

Maps and Property Documents Guidance

Use this guide to aid in obtaining or creating the following required preapplication documents:

1. **Proof of Ownership - Property Tax Card**
2. **Proposed LWCF Property Boundary Map***
3. **Deed(s) and Plat(s) Surveys**

**This map will be used for Phase I preapplication review purposes only. If the project is selected to move forward to Phase II, DCR staff will assist project sponsors in creating final LWCF boundary area and location maps conforming to all National Park Service standards.*

1. **Proof of Ownership - Property Tax Card**

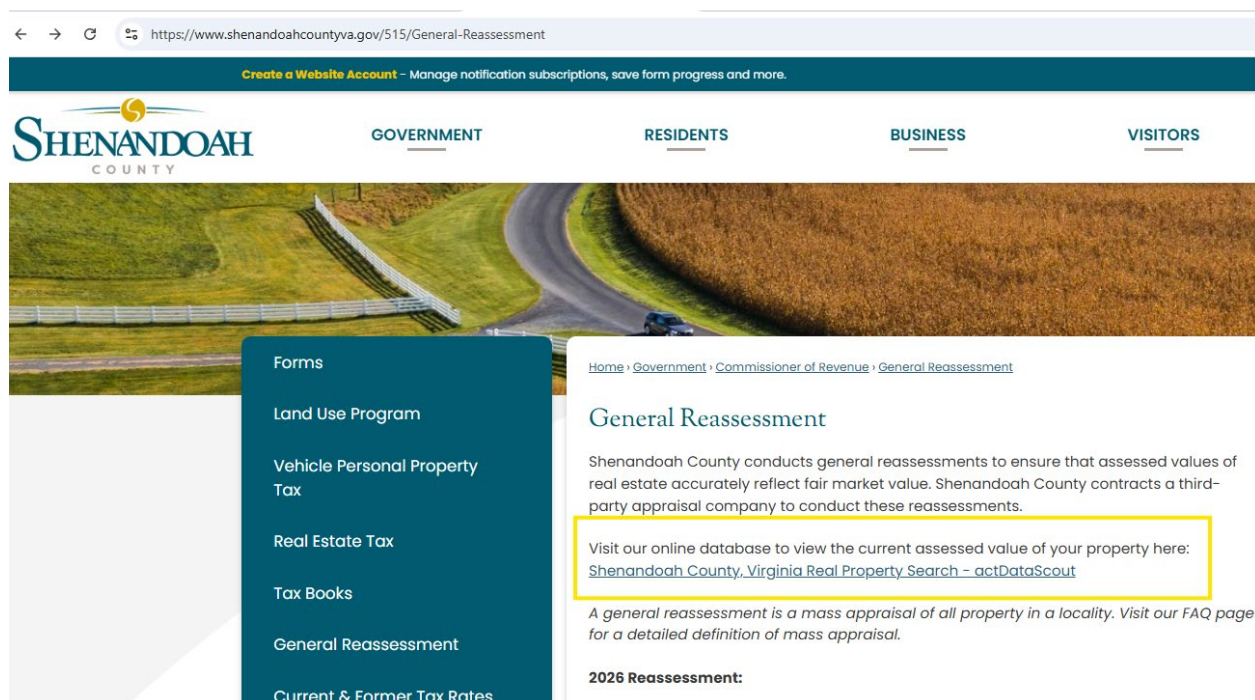
All applicants (both acquisition and development projects) must submit proof of the ownership of the subject property/ies. Real estate assessment records are public information in Virginia.

Most of Virginia's cities and counties have an online, public-access property and real estate assessment retrieval system. If your locality does not have one you will need to retrieve property ownership documentation directly from your locality's Commissioner of Revenue, and deeds from your clerk's office. Only independent cities and counties track this information.

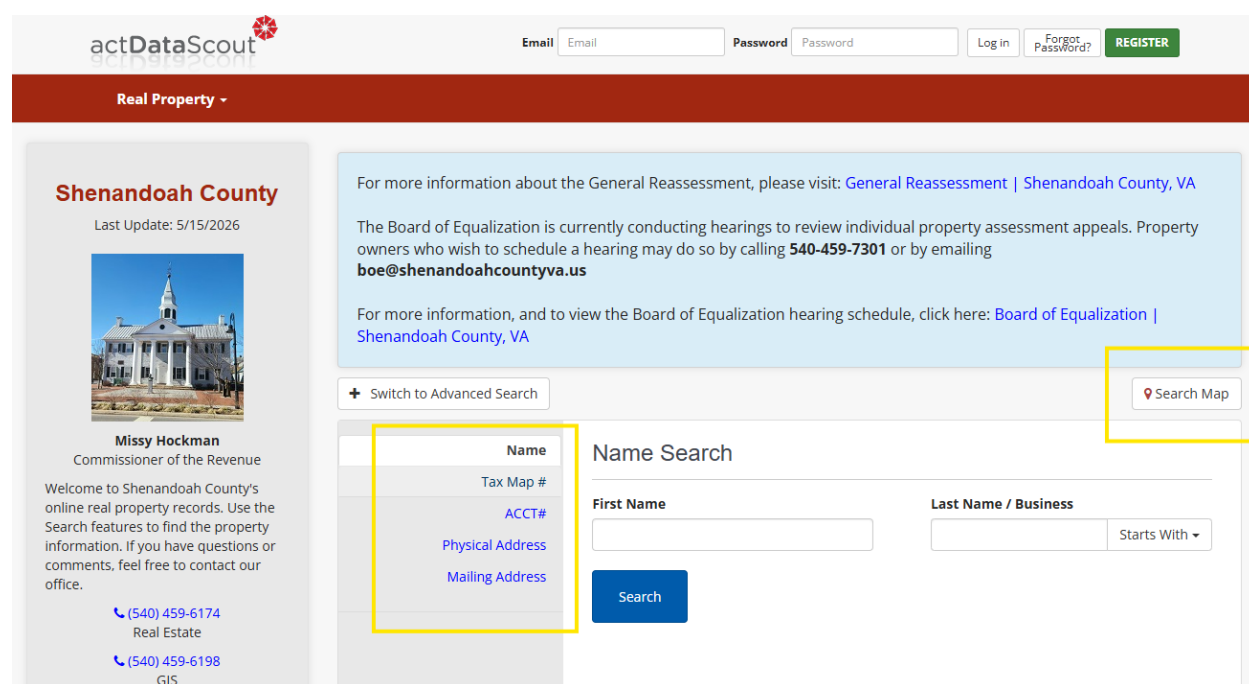
Localities organize their websites and resources in different ways. **Only use your locality government website (.gov) and not a third-party web service unless the web service is accessed directly from your local government's assessor's page.** You can use your search engine to find property tax cards by searching for key words such as '[name of your county/city] online real estate assessment/property assessment/parcel viewer'. Alternatively, go directly to your locality's government website and navigate to the real estate or Commissioner of Revenue page and look for links such as Real Estate Parcel Viewer, GIS Parcel Viewer/Mapper, or Property Assessments.

Although all systems are slightly different, they share similarities that can be inferred between different systems. If you have trouble finding your Property Tax Card, call the Commissioner of Revenue for your city or county.

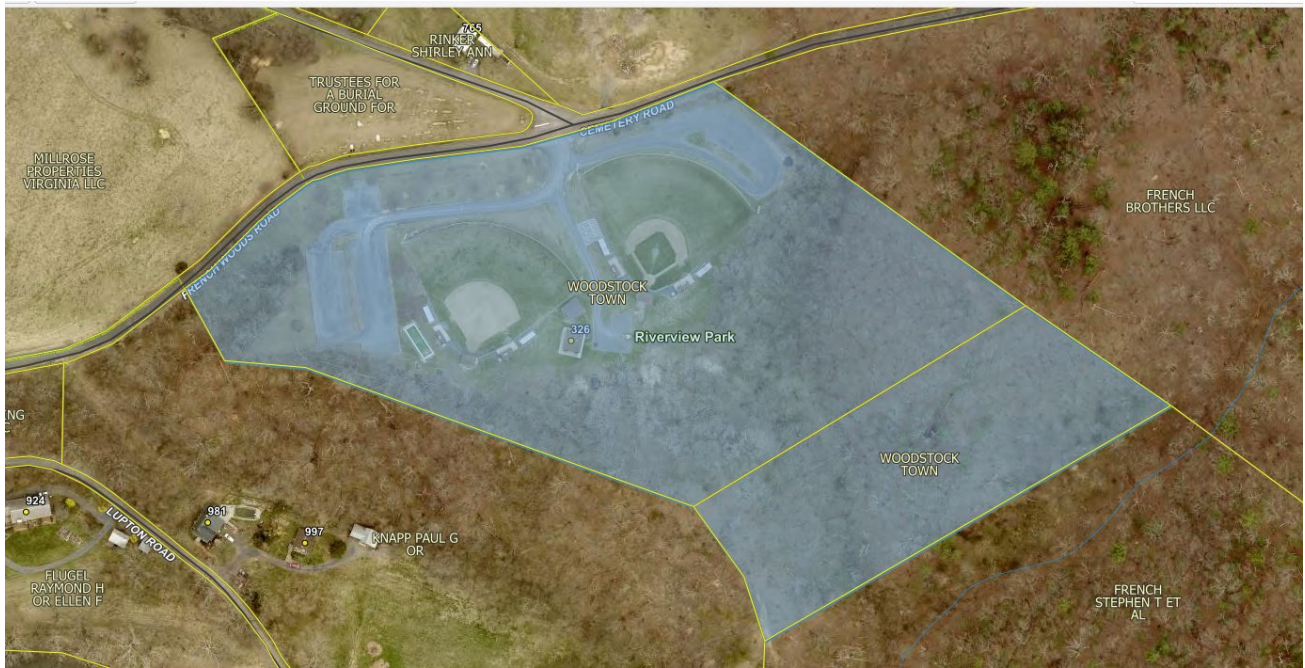
Shenandoah County is used in the following example to demonstrate how to obtain a Property Tax card online.



Most localities have a map viewer or query to search for a property.



In this example, we selected Search Map and zoomed to the park where the LWCF project is proposed, Riverview Park. Most map viewers also provide a way to search by address or tax map number.



Selecting the parcel, Riverview Park, generates information about the Parcel.

Address/Location Search

[List](#)

Real Estate Parcels
059A017

Tax Map #
059A017

ACCT#
16396

Owner
WOODSTOCK TOWN

Mailing Address
135 N MAIN ST WOODSTOCK VA 22664

CAMA Acreage
12.979

Property Address
326 FRENCH WOODS RD

Property Description
TRACT 1 RIVERVIEW PARK

Instrument

Selection

To obtain the Property Tax Card, select the (or equivalent of) Show Detailed Report, and download or print to generate a PDF document of the property details. Confirm that the Property Owner information is correct.

A Property Tax Card will show information including the Property Owner, Mailing Address, Tax Map or Parcel ID, current assessed value, buildings and improvements on the property, and deed recordation. The deed cannot be obtained using this method and must be provided by the Clerk's office if the owner does not already possess a copy of the deed and plat. Download and save the Property Tax Card(s) for all parcels in your application.

As of: 5/15/2026 9:56:01 PM

Shenandoah County Report							
Property Owner							
Name: WOODSTOCK TOWN							
Mailing Address: 135 N MAIN ST WOODSTOCK, VA 22664							
Parcel Use: LOCAL GOVT - VAC							
Tax District: 10 - JOHNSTON WOODSTOCK							
Property Information							
Physical Address: 326 FRENCH WOODS RD							
Tax Map #: 059A017							
Size (Acres): 12.979							
Legal: TRACT 1 RIVERVIEW PARK							
Taxing Neighborhood: 048-JOHNSTON WOODSTOCK							
Utilities							
Sewer						Water	
Private Septic						Well	
Current Value Assessment							
Improvements		Land		FMV Total		Land Use Value	
\$100,400		\$163,500		\$263,900		\$0	
Land							
Land Type	Zoning			Size		Units	
Residual	N/A			1.000		ACRES	
Residual	N/A			11.979		ACRES	
Total				12.98			
Deed Transfers							
Deed Date	Book	Page	Instrument	Inst. Year	Plat	Will	Consideration
7/4/2023	688	149	N/A	N/A	1274/321	N/A	\$0
Outbuildings and Yard Improvements							
Code	Description				Sub Code-Description		
DUGOUT	Dugout				N/A		
MISCOB	Miscellaneous Outbuilding				Typical		
STORG	Storage				Cinderblock		
CNCESS	Concession Stand				N/A		
LIGHT	Light				Typical		
FEN	Fence				Chain Link		

Figure 1 - Screenshot of the Riverview Park parcel property card after selecting to download

2. Proposed LWCF Property Boundary Map

Continue to use the parcel viewer to generate and print a map of the entire park, with the outer boundary highlighted. If the park includes more than one parcel, you may have to trace the outer boundary using the Snip, Paint, or similar tool since most parcel viewers do not allow more than one parcel to be selected (see example below). Be sure to use an aerial image basemap so that significant features can be identified.



On the top shows an acceptable property boundary map for a park containing one parcel. Be sure the underlying image is still visible. The version on the bottom requires tracing the parcel map using Snip, Paint, or similar program since the park is comprised of two parcels.

3. Deed(s) and Plat(s)

The following applies to both existing parks with established boundaries and property acquisitions or developments on properties not yet named and established as a park.

If you do not have them already, deeds and plats are obtained from the locality's Clerk's Office ***in person*** unless otherwise informed by your clerk's office of alternative methods. Work with your locality's Real Estate office or locality manager to obtain these documents according to your local procedures.

Include all deeds and plats of the entire property or park area where multiple parcels comprise a total boundary area.

Note – the deed(s) and plat(s) of the entire property should be included in the application. If a property or park has more than one tax map parcel within the bounds of the property or park area, all deeds corresponding to each tax map parcel must be included. Sometimes a property deed lists all of the parcels under legal ownership that are recognized as one property. Including the most current and accurate plat is also helpful for the LWCF grants team, who will help verify your LWCF boundary and create your final boundary area map in Phase II to submit to NPS.

In this **hypothetical** example from the James City County GIS property information tool, if an LWCF project proposal included acquisition and development on Parcel 2, the applicant would need to submit all property ownership records including the Property Tax Cards, Deeds, and plats (if available) of both Parcels 1 and 2.

