Plats in PACS

Monday, May 08, 2017

12:18 PM

To start a new plat:

<<0Blank Worksheet.xlsx>>

1. Get a New Plat Check-Off List
   1. Fill out as much info as you can (Plat & Tax Year, STR, Parent, #of Lots/Tracts/Blocks, AF#, Ownership, etc)
      1. To find the map #, go to the search screen in PACs → in the Geo field type in the first 6 numbers of the parent Geo# → change you Year: to ALL → check the boxes for "Include Deleted and Reference Properties" and "Include Preliminary Properties" → change you Max Rows to Return to the most → click search.
      2. Looking at the 7th and 8th digit in the numbers returned, find the highest one. Your map number with be the next number in consecutive order.
      3. Go back to the search screen and search for your new map number. If it comes up blank you are good to go.
2. Run out the legal description on the plat and check the ownership
   1. Note: If parent parcel has group code CRID ASSESSMENT, email Lisa Lorentsen in Treasurer’s Office (Lisa ext 5575) to see if they are still on the program. If all paid up and not on program, you will **not** carry over the CRID group code to the children. If parent still on CRID program, notify Public Works. Save email and response to packet for reference. (updated 2024)
3. Draw out the new parcels in ACAD.
   1. Once it is all drawn. Save As as a dxf2013 file.
   2. In QGIS create before and after maps.
   3. Print your before and after maps and put them with your packet.
4. Open up a blank Plat Excel Worksheet
   1. Fill out the information at the top for your plat (get the Abs/Sub code from Mary and the Neighborhood Code from Chris.
   2. Use the plat map to fill in the information about each lot. (#, size and address)
   3. Create new parcel numbers for each lot using the map # you found previously.
   4. Enter any sales for each respective lot.
   5. If you have a REMAINDER parcel from the plat, you will treat that new information similar to a BLA with updating the parcel number and continue the NHOOD and other information and creating the legal description by copy-pasting the parent legal and then adding “Except that portion in plat “xxxx” (AF#xxxx. x/x/x) at the end of the description.
5. Go through Mass Create to create your new lots.
   1. Go to activities → Mass Maintenance → Mass Create
      1. The assessment year is already set, DO NOT CHANGE IT
      2. Property Count: number of lots to create for a single year layer
      3. Number of previous years: How many year need supplemented
      4. Abs/Sub: Get from Clerical Supervisor
      5. Block: If applicable
      6. Starting Lot: Generally 1 but may be different for various plats
      7. Additional Legal: "RECORDED IN VOLUME \_\_\_, PAGE \_\_\_\_, RECORDS OF BENTON COUNTY, WASHINGTON. AF# \_ \_ \_ \_ - \_ \_ \_ \_ \_ \_, DATE.
      8. Primary Use: Generally 11
      9. Fill in Township, Range & Section
      10. Skip Geo section
      11. Fill in City, State, Zip
      12. Parent Account: List the main PID you want split from.
          1. Check the box "Copy Property Group Codes" only
          2. Click Next

Machine generated alternative text:
Mass Create New Properties 
Mass Create Properties - General Information 
The user will enter the information for the properties to be created hEÆ. 
General 
Assessment Year: 2020 - 2021 
Create as Preliminary Properties 
Property Count: 39 
*Number af previous Years: 
i 
1 
*The number of previous years listed are limited by Abstract(Subdivision and Township. 
These are required fields and values must exist for each year being crested. 
Legal Information 
Abstracttsubdivision: 
Block: 
Additional Legalv 
aaak/Page 
Property Sub-Type 
Township: 
Range: 
GEO and Ref Ld 
GEO Idi 
Situs 
Prefix: 
City t 
Land Information 
Acres/SqFt: 
Land Type 
Parent Account 
1917 (SUNSET HEIGHTS PHASE 3) 
Starting Lot: 1 
Reverse Order 
RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF 3ENTON COUNTY, WAS 
Primary Use: 11 (11 Sing... 
Secondsry Use: 
(Township 9) 
27 (Range 27) 
GEO Format: NO ZLK 
Auto Sequence GEO Id 
Section: 
01 
r Auto auild GEO Id 
Street: 
WEST RICHLAND 
Acres 
Y (Homesite) 
State: 
WA 
Zip Cade: 
Suffix: 
99353 
Land Size: 
State Cade: 520 (Conv code 520) 
Reset 
If you wish to create split history on the new properties, enter the 
property id of the parent account: 308997 
Copy Ownership History Information 
Help 
Property Grove Codes 
Next > 

1. At this point if you are doing past years you may need to supplement.

Machine generated alternative text:
Mass Create New Prcpefties 
Mass Create Properties - Supplement 
The user will enter the information for supplementing the new properties here 
i 
Supplement Group 
r New 
Pending 
Supplement Date 
Supplement Cade 
Supplement Ressont, 
Comment} 
Prepared ay 
Help 
Available 
11/20/2019 
3LA(3LA LLA) 
Group 
(SPLITS/MERGES) 
Do not Send Change of Value Form 
NEW PLAT "SUNSET HEIGHTS PHASE 3" PER AF*201g-024840f 8/23/2019 FOR 
THE 2019/2020 TAX YEAR. 39 LOTS, NO TRACTS, NO REMAINDER. 
NEW PLAT "SUNSET HEIGHTS PHASE 3" PER 8/23/2019 FOR THE 
2019/2020 TAX YEAR. 39 LOTS, NO TZACTS, NO REMAINDER. 
hkg (Heather Gennarelli) 
< Back 
Next > 

1. Click Next
2. Property Identification

Machine generated alternative text:
Mass Create New Propert• 
Mass Create Properties - Property Identification 
The user will enter the informztion for identif/irg the prcperties here 
General 
i 
Neighborhood; 
Region} 
Sub s 
Map Id 
Peredise way) 
001 Eare Land) 
Owner Information 
File As: 
Street} 
City} 
Zip: 
PIC DEVELOPMENT LLC 
090 KINGSTON RO 
RICHLAND 
354 
Mapsco 16: 
State: 
Co Ll ntry 
Include Owner Linked Accounts 
Property Information 
Characteri stic 
Special Assessments 
Sp Assessment Agency 
528 MOSEEN 
541 WEDBEN 
136781 HORT 
Properties Group Codes 
Attribute 
Description 
MOSQUITO 
NOXIOUS WEED CONTROL 
HORTICULTURAL PEST AND 
Search/New 
Detail 
Type 
MOSQUITO 
CISTRICT 
HORTICULTURAL PEST AND 
Cade 
Res - Re•ual 5 
REVAL 5 
Tax Area 
3escrigtjorl 
arendals Reval 5 Area 
REVAL CYCLE 5 
PLIT (Split 
Exp Date 
Year 
-8LC 
Tax Area} 
Event 
Add Event 
Clear Event 
Help 
Add Individuel Event to Each Property 
Create Date 
11/20/2019 
11/20/2019 
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1. General: Neighborhood Code: Get from Chris
2. Owner Information: Should pull over automatically
3. Property Info: leave blank
4. Special Assessments: Make sure they match the parent(s)
5. Property Group Codes: Clean up any of them that don't need to be on the children (ex. Pending New Plat)
6. Event: Click Add Event → Select SPLIT → Type in note → OK
   1. Check box for "Add Individual Event to Each Property

Machine generated alternative text:
Events 
General 
Event Type: 
Date 
Descri ption 
PI-IT SOIIt 
11/20/2019 
User: 
NEW PLAT "SUNSET HEIGHTS PHASE 3" PER AF#2019-024S40, 8/23/2019 FOR 
THE 2019/2020 TAX YEAR. 39 LOTS, NO TRACTS, NO REMAINDER. 
Attached Objects 
Description 
Filename 

1. Click Next
2. Legal Description Grid:
   1. Fill out the information from the spreadsheet you created

Machine generated alternative text:
- •on Grid 
T.e1d2 
10 
10L971csooon:5 
10L971cE00031G 
10L971CE000315 
co 15 
10L971cE000317 
10L971csooon_-o 
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In I q71rsnnrrn;q 
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Roper-tv —rd •Cd Cc Ab"ut Work*eet 
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0.31 9 
n 31 
n 73 
0.34 

1. Click Finish
2. When the Properties are created click show list to see the new PIDs. You will want to take a screenshot of this to be able to use it.

Machine generated alternative text:
Query Results - 78 found 
Processed 
Prop ID Year 
311871 
311S71 
311372 
311372 
311873 
311873 
311374 
311874 
311375 
311875 
311876 
311376 
311377 
311877 
311878 
311878 
3113B 
3113B 
311880 
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311SS2 
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311885 
311B" 
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311887 
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311889 
311889 
311830 
311890 
311331 
311S32 
Legal Description 
2019 SUNSET HEIGHTS PHASE 3 LOT 1 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aa•rroN COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 1 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTYr WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT 2 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2020 SUNSET HEIGHTS PHASE 3 LOT 2 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENT0N WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT 3 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aaqrron COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 3 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3 LCT 4 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LCT 4 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT 5 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 5 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTL WASHINGTON 
2019 
SUNSET HEIGHTS PHASE 3 LOT 6 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTL WASHINGTON, 
2020 SUNSET HEIGHTS PHASE 3 LOT 6 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LCT 7 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2020 SUNSET HEIGHTS PHASE 3LOT 7 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF COUNTY, WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT a RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aaqrron COUNTY, WÅSHINGTON 
2020 
SUNSET HEIGHTS PHASE 3 S RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY r WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT g RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2020 SUNSET HEIGHTS PHASE g RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 10 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2020 SUNSET HEIGHTS PHASE 3 LOT 10 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BEI•rroru COUNTYr WASHINGTON 
20tg SUNSET HEIGHTS PHASE 3 LCT 11 RECORDED IN VOLUME OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY r WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 11 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3 LOT 12 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3LOT 12 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aerroru COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3 LOT 13 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aa•rroru COUNTY, WASHINGTON, 
2020 sunssr HEIGHTS PHASE 3 LOT 13 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE SLOT 14 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2020 SUNSEr HEIGHTS PHASE 3 LOT 14 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3 LOT 15 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aENTON COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 15 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aa•ron COUNTYr WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3 LCT 16 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COLIN", WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 16 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3LOT 17 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aa•rroru COUNTY, WASHINGTON. 
2020 SUNSET HEIGHTS PHASE 3 LOT 17 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aerroru COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3LOT la RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY r WASHINGTON, 
2020 SUNSET HEIGHTS PHASE 3 LOT IS RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2020 SUNSET HEIGHTS PHASE 3 LOT 19 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF aENTON COUNTY, WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3LOT 20 RECORDED IN VOLUME 15 OF PLATE, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 
2020 
SUNSET HEIGHTS PHASE 3 LCT 20 RECORDED IN VOLUME IS OF PLATS, PAGE SSI, RECORDS OF BENTON COUNTY r WASHINGTON 
2019 SUNSET HEIGHTS PHASE 3 LCT 21 RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON, 
2019 SUNSET HEIGHTS PHASE 3 LOT u RECORDED IN VOLUME 15 OF PLATS, PAGE 651, RECORDS OF BENTON COUNTY, WASHINGTON 

1. You will now need to process any REETS (sales) you have for the new parcels. (See procedures for Ownership Change) Be sure to link all parcels involved to each REET.
   1. When you enter sale information, unless it is a Quit Claim Deed, it will always be a 27 and your comments will be one of the following:
      1. NOT AN ECONOMIC UNIT, MULTI PARCEL SALE
      2. LAND HOME PACKAGE, HOME NOT VALUED YET
      3. PORTION OF PROPERTY SOLD FOR BOUNDARY LINE ADJUSTMENT
   2. After processing all of the REETS on the parent parcel, be sure that the ownership of the parent parcel is set back to the original owner of the parcel before the plat was processed.
2. Once all REETS have been processed. You are ready to update each of the child parcels.
   1. Go to PACs search screen → Other Search Criteria → Enter the parent PID that you used for the Mass Create Wizard in the "Mass Created From Prop ID" field → In the Primary Search Criteria Panel, check the box that says "Include Preliminary Properties" → For plats in multiple years, be sure your Year field is set to ALL → Click Search

Machine generated alternative text:
Property Search 
Primary Search Criteria 
Property Information 
Property IOW 
Gen & Ref Information 
Exact Match 
Taxpayer Information 
File As: 
Include Linked Owner Account 
r All Account Types 
Search Options 
Last 
Name: 
Name: 
Include Deleted and Reference Properties 
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Include Preliminary Properties 
Help 
Secondary Search Criteria 
Other Search Criteria 
Taxpayer ICI 
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100 
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Other 
Map ID: 
Mineral Lease 10: 
Mobile Hame Serial 
NAICS code: 
Property Link Type: 
Tax Area: 
Tax District: 
Building Permit 
Mass Crested Fi-am Prop 10: 
Mobile Hame Title 
Mobile Hame HI-ID 
Link Sub Type: 
Special Assessment Agency: 
Tax Registration: 
308997 

1. Go through each parcel, in each year layer, making sure the following are updated and accurate:
   1. Legal Description Panel:
      1. Enter Effective Size
      2. Enter 1/4 Section
      3. Clean up legal description in the Legal Description box (Remove acreage) and then copy and paste it up into the Metes and Bounds box
   2. Identification Panel:
      1. Update Situs address. Click the plus sign next to the address to expand the information and update it.
      2. Update Cycle. Click the box next to "Override" and then click in the cycle box and update it. If it is already populated you will still need to check the Override box to make it stay.
   3. Tax Area & Exemptions Panel:
      1. Make sure the TCA is correct. If you need to change it, click Change Tax Area → pick the one you want → click OK
      2. Update Special Assessments. Click the green plus sign → Select the Special Assessment that you want and move them to the right side → click OK
      3. If this is an exempt property (generally Tracts), send it to the person who processes exemptions
   4. Property Codes Panel:
      1. Make sure all Property Group Codes are present and accurate
      2. Make sure the Primary Use Code is accurate
   5. Mortgage & Permits Panel: SKIP
   6. Owner & Agent Panel
      1. Make sure this is correct. If this parcel has sold and the ownership needs changed to match the REET you previously processed, go to the next panel to change it there.
      2. If City or County owns a parcel per the plat notes, just change the ownership on child without a REET
      3. If Home Owners Association owns a parcel per the plat notes, just change the ownership on child without REET. If there have been previous phases you might be able to search for the HOA ownership that has already been used. If new HOA, there is probably not an owner already in the system and you can use the mailing address of the parent parcel owner for now because there is usually not a mailing address provided. They can always contact to change mailing address.
   7. Deeds & Sales Panel:
      1. If a REET has been processed and the ownership needs changed to match the deed, you should see the deed under Ownership History. If the deed is there, click "Set Taxpayer" to update ownership to the latest deed. A popup box will appear saying that it has been updated. If you don’t see the popup right away, hover your mouse over the PACs icon in your Windows tool bar and it should be hiding there. PACs will not let you do anything until you click OK on that box.
   8. Splits, Merges & Property Links Panel:
      1. This is where you will link any parcels if necessary. This would be a portion of that same property that can't be combined for tax purposes (Open Space, Different TCA, etc.). This could also be personal property or a mobile home.
      2. This is also that panel that you will get your SM00 number from. Under Split & Merge History, you should see a segment under split showing the date you created your plat. In that same segment you will see a Split ID and that is your SM00 number.
   9. Values Panel: SKIP
   10. Improvements Panel: SKIP
   11. Land Panel: SKIP
   12. Supplement History Panel: SKIP
   13. Appraiser Info Panel: SKIP
   14. Roll History Panel: SKIP
   15. Current Use History Panel: SKIP
   16. GIS Panel: SKIP
   17. Images Panel:
       1. You will need to upload the plat map for this parcel here.
       2. Click the green plus sign → Image Type is Survey → Record Type is Survey → Sub Type is survey → Check the dot for "Select an existing image" and click Browse → Go to the W Drive → longpt → find your plat and double click → click OK
   18. Rollback & Shared Property Panel: SKIP
   19. Events Panel:
       1. Be sure there is a SPLIT event. If there are more than 1 parent you will want to open the event note and add the additional parents to the properties section of the event note.
          1. To do this, open the event note → click the properties panel to expand → click the green plus sign → add any PIDs that are missing → once done adding click Apply and OK
   20. Inquiries & BOE Protests Panel: SKIP
   21. Income Valuations Panel: SKIP
   22. Tax Due Panel: SKIP
2. After going through all of the panels, go back to the summary screen and click Recalculate. Be sure everything on the summary screen looks good before moving onto the next parcel.

<<CheckList\_Plat NEW.docx>>