

# **Description of the Parcel Identification Number (PIN)**

The Parcel Identification Number (PIN) is an alphanumeric string up to 15 characters long that uniquely identifies a parcel in Fairfax County. The PIN has five primary components:

- 1. Tax map number (4 digits). This represents the grid number and quad from the Fairfax County tax map grid to indicate a specific square mile in the county. This grid may be viewed in the Digital Map Viewer application.
- 2. Single space (reserved)
- 3. Subdivision number (2 digits)
- 4. Block number (2 alphanumeric characters). Block number is not always required, and thus will be represented as two spaces when it doesn't exist.
- 5. Parcel or Lot number (4 digits)
- 6. Parcel or Sub-lot (2 alphanumeric characters)

**Please note:** For any tax map, subdivision, block, and lot number that has fewer digits than the amount of space designated in the PIN, zeroes (0) are added. For the example above, the parcel has lot number 6, it is written as 0006 so that all 4 spaces are filled.

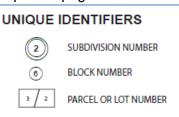
#### **PIN Examples**

- **0562 08**: all properties within tax map number 56-2 (always prepend tax map grid numbers with zeroes to ensure four digits) and subdivision 08.
- **0562 0802** = all properties on tax map number 56-2, subdivision 8, and block 2
- **0562 08020001** = the specific property with the map number 56-2, subdivision 8, block 2 and lot 1
- 0562 08 0001 = the specific property with the map number 56-2, subdivision 8 and lot 1 (there are two spaces between the subdivision and lot numbers when no block number exists)

# Constructing a PIN from a Real Property Map Book Page

The official Fairfax County Real Property maps, as seen in the <u>Digital Map Viewer</u> <u>application</u>) are represented in a manner so that a map reader could determine the PIN for any parcel in Fairfax County. The <u>Real Property map legend</u> will show how all of the individual components of a PIN are symbolized.

- 1. The tax map number is listed on the lower right side of the map book page.
- 2. The subdivision number is surrounded by a double circle
- 3. The block number is surrounded by a single circle
- 4. The parcel or lot number is located within the middle of each specific parcel boundary
- 5. For the following Real Property map book page:



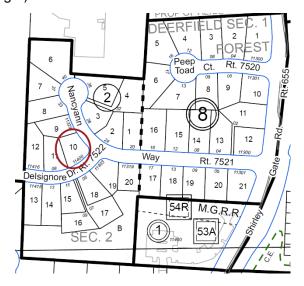




- 1. The red square indicates that the tax map number is 56-2.
- 2. Within the green oval (zoomed in on the right):
  - The number within the double black circle indicates that it is subdivision 8 (the area bounded by the thick black line).
  - b. The number within the single black circle indicates that it is block 2.
  - c. The number in the middle of the parcel boundary (highlighted with a red circle) specifies that it is lot number 10.

Using all of the elements determined above, the PIN for the indicated parcel is: **0562 08020010** 

Tax Map Number 56-2, Double Circle 8, Single Circle 2, Lot 10





### **PIN Assignment**

Fairfax County GIS Branch is solely responsible for assignment of all PINs (also called tax map numbers), and the preparation of the Property Maps.

The assignment of PIN is based on a system used by the Commonwealth of Virginia.

- A PIN is a unique identifier designed for tracking a parcel of land through all the county systems. The concept of the unique identifier is the basis of the real property map number. This means that within the city or county series there is one number sequence keyed to the fiducial cadastre (appraisal cards) for each parcel. This scheme was derived from an interpretation of several statutes of the Code of Virginia; Section 58-817.1 requires a property appraisal card for each parcel and § 58-804 (e) calls for every lot to be listed on a separate line in the Landbook which is prepared each year from the appraisal cards. The possibility of duplication of information is eliminated and the tract location is pinpointed by its relationship to adjacent owners.
- Parcel part of the PIN number assignment and lot numbers from the recorded plat do not have to match, and periodically can't match when the guidelines for assignment have been followed.
- PINs are not legal identifiers, and are created solely for the purpose of tracking a parcel
  of land in the county and state systems. It is an important link across county land
  databases.
- For identification purposes, the county's real estate system includes the legal description
  of each parcel (on the Profile Tab). That description in the <u>Real Estate Assessment</u>
  <u>Information Site</u> is the official link between the description and the recorded property.
- As a courtesy and for ease of research, the PINs are roughly based on the lot numbers as shown on the plats.

#### Guidelines for assignment of PINs:

- 1. The PIN changes only if there is a change to the shape of a parcel, with the exception being a road dedication.
- 2. The PINs are assigned sequentially on each sheet.
- 3. Once a PIN has been discarded it can never be reused.
- 4. There are specific numbering sequences we have to follow, maximum of 4 digits for the lot number field and two for the sub-lot field. The sub-lot must start with an alpha and then can be followed by a numeric.
- 5. PINs cannot repeat on a tax map or within a subdivision. If the recorded plat repeats numbers the GIS Branch will change the PIN so it follows county guidelines.
- 6. A recorded plat with a new subdivision name that has not been assigned a subdivision number on a tax map will be assigned the next available subdivision number.
- 7. If a recorded plat repeats lot numbers within the same subdivision name, then a block number will be assigned so as to keep the PINs unique.
- 8. If a recorded plat has repeated an alpha designation, such as parcel A and outlot A, one of the parcel designated on the recorded plat will be assigned the next alpha designation in order to maintain uniqueness.
- 9. If the recorded plat is subdividing an acreage parcel (subdivision 1) then the next available PIN will be assigned to the new parcel, or an alpha sub-lot will be assigned.



- 10. If a new parcel of land is being added to an existing subdivision, it will get the next available number with no alpha. An alpha after a numeric generally indicates that that PIN previously existed and this is a resubdivision of that land. An example of this is lots 1-10 exist and are being resubdivided into 1-11, 1-10 will get a sub-lot indication of A, however 11 will not as it was not previously used.
- 11. If a parcel of land (e.g., 1022 03 0029) is divided into two then, when possible, the PINs will get a sub-lot alpha (e.g., 1022 03 0029A and 1022 03 0029B). This would indicate the parent PIN and the fact that it has been divided and no longer represents the original configuration.
- 12. New subdivision numbers are only assigned to record plats of 5 or more lots, or when an outlot or parcel has been given an alpha designation on the recorded plat. This is to insure the availability of subdivision numbers (maximum is 99 per property tax map because it is a two-digit field).
- 13. When a street dedicated previously for public use is vacated and abandoned, then the resulting new PINs will be reflected with a parcel number and sub-lot alpha. For example: road vacated adjacent to lot 35 will be assigned lot 35A.