

Parcel Creation Workflow



Call Community Development when planning to subdivide a property or adjust a property boundary, before hiring a surveyor. Any movement of property lines must be approved by the Subdivision Agent.

Bring application and 5 copies of the plat to Community Development, 10459 Courthouse Dr, Suite 104.



Review subdivision and boundary adjustment plats with Subdivision and Zoning Ordinances. A plat must have notarized signatures of all property owners before the subdivision agent can sign plat.

Some subdivisions (not by right) greater than 5 lots, require Planning Commission review and approval. Call the Community Development Office, 540-775-7111 for more information.

Bring approved plat(s) to King George County Clerk of the Circuit Court, 9483 Kings Highway, Suite #3.



All Documents presented for recordation at the Clerk of the Circuit Court's Office must be signed and notarized original documents, no faxed copies.

Documents are scanned and Input into the document retrieval system. Call the Clerk of the Circuit Court Office, 540-775-3322 for more information.

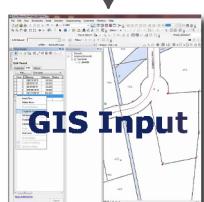
All property record transfers are sent from the Clerk of the Circuit Court's Office to the Commissioner of the Revenue's Office on a monthly basis.



The Commissioner of the Revenue assigns new tax map numbers based on newly recorded subdivisions and adjusts the tax parcel database based on boundary line adjustments, and other owner information.

Data entered into AS400 CAMRA system. Call the Commissioner of the Revenue, 540-775-4664 for more information.

All land subdivisions, boundary line adjustments, parcel numbering and acreage changes are brought from the Commissioner of the Revenue's Office to the GIS Office in the Department of Community Development on a monthly basis.



Using the bearings, distances, and control points from the plats, all parcel subdivisions and boundary changes are entered into the GIS.

The AS400 general assessment database is downloaded and formatted to join to the parcel GIS layer via the "LINK" field. Call the GIS Office, 540-775-8558 for more information.

Updated tax maps are printed for the Clerk of the Circuit Court's Office and the Commissioner of the Revenue's Office, PDFs are made for the County website, and data is uploaded to the OnlineGIS and other website services.



The OnlineGIS is updated monthly and viewed by over 7,500 unique users.

