Web Mapping Application Tutorial
Charlevoix County

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Charlevoix County Equalization Department
231-547-7230
equalization@charlevoixcounty.org
301 State Street, Charlevoix, MI 49720
Tools, Tips, & Tricks

Map Tools:

Located in top right of map:

- Zoom Tools: Use these to zoom in & out on the map. + will zoom in. – will zoom out.
- Refresh Tool: Use to zoom out to the original extent of the map and clear any selections/searches.

Located at bottom right of map:

Note: All of these tools are available on the Advanced Map, only some are available on the other maps.

- **Map Legend:** This shows the different layers which are displayed on the map and allows you to choose which layers are visible.
- **Query Tool:** This allows the user to query the map for parcels based on SEV or Acreage and export parcel information for the results. See instructions on page 6.
- **Proximity Tool:** This allows the user to select parcels on the map based on their spatial relationships and then export parcel information. See instructions on page 7.
- **Advanced Search:** See Search Options on Page 3.
- **Search:** See Search Options on Page 3.
- **Base Map:** This allows you to change what base map displays behind the parcel lines.
- **Print Map:** This prints the map to a PDF. See additional print options on page 5.
- **Measure:** Use this to measure distance or area on the map. Click on the tool again when your done to close it.
- **Location:** Use this if you are on a mobile device. It will zoom to your current location on the map and show you where you are as you move.

**Mobile Devices:** Use the mobile friendly or full window version. They are linked to above the map on the main Parcel Search & Mapping page.

**Moving around:** To pan around on the map (move side to side or up and down) click, hold, and drag.
**Information & Tool Pop-Ups:** Open and close the Feature Information, Tool Bar, and Header/Menu pop-up outs by clicking the "<".

**Advanced Map:** Linked to it right above the imbedded map.
- Larger view area
- Additional tools/options including Proximity Search, Query Tool, Advanced Search, Base Map options
- Can zoom in & out using the scroll wheel on your mouse

**Mobile Friendly (Simple) Map:** Linked to right above the imbedded map.
- Same as the imbedded map, just viewed in the full window
  - Fewer options for simpler searching

**Feature Info Pop-out:** Opens when a feature is clicked on. Contains basic information about the parcel and parcel owner. Click the “Parcel Link:“ at the bottom to go to the complete parcel information sheet normally found through the Parcel “Tax Roll” Search.

**Header/Menu Bar:** (Only visible when in the Advanced Map) This will collapse if you click (located at left hand edge) and can be re-opened by clicking it again. The header contains links to take you back to the main Charlevoix County website or several of the department sites.

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**Tax Parcel Map**

This map has a margin of error of +/-30 feet and is NOT meant to distinguish any legal boundary, CANNOT be used in place of a survey, and cannot be used for any legal representation of property lines.
Search Options

Attribute Search:

- Found in the Tool Bar located along the right-hand side of the map. Click to active the Attribute Search.
- Click on to start typing.
- Searches all portions of all the attributes of all parcels for the phrase entered
- The search results will display in a list below the search box
- Click on a result from the list and the map will zoom to that parcel and open parcel information box with information about that parcel

NOTES:
- The data results do not show all the attribute fields which are being searched (ex. Legal description, taxable value, etc.) So a result may not appear to match the criteria entered, but the parcel does have a matching attribute.

Advanced Search:

- Found in the Tool Bar located along the right-hand side of the map. Click to active the Attribute Search.
- Best used if you have specific information about a parcel for example, the Owner Name & Street Name, or the Parcel Number.
- All criteria are searched using ‘starts with’.
- Enter the information you have and click ‘Go’. The map will zoom to and highlight all parcels that match your search in blue.
- Click on a highlighted parcel to view the parcel information associated with it.

LIMITATIONS:
- If a search is done that returns results which are far apart the map will zoom way out, making it hard to see which parcels are actually highlighted.
- If the search returns a large number of results over a wide area, all parcels may not be highlighted.
Print Options

Print Tool:
- Located in toolbar on right side of map
- This prints your current view to a PDF which can be saved or printed.

Limitations:
- This print option won’t capture the yellow or blue highlight or the parcel information associated with the parcel.

Browser Print Function:
- This uses the print function built into your browser. This option only works if viewing the Advanced Map or Mobile Friendly Map
- Results vary depending on the browser you are using:
  Chrome:
  - Highlighted parcel shows as highlighted
  - Feature Info prints partially overlapping the map
  IE Explorer:
  - Highlighted parcel shows as highlighted
  - Feature Info prints partially on top of the map which makes it hard to read
Screen Capture:

- This will allow the user to capture exactly what they are seeing on their screen.
- This is accomplished using tools already built into your computer.

Windows Users:
- Screen Shot: Press the button labelled ‘Print Screen’. This will copy an image of your entire screen to your clipboard. This image can be pasted anywhere you need it (email, word doc, excel, paint, etc). Most programs will allow you to crop the image if needed.
- Snipping Tool: This is a built in program or App available on all windows computers operating on Windows Vista, or newer. This allows you to capture a specific portion of what is displayed on your screen. The snipping tool will open an image of the area captured which can be copied, saved, or printed.

Mac Users:
- Press Command+ Shift+4
- Drag the cursor over the area you wish to capture.
- When the mouse is released an image of the area captured is saved to your desktop.

Sample image created by screen capture:
Data Export Tools

Query Tool

This allows the user to query the map for parcels based on SEV or Acreage and export parcel information for the results.

Instructions

1) Click in the tool bar along the right side of map.

2) Select your target area
   - Use one of the select tools provided:
   - The middle three allow you to draw an area on the map. The pointer on the right end allows you to select specific parcels.
   - The results will only include parcels COMPLETELY WITHIN the area designated.

3) Limit the results
   - You can choose to limit the parcels returned in the results by the size (GIS Acreage) and/or value (Current SEV) of the parcels.
   - This is optional, if left at the default values all parcels selected, or within the selected area will be returned in the results.

4) Click ‘Get Results’
   - The parcels returned by the search will be highlighted in yellow.
   - You can view the information associated with the selected parcels by clicking on ‘View Table’. To go back to the map click the in the top right corner of the table.

5) Download results
   - You can download the information associated with the selected parcels by clicking the blue ‘CSV’.
   - You will be able to save or open the results as a a .csv file, which can be opened in excel.

6) Start Over
   - Click to preform a new search/export.
Proximity Tool

This allows the user to select parcels on the map based on their spatial relationships and then export parcel information.

Instructions

7) Click in the tool bar along the right side of map.

8) Select your target parcel or area using the tools provided
   - The middle three tools allow you to draw an area on the map. The pointer on the right end allows you to select specific parcels.
   - The results will only include parcels COMPLETELY WITHIN the area designated.

9) Set your criteria
   - The user can choose to search for parcels based on their physical relationship to the selected parcel(s). The user can choose from the following relationships:
     ▪ are within
     ▪ touch
     ▪ are closer than (a specified distance*)
     ▪ are further than (a specified distance*)
     ▪ are outside
   *When searching based on distance we suggest adding 30 feet, which is our margin of error for the parcel layer.

10) Click ‘Get Results’
   - The parcels returned by the search will be highlighted in yellow.
   - You can view the information associated with the selected parcels by clicking on ‘View Table’. To go back to the map click the in the top right corner of the table.

11) Download results
   - You can download the information associated with the selected parcels by clicking the blue ‘CSV’.
   - You will be able to save or open the results as a .csv file, which can be opened in excel.

12) Start Over
   - Click to perform a new search/export.