MainStreetMaps
Web GIS User Guide
by MainStreetGIS, LLC

www.mainstreetgis.com

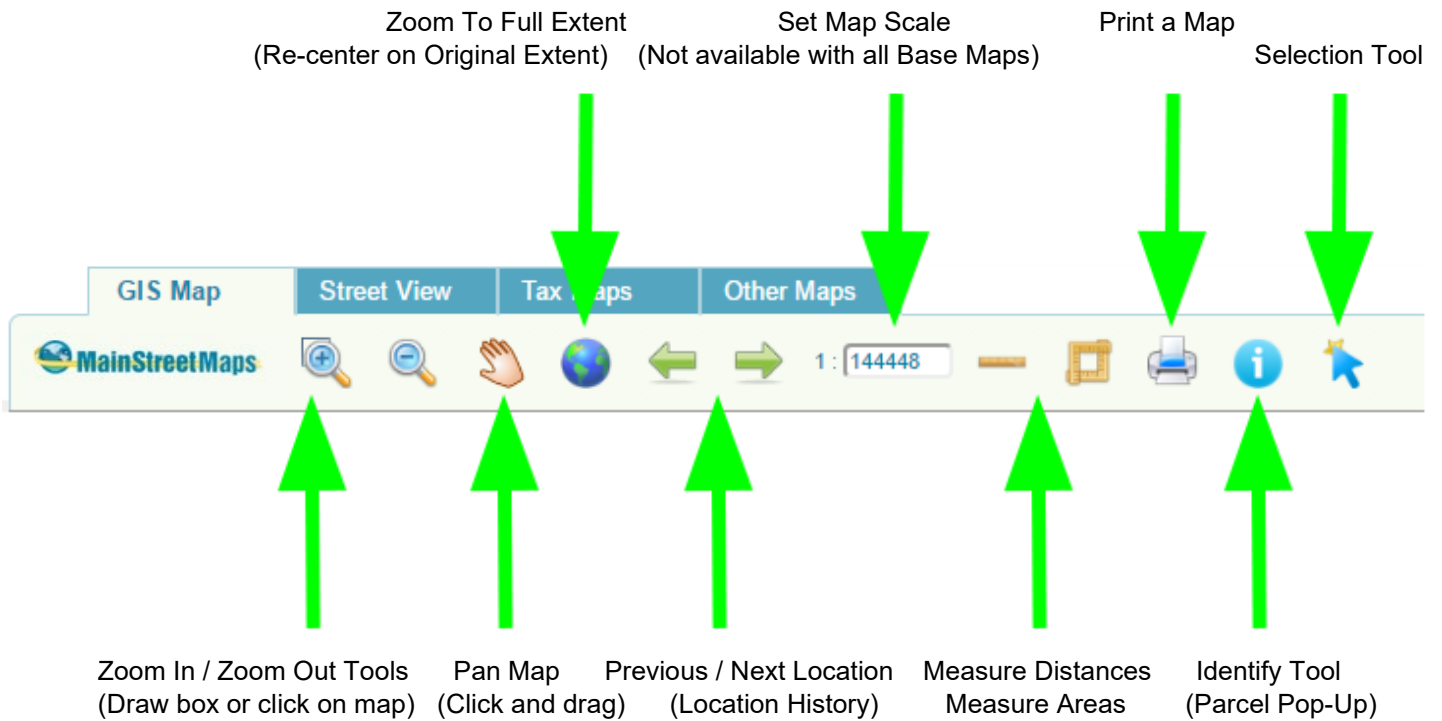Updated 5/22/2020

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Suggestions

Here are some suggestions for setting up your web browser for use with the Web GIS:

- ❖ We highly suggest using the free Google Chrome web browser, however all major browsers should be compatible, including Internet Explorer, Safari, and Firefox. << Mention about IE issues?

- ❖ For Abutters Lists and other features, you will need to "Always allow pop-ups from mainstreetmaps.com". If asked if you would like to show pop-ups, please choose Yes or OK and select the "Always allow" option. You may need to reload the page or the web browser itself for this change to take effect. *Note: Abutters List mailing labels will not display unless you have allowed pop-ups.*

- ❖ For printing, please use the Print icon shown on the Web GIS toolbar to select a layout. Once the layout is displayed, use your browser's Print Preview to view additional options. Set layout to Portrait or Landscape; you will probably want to set the zoom level to 100% so there is No Scaling on the page.

- ❖ Set your browser's zoom level for the web page to 100% so that the map shows at its original size.

- ❖ JavaScript must be enabled. *Note: this is usually not an issue but might be worth checking if it looks like the application did not fully load and a map is not drawn.*

- ❖ In Windows, if text is overlapping or the layout does not look right, try setting your Screen Font size to 100% or "normal". You will find this setting in the Display Properties for Windows.

- ❖ If something is not working as it should, please try clearing your browser history and reloading the Web GIS so that the latest version of the Web GIS is loaded.

Tool Bar

Most navigation, selection, and other tools to interact with the Web GIS can be found on the main toolbar.

Zoom To Full Extent
(Re-center on Original Extent)

Set Map Scale
(Not available with all Base Maps)

Print a Map

Selection Tool

| GIS Map | Street View | Tax Maps | Other Maps |

MainStreetMaps 1 : 144448

Zoom In / Zoom Out Tools
(Draw box or click on map)

Pan Map
(Click and drag)

Previous / Next Location
(Location History)

Measure Distances
Measure Areas

Identify Tool
(Parcel Pop-Up)

Search

To search for a parcel or property, use the Search bar in the upper-right of the Web GIS. The Address, Parcel ID, and Owner searches will locate particular parcels, while the Google search option uses Google to search for a location.

Using the Search bar is usually the first step to locating a Parcel and accessing its Property Record Card, Tax Map, or running an Abutters Notification List. Once a parcel is found, buttons under the Property Tab offer access to tools and information specific to the parcel.
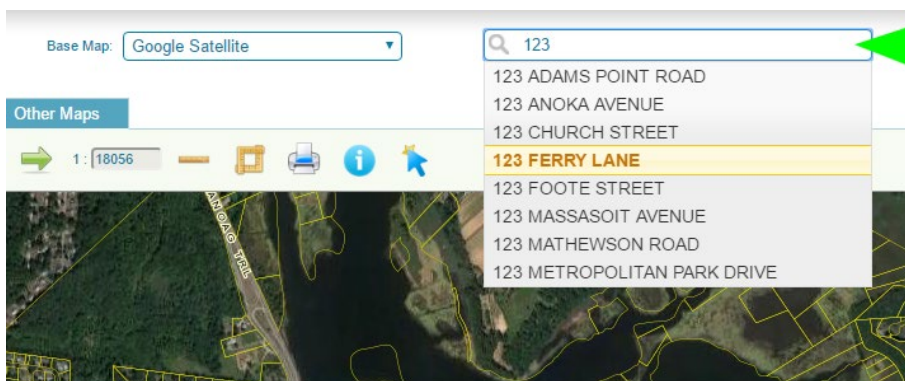
Hint: Enter just a street name with the Google search option to quickly locate a street.

Note: Google address search is often an approximate location based on distance along the street segment.
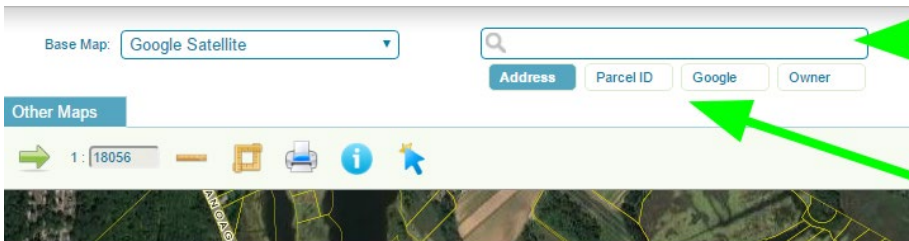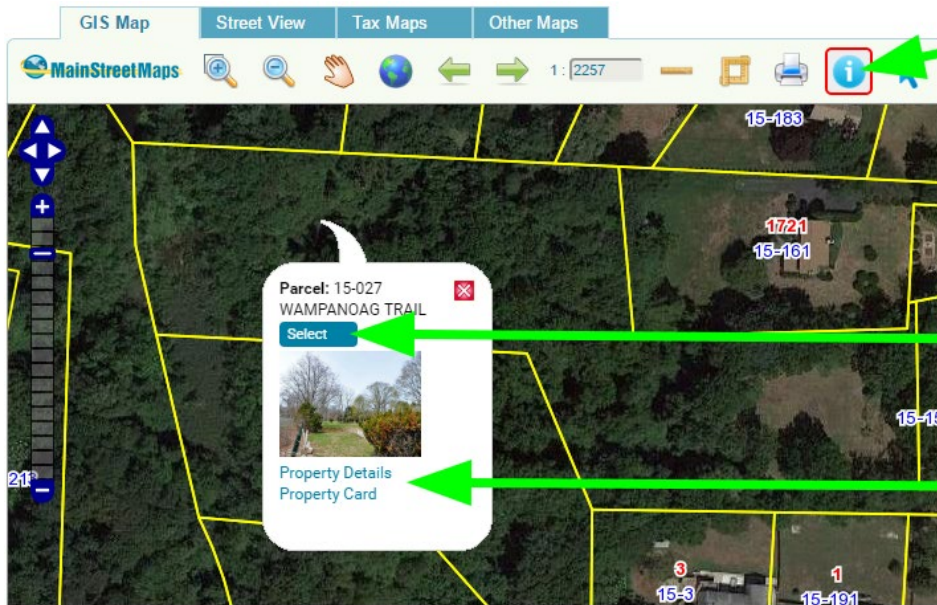

Type your search in the Search Bar and hit Enter.

Choose a Search method.

The Address and Parcel ID search methods offer a drop-down list that provides suggestions as you type.

Parcel Information

With the Identify Tool activated, click on a Property / Parcel to view a Pop-Up with links to more information.

Identify Tool
Activate this tool before clicking on a parcel to view Pop-up.

Select Parcel
Adds this parcel to the Property Tab for more options and Abutters Lists.

Property Card and Other Links
Link to Property Record Cards, Permitting (where available), and other Documents for the active parcel.

Base Maps

The Base Map menu is located near the top of the Web GIS and provides access to Satellite Imagery, Aerial Photos, Orthophotography, USGS Topo Maps, Google Maps, Hillshades, Elevation Models, and more.

Base Maps are drawn underneath all other layers such as those found under the Layers tab.

The source and date are shown along with the name of each base map when possible.
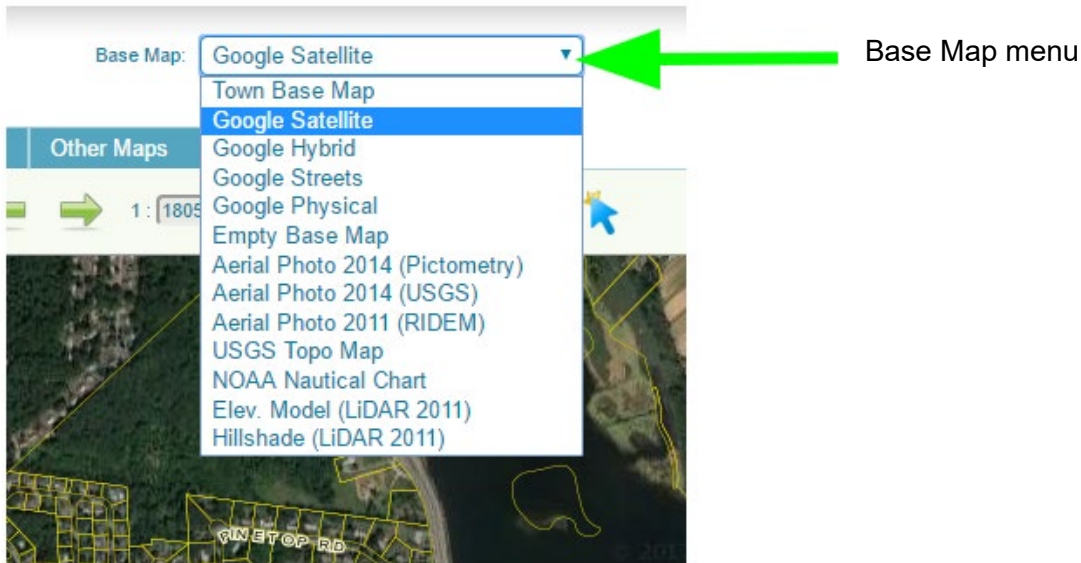
Base Map menu

Layers Tab

The Layers tab lists all available layers for the current map. Turn layers on or off by clicking the checkbox next to a layer name.

Layers are always drawn on top of the selected Base Map. Visit the Base Maps menu near the top of the Web GIS to select from Satellite Imagery, Aerial Photos, USGS Topo, Google, and other base maps.

Layers are usually drawn on the map in the same order as they appear in the Layers list. In this example, the Watershed layer will be displayed on top of the Flood Zones Group layer, and the Text layers or labels will be drawn on top of all other layers.

The date and source is shown next to the layer name in many cases.

Note: Some layers, especially text labels, are only displayed once you have zoomed in past a particular scale.

Checkbox turns layer On / Off
(Some maps will save which layers you have turned on so they will be on by default the next time you visit the site)
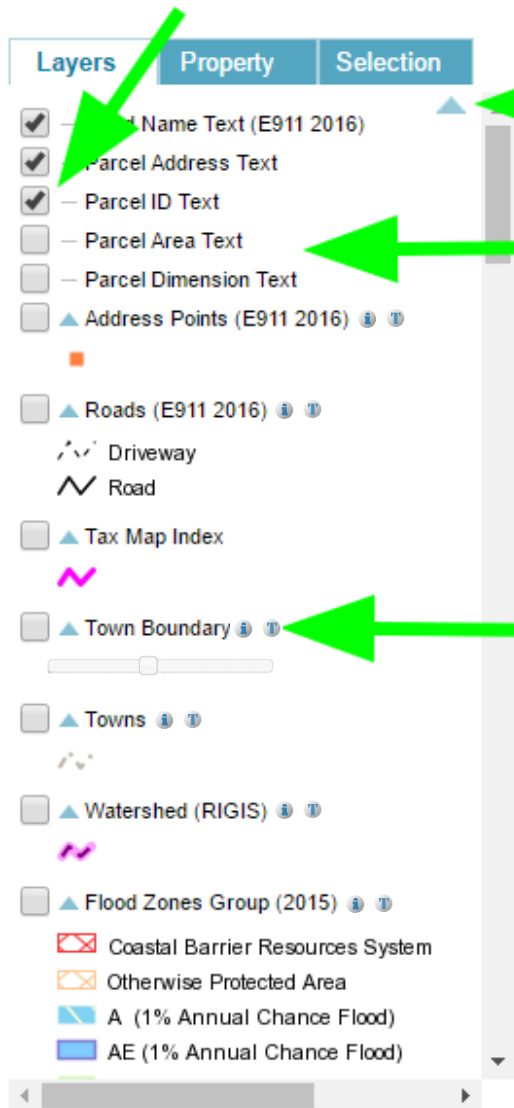
Show / Hide All Legends
(Click the similar graphic next to each layer name to show or hide the legend for that layer)

Text Layers / Labels
- Labels may not draw at all scales (zoom in to view)
- Labels are automatically drawn and will be positioned for best fit to avoid overlaps with other labels. Some labels may be dropped when overlapping is unavoidable.

### Layer Information / Metadata & Transparency
Click the "i" graphic next to a layer name to link to metadata and more information about the layer such as the layer source and when it was created.

Click the "T" graphic next to a layer name to view a slider bar. Drag the box along the bar to adjust transparency for the selected layer on the Web GIS.

Property Tab

The Property Tab provides access to links and tools specific to the Active Property. The Active Property can be set by either performing a Search using the Search Bar in the upper-right of the Web GIS or by activating the Identify Tool, clicking on a parcel, and then clicking Select from within the pop-up.
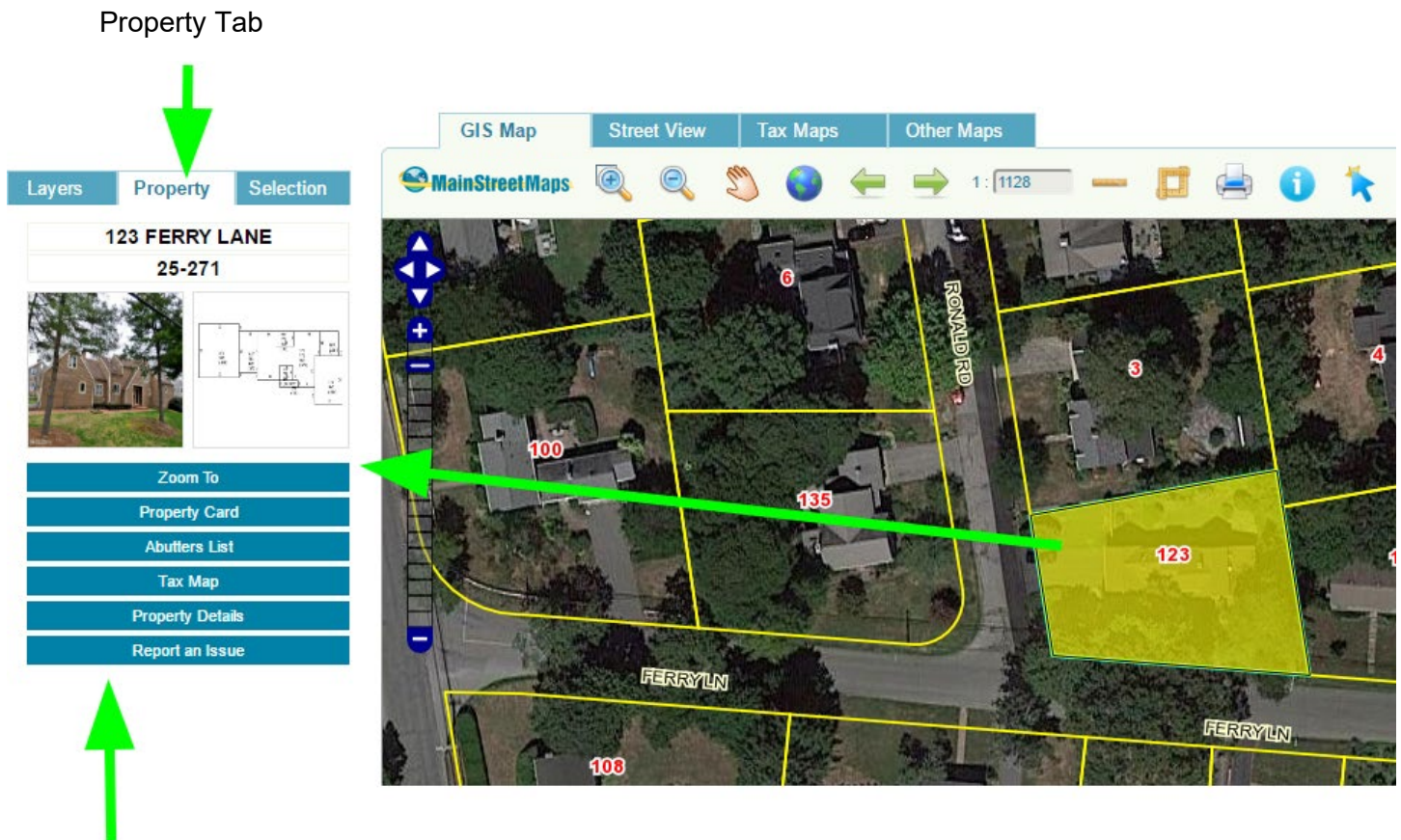
(Available options will vary)

Zoom To
Locate the Active Property on the GIS Map.

Property Card
Link to the MainStreetGIS Property Card for the Active Property.

Abutters List
Generate a mailing list of all properties within a specific distance of the Active Property.

Tax Map
View the Tax Map for the Active Property in PDF format.

Property Details
Link to a simple text description of each assessment record for the Active Property. In the case of condominiums or other multiple address per parcel situations, multiple records will be displayed (one per unit).

Report an Issue
Let us know of any incorrect information to help us improve the data.

Selection Tab

The Selection Tab shows all parcels or properties in your current selection set. Selected parcels are highlighted in Yellow on the map.

Activate the Selection Tool and then click on a parcel to add it to the selection set. To remove a parcel from the selection set, click on the selected parcel again or click the red X in the selection list.

Download Selection
as a Table (.csv)

Activate Selection Tool

Clear
Selection

Mailing Labels

Zoom To Selection

Click the red X to
remove a parcel
from selection set

Click on any item in the selection set to locate its corresponding parcel on the map

Click the blue "i" icon
to view more information
about the property

Street View Tab

The Street View Tab offers a combined Google Street View and Bing Bird's Eye that work in tandem and are located to the last position on the GIS Map Tab << I'm confused by this wording.

Google Street View allows you to walk up and down a street and view properties as seen from the roadway. Some municipalities may have limited Street View.

Bing Bird's Eye offers aerial and satellite imagery with a handy angled or "oblique" view that allows you to see properties from an angle (where available).

Click the Street View Tab to access Google Street View and Bing Bird's Eye
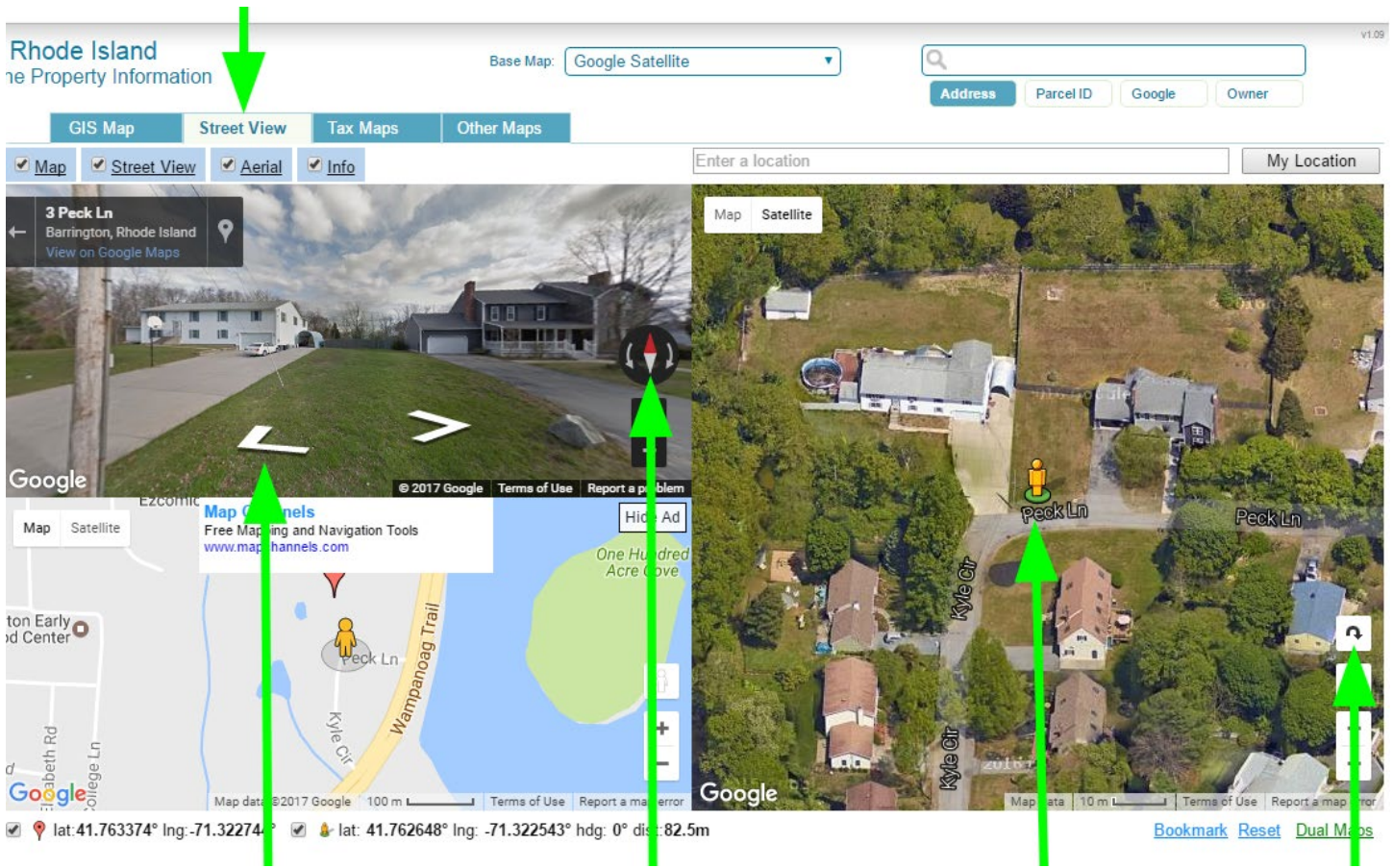
Street View
Walk Up and Down Street

Street View
Rotate View

Bing Bird's Eye
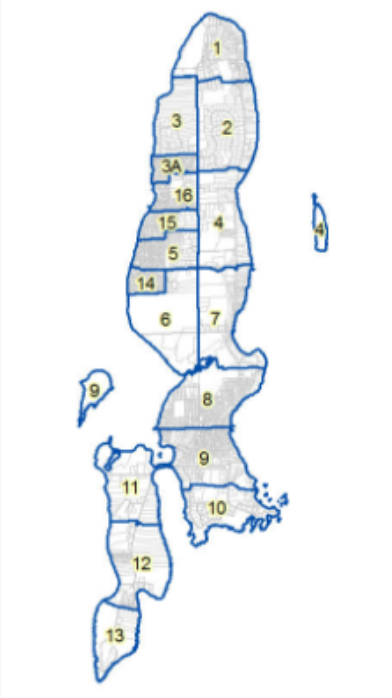Drag to relocate

Bing Bird's Eye
Rotate View

Tax Maps Tab

The Tax Maps Tab offers links to the latest official full-size tax maps in PDF format.

Tax Maps Tab
Activate the Tax Maps Tab to show links to the latest official Tax Maps in PDF format. Click a link to view or download each individual tax map or a combined set.

Use the Tax Map Index map to locate the tax map for a particular property or a section of town.

Other Maps Tab

The Other Maps Tab offers links to other official town maps in PDF format. Here you may find Zoning Maps, Street Index Maps, Cemetery Maps, FEMA Flood Zone Maps, Voting Districts, Polling Places, and more.

| GIS Map | Street View | Tax Maps | Other Maps |

Other Maps

1942 Elevation Contour Map - Key Map for Aerial Maps.pdf

Voting Districts and Polling Places.pdf

<u>Other Maps Tab</u>
Offers links to other official maps in PDF format

Abutters Notification Lists

Our abutters notification tool generates a set of mailing labels for all properties within a specified distance from the active property.

Important: You must allow pop-ups from mainstreetmaps.com to view the mailing labels. This may be done in your browser's settings area or by running an abutters list and watching your browser for a message about a blocked pop-up. It should then give you the option to allow pop-ups for mainstreetmaps.com. Be sure to choose "always allow", reload the website, then run your abutters list again. The pop-up setting should be saved for future use.

To select abutters and view mailing labels, please follow these steps:

- Search for a property using the Search bar in the upper right or click on a property and then click Select from within the pop-up. This will add a property to the Property tab on the left.
- Click the Abutters List button from the Property tab.
- Enter a buffer distance (usually in Feet). This will select all properties within a distance of the active property.
- Click OK and the map will add all properties within the buffer zone to the Selection tab and will also open a new tab or window with the mailing labels.

The mailing labels are formatted for the Avery mailing label template 5160.

In some browsers (Chrome, Firefox) the mailing labels will automatically set the margins and page breaks for the Avery 5160 mailing label template when you use your browser's Print Preview.

Hint #1: You may add or remove parcels from the abutters selection by activating the Selection tool and then clicking on a parcel. See the Selection tab for the current list of selected parcels.

Hint #2: You may also create a mailing list at any time without using the Abutters List button by using the Selection tool and then clicking on the Mail button under the Selection tab.

Hint #3: To create a PDF document of your mailing labels, try printing to PDF from your browser. You may be able to choose a PDF generator as one of your printers in your browser's print settings.

Tool Bar (Internal WebGIS Only)

To Draw, make sure the **Drawing button is activated.**

Select a drawing tool from the toolbar to be used on screen.

	Draw Point		Draw Box
	Draw Line		Draw Freehand
	Draw Polygon		Clear Drawings
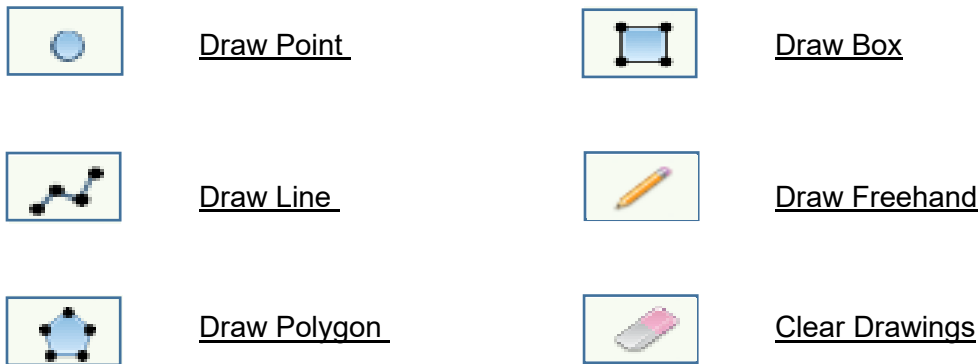
To Buffer, make sure the **Buffer button is activated.**

Select a buffer tool from the toolbar to be used on screen.

	Select Features to Buffer		Clear Buffers
	Apply Buffer		Zoom to Buffers
	Buffer Point		