Basic Parcel Viewer

Help Guide

Updated July 2018
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About this Guide:
The purpose of this guide is to provide an outline for the use of the features and tools available in the Kenai Peninsula Borough’s Parcel Viewer web mapping application.

About the Parcel Viewer:
The best way to get accustomed to the viewer is to explore and use the various tools to see what information you can glean from it. Hover over any component of the viewer to display helpful map tips to understand each feature. For detailed help, the following help guide will provide you with specific information about how to properly use the Parcel Viewer and its functions. The main map shown below is the part of the viewer that you will interact with the most, such as panning and zooming, measuring distances and finding latitude-longitude coordinates.
Main Map Components

The Parcel Viewer’s Main Map has several parts to it. See the image on the previous page to see how these components are laid out. Each of these are outlined below.

Navigation Controls

- Expands and collapses the left-side information panel.

- Zoom in or out a step.

Use this to find several bookmarked map locations.

There is also an option to add your own bookmark. Scroll down to the bottom of Bookmarked Locations and choose ‘Bookmark Current Extent’.

Use this tool to save a map location that you want to return to later. Reference it by giving it a personal name as a new bookmarked location. You may get a message from your browser asking you to allow the viewer to store the information. You must allow it for the bookmark to work.

Scale Bar

The scale bar is located at the base of the main map, next to the Coordinates Widget.
Coordinates Widget

The Coordinates Widget tracks the geographic location of where your mouse cursor is currently pointing to and displays it as a latitude/longitude reading. Use the drop down button to select how you would like to display the lat/long, whether in Decimal Degrees or Degrees/Minutes/Seconds.

The coordinate system for the Parcel Viewer is NAD 1983 State Plane Alaska 4 FIPS 5004 (US Feet).

Scale Input Box

You will find a small box just to the right of the Coordinates Widget that will let users zoom in and out to a pre-defined map scale. Based on the framework of the Viewer and the stored information users are limited to the visibility scales that are listed in the pop-up box.

Overview Map

The smaller overview map in the bottom right corner of the viewer displays the general extent of where you are looking within the Borough at a small scale. A transparent blue box shown on the overview map will represent the geographic extent. Click and hold the blue box with your mouse and shift it around to change the map's current view. Press the diagonal arrow to collapse or expand the overview map.
II. Left-side Information Panel

Along with the main map, the left side panel is another feature that will present you with detailed information about what’s on the map and will also act as the main control panel for several tools in the viewer. By default you will see the Layers tab here, but as you identify features on the map or use one of the Viewer’s tools more tabs will appear along the bottom. Navigate from tab to tab by clicking from one to the other at the bottom of your browser window (the default Layers tab is shown below).

The Layers tab shows you layers that can be toggled on and off within the map, as well as their representative symbology on the map. The Panel Actions Menu in the upper right-hand corner of the Layers tab will allow you to access the Legend.
It is important to note that some layers in the viewer are only visible at certain map scales. To ensure that map layers are displaying, first check that the layer’s group is turned on. Some layers may not immediately show up depending on how far in your map is zoomed. This map scale dependency is by design and ensures that your web browser can handle the graphics being presented.

If a layer name is greyed out and italicized, it means the layer is not available at the current scale. Zoom in on the map until the layer appears or select the arrow to the right of the layer name to access the layer actions and click ‘Zoom to visible scale’. This will zoom the map to a visible scale determined by the layer itself. Other actions which allow you to interact with a layer may appear in the layer actions menu such as ‘Zoom to full extent’. See image below.

- **Zoom to full extent**
  - Zoom the map to the full extent of the layer.

- **Zoom to visible scale**
  - Zoom the map to a scale where the layer is visible.
III. Toolbar

The main toolbar at the top of the site is where you find several tools to help you identify map features, create parcel reports, measure, print etc.

The tool labels are off by default to save screen space for the main map, but you can turn on the tool names by using the toggle on the far right of the toolbar.

A. Search tools

Several tools will allow you to quickly search and zoom to a parcel, address, street or location quickly. Click on the tool and follow the prompts on the left side of the screen. Note that you are now on a new tab on the home panel.

All of these tools will allow you pick from a list as you type. Choose one and click on the search button.

(Example: 05913020)

Parcel ID:

0590101
0590102
0590103
0590104
0590105
0590106
0590107
0590108
0590109
0590110
0590111
You may receive one result or many depending on your search.

Click on the search results (i.e., where it says the number of results) to get a list of the results.

You can look through this list to see some basic information.

Click on the Parcel ID line to see more info.
You can scroll through all the available information and the map will zoom to the selected location.
When you are looking at parcel results, near the bottom of this tab will be even more detailed information about the buildings on the parcel and information about all owners of record.

For the example given here, there are six buildings and one owner.

Click on any of the items on the list to see more info.

All the search tools work in much the same fashion.

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Land Value
555800

Improvement Value
16491000

Assessed Value
17046800

Taxable Value
0

Taxable Value

KENAI PENINSULA BOROUGH PROPERTY SUB

Physical Addresses
144 N BINKLEY ST, 148 N BINKLEY ST, 121 E PARK AVE, 123 E PARK AVE, 135 E PARK AVE, 139 E PARK AVE, 143 E PARK AVE

All Owners of Record

KENAI PENINSULA BOROUGH

Buildings on this Parcel

ANNEX
RECORDS
DIST WHS
QUANSET
ADMIN
HR OFF

Details

<table>
<thead>
<tr>
<th>BLDG_TYPE</th>
<th>QUANSET</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR_BUILT</td>
<td>1980</td>
</tr>
<tr>
<td>TOTAL_SQFT</td>
<td>2600</td>
</tr>
</tbody>
</table>
If you simply click on the map anywhere, parcel information will popup. For information about other layers, you must use the identify tool.

Click on the tool and a menu of options will fly out. Click on ‘Identifiable Layers’ to show which layers will return information if selected on the map.

Click once on the feature you are interested in, or drag a box to identify multiple items. Results will appear on the left, grouped by layer.
Click on any of the groups to expand the results.

A full list of results will appear and those features will be highlighted on the map in yellow.

As you hover over each item in the list, it will be highlighted and the feature in the map will turn blue.

Click to see detailed information about the feature.

The map will zoom in to that feature.
B. Measure Tools

There are two measure tools: one for line distances (1) and another for areas (2). Click one of the buttons to start then click to draw on the map. Double click to finish. You can change the units of measure by changing the dropdowns (3). To clear the map, click the eraser (4).
B. Coordinates Tools

These tools enable you to find a location by entering latitude/longitude coordinates.

The first tool will allow you to plot coordinates on the map. Click on the tool and then move your mouse about the map. Notice the coordinates changing. Click to add the coordinates to the map. If you edit these coordinates, the label on the map will move.

The second tool will zoom the map to a set of coordinates.

First, select the type of coordinate: Degrees Minutes Seconds or Decimal Degrees. Then type in your coordinates in the denoted format. Alternatively, click anywhere upon the map and the coordinate location will be entered into the left-side information panel as well as highlighted on the map.

Click on the eraser near the measure tools to remove coordinates from the map.

C. Parcel Report

Use this tool to create a formatted report about a parcel of interest. Click on the tool and follow the instructions. This works similarly to the search tools. The map will zoom to your parcel of interest and you will be asked which type of report you would like.

A simple report will show basic info about the parcel including assessment information and the first owner listed on file.

A detailed report will list the same info and will also list all the buildings and owners on file for the parcel.
D. Print and Export

The print tool will create a pdf that includes the info from your map including a legend, title, scalebar, etc. The layers that show up on your screen are the ones that are currently turned on in the map. Note: for a plain white background, toggle off the Hillshade from the layer list. Although it doesn't show on the map at some scales, it will show on your print if it is not toggled off.

The export tool allows you to just export an image from your screen.

IV. Map Right Click

Some of the features discussed in this document can be accessed by simply right clicking on the map.

Text, points and coordinates will show up on your exports and prints. Use the eraser tool near the measure tools to remove these things from the map.

For more information on using this or any of the viewers, please contact the KPB GIS office:

907.714.2220