will also look for subdivisions that may be maintained within a parcel polygon. Alternatively, this review will identify the presence of an annotation layer that displays the physical location of all recorded and unrecorded subdivisions.

Guidance: Create a polygon or line file for all boundaries of all recorded and unrecorded subdivisions.

Edit 2 – Are subdivision blocks present?

Rule 12D-1.009(1)(b)1, F.A.C., also requires subdivision blocks to be present on property ownership maps.

DOR Review: Usually maintained within a geodatabase, this review will attempt to locate a polygon or line file containing all recorded and unrecorded subdivision blocks in the jurisdiction. This review will also look for the presence of block identification within a subdivision and for subdivision blocks that may be maintained within a parcel polygon. Alternatively, this review will identify the presence of an annotation layer that displays the physical location of all recorded and unrecorded subdivision blocks.

Guidance: Create a polygon or line file for all boundaries of all recorded and unrecorded subdivision blocks.

Edit 3 – Are subdivision lots present?

Rule 12D-1.009(1)(b)1, F.A.C., requires subdivision lots and blocks to be included in property ownership maps.

DOR Review: Usually maintained within a geodatabase, this review will attempt to locate a polygon or line file containing all recorded and unrecorded subdivision lots in the jurisdiction. This review will also look for the presence of lot identification within a subdivision polygon and for subdivision lots that may be maintained within a parcel polygon. Alternatively, this review will identify the presence of an annotation layer that displays the physical location of all recorded and unrecorded subdivision lots.

Guidance: Create a polygon or line file for all boundaries of all recorded and unrecorded subdivision lots.

Edit 4 - Are subdivision lot dimensions, where known, present?

Rule 12D-1.009(1)(b)1, F.A.C., requires property ownership maps to include lot and block division and dimensions, if known.

DOR Review: Usually maintained within a geodatabase polygon or line file containing lots within recorded and unrecorded subdivisions, this review will attempt to identify a field that contains the dimensions of lot lines as displayed upon the respective subdivision(s) or, in the case of unrecorded subdivisions, as contained in the metes and bounds description as found in instruments of conveyance for those respective lots. Note that the referenced Rule specifies known dimensions. Shape length as produced from the projected GIS lot, subdivision, or parcel polygon will typically not result in known, or of record, dimensions. Alternatively, this review will also attempt to locate an annotation layer that displays the required dimensions.

Guidance: Create a polygon or line file for all boundaries of all recorded and unrecorded subdivision lots including attribution of known lot line dimensions before projection. Alternatively, create an annotation layer with similar capability.

Edit 5 - Are dimensions, where known, present according to rule 12D-1.009(1)(b)2, F.A.C.?

Rule 12D-1.009(1)(b)2, F.A.C., requires dimensions and acreage, where known, on all parcels over one acre in size to be contained in property ownership maps.

DOR Review: Usually maintained within a parcel polygon, this review will attempt to locate dimensions, where known, that may be displayed on all parcels over one acre in size. Note that the referenced rule specifies dimensions where known. Shape length as produced from the projected GIS parcel polygon will typically not result in dimensions that are known, or that are of record. Alternatively, this review will also attempt to locate an annotation layer that displays the required dimensions.

Guidance: Create a polygon or line file for all boundaries of parcels including attribution of known line dimensions before projection. This attribution would include only those parcels over one acre in size and the dimensions, where known, as derived from available survey data or from metes and bounds conveyances. Alternatively, create an annotation layer with similar capability.

Edit 6 - Is acreage, where known, present?

Rule 12D-1.009(1)(b)2, F.A.C., requires property ownership maps to contain acreage, where known.

DOR Review: Acreage is typically maintained within a parcel polygon. This review will attempt to locate acreage, where known, that may be displayed on all parcels over one acre in size. Note that the referenced rule specifies acreage where known. Shape area as produced from the projected GIS parcel polygon will typically not result in acreage values that are known, or that are of record.

Alternatively, this review will also attempt to locate an annotation layer that displays the required acreage values.

Guidance: Create a polygon or line file for all boundaries of parcels including attribution of known acreage before projection. This attribution would include only those parcels over one acre in size and the acreage values, where known, as derived from deed statements, available survey data, or as calculated from metes and bounds conveyances. Alternatively, create an annotation layer with similar capability.

Edit 7 – Is all property assessed and listed according to sections 192.011 and 193.085, F.S.?

Sections 192.011 and 193.085, F.S., require all property, other than streets, roads and highways, to be assessed and listed.

DOR Review: This review will consist of observing the parcel shapefile for areas that are not mapped (“open” areas without a “closed” polygon). An attempt will be made to identify if the subject area is, or is not, exempt from assessment, and thus exempt from mapping, according to the aforementioned statutes. Additionally, this review will attempt to compare the relationship between the total number of records in the parcel polygon shapefile and the total number of records in the preliminary NAL submission.

Guidance: Physically observe the parcel shapefile for obvious areas that are not mapped (“open” areas without a “closed” polygon and that are not required to be assessed or mapped. Additionally, compare the records contained in the shapefile attribute table with the records contained in the preliminary NAL submission to identify those areas that are not assessed and that are not exempt from assessment. Also identify areas for attributes labeled “unknown” or that are otherwise un-assessed. Identify to whom the identified area(s) should be assessed.

LEVEL 2 EDITS

The Level 2 edits will be reviewed by DOR and sent to the property appraiser at the end of the roll evaluation process. These edits are provided for additional review and correction by property appraiser’s staff, but do not require a response to the Department.

Edit 1 – Is a public transportation layer, shapefile or polyline file provided, if available?

Edit 2 – Is a hydrology, or water features, layer or shapefile provided, if available?

Edit 3 – Is a municipal boundary layer or shapefile provided, if available?

Edit 4 – Is a taxing district boundary layer or shapefile provided, if available?

Edit 5 – Is a condominium layer, shapefile, or relate (lookup) table provided, if applicable?

Note: If all condominium areas are not accounted for and mapped in the county parcel layer polygon, you must provide this data as a separate layer, shapefile, or as a relate, or lookup, table.

Edit 6 – Is a railroad layer, shapefile or polyline file provided, if applicable?

LEVEL 1 EDITS

The Level 1 review will be sent to the property appraiser at the end of the roll evaluation process. This edit is provided for additional review and correction by property appraiser's staff, but do not require a response to the Department.

Edit 1- Is there metadata present for all data layers provided?

According to the Federal Geographic Data Committee (FGDC), "A metadata record is a file of information, usually presented as an XML document, which captures the basic characteristics of a data or information resource. It represents the *who, what, when, where, why* and *how* of the resource. Geospatial metadata commonly document geographic digital data such as Geographic Information System (GIS) files, geospatial databases, and earth imagery but can also be used to document geospatial resources including data catalogs, mapping applications, data models and related websites. Metadata records include core library catalog elements such as Title, Abstract, and Publication Data; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values."