TYPICAL TRACT DESIGNATIONS

Symbol	Item
T-2	Tract Two
TE	Temporary Easement
PE	Permanent Easement
CC	Channel Change Agreement
SE	Scenic Easement
RA	Rest Area
X	Excess Land

TYPICAL PARCEL NUMBER ELEMENTS

A parcel number has seven alpha-numerical characters.

Each district has prepared its own procedure for numbering the parcels. Procedure for each district is described below:

DISTRICT 1

Each parcel number consists of two elements.
(1) The Parcel Code Number and (2) The Parcel Number Appendix.

Example: 0025 XYZ-TE-2

1. The Parcel Code Number (0025)

The parcel code number is the means to identify a parcel in the Land Acquisition System. It is a number from one (1) through nine hundred ninety-nine (999), preceded by one, two or three zeros and/or one letter prefix. (Parcel 5 =0005, Parcel 125 = 0125, Parcel A85 = 0A85, Parcel B998 = B998, etc.) Care is to be taken that no project ever be programmed which includes more than 999 parcels.

The code number consists of the basic parcel number and its prefix.

a. The Basic Parcel Number in the above example is the number 25. The two zeros Complete the Parcel Code Number.

b. The Basic Parcel Number with a letter prefix on the above example (A25) indicates an acquisition that is subsequent to one that was previously completed on Parcel No. 25. It follows that B25, C25, D25, etc. are used in further subsequent acquisitions on the same parcel if the need should arise.

    The Code Number for A25 is 0A25. A double prefix is incompatible with this numbering system. For instance, AA25, BA25, A-25, A*25 will be recorded with

one letter only (the first letter preceding the basic number) and will be completed with zeros in the remaining spaces resulting in this case with 0A25, conversely, AB25 would become 0B25.

2. The Parcel Number Appendix (XYZ, TE-2)

This portion of the parcel number is always to the right of the Basic Parcel Number starting with the fifth space and extending to any number of spaces required. In no case, however, can the fifth space be occupied by a numeral (one through nine or zero). The Parcel Number Appendix is to serve as a specific Tract identification and is used with the Basic Parcel Number on all right-of-way documents. It is, however, never entered into the Land Acquisition System.

a. The XYZ designation on the above example is a file index number. It may occupy any number of spaces consisting of letter and number combinations as required to satisfy identification needs such as project, section, location, file, etc. No attempt is made to standardize the file index number. It may be used in any form desired or omitted entirely. For instance, the letter "D" could be used to indicate an acquisition by dedication or "FE" for fee takings. The letter "F" could stand for freeway with access rights included. Reference to district files could also be contained in this number such as first case of an acquisition on a plan sheet No. 15 could be A-15, the second B-15, etc.

b. The TE-2 designation is a tract identification and indicates the second Temporary Easement on Parcel 25 in the above example.

The file index number and tract identification together constitute the Parcel Number Appendix.

TYPICAL PARCEL NUMBER ELEMENTS

Example 16B-15, TE

   Basic Parcel Number = 16
   Parcel Code Number = 0016
   Parcel Number Appendix = B-15, TE

NOTE: Had there been a previously concluded acquisition on this property, the parcel number would be A 16B – 15, TE

   Basic Parcel Number = A16
   Parcel Code Number = 0A16

NUMBERING EXAMPLE

Multiple Tract parcel with three stage acquisitions

Stage One	Parcel Number
	0125
	0125 TE-1
	0125 TE-2
	0125 CC
Stage Two	A 125 TE-2
	A 125 TE-3
	A 125 CC-1
Stage Three	B 125 SE
	B 125 RA

On the above example, there were four tracts acquired under Stage One viz Parcel 125, 125 TE-1, 125 TE-2 and 125 CC-1. Under Stage Two, three more tracts were acquired: A 125 TE-2, A 125 TE-3 and A 125 CC-1. Under Stage Three Parcels B 125 SE and B 125 RA were acquired.

Please note the A and B prefix used for the second and third stages of acquisition.

NOTE: Zeros preceding the basic parcel numbers need not be shown on the plans or right-of-way documents (legal documents, plats, strip maps, correspondence, etc.).

DISTRICT 2

The first digit is always 2 for the district.

The second and third digits are taken from the number sequence of the job number. As an example, a parcel in job number R-92-028-96 would have second and third digits as 28.

The fourth and fifth digits taken from the year of the job number. As an example, a parcel in this job number R-92-028-96 would have the fourth and fifth digits as 96.

The sixth and seventh digits are the designated parcel number. Thus, if the designated parcel number is 004, then the parcel number for the job number R-92-028-96 would be 2 28 96T 04.

If the sixth and seventh digits of a parcel number would ever be greater than 99, and a two digit alpha-numeric parcel number (i.e., 2 28 96 C6) we4re to be incorporated, appropriate action will be taken to insure that the letter "I" or "O" shall never be used.

DISTRICT 3

The first digit is always 3 for the district.

An alphabetical prefix is assigned to each job number and placed in the second and third digit of the parcel number.

The Plats and Plans Section or the Consultants number the parcels within a job numerically, usually beginning with 1 and place that number in the seventh, sixth, fifth and fourth digits of the parcel number. An alphabetical letter may be used for splitting parcels or for a second acquisition from the same owner.

The tracts within a parcel are numbered numerically.

DISTRICT 4

The first digit is always 4 for the district.

The second and third digits are the same as fourth and fifth digits of the job number. As an example, a parcel in job number R-94-010-85 will have 10 as second and third digits.

The fourth character is an alpha character representing the year from the job number with 1985 – A, 1986 = B, 1987 = C, 1988 = D, etc.

The last three digits are assigned one per owner in a logical progression through the job starting with 001, 002, 003, etc.

Therefore, the first parcel for job number R-94-010-85 would be numbered as 410A001.

DISTRICT 5

The first digit is always 5 for the district.

The second and third digits are the same as the fourth and fifth digits of the job number. As an example, a parcel job number R-95-020-88 would have 20 as second and third digits.

The fourth digit is the same as the last digit of the job number.

Last three digits follow the numerical order of the designated parcel number.

As an example, designated parcel number 1 in job number R-95-020-88 will have the number 5208001.

DISTRICT 6

The first digit is always 6 for the district.

The second and third digits are the same as the fourth and fifth digits of the job number. As an example, a parcel in job number R-96-001-88 will have 01 as second and third digits.

The fourth digit is the same as the last digit of the job number. Last three digits follow the numerical order of the designated parcel number.

As an example, designated parcel number 101 in job number R-96-001-88 will be 6018101.

More than one taking area from the same property owner, not all from the same parcel of larger ground, are assigned separate parcel numbers.

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DISTRICT 7

The first digit is always 7 for the district.

The second digit is taken from the last digit of the year of the job number. As an example, a parcel in job number R-97-017-89 would have the second digit as 9.

The third and fourth digits are taken from the last two digits of the job number. As an example, a parcel in job number R-97-017-89 would have the third and fourth digits as 17.

The fifth, sixth and seventh digits are the designated parcel numbers. Thus, if the designated parcel number is 201, then the parcel number for job number R-97-017-89 would be 7917201.

The fifth digit may be an alpha character to indicate a split parcel or for a second acquisition from the same owner.

The exception to the above is excess land parcels that are assigned to the District-wide Property Management Job Number. These numbers are assigned by the District Property Manager with the first digit being 7 for the district. Digits 2 through 7 can be a combination of numbers and alpha characters to identify the parcel.

DISTRICT 8

First two digits of the parcel number indicate the year the job was initiated. As an example, first two digits of a parcel number for the job R-98-034-86 will be 86.

Third and fourth digits of the parcel number correspond to the chronological sequence of the jobs within the fiscal year. As an example, third and fourth digits of the parcel number for the job R-98-034-86 would be 34.

Seventh, sixth and fifth digits of the parcel number consist of the chronological order of the designated parcel.

As an example, designated parcel number 013 for the job number R-98-034-86 would be numbered as 8634013.

When it is not a fee taking, the parcel numbers may have suffixes such as:

Tract "PE"   Permanent Easement
Tract "TE-1"   First Temporary Easement
Tract "TE-2"   Second Temporary Easement
Tract "AC"   Access Rights

If the acquisition is in more than one stage, fifth character of the parcel number during stage 1 will be appropriate digit, during second stage it will be A and so on.

As an example, a parcel number 8102030 during stage 1 and during stage 2 is described as below:

Stage 1

Parcel 8102030 Tract "PE" Permanent Easement
Parcel 8102030 Tract "AC" Access Rights

Stage 2

Parcel 8102A30 "Tract PE" Permanent Easement
Parcel 8102A30 "Tract TE-1" First Temporary Easement
Parcel 8102A30 "Tract TE-2" Second Temporary Easement
Parcel 8102A30 "Tract AC" Access Rights

DISTRICT 9

The first digit is always 9 for the District.

Positions 2 through 5 are used for sequential numbering of parcels each fiscal year. The number starts over each fiscal year with 0001. Position 5 may be an alpha character to indicate an additional parcel from the same owner or a split of one parcel into two or more parcels.

Positions 6 and 7 are the same as the last two digits of the right of way job number and indicate the fiscal year in which the job number was established.

The district has one exception to the above rule which is for excess land parcels carried under job number R-99-005-73 which is the district-wide excess land job number. These are excess land parcels for which no normal parcel number exists under a valid right of way job number. In the case of these parcels, position 1 is again the district number and positions 2 through 7 are a sequential numbering of these parcels.