

PLUMAS COUNTY GIS

INTERNET MAPPING APPLICATION PROCEDURES



Opening mapping application

1. Open the Plumas County home page. (www.countyofplumas.com)
2. Scroll down the home page to *In The News*, click on the County GIS System Now Online link.
3. At this time the Internet Explorer browser is needed to navigate the interactive map.
4. Click on **Launch Map Viewer** to open the Parcel Viewer.
5. Information that is not available to the general public such as parcel ownership is available via subscription. In the upper right corner of the parcel viewer or on the left below the layer list is the **SUBSCRIPTION LOGIN** icon. This is linked to a login page where subscribers enter their authentication information to access addition features within the site.






Navigating the site

1. The tool bar at the top of the viewer provides the tools for zooming, identifying features, measuring etc. The tool's function is displayed as the cursor is held over each tool. Use either the zoom tool or click on the **Locate** tab to navigate to a specific parcel or street address. Following is an explanation of the four tabs located in the upper left of the parcel viewer that provide the tools and functions for navigating to and analyzing data in the Parcel Viewer.
2. The four tabs consist of the **Map Layers**, **Locate**, **Advanced**, and **Print** tab.

Map Layers **Locate** **Advanced** **Print** The function of each tab is as follows:

- **Map Layers** – “**Layers List**” tab contains the **Base Layers**, **Planning**, and **Imagery** layers. The check boxes indicate which layers are displayed. They can be checked on and off. Select the **Refresh the Map** button to display the layers that are checked on. Some features are scale-dependent and cannot be selected unless the map is zoomed to a scale where the attributes can be displayed. These will appear gray until the map scale is within the designated range. The Parcel Address feature is an example where the address cannot be displayed at a scale greater than 1:5000. The map scale indicator is located in the lower right corner of the parcel viewer map. A specific map scale can be obtained by typing the desired scale in the box and clicking on **go**. When selecting features be aware that one feature may mask another feature. Clicking the  next to a check box activates that layer for the get info tool. When a feature or features are selected with the  (get info) tool, a dialog box displays providing information about the feature and the selection or selections will be



highlighted in yellow. Refer to **Notes on the layer list** to obtain the following information:

-  Click plus/minus icons to show/hide contents
-  Click the check box to turn layer on and off.
-  Indicates that the layer is active for the "Get Info" tool
-  Indicates that the layer is not active for the "Get Info" tool.
-  Indicates that the layer cannot be activated because it is out of scale range

Note: When turning a layer OFF, make sure you first clear any selection or buffers that involve that layer. This is done by clicking the "Clear Selected Features" button. Layers with active selections or buffers will automatically be re-enabled if they are turned off.


Make sure that the browser is set to allow pop-ups from this site. Under the tools menu in Internet Explorer click on the **Pop-up Blocker** option and either select **Turn Off Pop-up Blocker** or **Pop-up Blocker Settings** and allow pop-ups from this site and set the filter level to low.

- **Map Layers** – “**Legend**” tab displays a legend for the features in the map that are checked on.
- **Locate** – “**By Feature**” tab provides the ability to search for a specific parcel by entering the assessors parcel number in the **APN Search** dialog box and clicking on the **Search** button. The boundary of a specific fire district can be located by clicking on the dropdown box in the **Fire District Search** dialog box, selecting the desired fire district from the list and clicking on the **Search** button. The map will automatically zoom to the parcel or fire district identified in the search criteria.
- **Locate** – “**By Street**” tab provides the ability to search for a specific address by entering a portion of the desired street name in the **Address Search** dialog box and clicking on the **Find Streets** button. Select the desired street from the “*select a matching street*” dropdown box. Select a community from the “*Choose a community*” dropdown box and click on the **Find Addresses** button. Select the desired address from the “Select an address number” dropdown box and click on the **Locate** button. The map will automatically zoom to the desired address.
- **Locate** – “**By Community**” tab provides the ability to search for an address in a specific community by selecting the community from the “Choose a community” drop down box and either enter a portion of the desired street name and/or click on the **Find Streets** button. Select the desired street from the “Select a matching street” dropdown box and click on the **Find Addresses** button. Select the desired address from the “Select an address number” dropdown box and click on the **Locate** button. The map will automatically zoom to the selected address.
- **Advanced** – “**Buffer**” tab provides the ability to define an area of specified distance around a map item or items. Refer to the “How do I create a buffer?” link that states the following:

1. The buffer tool relies on two data items. The first is a selected feature or set of selected features. The second is a target layer for the buffer action.
2. If you have not already selected one or more features, click the "Select tool"  in the toolbar above. Switch to the Map Layers tab and set to active the layer containing the feature(s) you wish to select by clicking its  icon. The icon will turn orange, indicating that this layer is now active. Finally, click or drag the Select tool to highlight one or more features.
3. Return to this tab and choose a buffer distance. You must enter the number of feet or miles, and choose the units accordingly from the dropdown box. This is the distance around the entire set of selected features that will be contained within the buffer.
4. Choose the target layer from the dropdown box.
5. If you click the "Return Attribute Data" checkbox, a new window will pop up containing the attribute data for all features from the target layer that fall within the buffer.
6. Click the "Draw Buffer >>" button.

Clicking the **Draw Buffer** button generates a dialog box displaying the attributes of the buffered target layer. Select the **Download Data** button to open or save the data displayed in the dialog box in excel spreadsheet format.

- **Advanced** – **“Measure”** tab provides the ability determine the distance between two or more points on the map. Refer to the “How do I measure a distance?” link that states the following:


1. Ensure that the "Measure" tool  is activated on the toolbar above. The tool should already be activated if you clicked it and were redirected to this tab.
2. Click a point on the map to begin the measurement.
3. Click a second point at the end of the measurement.
4. You may continue to click as many points as desired to expand the measured distance.
5. When you have completed your measurement line, click the "Run" button above to calculate the total distance.
6. To create a new measurement line, simply start again at step 2. You may optionally "Clear" the distance output box, but this is not necessary for starting over with a new measurement.

- **Print** – The print dialog box provides the ability to create a custom title for your map, specify print size, orientation, and add an overview map and legend to the printed map. Refer to the “How do I print or save the map?” link that states the following:

Print: To print the map, first choose your landscape or portrait orientation. You may optionally include the overview map and/or the legend image on the printed page by checking the boxes next to them. Press the "Print Preview" button and a new window with the preview image should pop up, along with the browser's print dialog.

Choose any desired options and press "Print". **(Note! This final print dialog is a part of your Web browser and will function differently in different browsers. You will need to ensure that these print settings are marked for Portrait or Landscape as well.)**

Save: Click either of the Save buttons to pop up a new window containing the main map or legend image, respectively. Your browser should automatically launch the "Save As" dialog. If it does not, go to the "File" menu and choose "Save As". Browse to the location where you wish to save the image and give it a new name, if desired.

This site can be and has been customized to meet specific needs. The following description is an example of an application customization to meet the need of the County Planning and Building Services Department's obligation to provide documentation on building permit activity to the County's fire districts. Each fire district has the ability to activate either the **Build Permit Applications** or **Build Permits Issued** layers, click on the **Locate, "By Feature"** tabs and in the **Fire District Search** dialog dropdown box, select the desired fire district. Clicking on the **Search** button automatically zoom's the map to the selected fire district boundary and displays building symbols that represent where building permit activity is taking place. Selecting the  icon from the toolbar at the top of the viewer and clicking on the building map symbol generates a dialog box displaying the permit attributes and provides the **Permit Application/Permit Issued** link which when selected displays a dialog box with a link to the permit documentation in .pdf format. Clicking on the link activates a dialog box for opening or saving the .pdf document.