

2023

# Land Records Change Requests: Editor Manual

LAND RECORDS MANAGEMENT

JACKSON COUNTY, MO | 415 E 12<sup>th</sup> St, Kansas City, MO 64106

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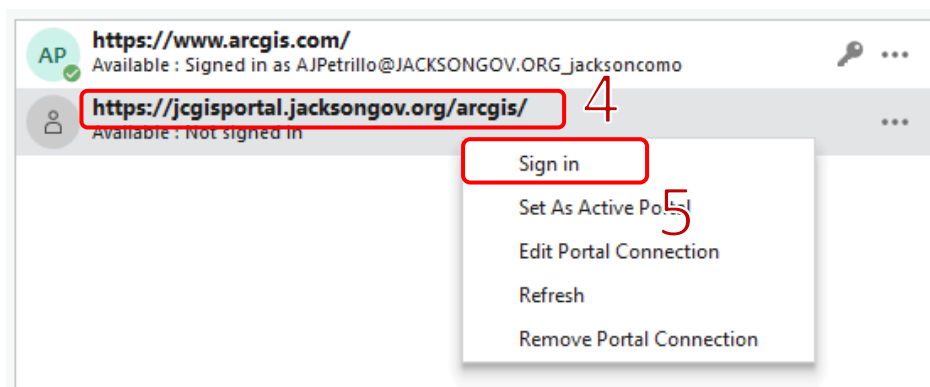
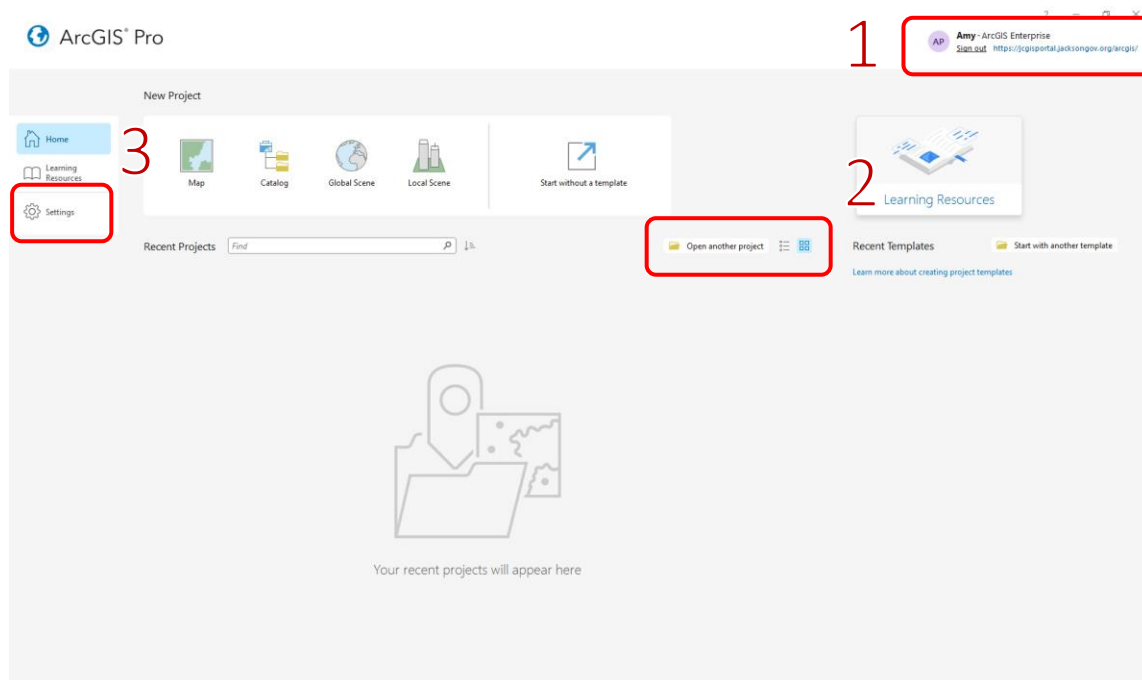
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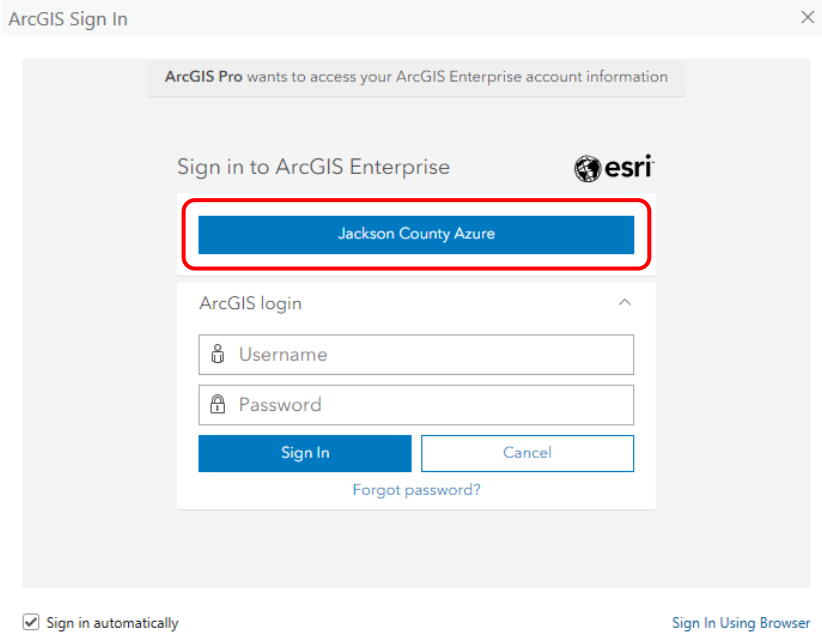
# Land Records Change Request – Editor

## ArcGIS Pro Project Setup

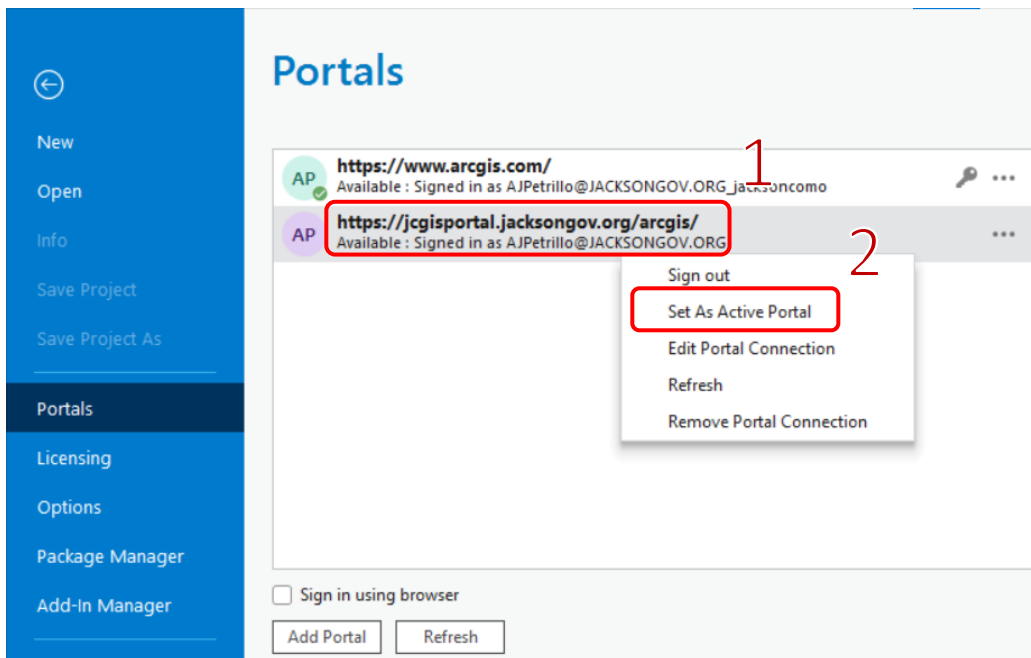
To begin the Land Records Change Request workflow, open ArcGIS Pro and ensure you are signed into ArcGIS Enterprise for Portal (1). Select Open another project (1). If you are not signed into the portal, select settings (3), right click on the portal (4), and sign in (5).



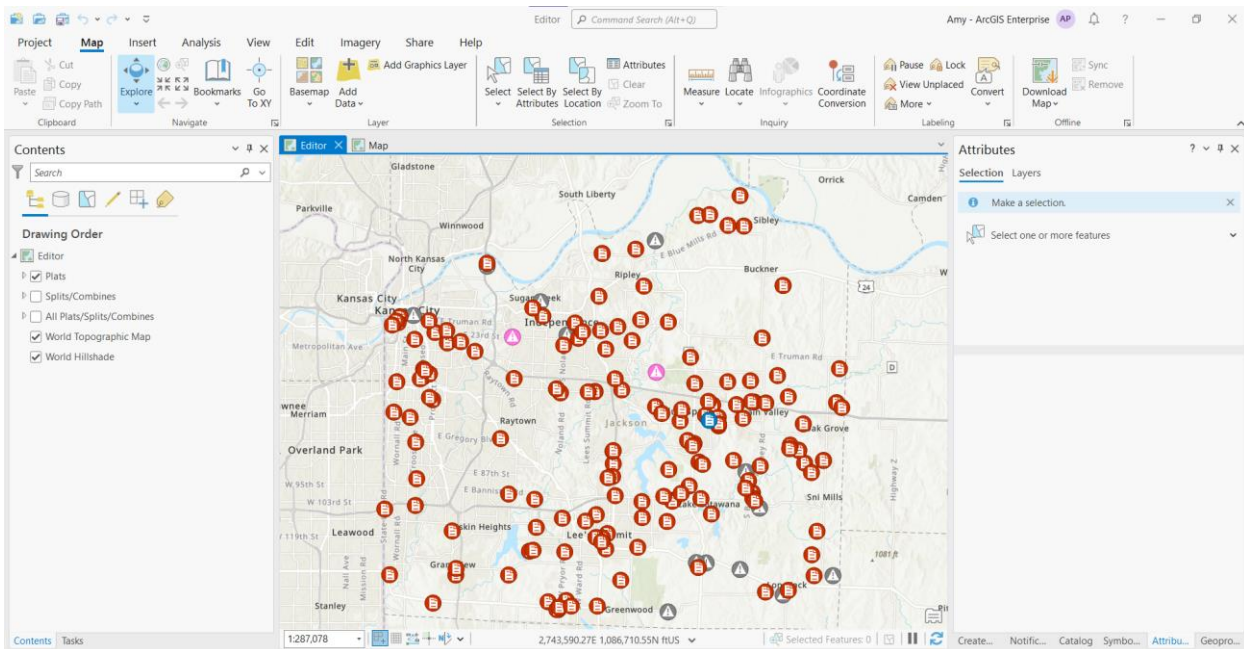
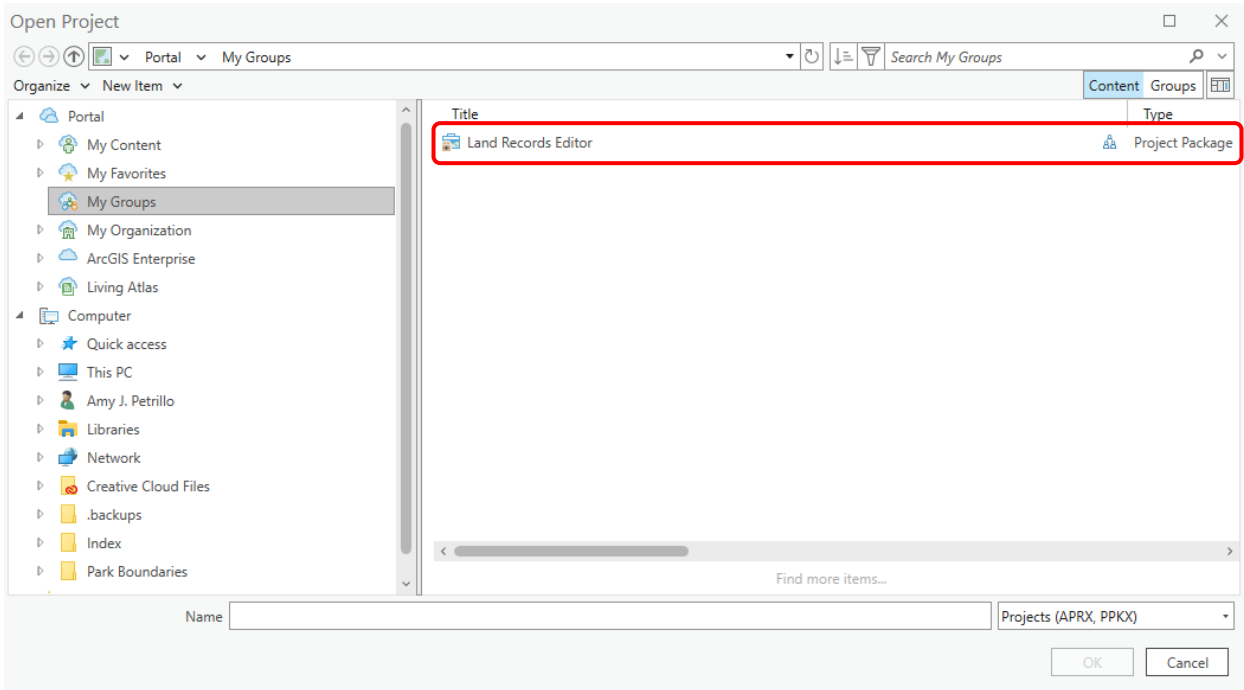
If prompted, click the Jackson County Azure button.



Right click on the portal again (1) and select set as active portal (2).

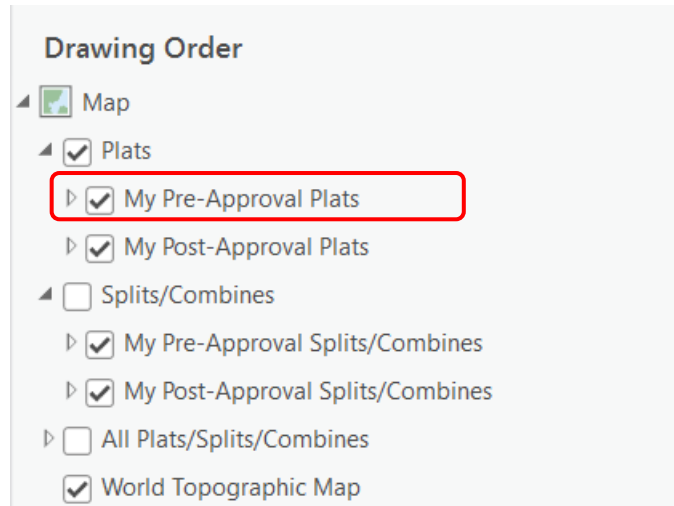


Select My Groups from Portal and choose the Land Records Editor project package.

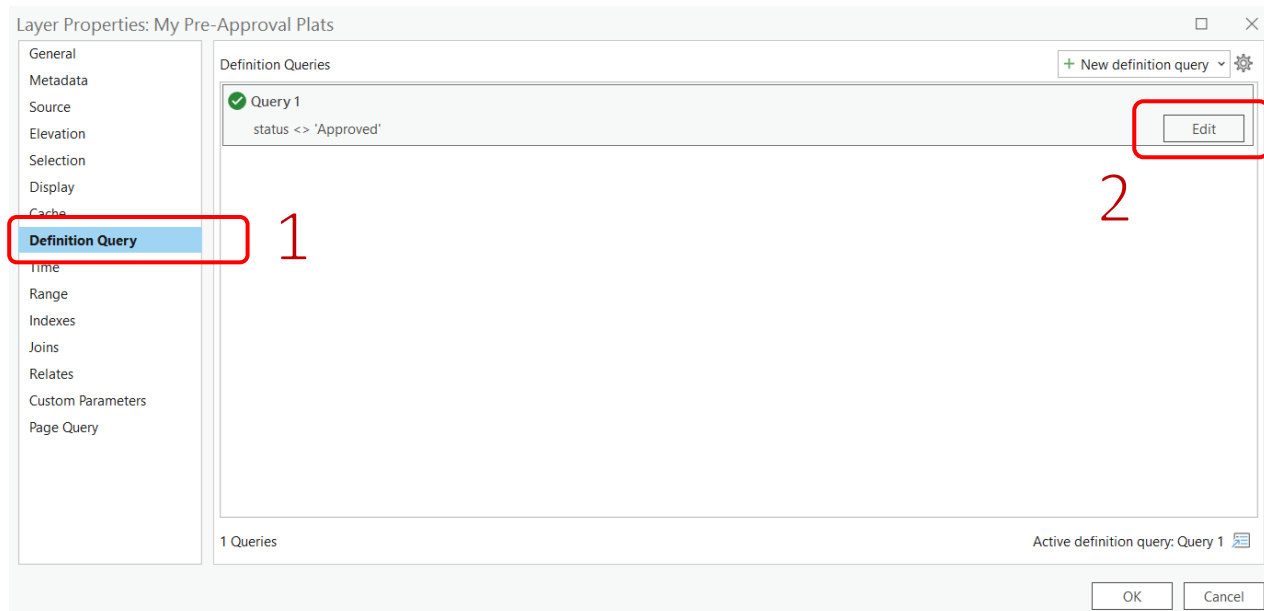


## Definition Query: Filter for User's Name

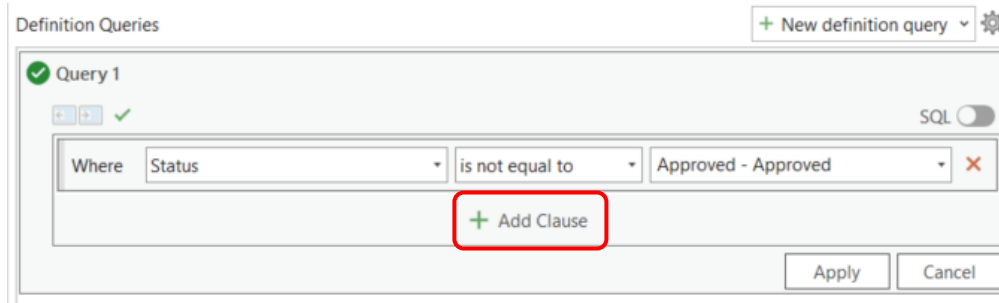
Right click on the My Pre-Approval Plats layer for and open the Properties.



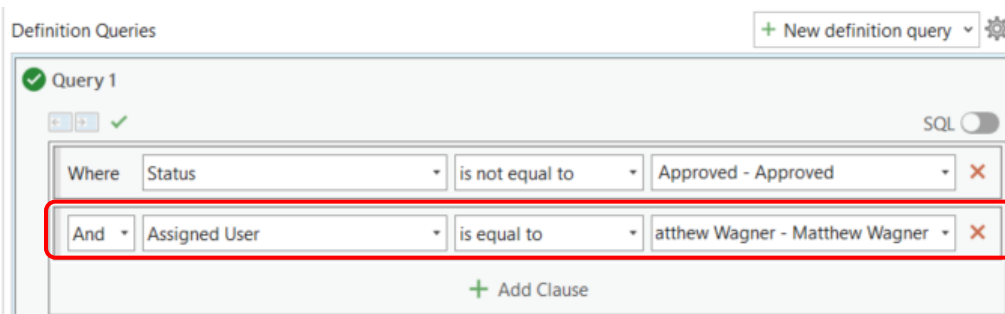
Select the Definition Query tab (1) and click Edit on the existing definition query (2).



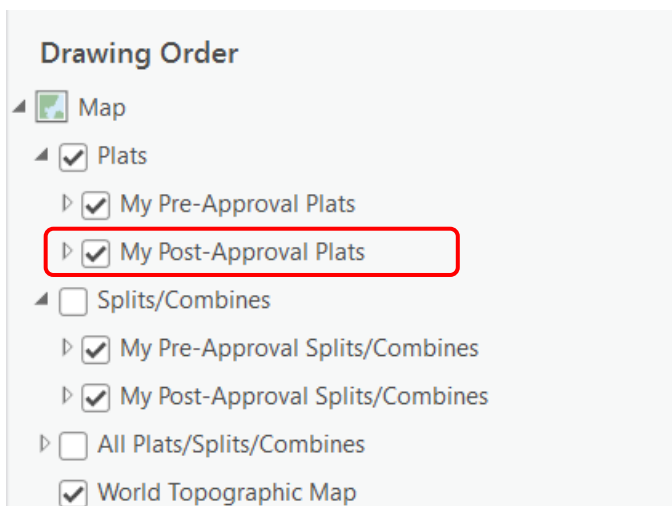
Click Add Clause to filter for your name.



Add the following clause to the definition query: And Assigned User is equal to (your name).



Complete the same steps for the My Post-Approval Plats layer to filter for your name. Right click on the layer and open the Properties window.



For the My Post-Approval Requests layer, add the following clause to the existing definition query: And Post Approval Assigned User is equal to (your name).

Definition Queries

+ New definition query

Query 1

SQL

Where Status is equal to Approved - Approved

And Post Approval Assigned User is equal to Matthew Wagner - Matthew Wagner

+ Add Clause

Apply Cancel

On the My Pre-Approval Splits/Combines layer, add the following clause to the definition query: And Assigned User is equal to (your name).

Definition Queries

+ New definition query

Query 1

SQL

Where Status is not equal to Approved - Approved

And CreationDate is on or after 5/15/2023 3:07:02 PM

And Assigned User is equal to Matthew Wagner - Matthew Wagner

+ Add Clause

Apply Cancel

On the My Post-Approval Splits/Combines layer, add the following clause to the existing definition query: And Post Approval Assigned User is equal to (your name).

Definition Queries

+ New definition query

Query 1

SQL

Where Status is equal to Approved - Approved

And CreationDate is on or after 5/15/2023 3:06:07 PM

And Post Approval Assigned User is equal to Matthew Wagner - Matthew Wagner

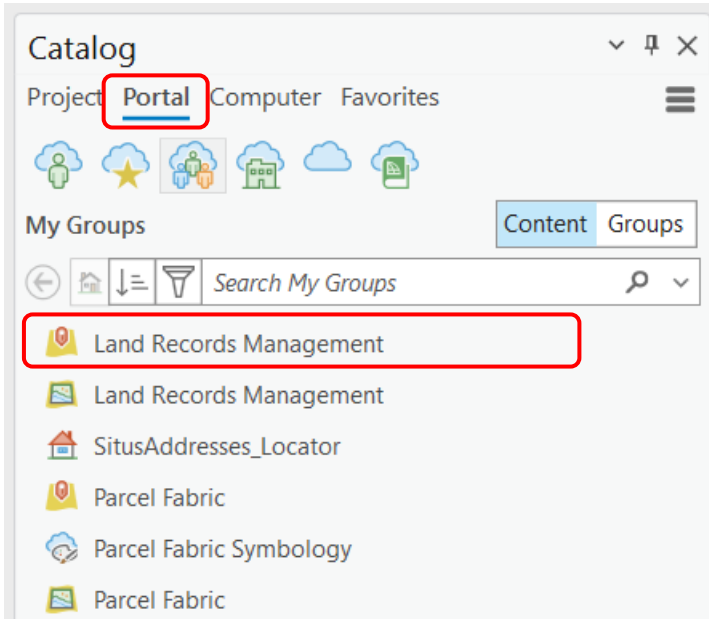
+ Add Clause

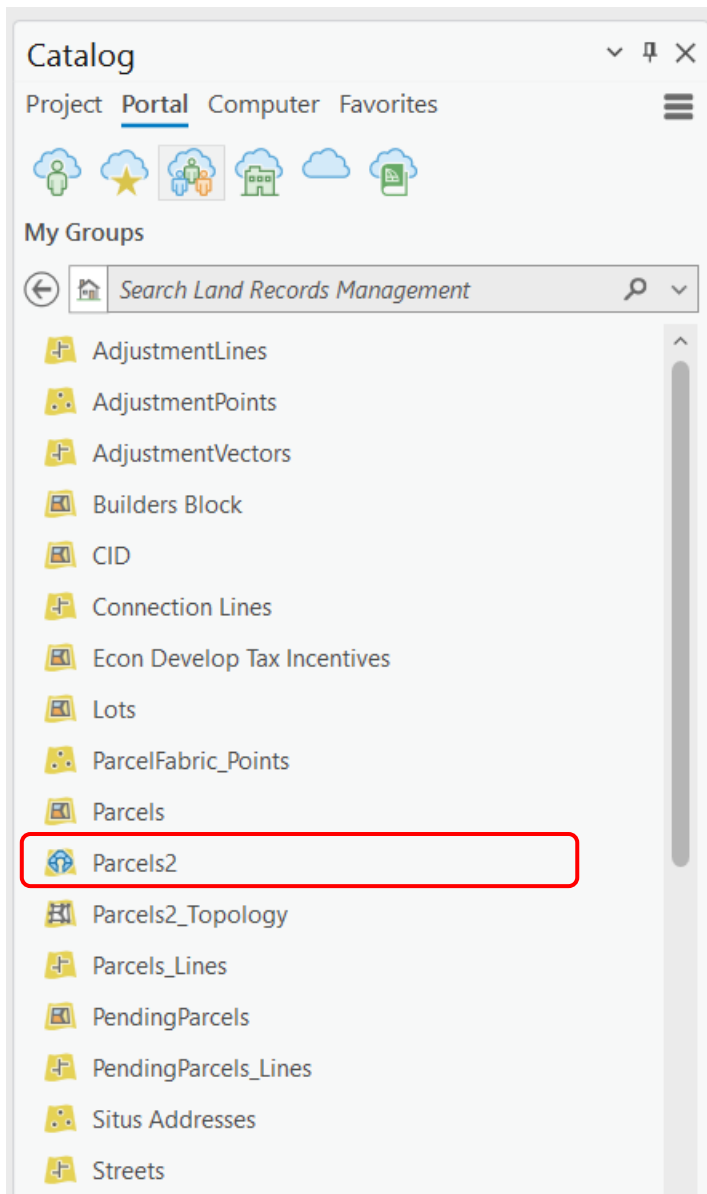
Apply Cancel



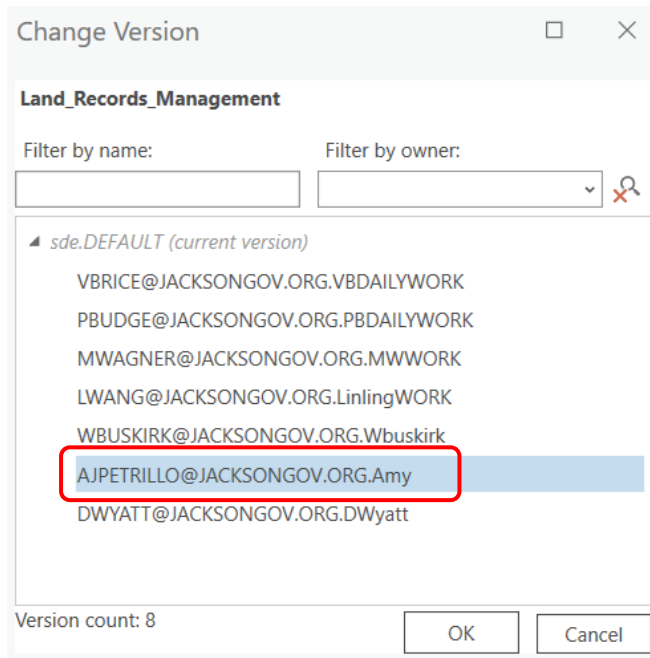
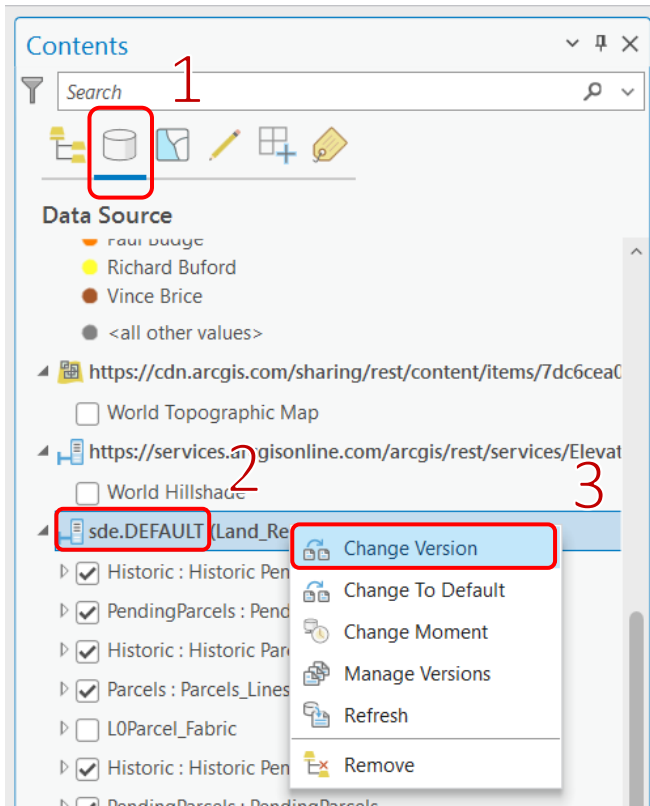
## Add the Parcel Fabric

If you need to add or re-add the parcel fabric to your project, take the following steps to add the data to the existing map tab or a new map tab. From the catalog pane, add the parcel fabric to your project. Click portal and double-click the Land Records Management layer. Add the parcel fabric to the map.



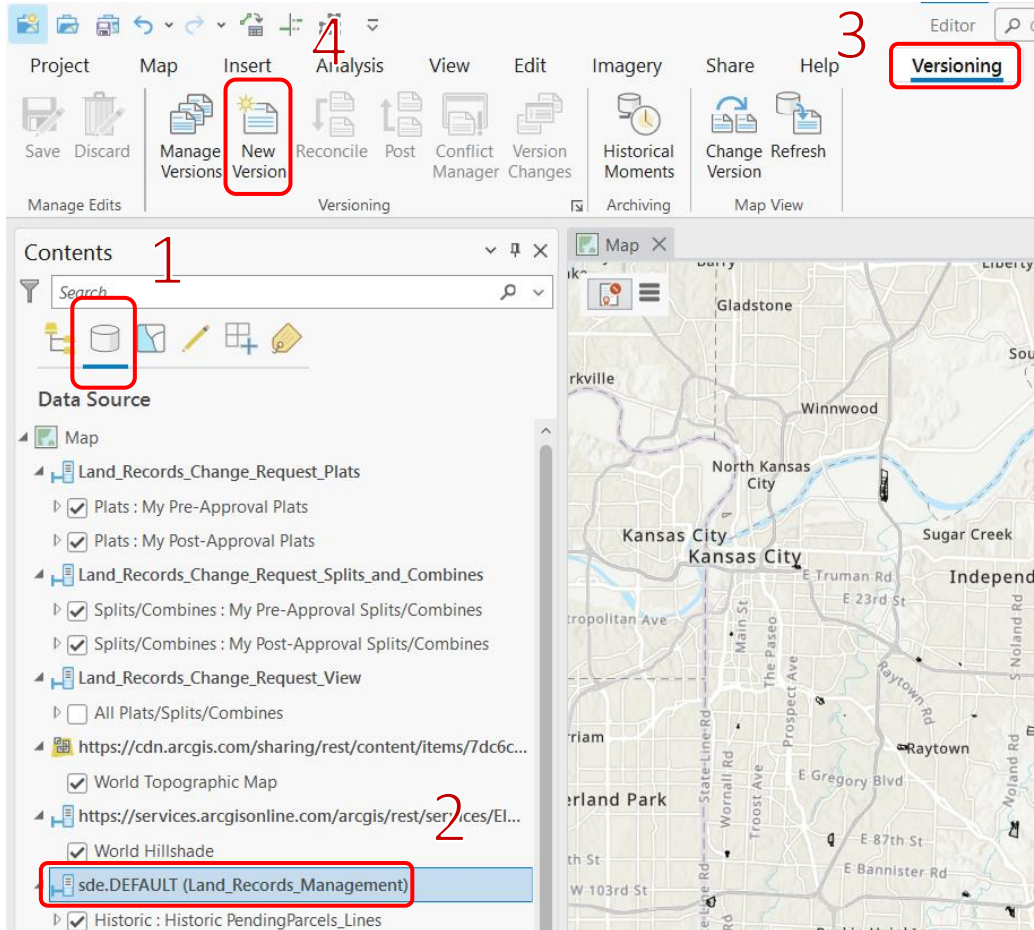


Change the version of the parcel fabric database to your version. Select the database icon (1) in the Contents pane and right click on the sde.DEFAULT parcel fabric database (Land\_Records\_Management) (2). Click Change Version (3) and select your version.

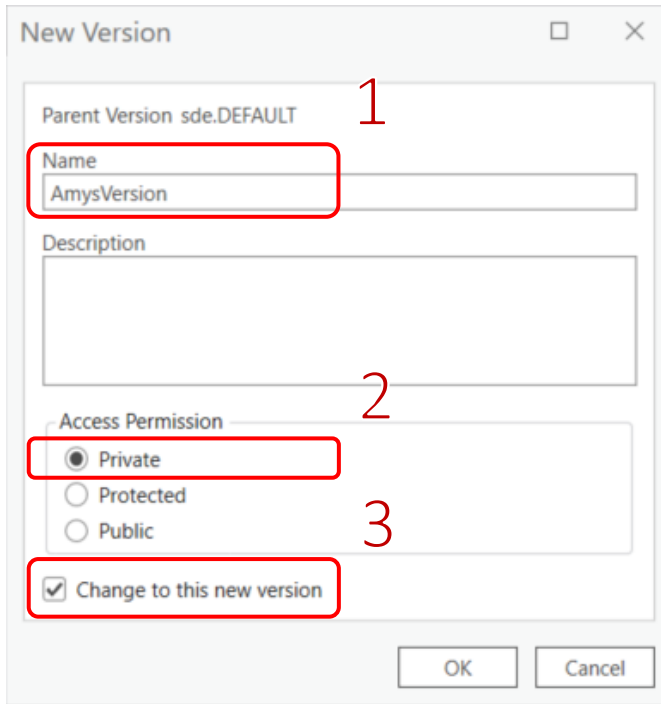


If you need to create a new version, navigate to the Versioning tab on the ribbon.

Select the database icon (1) in the Contents pane and click on the sde.DEFAULT parcel fabric database (Land\_Records\_Management) (2). Click the Versioning tab (3) and select the New Version button (4).

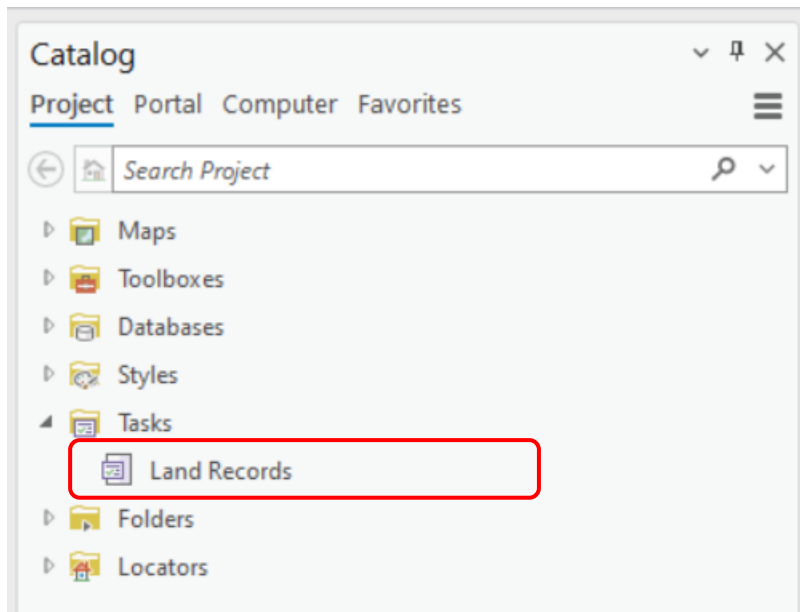


In the New Version window, create a name for the version (1), select “Private” for the access permission type (2) and select “Change to this new version” (3).



## Tasks

Open the Land Records tasks from the Catalog pane.



# Plat Pre-Approval (Plat Review)

## Status Change

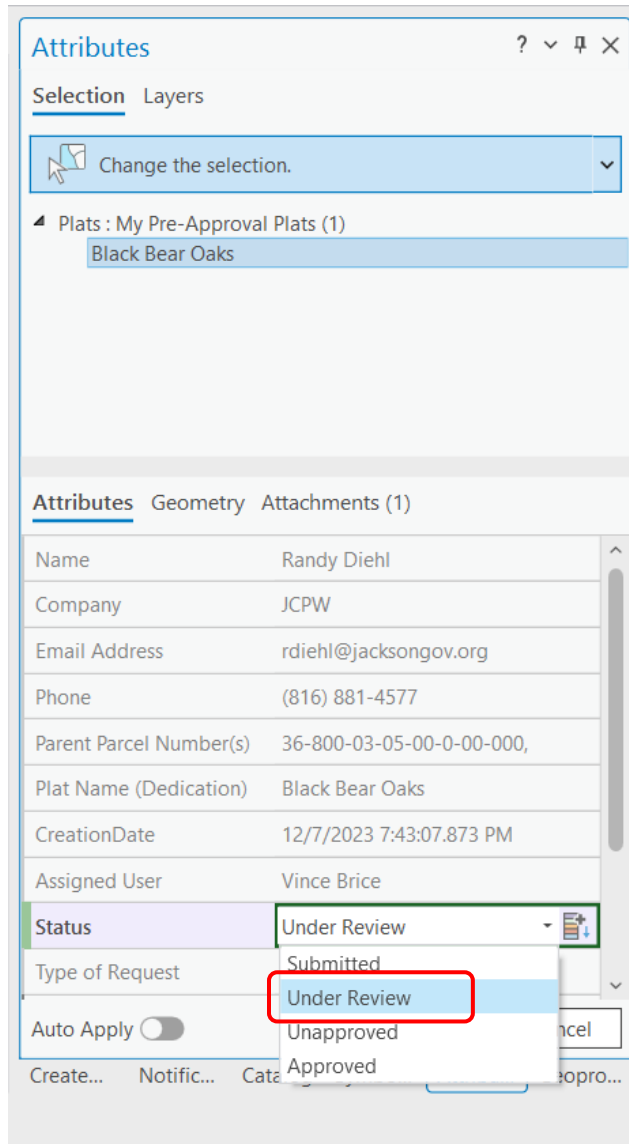
To mark a plat review as under review, select the plat from the My Pre-Approval Plats layer and change the status attribute. Select the plat from the map (1) or in the attributes of the layer (2).

The screenshot shows the Land Records Editor interface. On the left, a map displays a parcel highlighted with a red square and the number '1'. Below the map is a table with the following data:

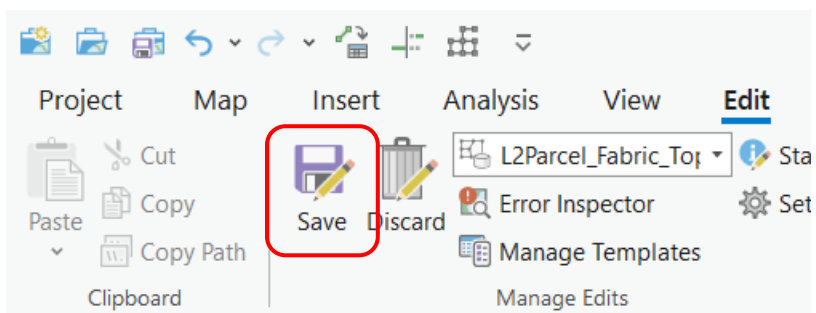
Name *	Company	Email Address	Phone	parcel	Parent
1 John Smith	<Null>	John@Gmail.com	(816) 881-1742	<Null>	48-620-
2 Jane Lewis	<Null>	Jane@Gmail.com	<Null>	<Null>	<Null>
3 Jim Jones	<Null>	Jim@Gmail.com	<Null>	<Null>	<Null>

On the right, the 'Attributes' panel shows the selected layer 'Blue River Commerce Center 1st Plat' and a table of attributes. A red box highlights the first row of this table, with the number '2' next to it.

Attributes	Geometry	Attachments (2)
parcel	<Null>	
Parent Parcel Number(s)	48-620-01-04-00-0-00-000,	
Ownership	<Null>	
Plat Name (Dedication)	Blue River Commerce Center	
Section, Township, and Range of Plat	<Null>	
Date of Survey on Plat	<Null>	
Date Plat was Recorded by Jackson County's Re-	<Null>	
Document Number, Book, and Page of Recorde	<Null>	
CreationDate	2/9/2023 10:50:06 PM	



Save your edits to update the feature service.

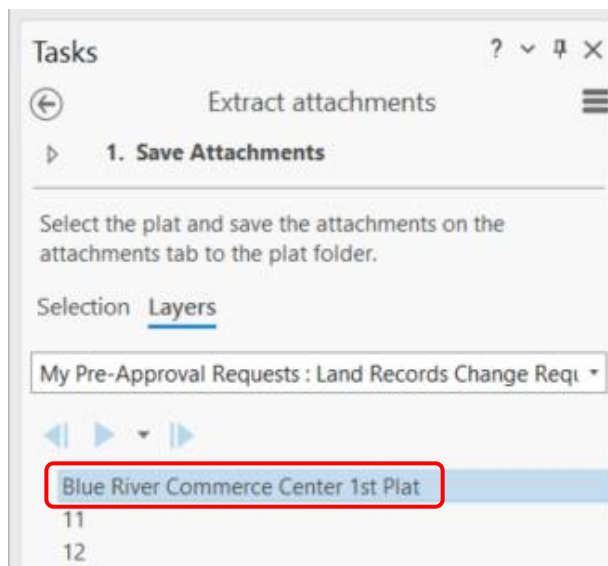


## Extract Attachments

Begin the Extract Attachment task to extract the attachments from the Survey123 submissions.

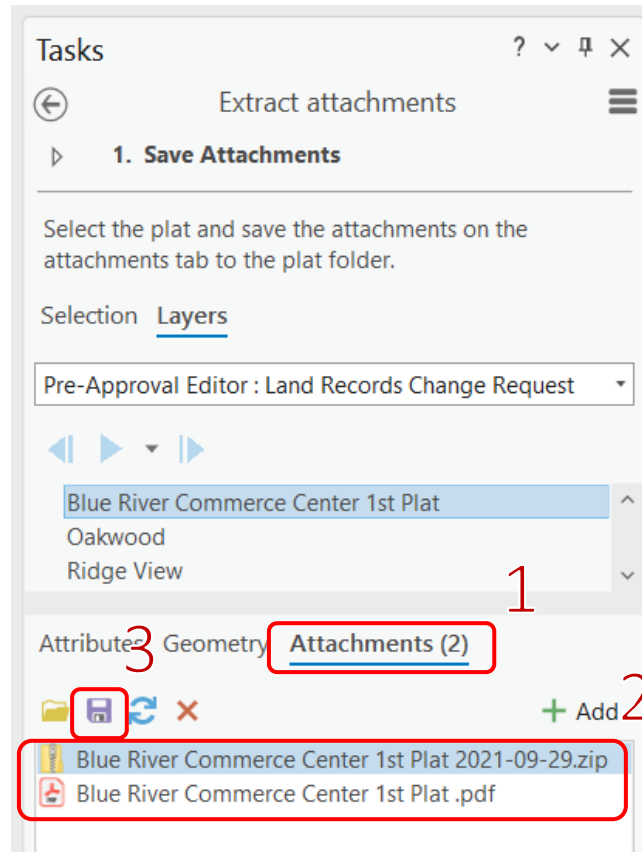


Search for and select the plat from the My Pre-Approval Plats layer. Use the select tool to select the point on the map or click on the name in the list to view the attributes.

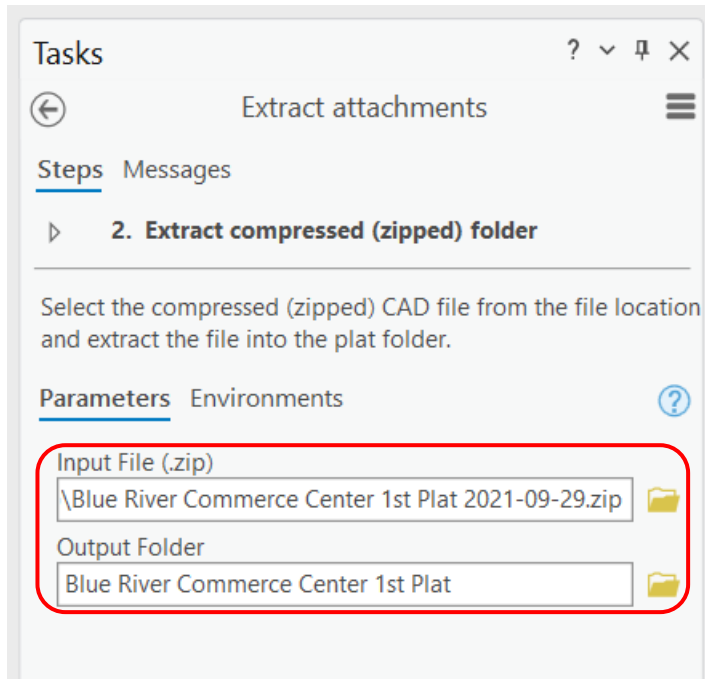


Select the attachments tab in the attributes pane (1) and save each attachment to the plat folder. Select each attachment (2) and then click the save icon (3).



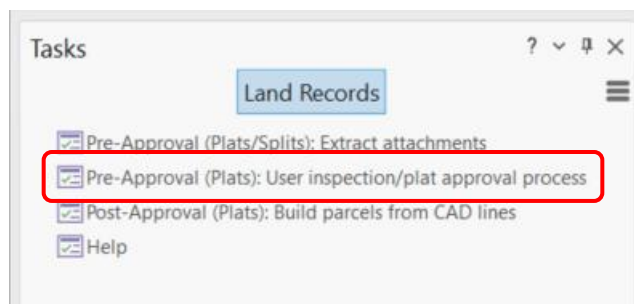


Extract the compressed (zipped) folder of the CAD data to the plat folder. Select the .zip file for the input and choose the plat folder for the output.

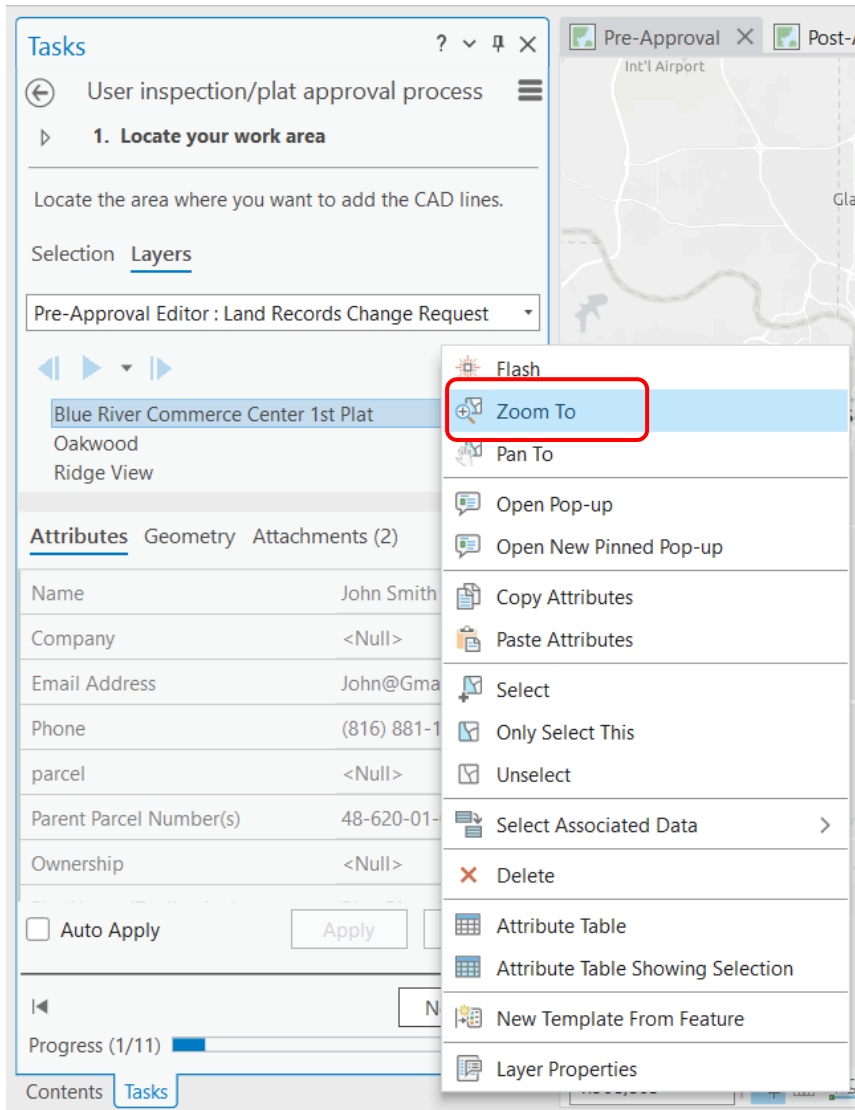


## User Inspection/Plat Approval Process

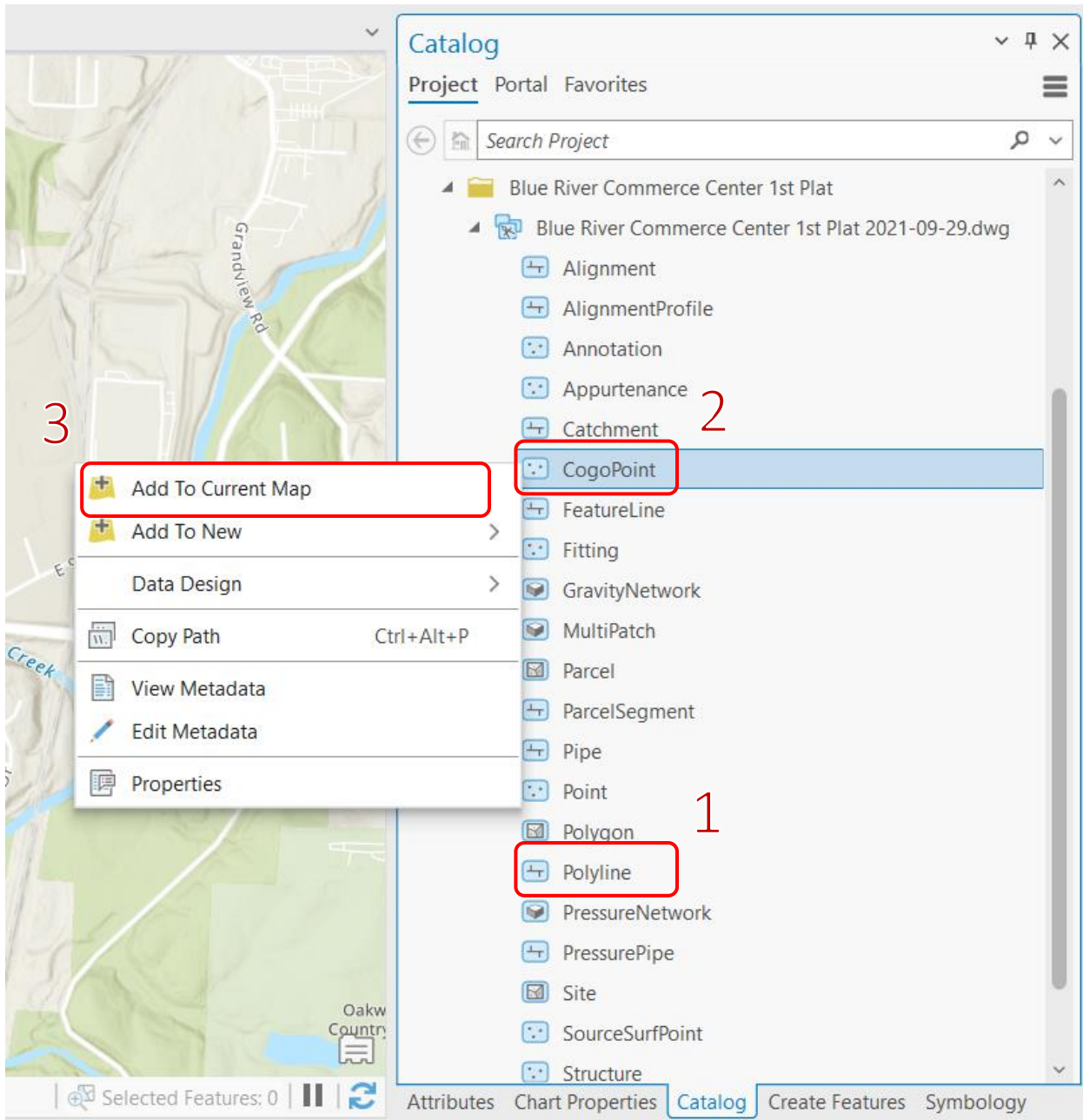
Select User Inspection/Plat Approval Process to begin reviewing the plat.



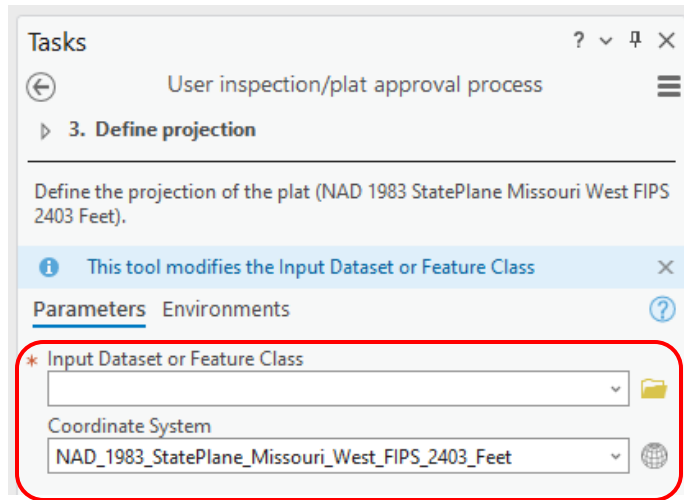
Locate the area where you want to add the CAD lines to. To zoom to the plat, right click on the plat in the list and select Zoom To.



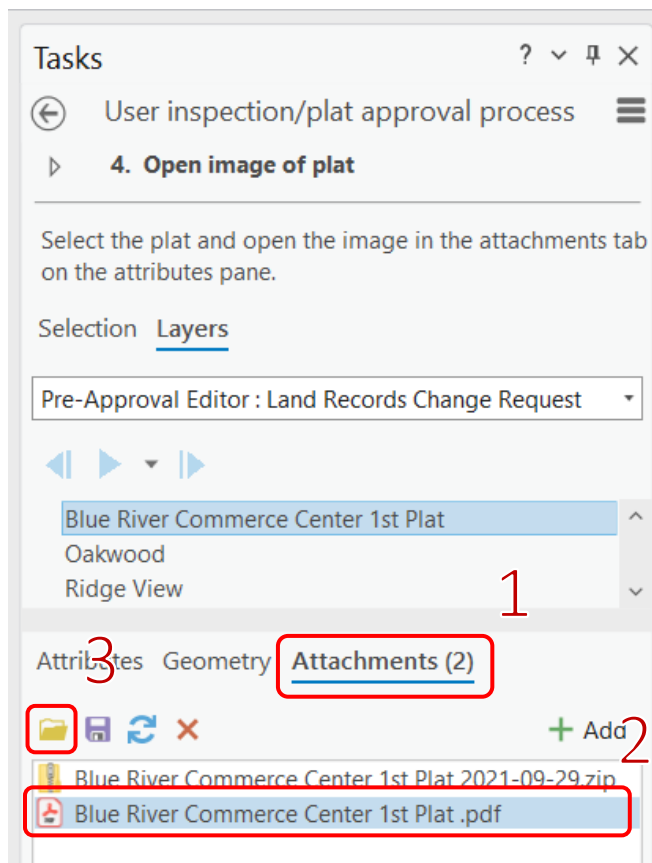
Add the CAD lines (1) and the COGO points (2) to the map (3).



If needed, define the projection for the new layers to NAD\_1983\_StatePlane\_Missouri\_West\_FIPS\_2403\_Feet (this is predefined in the tool).



Open the PDF of the plat by clicking the Attachments tab (1), selecting the attachment (2) and clicking the open attachment icon (3).



Does the image of the plat have a dedication?

Tasks ? v ↕ ✕

← User inspection/plat approval process ☰

Steps Messages

▷ **5. Is there a dedication on the plat?**

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1. The name of the subdivision shall neither duplicate nor too closely resemble the name of any existing subdivision within Jackson County.

2. A document without a dedication will be considered a Survey. The GIS department does not approve surveys. This applies even if the document refers to a name or states that the document is a minor subdivision without the following words in the dedication: now herein known as, or, referred to as.

{N.I.S.}

**PROPERTY DESCRIPTION:**

A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 28 AND THE NORTHEAST QUARTER OF SECTION 29, ALL IN TOWNSHIP 48 NORTH, RANGE 33 WEST OF THE 5TH PRINCIPAL MERIDIAN IN KANSAS CITY, JACKSON COUNTY, MISSOURI BEING BOUNDED AND DESCRIBED BY OR UNDER THE DIRECT SUPERVISION OF JASON S ROUDEBUSH, P.L.S. 2002014092 AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER; THENCE SOUTH 86°51'29" EAST, ON THE SOUTH LINE OF SAID NORTHWEST QUARTER, 433.57 FEET; THENCE LEAVING SAID SOUTH LINE, NORTH 03°08'31" EAST, 48.20 FEET TO A POINT ON THE EXISTING NORTHERLY RIGHT-OF-WAY LINE OF BANNISTER ROAD, AS NOW ESTABLISHED, ALSO BEING THE POINT OF BEGINNING OF THE TRACT OF LAND TO BE HEREIN DESCRIBED; THENCE NORTH 09°24'11" WEST, 496.09 FEET; THENCE NORTH 79°39'32" WEST, 391.09 FEET TO A POINT ON THE EXISTING EASTERLY RIGHT-OF-WAY LINE OF TROOST AVENUE, AS NOW ESTABLISHED; THENCE NORTH 03°59'22" EAST, ALONG SAID EXISTING EASTERLY RIGHT-OF-WAY LINE, 739.27 FEET; THENCE SOUTH 86°00'38" EAST ALONG SAID EXISTING EASTERLY RIGHT-OF-WAY LINE, 29.50 FEET TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID NORTHWEST QUARTER; THENCE NORTH 02°11'52" EAST, ON THE WEST LINE OF THE SAID NORTHWEST QUARTER, 426.62 FEET; THENCE LEAVING SAID WEST LINE, NORTH 55°00'01" EAST, 585.39 FEET; THENCE NORTH 68°50'22" EAST, 289.12 FEET; THENCE SOUTH 00°00'00" EAST, 806.13 FEET; THENCE NORTH 90°00'00" EAST, 55.10 FEET; THENCE SOUTH 00°00'00" EAST, 566.22 FEET; THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING AN INITIAL TANGENT BEARING OF SOUTH 44°40'29" WEST WITH A RADIUS OF 225.00 FEET, A CENTRAL ANGLE OF 45°19'31" AND AN ARC DISTANCE OF 177.99 FEET; THENCE SOUTH 90°00'00" WEST, 44.71 FEET; THENCE SOUTH 10°07'33" EAST, 754.04 FEET TO A POINT ON SAID EXISTING NORTHERLY RIGHT-OF-WAY LINE; THENCE NORTH 86°51'22" WEST, ALONG SAID EXISTING NORTHERLY RIGHT-OF-WAY LINE, 364.09 FEET TO THE POINT OF BEGINNING. CONTAINING 1,337,267 SQUARE FEET OR 30.70 ACRES, MORE OR LESS.

**PLAT DEDICATION:**

THE UNDERSIGNED OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THE ACCOMPANYING PLAT, WHICH SUBDIVISION AND PLAT SHALL HEREAFTER BE KNOWN AS:

**BLUE RIVER COMMERCE CENTER 1ST PLAT**

LOT 2  
92ND & TROOST  
AVENUE ADDITION

LOT 1  
92ND & TROOST  
AVENUE ADDITION  
BK. 35 PG. 64

S86°

Does the image of the plat have all the required signatures? This step applies after the plat has been approved and at the time of signing by the Assessment Department's Mapping unit.

The screenshot shows a window titled "Tasks" with a back arrow, a search icon, and a close icon. Below the title bar, it says "User inspection/plat approval process" with a hamburger menu icon. A step indicator shows "6. Does the plat have all the required signatures?". The main content area contains the text: "Does the plat have all the required signatures?" followed by a paragraph: "This step will apply after the plat approval and at the time the plat is to be signed by the Assessment Mapping unit. The presence of signature blocks may be checked prior to the plat approval."

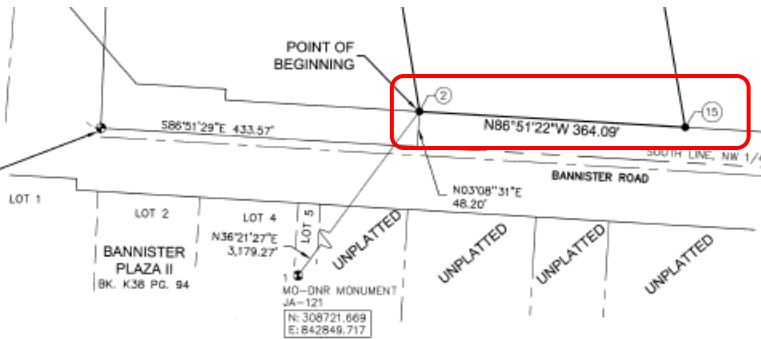
Are there at least three accurate Stateplane coordinates? These values may be printed directly near the Stateplane points on the plat or as a table.

The screenshot shows a window titled "Tasks" with a back arrow, a search icon, and a close icon. Below the title bar, it says "User inspection/plat approval process" with a hamburger menu icon. There are two tabs: "Steps" (which is underlined) and "Messages". A step indicator shows "7. Are there at least three accurate state plane coordinates?". The main content area contains the text: "Stateplane coordinates are required for at least three (3) plat corners, one (1) for a survey corner, and show a tie to a section/quarter section corner with a directional bearing (angle, bearing, distance)." followed by a paragraph: "Verify that the northing and easting on the plat matches the x (easting) and y (northing) values for each COGO point."

2021,  
COUNTY AND  
OF PORT  
THE STATE  
F PORT  
PHENS,  
OF SAID

POINT OF  
COMMENCEMENT  
SW CORNER, NW 1/4,  
SEC. 26, T48N, R33W  
FOUND 5/8" IRON BAR  
DOC. # 600-51427

THE DATE



**SURVEYORS NOTES:**

1. PROPERTY INFORMATION REFERENCING THIS SURVEY WAS TAKEN FROM THE COMMITMENT FOR TITLE INSURANCE REPORT, ISSUED BY CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NO. 210834, WITH A COMMITMENT DATE OF APRIL 6, 2021 AT 8:00 A.M. AND REVISION DATE OF APRIL 23, 2021.

2. BEARINGS USED HEREON ARE BASED ON THE MISSOURI STATE PLANE COORDINATE SYSTEM, NAD 1983, WEST ZONE USING MISSOURI DEPARTMENT OF NATURAL RESOURCES MONUMENT "JA-121" WITH A GRID FACTOR OF 0.9999083. ALL COORDINATES SHOWN ARE IN METERS.

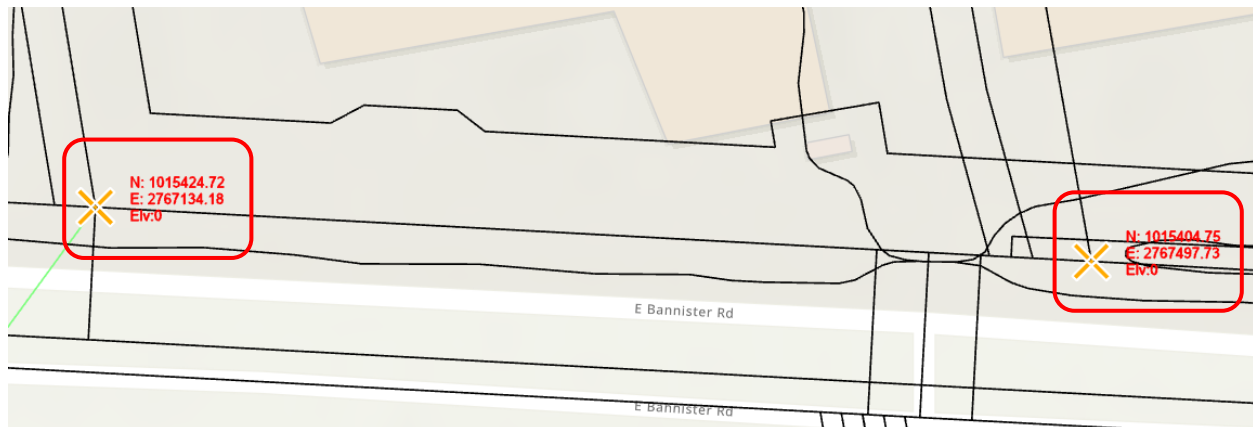
THIS PLAT AND SURVEY OF BLUE RIVER COMMERCE CENTER 1ST PLAT WERE EXECUTED BY OLSSON, 1301 BURLINGTON STREET #100, NORTH KANSAS CITY, MISSOURI 64116.

I HEREBY CERTIFY, THAT THE PLAT OF BLUE RIVER COMMERCE CENTER 1ST PLAT SUBDIVISION IS BASED ON AN ACTUAL SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT SAID SURVEY MEETS OR EXCEEDS THE CURRENT MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS AS ESTABLISHED BY THE MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL SURVEYORS AND LANDSCAPE ARCHITECTS AND THE MISSOURI DEPARTMENT OF AGRICULTURE. I FURTHER CERTIFY THAT I HAVE COMPLIED WITH ALL STATUTES, ORDINANCES, AND REGULATIONS GOVERNING THE PRACTICE OF SURVEYING AND PLATTING OF SUBDIVISIONS TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.



OLSSON, MO CLS 366  
JASON ROUDEBUSH, MO PLS 2002014092  
SEPTEMBER 30, 2021  
J.ROUDEBUSH@OLSSON.COM

STATE PLANE COORDINATE TABLE		
Point Number	Grid Northing	Grid Easting
1	308721.669	842849.717
2	309502.073	843424.186
3	309651.251	843399.482
4	309672.789	843282.223
5	309897.432	843297.890
6	309896.807	843306.859
7	310026.745	843311.846
8	310129.086	843458.004
9	310160.898	843540.187
10	309915.188	843540.187
11	309915.188	843556.983
12	309742.603	843556.983
13	309722.240	843508.215
14	309722.240	843494.587
15	309495.987	843534.994

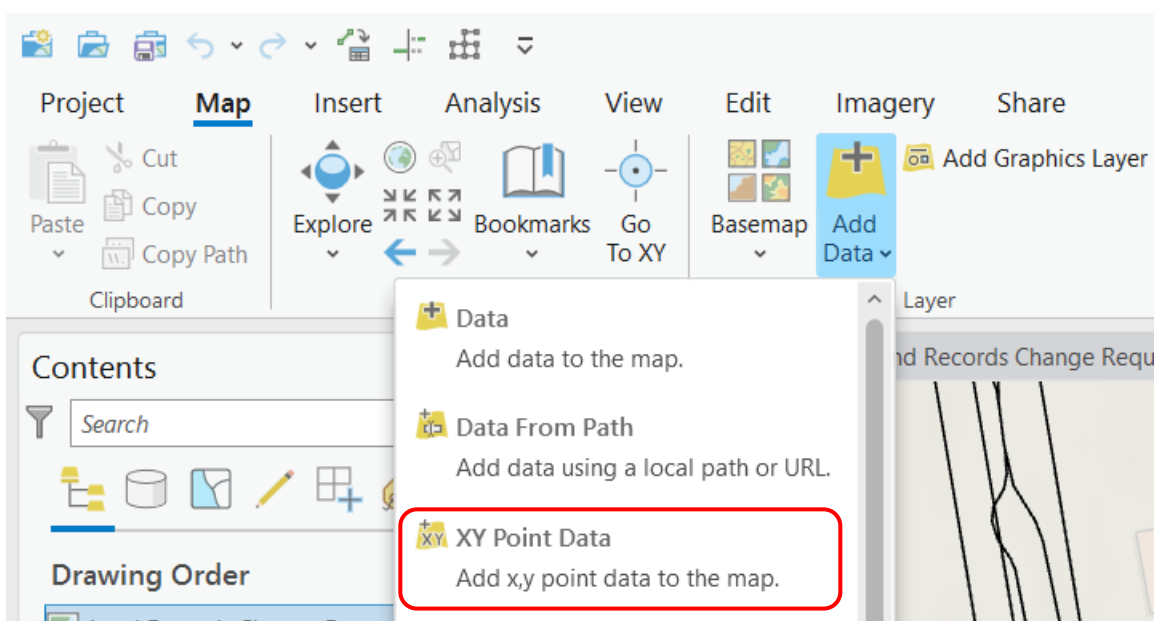


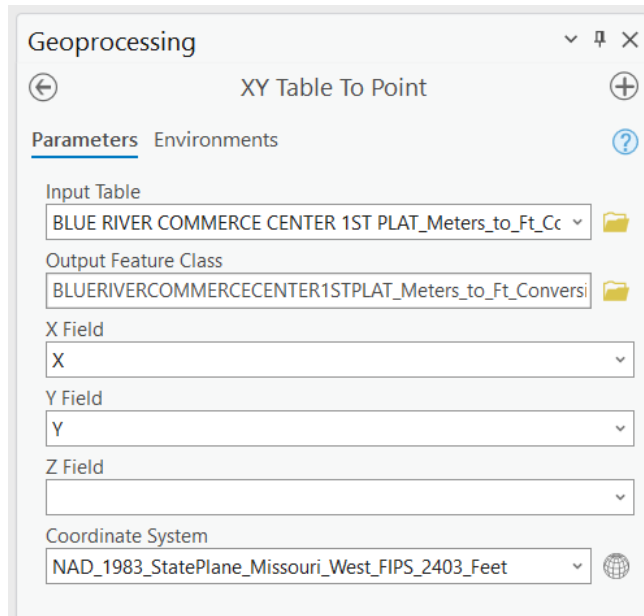
If the coordinates are in meters on the plat, they will need to be converted to feet. If the coordinates are converted in an Excel spreadsheet, this file may be saved as a .csv file (comma delimited) and added into ArcGIS Pro.



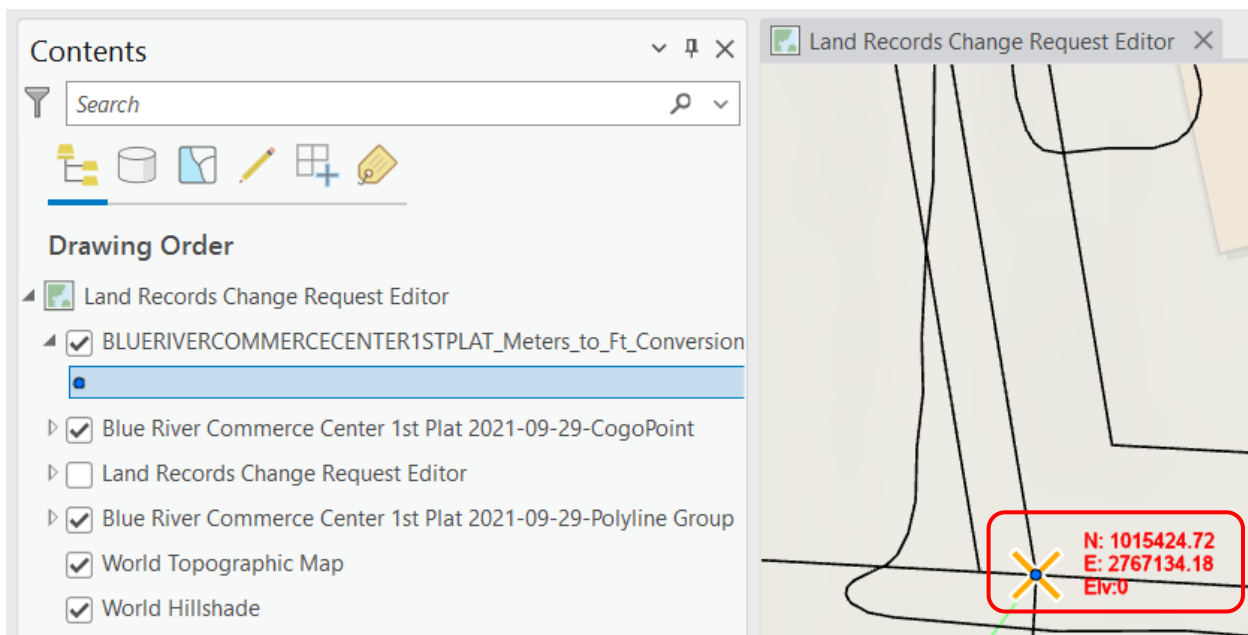
	A	B	C	D	E
			<b>conversion factor to ft</b>	Y	X
1	<b>Y-Northing (m)</b>	<b>X-Easting (m)</b>			
2	308721.669	842849.717	3.28083333	1012864.34134843	2765249.44371467
3	309502.073	843424.186	3.28083333	1015424.71680249	2767134.18075692
4	309651.251	843399.482	3.28083333	1015914.14495700	2767053.13105034
5	309672.789	843282.223	3.28083333	1015984.80754526	2766668.42381489
6	309897.432	843297.89	3.28083333	1016721.82378701	2766719.82463067

To add the .csv as points, select XY Point Data from the Add Data button on the Map tab. The input table for the XY Table to Point tool will be the .csv file with the converted coordinates. Set the coordinate system to NAD\_1983\_StatePlane\_Missouri\_West\_FIPS\_2403\_Feet.



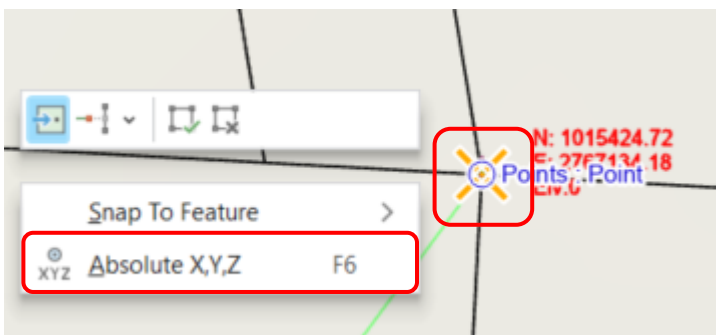
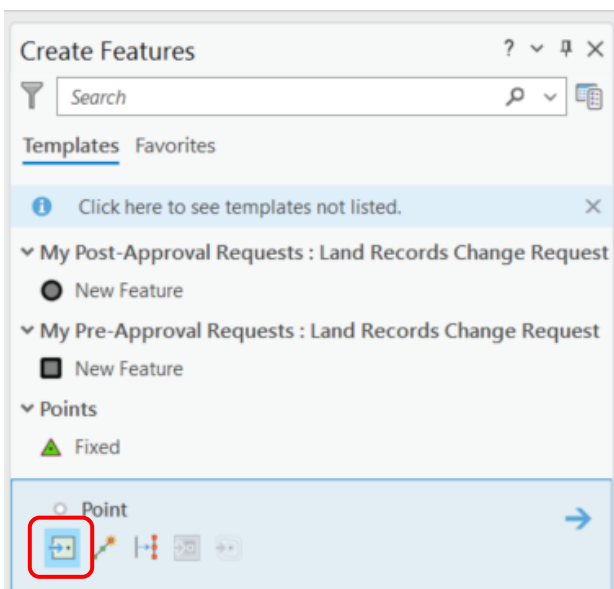
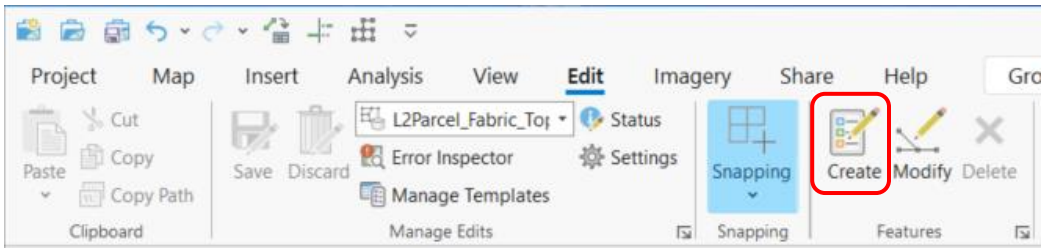


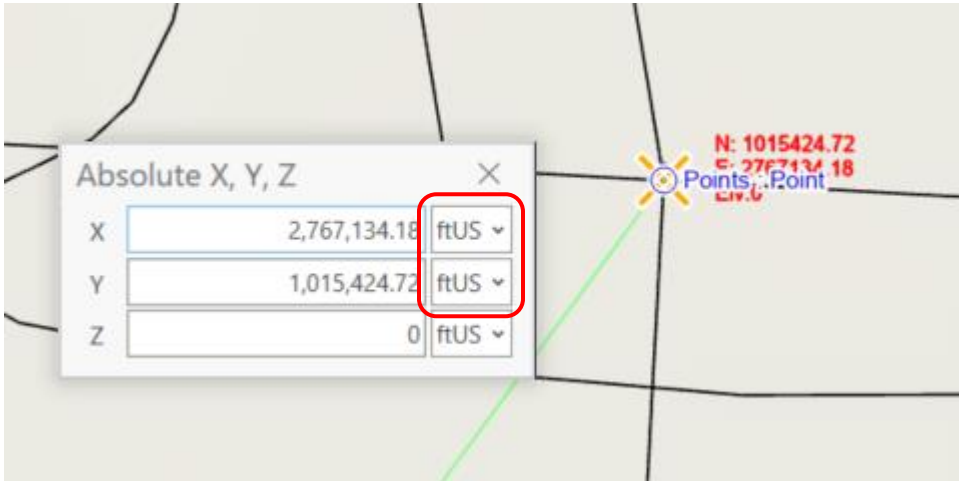
Verify that the points are accurate and in the correct location.



Tip: Coordinate points may also be verified for accuracy by using the Absolute Z, Y, Z function. Open the Create Feature pane and click the create a point icon. Right click on the COGO point location and click Absolute X, Y, Z. Set the units to

ftUS for the x and y fields. Compare the values to the the coordinates on the plat.





Is the subdivision name unique? Search the subdivision list on the Recorder of Deeds website to verify.

**Tasks** ? v f X

← User inspection/plat approval process ☰

▶ **8. Is the subdivision name unique?**

---

Verify that the name of the subdivision (the dedication) is unique by searching the County documents on the Recorder of Deeds website. Click [here](#) to search.

← → ↻ aumentumweb.jacksongov.org

Parcel Viewer HOME - Jackson Co... ArcGIS Online Portal VMware Horizon GIS - Home Associate Portal - H...

**JACKSON** RECORDER OF DEEDS PHONE: 816-881-4483  
 COUNTY ★ MISSOURI ONLINE PUBLIC RECORDS PORTAL RECORDS@JACKSONGOV.ORG

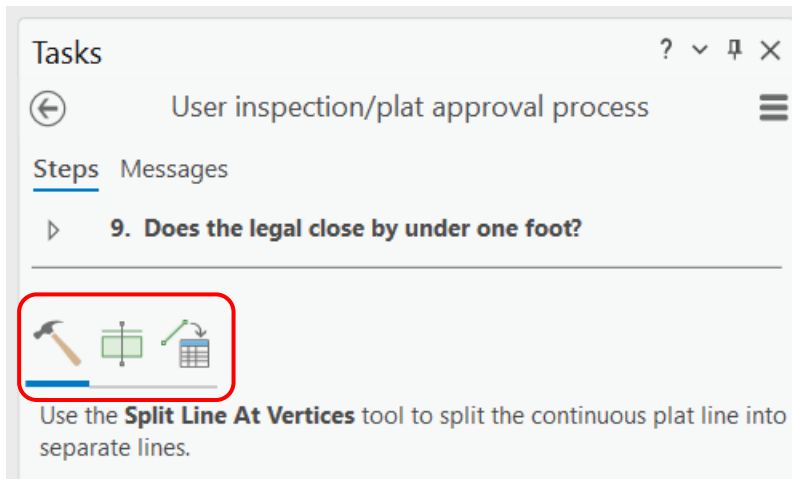
Welcome Visitor.

Welcome	Marriage	Official Public Records	Uniform Commercial Code	FAQ
		Grantee List		
		Grantor List		
		Search Real Estate Index		
		Subdivision List		

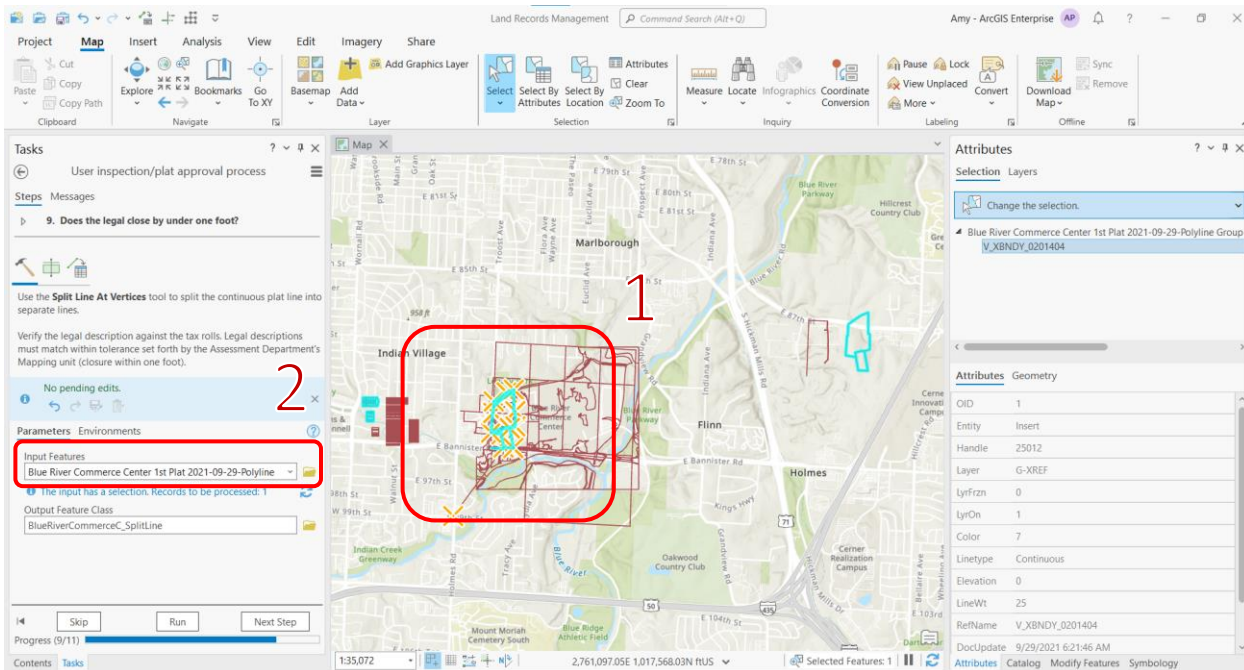
Welcome!!!

Please click any of the above **Tabs** to conduct a search for the following information:

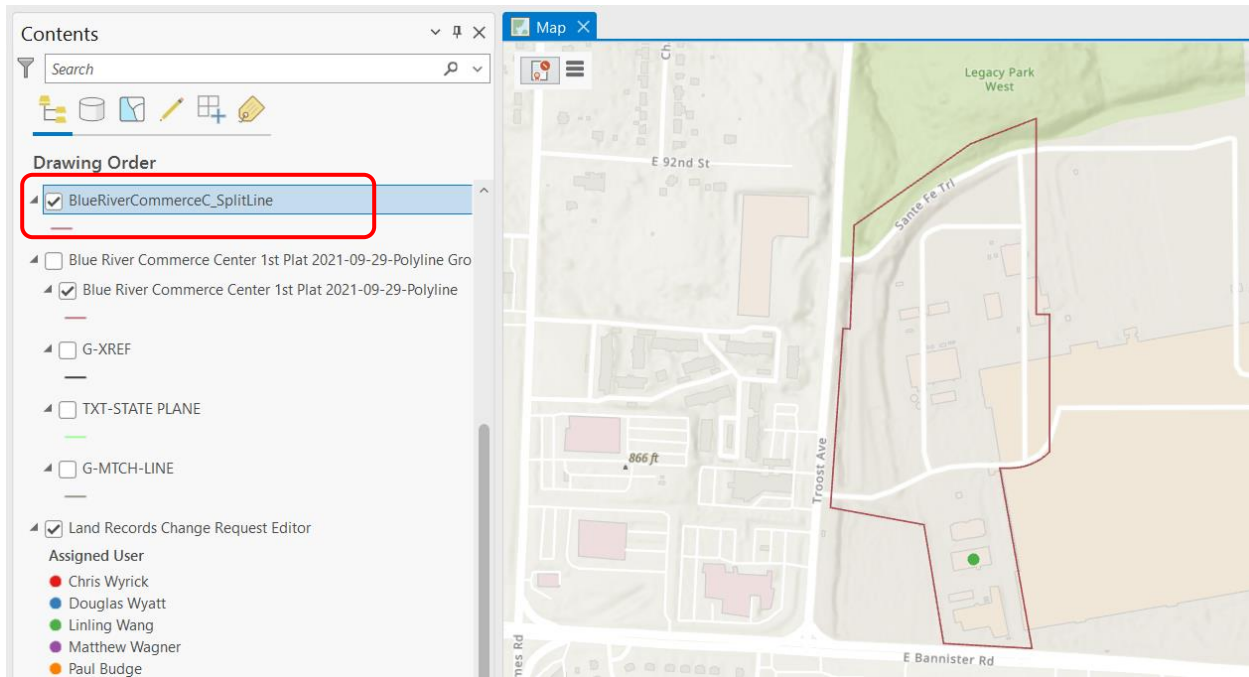
Does the legal description close under one foot? Verify the legal description against the tax rolls. Use the tools in this step to split CAD lines at vertices and verify the accuracy of the bearings and dimensions.



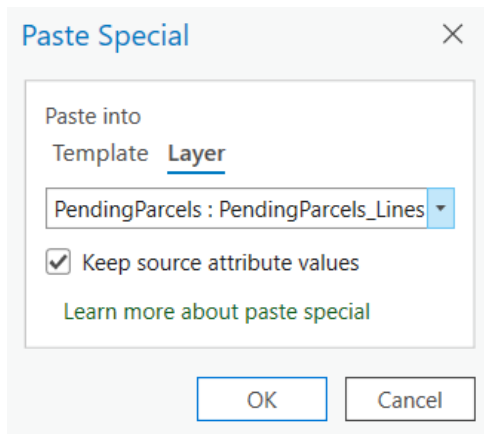
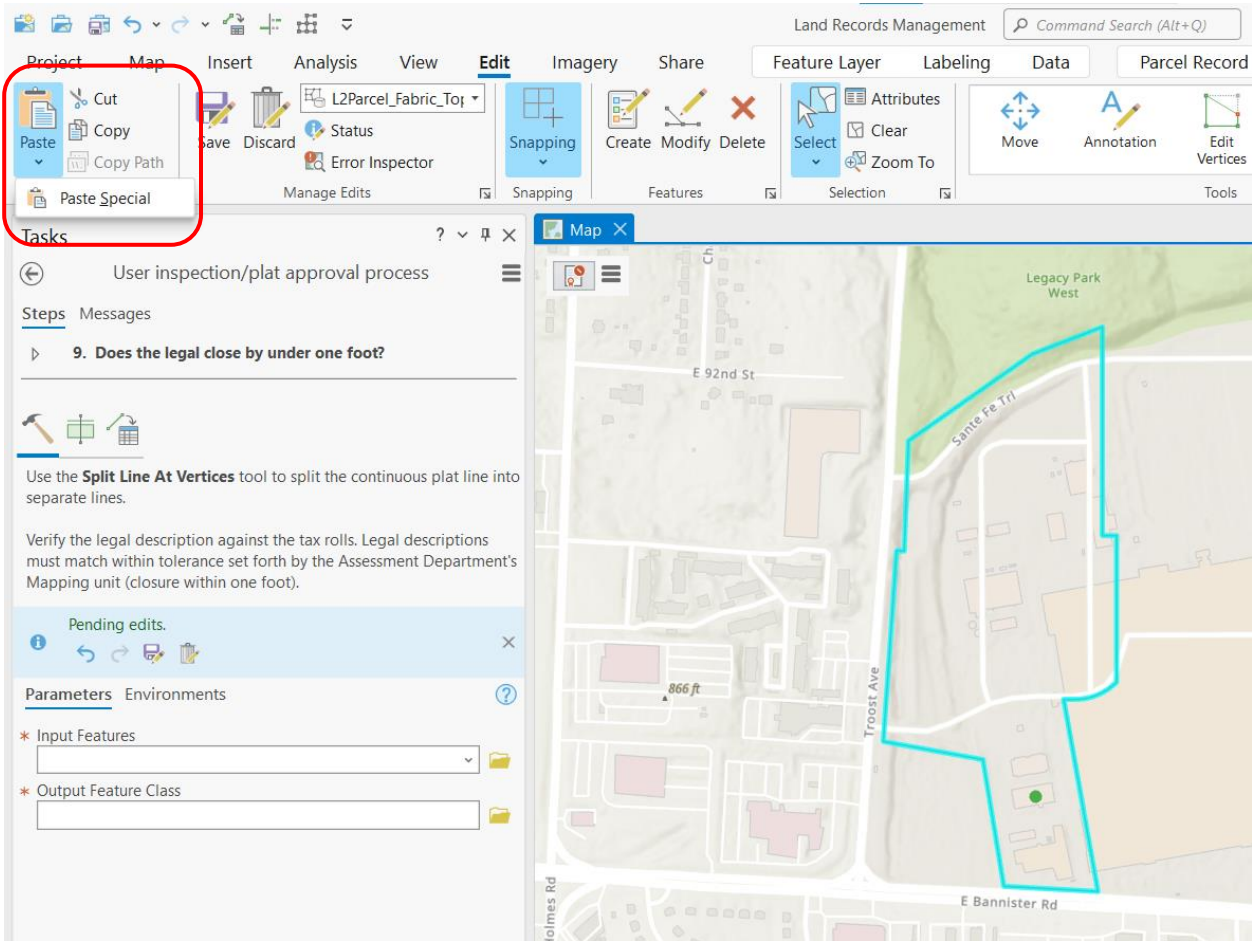
Select the polylines for the plat boundary and run the Split Line at Vertices tool. This tool will create a new layer with the split lines.



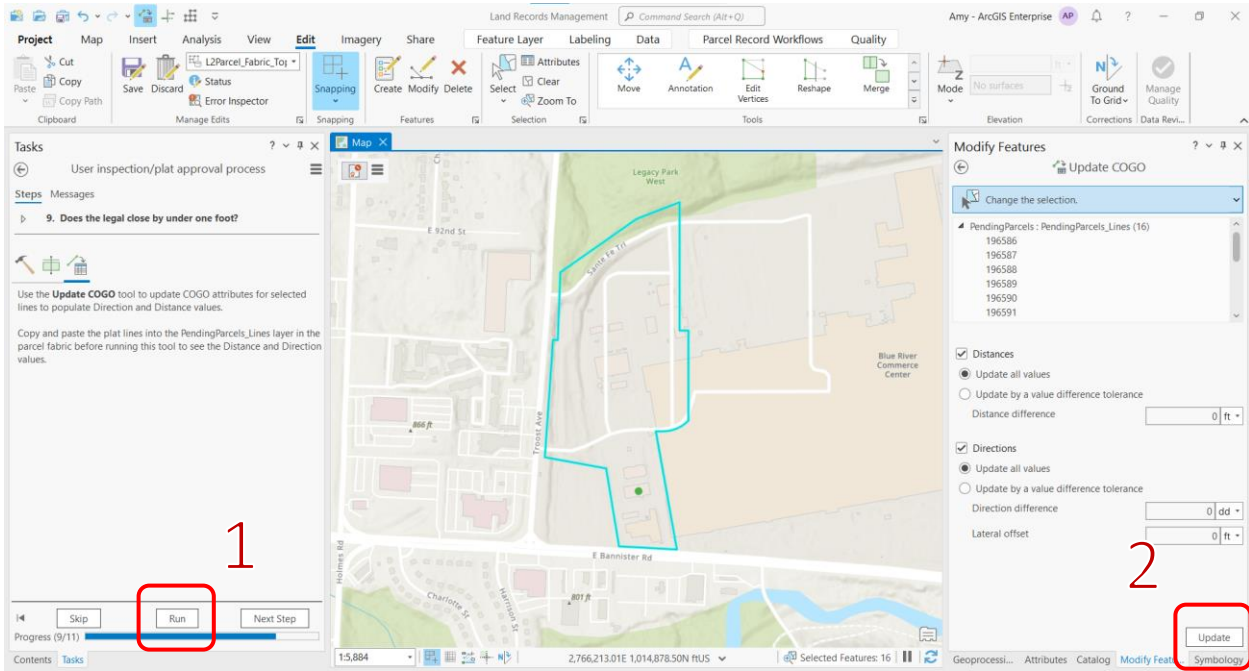
Delete unneeded lines from the new split line layer.



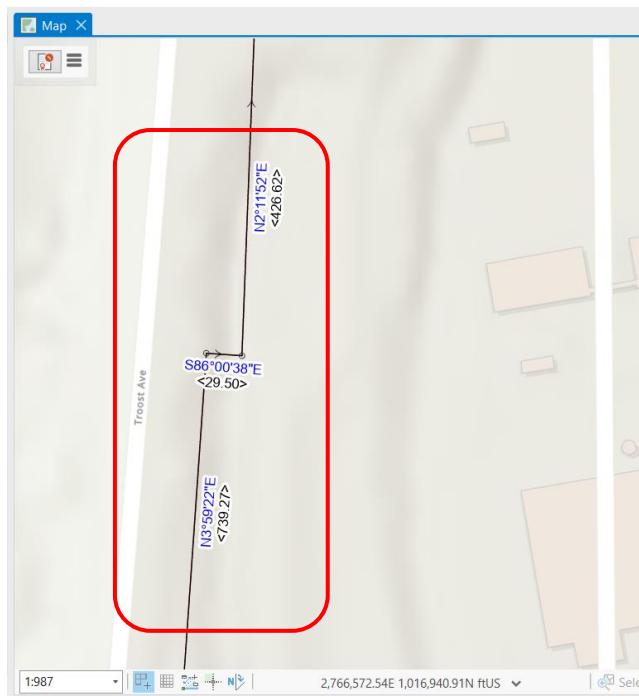
Copy and paste the plat boundary lines into a pending parcels lines layer using Paste Special.



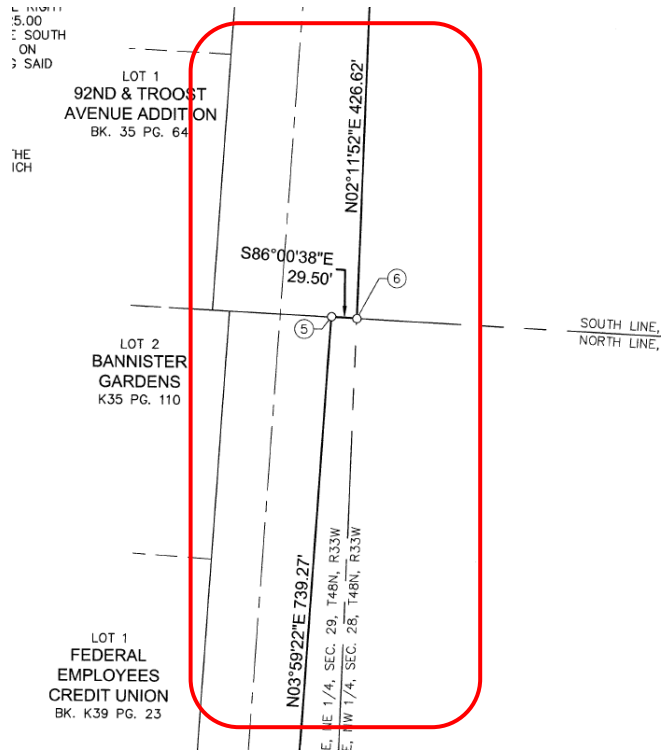
Run the Update COGO tool to populate the distance and direction attributes (1).  
Click update after the tool opens (2).



Verify that the distance and dimensions of the lines match the plat image.







Verify that the written legal description matches the diagram of the plat.

**Tasks** ? v □ X

← User inspection/plat approval process ≡

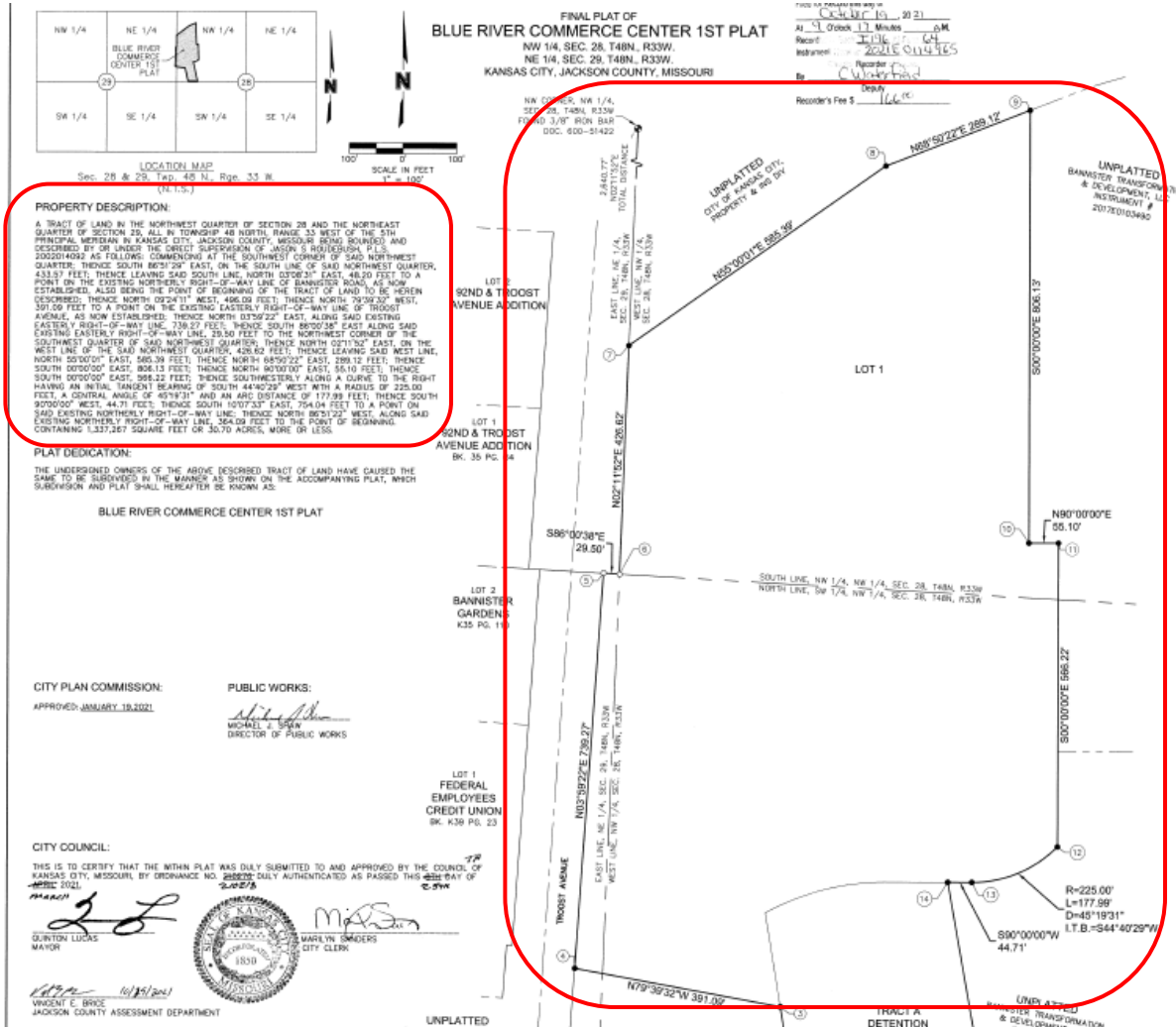
▶ **10. Does the written legal match the diagram?**

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Verify that the written legal description matches the plat diagram with the bearings and dimensions. Check for the correct amount of lots and/or tracts.

Verify that the dimensions are present for each tract and/or lot and that the dimensions have the correct totals when added.

Verify the legal description against the tax rolls. Legal descriptions must match within tolerance set forth by the Assessment Department's Mapping unit (closure within one foot).



**PROPERTY DESCRIPTION:**  
 A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 28 AND THE NORTHEAST QUARTER OF SECTION 29, ALL IN TOWNSHIP 48 NORTH, RANGE 33 WEST OF THE 5TH PRINCIPAL MERIDIAN IN KANSAS CITY, JACKSON COUNTY, MISSOURI BEING SUBDIVIDED AND DESCRIBED BY OR UNDER THE DIRECT SUPERVISION OF JASON S. HOLLIGERSHA, P.L.S. 2022014092 AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER; THENCE SOUTH 80°31'20\"/>

**PLAT DEDICATION:**  
 THE UNDERSIGNED OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THE ACCOMPANYING PLAT, WHICH SUBDIVISION AND PLAT SHALL HEREAFTER BE KNOWN AS:

**BLUE RIVER COMMERCE CENTER 1ST PLAT**

**CITY PLAN COMMISSION:**  
 APPROVED: JANUARY 19, 2021

**PUBLIC WORKS:**  
 MICHAEL J. BROWN  
 DIRECTOR OF PUBLIC WORKS

**CITY COUNCIL:**  
 THIS IS TO CERTIFY THAT THE WITHIN PLAT WAS DULY SUBMITTED TO AND APPROVED BY THE COUNCIL OF KANSAS CITY, MISSOURI, BY ORDINANCE NO. 2020014092 DULY AUTHENTICATED AS PASSED THIS 20th DAY OF APRIL 2021.

QUINTON LUDAKS  
 MAYOR

MARVIN MADERS  
 CITY CLERK

Verify the ownership is correct between the tax rolls and the name(s) on the plat.

**Tasks** ? v f x

← User inspection/plat approval process ☰

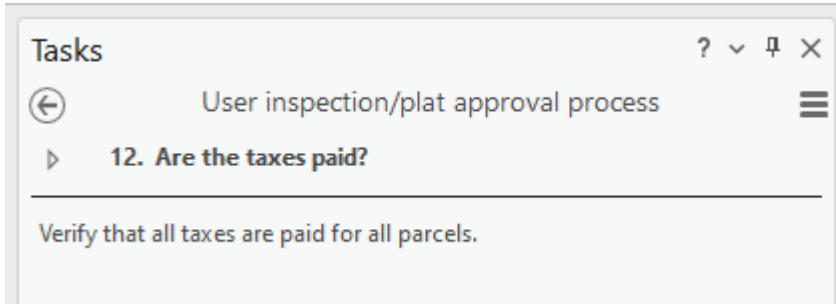
▶ **11. Verify ownership is correct**

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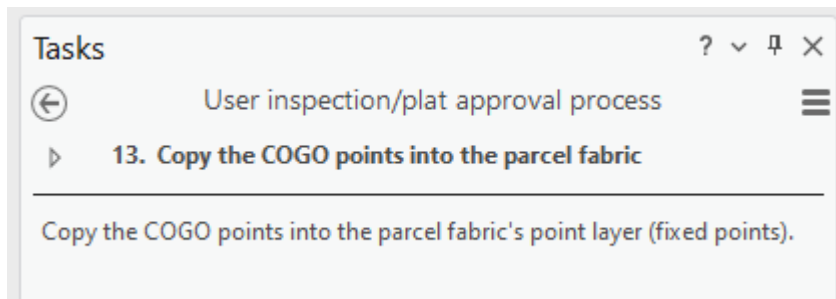
Verify the ownership is correct between the tax rolls and the name(s) on the plat. Verify the ownership matches for all parcels to be combined.

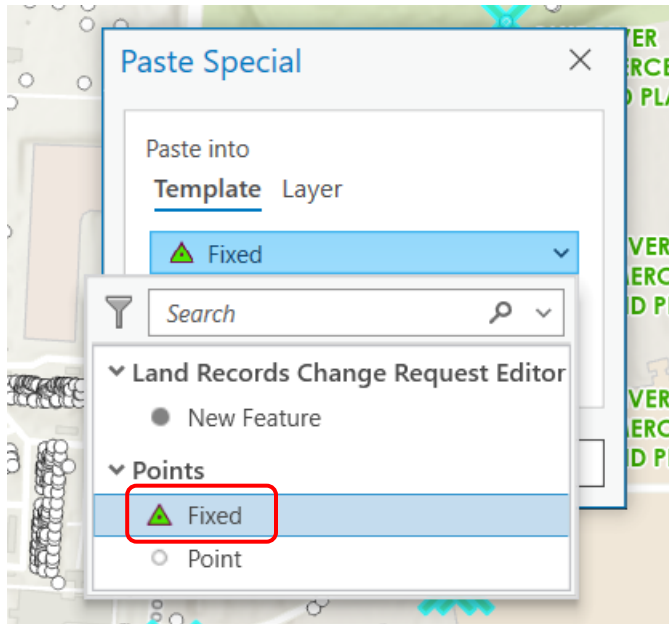
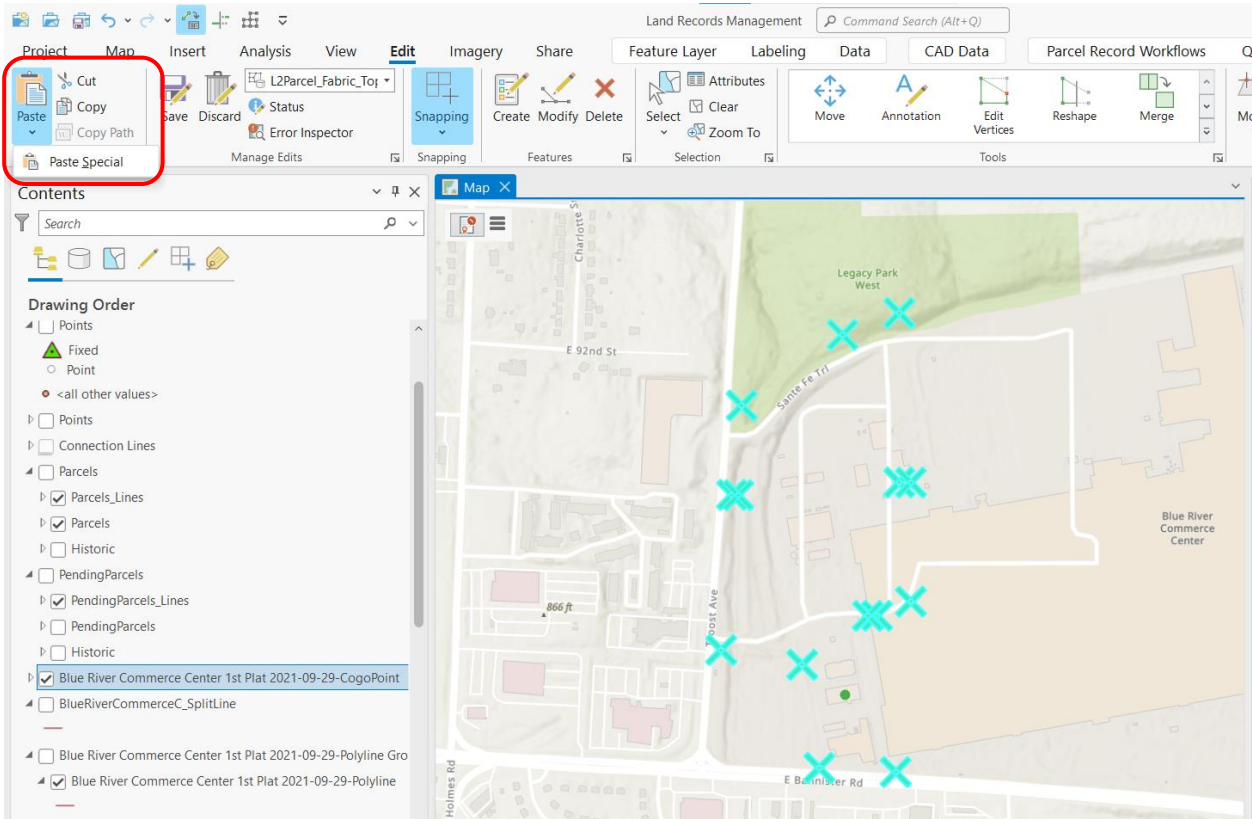
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Are all the taxes paid?

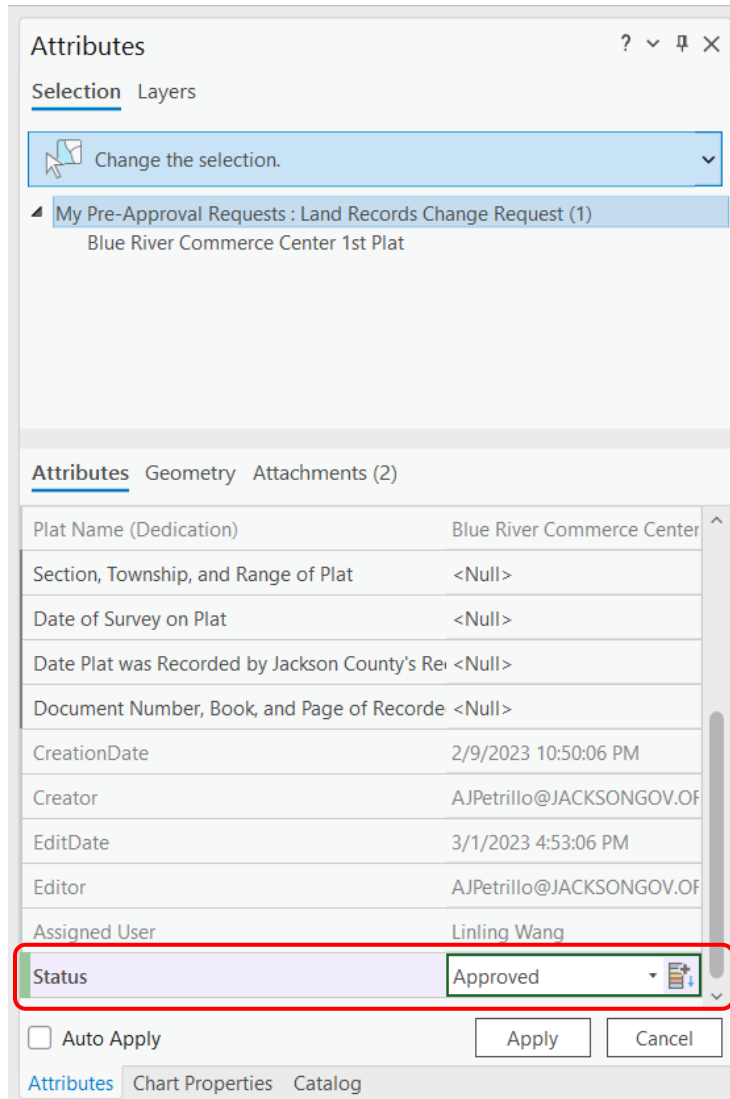


If the COGO points are accurate, copy and paste them into the points layer as fixed points. If converted to feet from meters, copy and paste the points from the previously imported .csv file into the points layer.





To change the status of the plat to approved or rejected, update the status attribute in the My Pre-Approval Plats layer.



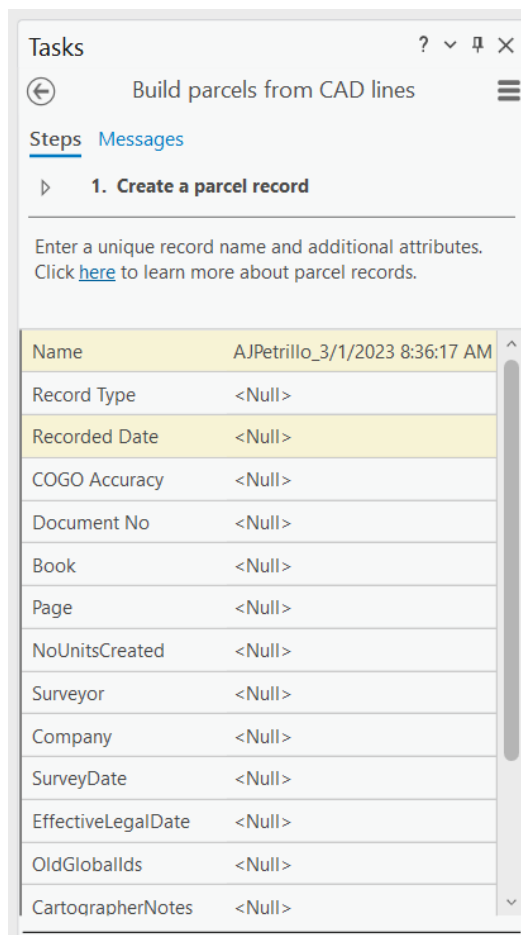
## Plat Post-Approval

### Build Parcels from CAD Lines

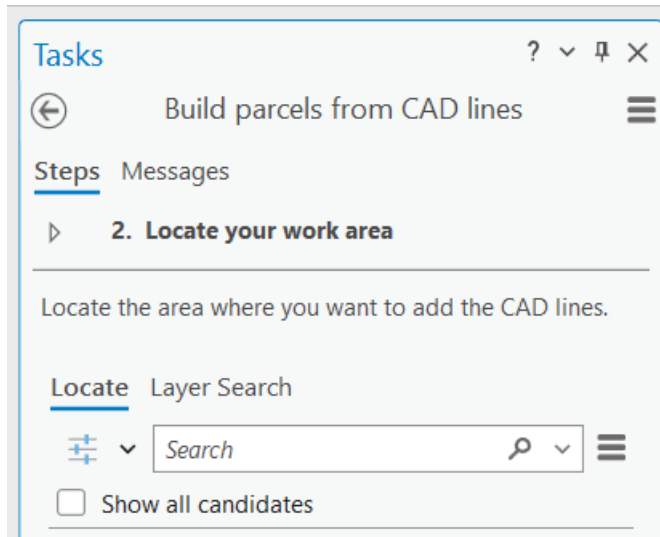
Select the Build parcels from CAD lines task to begin the parcel editing process.



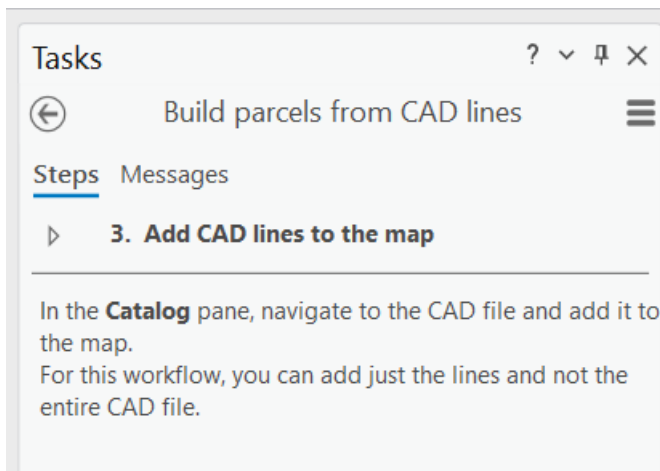
Enter the name and attributes of the plat and create a parcel record.

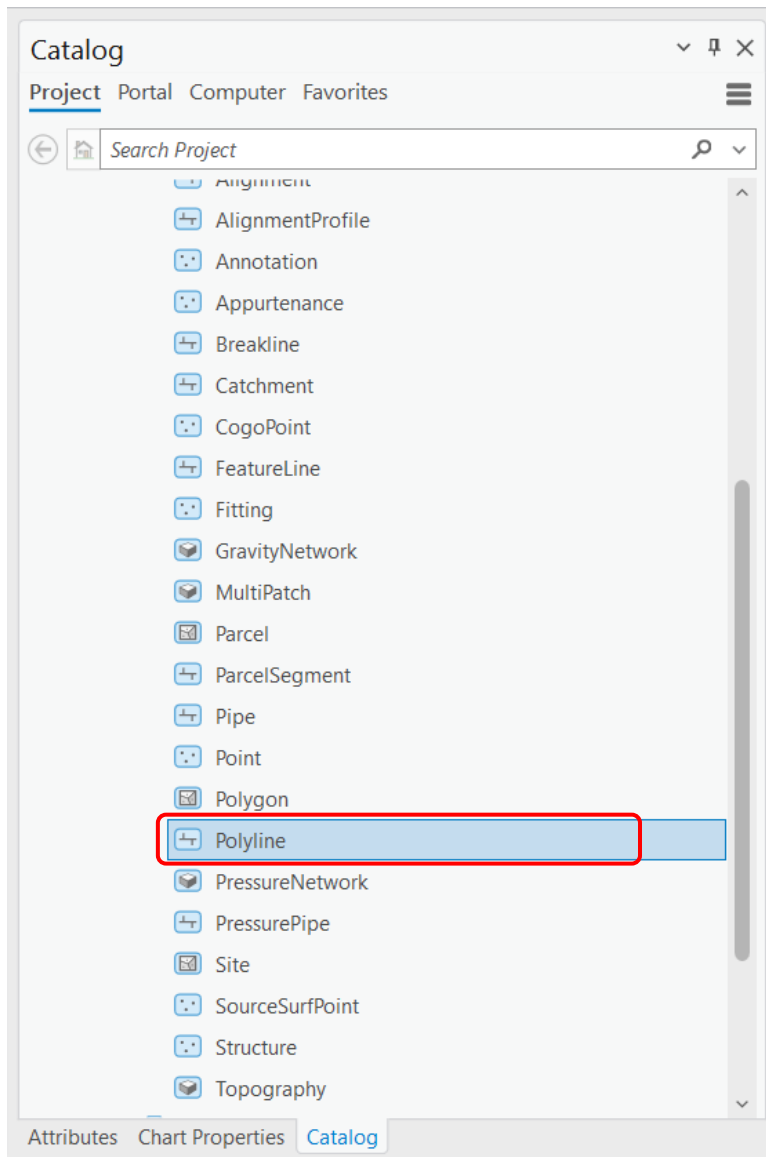


Locate your work area.



Add the CAD lines to the map.





Select the lines that will be used to build the parcels. The lines from the Pre-Approval stage may be used if saved to the pending parcels lines layer.



Tasks ? v 4 X

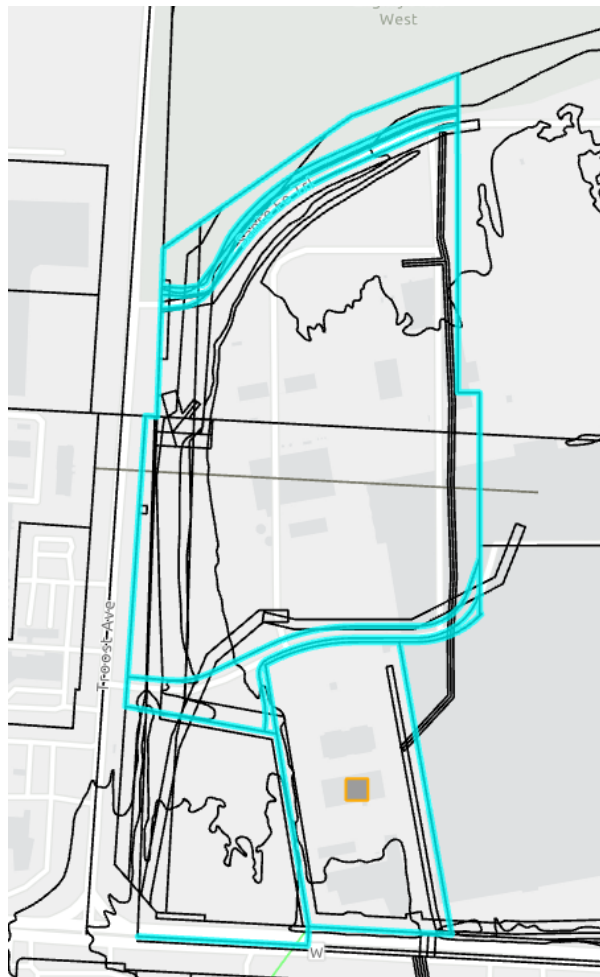
← Build parcels from CAD lines ☰

Steps Messages

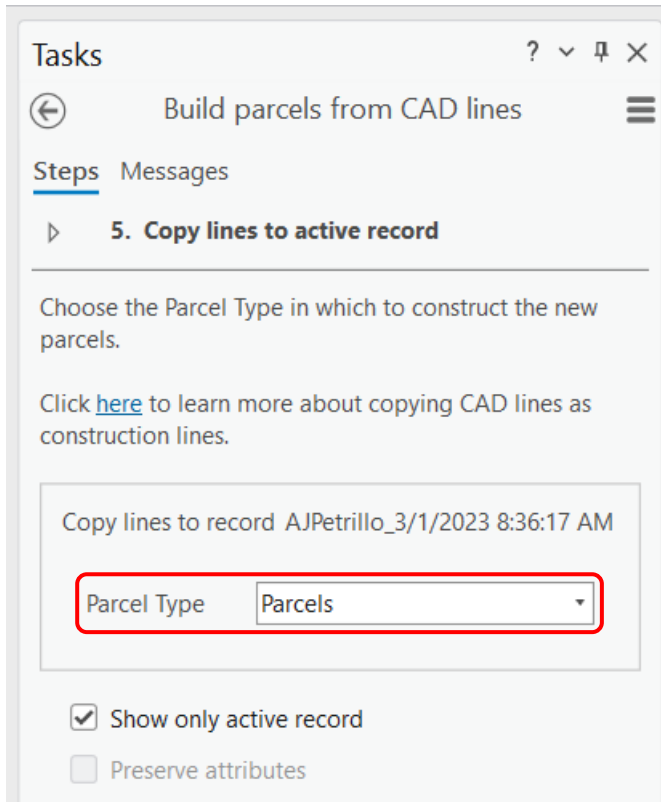
▶ 4. Select CAD lines

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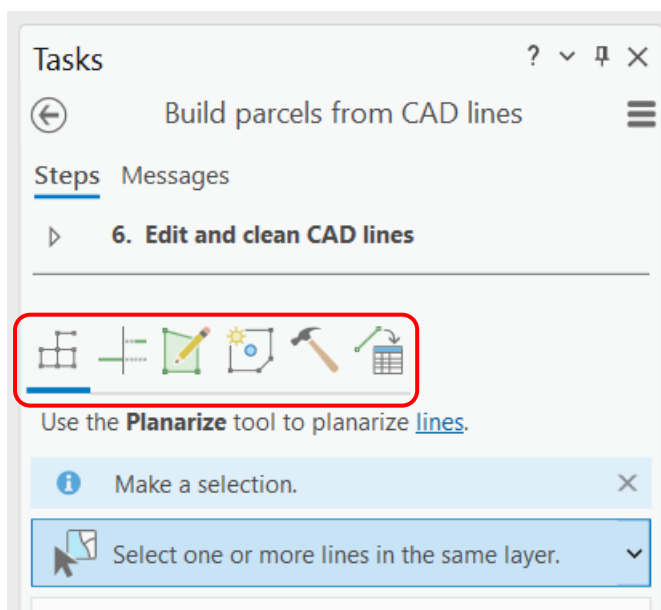
Use the **Select** tool to select the CAD lines that will be used to build parcels.



Turn on the lines layer you will be copying the CAD lines to and set the line layer in the drop-down list.

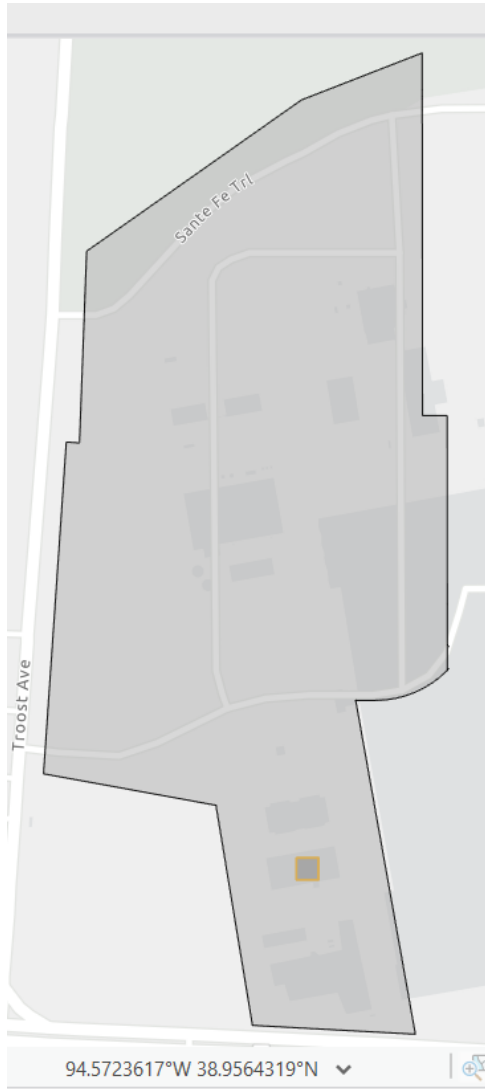


Edit and clean the CAD lines to match the plat lines.



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The build parcels task will automatically run after completing the edit and clean CAD lines task.

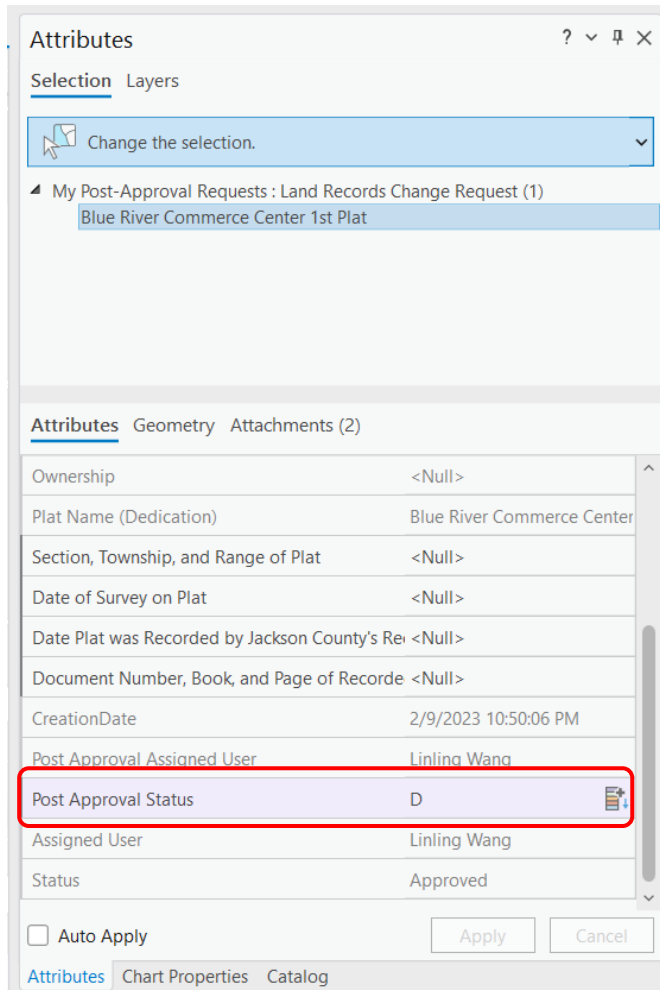


If you are completing a multi-parcel plat, use the sequential numbering tool to create the parcel numbers for each parcel. Click the sequential number button in the tasks and click on the parcels to be numbered in the order that you have outlined in the task.

The screenshot shows a software interface for a task titled "Build parcels from CAD lines". The interface includes a "Steps" section with a sub-step "8. Sequentially assign attributes". Below this, there is instructional text: "Use the **Sequential Numbering** tool to assign sequential attributes such as parcel names to the new parcels. Click [here](#) to learn more about the Sequential Numbering tool." The configuration area includes a "Layer" dropdown set to "Parcels : Parcels", a "Field" dropdown set to "Name", a "Format" text input with "48-620-##-00-00-0-00-000", a "Start value" spinner set to "1", and an "Increment" spinner set to "8". At the bottom, a blue button labeled "Sequential Numbering" with a green icon is highlighted by a red rectangular box.

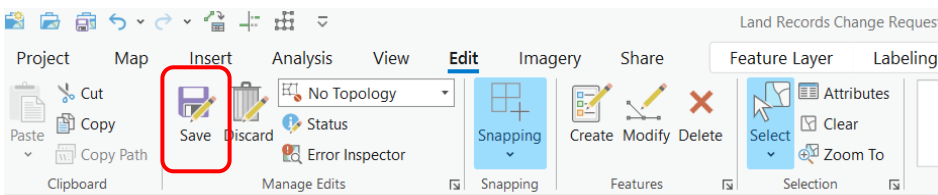
Align the surrounding parcels to the new parcels and create/edit any needed features in the related layers (i.e. subdivisions, lots, tax districts, situs addresses, streets, etc.). These layers will need to be added from the Portal.

When the parcel creation is completed, update the post approval status attribute for the plat to "D" (drawn). When the account write-up is completed, this attribute will be changed to "DW" (Drawn/Written) and when the account is created, the status will be "DWE" (Drawn/Written/Entered).



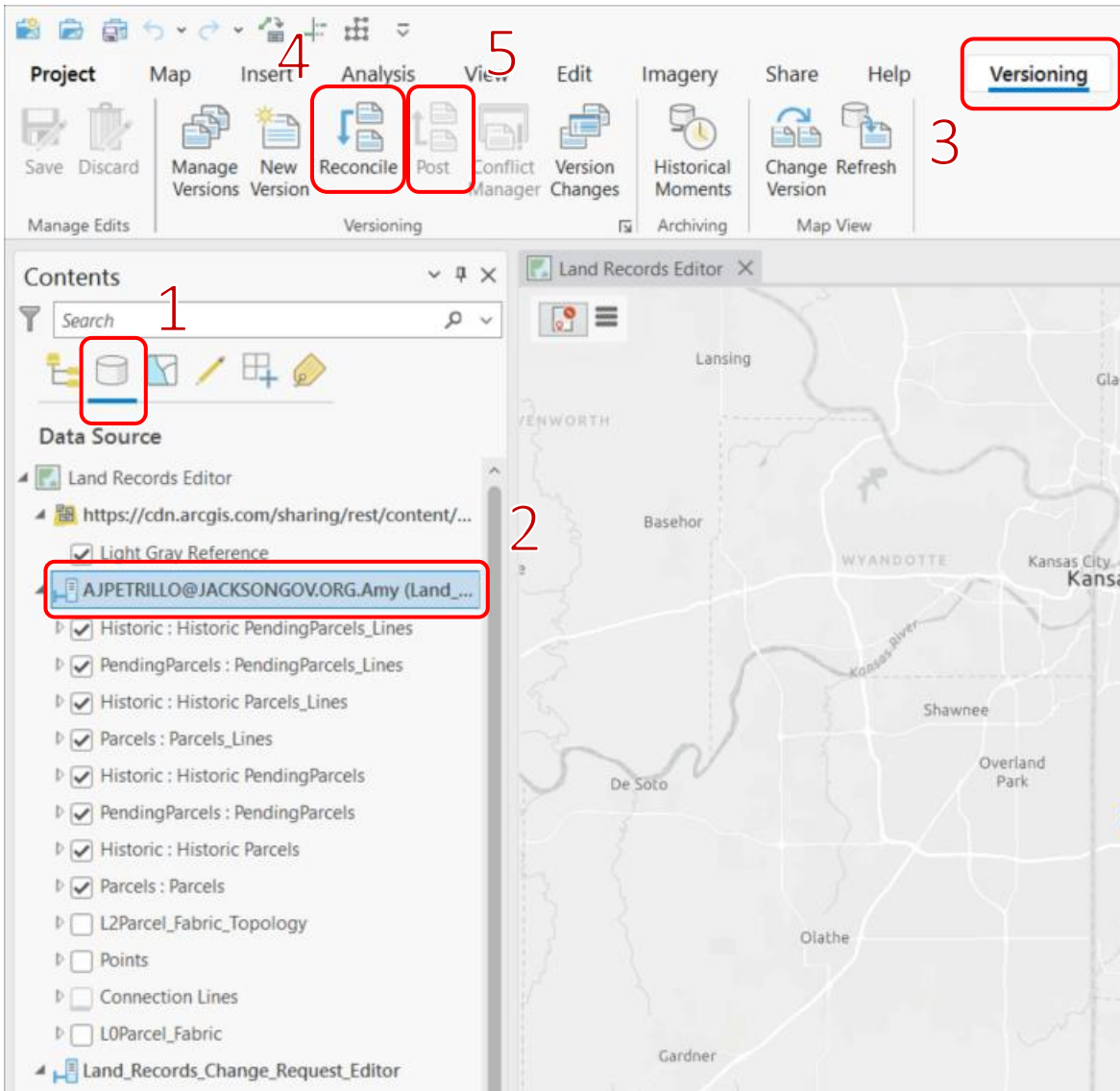
## Save Edits

Select the Edit tab and save edits.



## Reconcile and Post

After saving your edits, select the Data Source tab (1) and click the Land Records Management (parcel fabric) data source (2). Click the Versioning tab (3) and reconcile (4) and post (5) the parcel fabric updates.



## All Land Records Requests

To view all land records requests without definition queries, use the All Plats/Splits/Combines layer. An editor may update the assigned user and status of a plat from this layer.

