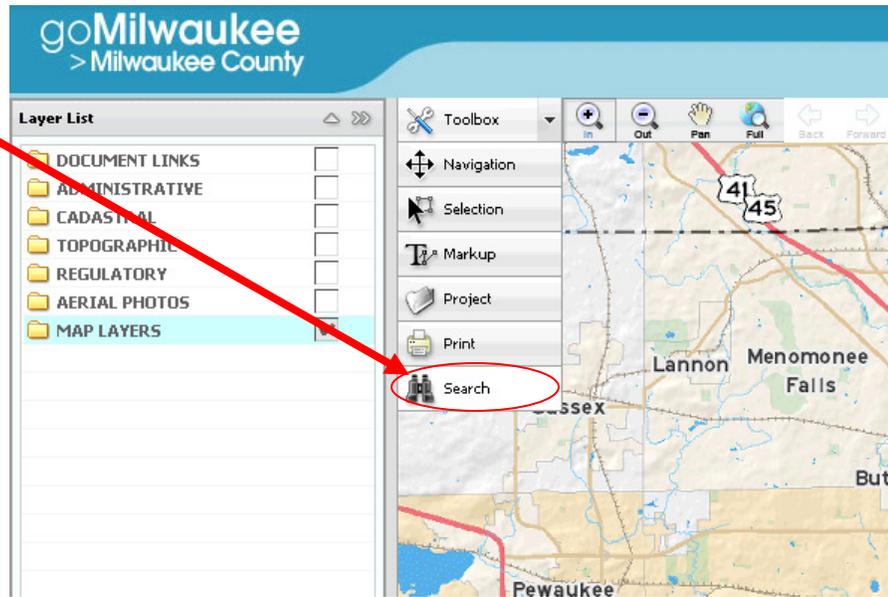
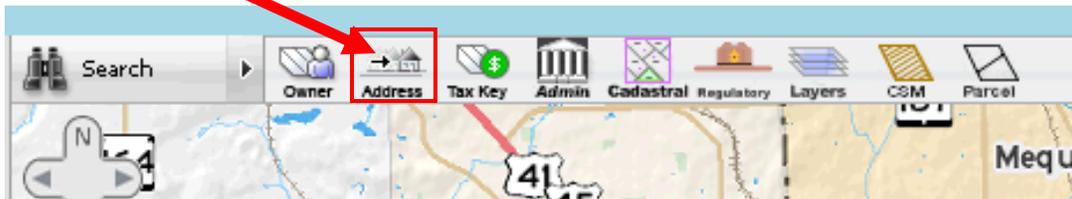


4. Click Search.

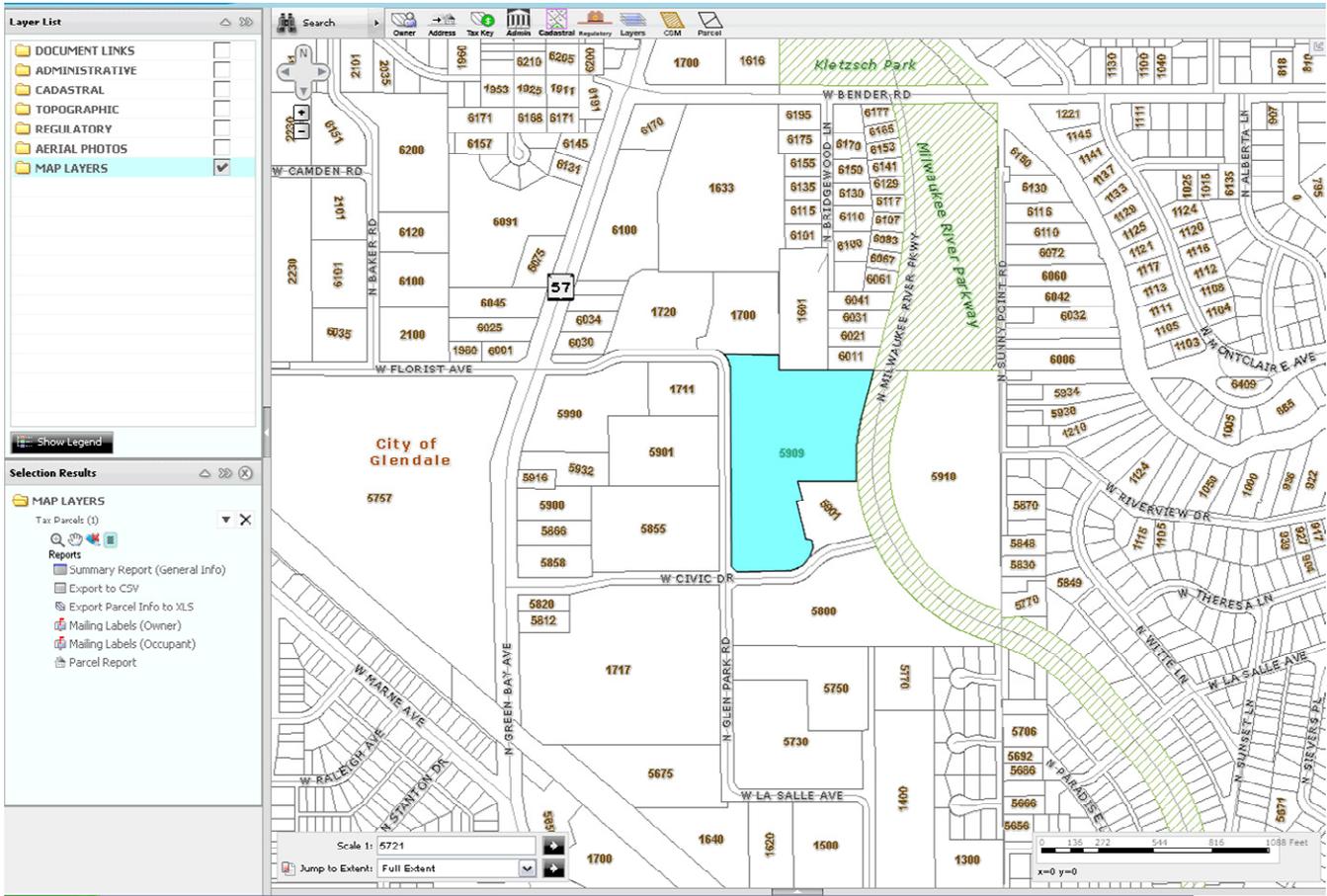


5. Click Address to search by address. (You can also search by Tax Key, if known.)



6. To the right of Address: type in the house number and street name. Then click Search.

7. The property will come up highlighted in teal. (It will be zoomed out.)



8. To zoom in: Click Search. The drop down menu will appear. Click Navigation.



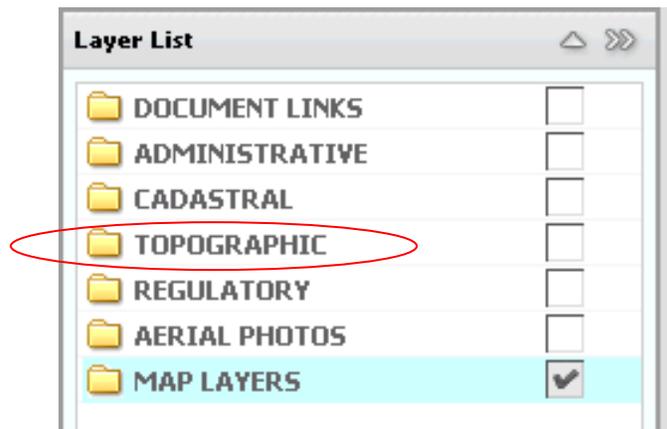
9. Click Zoom In. (This tool is used to create a box around the area you want to zoom into.)



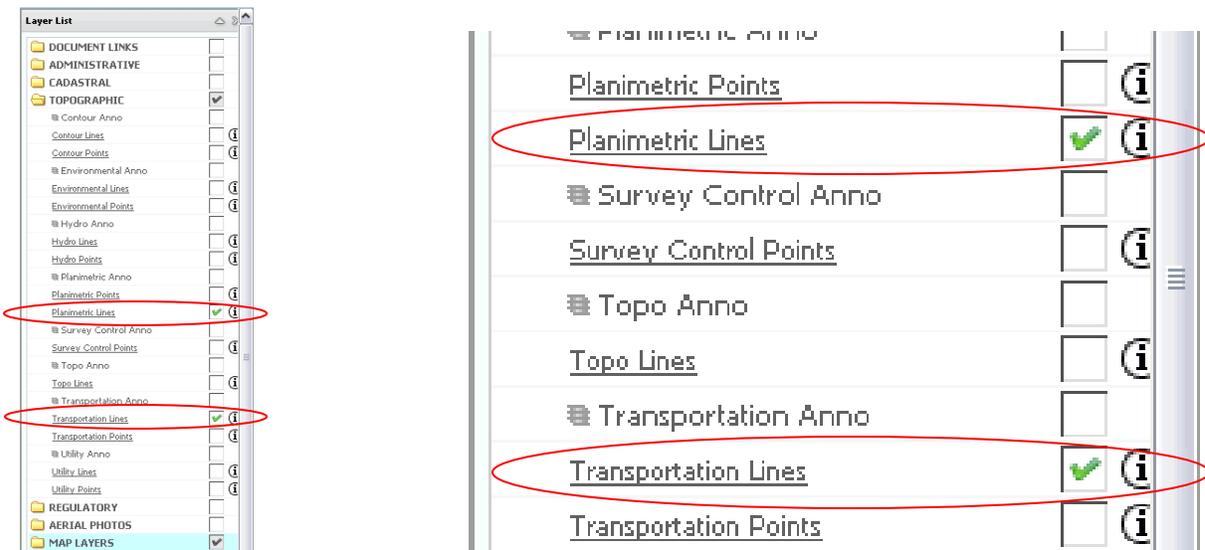
10. Press and hold the mouse making a box around the property.

11. Let go of the mouse to finish the box. The property should be zoomed into.

12. To make the rooftop and transportation lines appear: Go to the left toolbars and click TOPOGRAPHIC. The topographic folder will open.

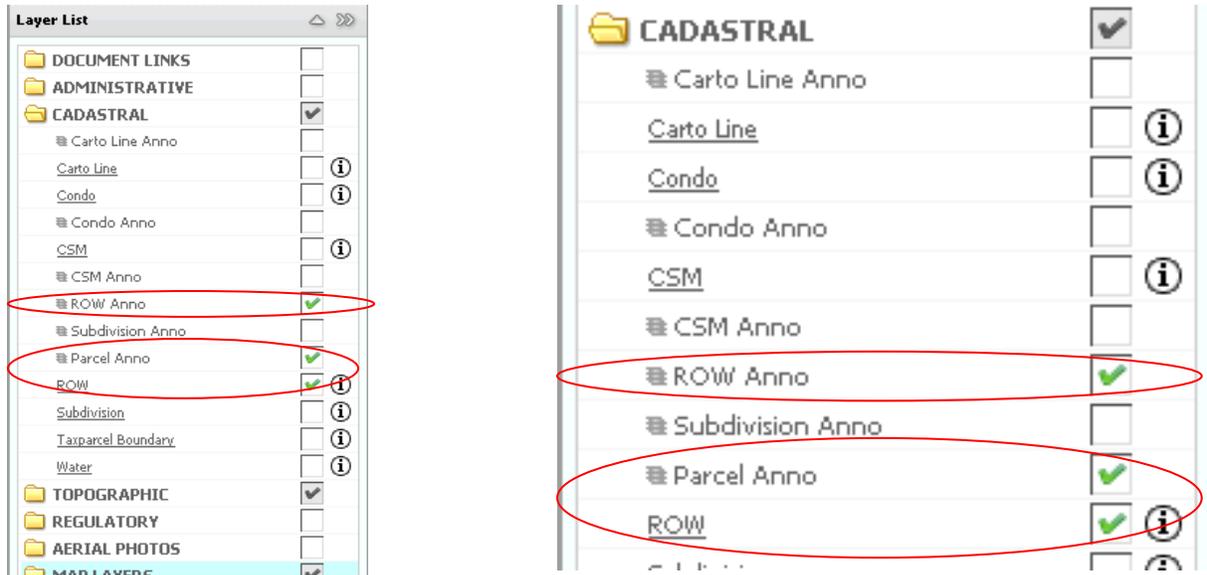


13. Check boxes: Planimetric Lines and Transportation Lines



14. To make the Parcel Length and Right-of-Way distances appear:
Go to the left menu and click CADASTRAL. The cadastral folder will open.

15. Check boxes: ROW Anno, Parcel Anno and ROW.

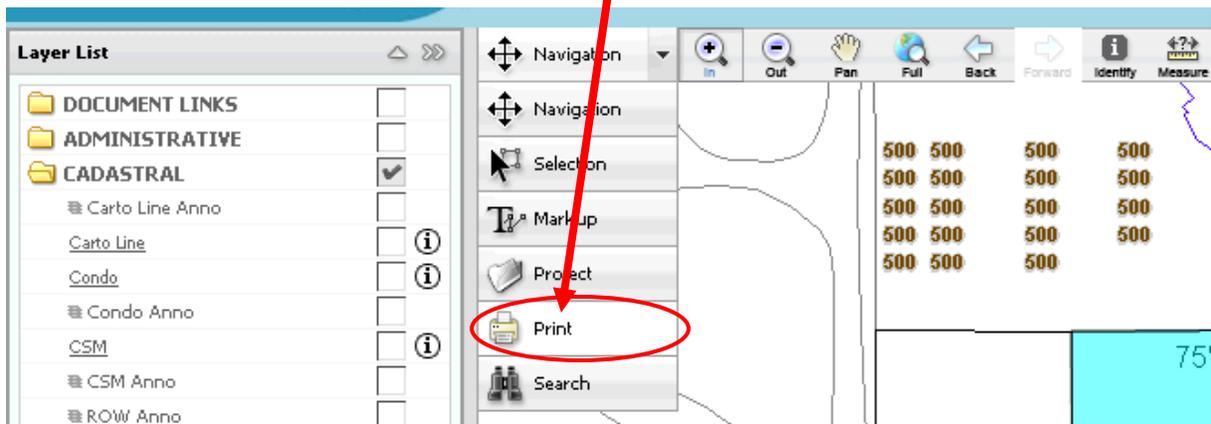


16. Your unofficial site plan is complete. GOOD WORK!

17. To print and/or save the site plan (in pdf. format): Click Navigation on the top toolbar.



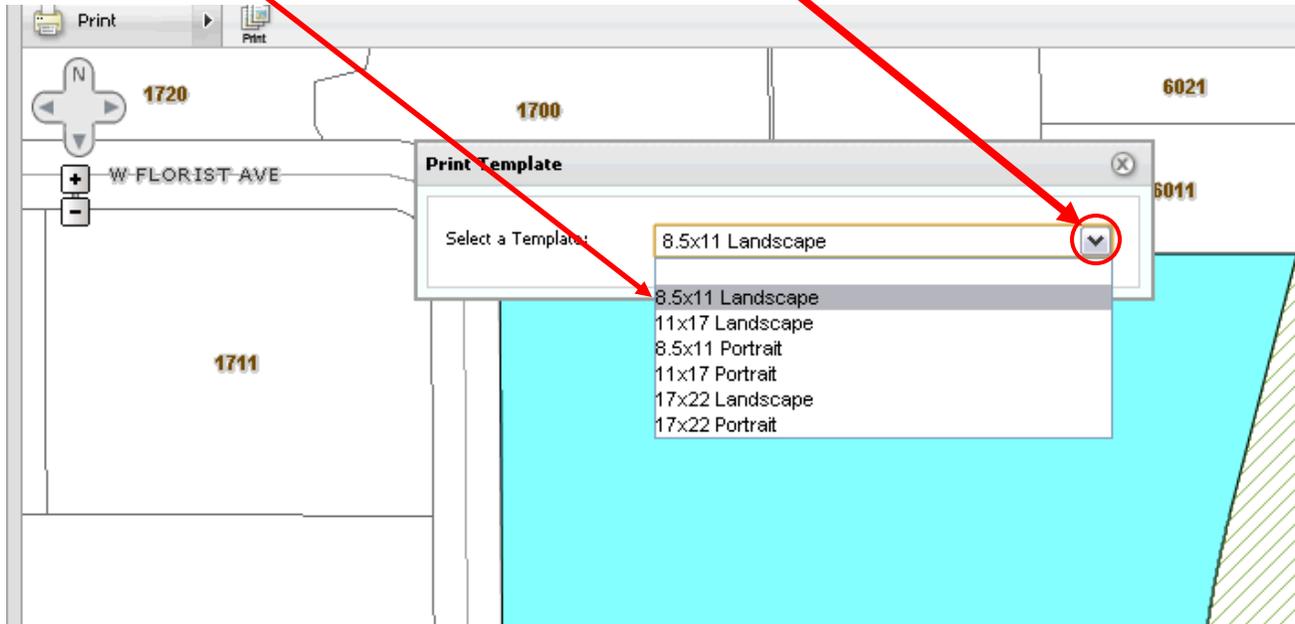
18. A drop down menu will appear. Click Print. (After - The toolbar will change.)



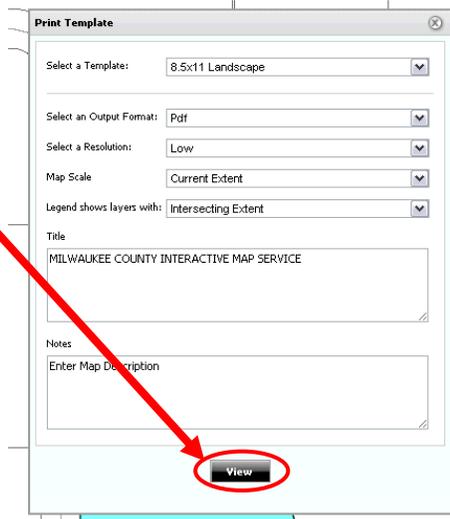
19. Click Print on the toolbar.



20. The Print Template will appear. Click the arrow button for the drop down menu *and* select (click) a Template size.



21. Click View. (If preferred, fill in the title and notes text fields.)



22. Press Download. The document (pdf.) will load on your computer.



23. Open the pdf. on your computer.

