Parcel Reviewer Quick Start Guide

For users comfortable with web maps and online forms. See the full Parcel Reviewer Guide for detailed instructions and screenshots.

Project Purpose

The *Massachusetts Land Trust Coalition (MLTC)* is working under contract with the *Massachusetts Executive Office of Energy and Environmental Affairs (EEA)* to improve the accuracy and completeness of the state's *Protected and Recreational Open Space* dataset.

Public data were used to identify parcels that appear to be associated with land trusts but may be missing from, or not fully represented in, the current state dataset. These parcels have been flagged for review by the land trust they appear to be associated with.

What Your Organization Is Being Asked To Do

Your organization's primary task is to review each parcel flagged for your organization and confirm whether it is associated with your land trust and should be included in the state's dataset. See the *EEA Parcel Inclusion Guide* for additional guidance on which parcels should be included.

For each flagged parcel, you will be asked to complete and submit a separate survey form with current information about parcel ownership, protection status, boundaries, site details, and any available supporting documents.

You do not need to complete all of your organization's parcel surveys at once. However, once you begin a survey for an individual parcel, you must complete and submit it in the same session.

After reviewing the parcels flagged for your organization, you may also submit additional eligible parcels that were not flagged but should be considered for inclusion in the state's dataset. This additional step is optional.

Your help is highly appreciated and will help create a more complete and accurate record of land protected in perpetuity across Massachusetts.

Before You Begin

Have the following available:

- Your organization's MLTC access code
- Current fee owner and contact information
- Site and assessor information
- Any supporting maps, surveys, site plans, or legal descriptions

Important: Each parcel requires a separate survey. Complete each survey in one session. The survey does not autosave and cannot be saved as a draft. Use a desktop or laptop computer.

Review Parcels Identified for Your Organization

1. Open the **Parcel Reviewer** and select **Review Parcels**.
2. Select your land trust from the organization dropdown.
3. Click a red parcel on the map.
4. Review the parcel information and compare it with your organization's records and the state's dataset.
5. Confirm whether the parcel is associated with your organization and should be included in the state's dataset.
6. Enter your organization name and access code.
7. Complete all required survey questions.

8. Upload supporting documents when available. Rename each file so it begins with the parcel's **Survey ID**.
9. Review your responses and click **Submit**.

Optional: Submit an Additional Parcel

Reviewing the parcels identified for your organization is the primary task. Once that review is complete, you may also use **Submit New Parcels** to report an eligible parcel your organization owns or protects that is not identified under your organization in the parcel viewer. This step is optional, but we appreciate your help in creating a more complete statewide dataset.

1. Select **Submit New Parcels**.
2. Search by address or navigate to the parcel on the map.
3. Zoom in until the Massachusetts parcel boundaries appear.
4. Select the parcel from the **Massachusetts Parcels** layer.
5. Confirm the parcel, enter your organization name and access code, and complete the survey.
6. Upload supporting documents when available and click **Submit**.

Need Help?

Contact **admin@massland.org** for assistance. Technical assistance and virtual appointments are available upon request.