Initial Draft:
November 16, 2012

Revisions:

December 20, 2013 – Added GIS images

April 28, 2015 – Added Dropbox information, processing timeframe information, data upload, cloud storage, and analysis info
Accounts in Brazoria County have two primary Identification numbers. The two forms of Identification are as follows:

**Property ID:** This is a six digit number that is generated sequentially as accounts are keyed into the PACS appraisal system at BCAD. This is what used to be referred to as the ‘R’ number. Today it is commonly referred to as the PID and is used primarily as a quick access account number.

**Geographic ID:** The Geographic Identification number, commonly referred to as the GEO ID, is an eleven digit number that acts as a partial geo-code reference. The GEO ID is structured as follows:

```
0000-0000-000
```

The account number structure is used to distinguish and group properties by their relative Geographical location within the county. The first four numbers almost always refers to the abstract or unique subdivision code that the property is in. For instance accounts located in Abstract 1 of Brazoria County begin with the account string 0001-XXXX-XXX. Also accounts within a certain subdivision such as the Sherwood Forest Subdivision in Clute (S7567) would begin with 7567-XXXX-XXX.
The second set of numbers usually pertains to a block or lot within the legal description. For instance in a subdivision which has four blocks with repeating numbers in each, the account numbers may be grouped as follows:

```
XXXX-0001-001
XXXX-0001-002
XXXX-0002-001
XXXX-0002-002
```

And so on...

The last set of numbers is left to the unique structure of the subdivision or abstract. It can be utilized to finish out the legal description as in the example above, or it can be (and in many cases is) reserved for future splits and subdivisions of the parent account. For instance,

If a ten acre tract is on account number XXXX-0001-000 and pertains to Tract 1. Future splits may appear as such:

```
XXXX-0001-001, Tract 1A
XXXX-0001-002, Tract 1B
```

And so on...
Ownership Transfer Procedures:

A typical Ownership Transfer is performed within the PACS system, when a document transfers the Ownership of a property to a new owner without changing the legal description or acreage of the parent property. For instance if an owner sells the five acres that is carried on his tax account as five acres, then a direct ownership change can occur. The new owner information is in most cases obtained from the deed or document. Owner information is also tracked using Owner ID numbers. An owner will either have a pre-existing Owner ID when the document is worked or a new one will be generated.

The information that is pulled from each document is:

- The Grantor (name, address)
- The Grantee (name, address)
- The Document Type
- The Document Number
- The Execution Date

This information gets entered into a log of the Ownership Transfer.
Property Splits and Merges

If the transfer of ownership is for a property that is only a portion of an account or perhaps encompasses multiple accounts, other procedures can be performed to keep track of these changes.

Splits:

A Property Split is performed when a new Unique tract of land is created from a larger tract, or if a group of previously described lots are separated onto a new account. For instance if the same owner as before decided to instead survey out his or her five acre lot into five one acre lots. When he then sold the one acre lots to separate owners, a new account would need to be generated from each document.

John Smith, 5 Acres, Tract 1, Acct# XXXX-0001-000
  ]>Susie Smith, 1 Acre, Tract 1A, Acct# XXXX-0001-001
  ]>Hank Smith, 1 Acre, Tract 1B, Acct# XXXX-0001-002
  ]>John Smith Jr, 1 Acre, Tract 1C, Acct# XXXX-0001-003
  ]>Josie Smith, 1 Acre, Tract 1D, Acct# XXXX-0001-004
  ]>Patricia Smith, 1 Acre, Tract 1, Acct# XXXX-0001-000

Notice that the last transfer that John Smith makes will essentially deed out the final remainder of Tract 1. Therefore the last transfer can be handled as a direct ownership change in most cases. This
also means that the new owner will retain the parent account number.

Another type of split can occur in the form of a subdivision. When a raw acreage tract is bought up and re-platted as a subdivision. For instance our property owner, Mr. John Smith, may choose to instead file a subdivision of twenty five quarter acre lots. He files a minor plat at the Brazoria County Clerk’s office for what he is calling ‘Newest of the New Subdivision’. When working this type of split, the mapping department would need to create a totally different account string for the various lots. In this case, Mr. Smith’s Subdivision will receive the 1234-XXXX-XXX account code. Therefore Mr. Smith’s account will in most cases be fully incorporated into the new subdivision code and thus deleted from the Abstract.

John Smith, 5 Acres, Tract 1, Acct# 0002-0001-000 (this will be split into the new acct string and then deleted)

  ]> John Smith, 0.25, Newest of the New SD Lot1, Acct# 1234-0001-000
  ]> John Smith, 0.25, Newest of the New SD Lot2, Acct# 1234-0001-001
  ]> John Smith, 0.25, Newest of the New SD Lot3, Acct# 1234-0001-002
  ]> John Smith, 0.25, Newest of the New SD Lot4, Acct# 1234-0001-003
  ]> John Smith, 0.25, Newest of the New SD Lot5, Acct# 1234-0001-004
  ]> And so on…
Merges:

Merges are performed when a taxpayer has multiple lots that are contiguous on the ground and wishes to combine tax accounts either for ease of paying taxes, or to gain exemptions on more of their property. Merges can also take place when one owner has been deeded a larger portion of an undivided interest group. In that PACS will no longer allow for the same owner to show up on multiple accounts within the UDI Group.

The typical Merge is a process of taking the legal descriptions, acreage, and improvements from multiple accounts and shifting them or combining them onto fewer accounts, or in some cases even to one account. For instance if Mr. Smith who owns 50% interest in lot 7, buys out Mr. Jones who owns the other 50%, then Mr. Jones’ account will in most cases be deleted and combined to Mr. Smith’s account. Thus, Mr. Smith’s account will be 100% of lot 7.

Another example is that if Mr. Smith has the Homestead (HS) and Disabled Veteran (DV) Exemptions on lot 7A, where his house is, but he also owns lots 7B and 7C which touch his homestead lot, it may be of benefit to him to combine these three lots onto one account. The property owner can request this type of procedure at any time using our Split/Combine Request form in office, or by requesting it on our webpage.
PROPERTY OWNER’S REQUEST TO: **COMBINE / SPLIT**

ACCOUNT(S): ____________________________

REQUEST TO **COMBINE / SPLIT** MY ACCOUNT(S)

FOR THE FOLLOWING REASONS:

________________________________________

________________________________________

________________________________________

Signature of Owner

Phone Number

Received by (BCAD Employee Name)

Date
Lastly all of the Data that the Appraisal District utilizes to build the tax roll can be incorporated into a GIS map and printed for in-office customers, posted to our website, or sent electronically to taxing entities and taxpayers. GIS is quickly becoming a widely used resource at BCAD. The process of building our mapping system is as follows:

First the information from the deeds and documents that BCAD works is drawn onto a system of hardcopy maps. Utilizing the field notes or legal descriptions contained in most documents that are worked, a property can be drawn to scale on our maps. These maps are filed according to the Abstract, Townsite, or Subdivision that they are located in.

Some examples of the plat maps are as follows:
This information can then be geo-coded and put into a GIS map. Some examples of this are as follows:
The GIS information can be layered onto an Aerial image and utilized by both taxpayers and the appraisers. By doing so, it is easy to explain to a taxpayer, why their property may be taxed by the city of Alvin and their neighbor’s property is not.

For appraisal purposes, data such as legal acreage, assessed value, year of sale, and improvement square footage can be attached to a GIS map relatively quickly so that custom maps can be created for a vast number of purposes.

Also addressing, ownership, and account information can be implemented into the map so that properties can be searched utilizing a number of different ‘bits’ of information. This helps the taxpayers who utilize BCAD’s website, to find the property they are looking for, quickly and easily.

Overall the procedures that BCAD employees practice, help to build an accurate representation of ownership and value for use both in office and on the internet. Mapping is an integral part of the wider appraisal system.
Current Schedule of Mapping Tasks

Schedule of Mapping Procedures

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Document Received and Initial Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Document Filed at Clerk’s Office</td>
<td></td>
<td></td>
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<tr>
<td>1.2 Deed Accessible by BCAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Deed Categorized by BCAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At this point Deed has been Categorized by BCAD to be either Split/Merge/or other. It is sent to the appropriate personnel for working</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Initial Mapping Stages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Deed Analysis (Owner, Accounts Involved, FNS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Mapping on Hardcopy Maps</td>
<td></td>
<td></td>
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<tr>
<td>2.3 Mapping Results sent to GIS Contractor</td>
<td></td>
<td></td>
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<tr>
<td>2.4 Paperwork Generated (Split/Merge sheet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 Paperwork Keyed into FACS system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At this point the Deed has been worked through the mapping office. The results are available in our FACS system and open to the public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Account Finalization, Availability to Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Most Deeds Worked and available to Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Values are Appraised for new Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 New Information added to Websites</td>
<td></td>
<td></td>
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<tr>
<td>3.4 New GIS received and available to Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 New GIS available on Website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At this point all information is updated and all new/changed accounts are incorporated into the records and available to the public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary of Major Stages

1 Document Filed
1.2 Document Received
1.3 Initial Processing
2 Initial Mapping Stages
3 Account Finalization
Availability to the Public

Problematic Deeds and Documents might fall into this time frame

<<< All documents should be processed, mapped, and added to the records within a time frame not to exceed 25 weeks or at maximum 180 days. BCAD Policy
As the table on the previous page illustrates, the Brazoria County Appraisal District Mapping and GIS Departments strive to have all documents worked within the 180 day maximum set by the state. On average all deeds are worked between 30 and 70 days of being filed.

In previous years, BCAD would not receive deeds until several weeks or even several months after they were filed. This slowed down the deed work process considerably. Today the Mapping department receives deeds electronically through the Dropbox program.
This allows the Mapping department to access deeds within a week of being filed. This advancement alone has increased workflow substantially.

The mapping department then networks the data so that all mapping employees have access to the most recent deeds. The deed list is also updated so that deed work can be tracked and better organized.
As deeds are worked they are entered as complete on the deed list database. This allows BCAD to keep track of how long the deed work process takes for the majority of documents.
The above figure shows that BCAD has access to documents filed just four days prior.

If a deed requires an update to the map, the Paper maps are updated to reflect this new data whether it is a split, replat, correction, etc.
Once the maps are up to date, the paperwork is scanned and sent to
the GIS department and then turned in to be keyed into the PACS
database system.

The GIS department makes the same changes in BCAD’s GIS. Current
GIS is uploaded back into Dropbox on a monthly basis and available
to the public for download and use.
Public GIS Data

The Brazoria County Appraisal District’s GIS data files are available to download. File names and Descriptions are listed below. GIS data is updated on the website monthly. If you would like to have access to our GIS folder for additional downloadable files you can contact the GIS Coordinator through Dropbox, or email a request directly at plopkam@brazoriaad.org.

This product is for informational purposes and may not have been prepared for use in suitable or legal, engineering, or mining/extracting purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

DRAINAGE DISTRICTS

GIS

ABSTRACTS
- Capital data for Hedwig in Brazoria County
- Contains survey views and sec. 
- Brazoria Water Districts
- Contains GIS & public

BLOCKS
- Contains data for all blocks
- Contains GIS & public

COLLEGE DISTRICTS
- Contains data for all college

COUNTY LINE
- Contains data for county

DRAINAGE DISTRICT
- Contains data for all drainage

EMERGENCY MGMT DIST
- Contains data for all emergency

HOSPITAL DIST
- Contains data for all hospitals

NAVIGATION DIST
- Contains data for all navigation

PARCELS
- Contains data for all parcels

ROADS
- Contains data for roads

SCHOOL DISTRICTS
- Contains data for all school districts

SUBDIVISION
- Contains data for all subdivisions

IMPROVEMENT FFSTD
- Contains data for all improvement FFSTD

ZIP CODES
- Contains data for all ZIP codes

WATER
- Contains data for all water

PERSONAL PROPERTY
- Contains data for all personal property

TOWERS
- Contains data for all towers

MUD LAYER
- Contains data for all mud layers

DIVISIONS
- Contains data for all divisions

TAXROLL DATA

2015 PREVIEW RECORDS
- Contains data for all 2015 preview records
- Contains data for all 2015 preview records

Owner Data
- Contains data for all owner data

HISTORIC DATA

IMPROVEMENT DATA
- Contains data for all improvement data

STATUS AND STATE CODES
- Contains data for all status and state codes
Also all mapping changes require a scan of the plat map that has been changed. This is done so that a back-up copy of each map exists electronically just in case something happens to the original.

The plats are scanned as changes occur and kept in a networked folder so that BCAD employees can quickly access the digital maps. This is useful if a map needs to be emailed to a customer or an appraiser in the middle of a protest etc.

By doing this, the mapping department is able to increase customer service speed. Alternately, the maps are kept in a digital form offsite in order to maintain a complete backup copy of all our maps.

All GIS edits are also recorded in either a date modified field or a date created field. This allows for tracking of the complete mapping process from filing of the deed all the way to completion of GIS efforts. By doing so, the mapping department can analyze the work being done and see where improvement can be made if any.