Frequently Asked/Answered Questions MapsOnline

Contents   (*click on Question to go to Answer page*)

Q: I've entered a street address in the Find Parcel tab, but nothing comes up.

A: *If you are trying to enter a complete street address – e.g. 1725 NW ONSDORFF BLVD – try entering only a portion of it. Either enter "1725 NW" or "Onsdorff".*

Find Parcel

Owner Name: [   ]
Street Address: [Onsdorff   ]
Tax Account: [   ]

[Go!] [Clear]

You will then get a list of all parcels that match. Click on the address you want to select. If there is not a perfect match, click on a parcel that should be close to the one you are looking for. (Maybe there is an error in the address you tried to enter.) You can use the Identify tool 🛈 to click on nearby parcels.

Find Parcel

Owner Name: [   ]
Street Address: [   ]
Tax Account: [   ]

[Go!] [Clear]

Select an address from list
715 NW ONSDORFF BLVD
715 NW ONSDORFF BLVD
1718 NW ONSDORFF BLVD
1722 NW ONSDORFF BLVD
1724 NW ONSDORFF BLVD
1726 NW ONSDORFF BLVD
1804 NW ONSDORFF BLVD
1804 NW ONSDORFF BLVD

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Q: Why is my intersection not showing up when I use the Locate Address tool?

e.g. Street Intersection = NE 76th St and NE 137th Ave

A: *You have to use "&" instead of "and" – i.e. NE 76th St & NE 137th Ave*
Also include directional (e.g. "NE") and street type (e.g. "Ave").

Address Locator

Address or Intersection

NE 76th St & NE 137th Ave

Locate

Example Searches for Locator
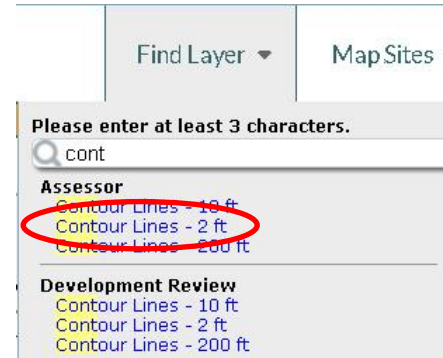**Single Address:**
4700 NE 78TH ST

Street Intersection:
NE Highway 99 & NE 99th St

W Fourth Plain Blvd & Franklin St

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Q: I am looking for *<2-ft contour>* information. Do you have maps showing this on your site?

A: *To search for the location of a single layer, use the "Find Layer" tool next to the Map Sites dropdown. Begin typing in the name of the layer you are looking for. A list of possible matches and their map site location will be generated.*

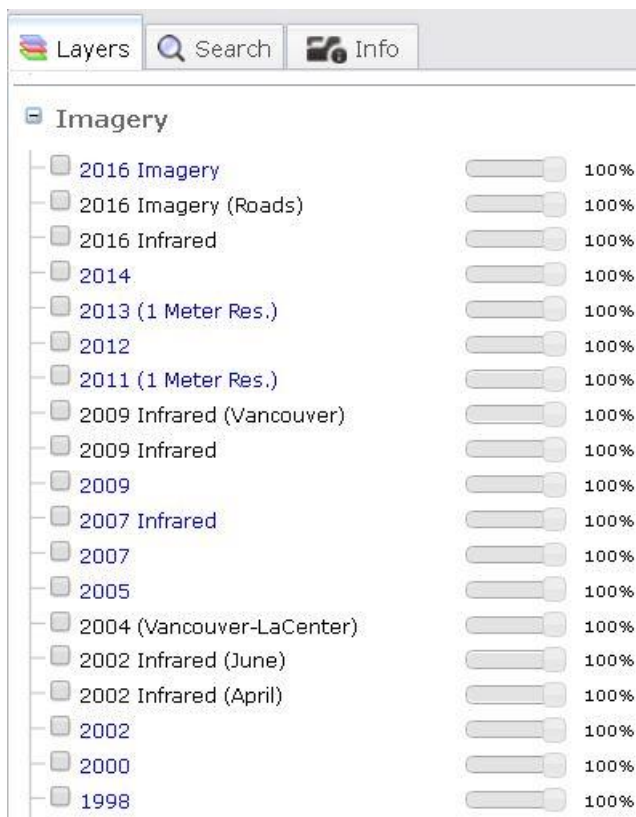*When you select one of the layers in the list, you will be taken to that map site, and the selected layer will be turned on.*

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Q: I want to see what a property looked like in 1964. Do you have any photos from that time?

A: *Select the "Land Records" map site from the list. From the "Layers" tab, the user can select photos from 1955 to present.*

Q: There is a check mark in front of the Parcels layer, but I don't see any parcel lines on the map.

A: *You may be zoomed out too far for that layer to display. If this icon ⊕ is next to the Parcels layer (on the Layers tab), click on it to zoom in to the scale at which it will display.*

Map Layers

Base Layers
- ☑ Building Footprints⊕
- ☑ ⓘ Parcels 🔲 ⊕
- ☑ ⓘ Roads 🔲 ⊕
- ☑ ⓘ Major Roads 🔲 ☑
- ☑ ⓘ City Boundaries 🔲 ☑

Q: How do I label the <*zoning*> layer so I know what the map colors mean?

A: *To label all the features in a theme, go to the Layers tab and click on the* ⬚ *icon.*

Map Layers

- 📁 ▤▢ Current Planning
  - ▢ ⓘ All Taxlots ⬚ ⊕
  - ▢ ⓘ Historic Taxlot Lines ⊕
- 📁 ▤▢ Zoning and Comprehensive Plan
  - ☑ ⓘ Zoning Designations ⬚ ⌄
  - ☑ ⓘ Zoning Overlays ⬚ ⌄

NOTE: you can also add custom text through the Markup Toolbox's "Add Text" tool $\boxed{\text{T}}$.

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Q: There are a bunch of icons next to the layers. What do they all mean?

A: *The icons displayed on the Map Layers tab will vary depending on which layers you have loaded and what scale your map is at. Here is a sample of some of the icons you may see:*

If the check box is grayed out, the layer is not available at the current scale

The red plus symbol indicates the map is zoomed out too far to display this layer. Click to zoom in to the scale at which the layer will display.

The red minus symbol indicates the map is zoomed in too close to display this layer. Click to zoom out to the closest scale at which this layer is available.

This symbol indicates a layer is the Active Identify layer.

Click to make the layer be the active layer.

Click to turn the labels for this layer on.

Click to display the legend for this layer.

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Q: I've used the Identify tool to click on a parcel, but I'm not getting the usual parcel report.

A: *Check to make sure that "Taxlots" is the active layer. If it is active, it will have a black background on the Identify icon.*
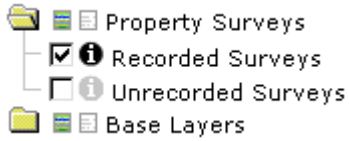
If the background is light blue, click on the icon to change it to black.

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Q: How do I get more information on <*a recorded survey*> I see on the map?

A: *The **Identify** tool* ❶ *reports on the feature the user clicks on.*
It is used in conjunction with the Active Identify layer set on the Layers tab.

📁 ■☐ Property Surveys
    — ☑❶ Recorded Surveys
    — ☐ⓘ Unrecorded Surveys
📁 ■☐ Base Layers

❶ *This symbol indicates a layer is the Active Identify layer.*
Click on the inactive symbol ⓘ *to make a layer active.*

Then click on the map to select the feature.

A brief report on the feature will be displayed.

Recorded Survey Details

Zoom To on Map

Book:	023
Page:	058
Township:	4
Range:	2
Meridian:	E
Section:	34
Quarter:	SE
Firm:	MACKAY & SPOSITO
Surveyor:	SPOSITO
Client:	HI-SCHOOL PHARMACY
Date:	06/17/1988

Image: View Document

For some layers, the report will have a link to more detail.

For some layers, this will include a link to scanned documents.

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Q: Can I print Mailing Labels for a group of parcels?
NOTE: *the option to create Mailing Labels is available only to employees and web subscribers.
      The general public can order Mailing Labels through this LINK. Cost is $10, plus tax.*

A: *You can use the regular Selection tools for selecting parcels and creating mailing labels.*

Open the Selection Toolbox ⬛ to access the Selection tools:
If you hover over a tool icon, information on using it will appear in a map tip.

After you have finished selecting parcels, a "Mailing Labels" button will appear on the Parcel Report screen.

Show / Hide ◀

Layers | Search | Info

Parcel Identify - (40)   🖃 Mailing Labels

Zoom To on Map
Account: 91050527
Owner: A K PACIFIC HOLDINGS LLC
Address: 101 NW 12TH AVE UNIT 125,
            BATTLE GROUND, 98604
PIC Report: Property Information Center

After clicking on it, the following Mailing Label dialog box will appear.

Mailing Labels (64 addresses selected)

Mailing Label Styles

⦿	Avery 5160	(2.6" X 1.0" - 3 across 10 down)
○	Avery 5161	(4.0" X 1.0" - 2 across 10 down)
○	Avery 5162	(4.0" X 1.3" - 2 across 7 down)
○	Avery 5163	(4.0" X 2.0" - 2 across 5 down)
○	Avery 5164	(4.0" X 3.3" - 2 across 3 down)
○	Avery 5167	(1.8" X 0.5" - 4 across 20 down)
○	Excel / .CSV	Excel Spreadsheet or Comma Separated Values File.

You can select from a number of Avery Label formats or you can save the list to a file.

NOTE: Use the .CSV format if you need the address separated into multiple fields.

Label Options

⦿ Owner Address

○ Situs Address   Situs Name
                    Occupant

○ Both Addresses

Go!

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Q: Can I select a group of parcels and save them in a file?
NOTE: *the option to create Mailing Labels is available only to employees and web subscribers.*

A: *You can export selected parcels as an Excel or .csv file by following the process to create Mailing Labels and then choosing the "Excel / .CSV" format.*

Mailing Label Styles

⦿	Avery 5160	(2.6" X 1.0" - 3 across 10 down)
○	Avery 5161	(4.0" X 1.0" - 2 across 10 down)
○	Avery 5162	(4.0" X 1.3" - 2 across 7 down)
○	Avery 5163	(4.0" X 2.0" - 2 across 5 down)
○	Avery 5164	(4.0" X 3.3" - 2 across 3 down)
○	Avery 5167	(1.8" X 0.5" - 4 across 20 down)
○	Excel / .CSV	Excel Spreadsheet or Comma Separated Values File.

Fields will include Owner Name and Mailing Address.

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Q: Can I view my septic documents? Where's my drain field?

A: *For information on viewing septic system information online, go to this Public Health webpage:*
https://clark.wa.gov/public-health/view-your-septic-system-information-online

MapsOnline – Beyond the Top Ten FAQs

Q: I'm trying to use MapsOnline and I can't figure out how to _____.

A: *Click on the "Tech Support" tab in MapsOnline and view the Help document.*

If this doesn't answer your question, call the GIS Tech o' Day line – x4652.

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