PUBLIC SEARCH SITE
How to perform a search

• Address Search

Use this search option to locate properties using a street number, name or direction.

1. For best results leave off the street suffix.
2. Use the * as a wild card to match any string of characters (when unsure of spelling or to return all results on a particular street). A wild card is assumed at the end on any string of characters.

<table>
<thead>
<tr>
<th>Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodland</td>
<td>All addresses on a street with the name Woodland in it:</td>
</tr>
<tr>
<td></td>
<td># Woodland Dr</td>
</tr>
<tr>
<td></td>
<td># Woodland Hills Way</td>
</tr>
<tr>
<td>Ba*</td>
<td>All addresses on a street beginning with “Bay”:</td>
</tr>
<tr>
<td></td>
<td># Bay Ct</td>
</tr>
<tr>
<td></td>
<td># Babbitz Ave</td>
</tr>
<tr>
<td></td>
<td># Baldwin</td>
</tr>
<tr>
<td>*wood</td>
<td>All addresses on a street ending with “wood”:</td>
</tr>
<tr>
<td></td>
<td># Birchwood</td>
</tr>
<tr>
<td></td>
<td># Southwood</td>
</tr>
<tr>
<td></td>
<td># Underwood</td>
</tr>
</tbody>
</table>
PUBLIC SEARCH SITE
How to perform a search

• Owner Search

Use this search option to locate properties with a known owner name.

1. Type in the full name or part of the full name into the search box (LastName FirstName without commas).
2. Use the * as a wild card to match any string of characters. A wild card is assumed at the end on any string of characters.

<table>
<thead>
<tr>
<th>Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith John</td>
<td>Smith John</td>
</tr>
<tr>
<td>B*ow</td>
<td>Brown, Barlow, Below, etc.</td>
</tr>
<tr>
<td>B<em>o</em>ski</td>
<td>Bojarski, Bronowski, Bukowski, etc.</td>
</tr>
<tr>
<td>Grant</td>
<td>Grant, Grantham, Grants, etc.</td>
</tr>
</tbody>
</table>
PUBLIC SEARCH SITE
How to perform a search

• Parcel Number Search

Use this option if you know the property’s unique parcel identification number.

1. Type the parcel id into the search box. Enter all or part of the number.
2. Use the * as a wild card to find a group of parcels.

<table>
<thead>
<tr>
<th>Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>10 total characters, no spaces.</td>
</tr>
<tr>
<td>123*</td>
<td>All parcels that begin with 123.</td>
</tr>
<tr>
<td>*987</td>
<td>All parcels that end with 987.</td>
</tr>
</tbody>
</table>

Parcel ID example:
Navigating Search Results

Your search results may include one, five, ten or hundreds of property records. Before you open a property record to review it in detail, you can optionally navigate to one that is of interest to you in the results list, then select and view it first. This can save you considerable time if your search results are large. In addition, after viewing record details, you can return to this list at any time to select another record. To view record details you have several options.

1. Click the row in the Results grid for the property you wish to view in more detail.
2. Results display 15 per page, this indicates the total number of properties in this result set.
3. Provides a printable summary of the Results grid.
4. Displays total number of pages this search returned. You can select a page number or click the next/previous arrows to navigate.
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How to view property details

- Browsing Property Details

Once you perform a desired search, you may view details about any of the properties in the Result grid. Select a property from your search results to view property record details. A Summary page opens with various details about the given parcel (Owner, Location, Sales, etc.).

1. Menu Options: on the left, provide additional record details (Addresses, Owners, Building characteristics, Maps, Pictometry, etc.). Click any category to navigate to that level of detail.

2. Record Navigation: on the right, allows you to view other properties from your search results. Click the arrows to view the next or previous record in the list. You may also return to your search results by clicking “Return to Search Results”.

Menu Options

Record Navigation
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Additional property record features

• Actions

1. Printable Summary: generates a printable summary of the all datalets in menu option.
2. Printable Version: generates a printable version of the menu option that you are currently viewing.
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How to perform a search

• Map

Use this to locate a map for a parcel after selecting an individual parcel from any search result.
1. Record Navigation: on the right, allows you to view other property maps from your search results. Click the arrows to view the next or previous record in the list. You may also return to your search results by clicking “Return to Search Results”.
2. Buffer Search: Allows user to draw a radius around a parcel to find other neighboring parcels.
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How to navigate the map

• Map

The map menu option displays a view of the selected parcel, with the parcel highlighted. The view can be adjusted using the map tools (hover your selection arrow over any button above the map to view a tooltip description).

• Map Tools

The map tools are located across the top of the map image.

1. Zoom In: Click and hold left mouse button then drag a box around the area you want to zoom in further.
2. Zoom Out: Click and hold left mouse button then drag a box around the area you want to zoom out further.
3. Pan (move): Click and hold left mouse button on map then drag map (move) to desired location.
4. Full extent: Click button to zoom to map of entire county.
5. Back/Forward: Click left arrow to view previous selections. Click right arrow to view the most recent selections.
6. Selection Display type: Click button to change the selected parcel display (choose polygons or points).
7. Select: Click button, choose a method for selecting parcels on the map (freehand, point & box) from the pick list.
8. Select and Zoom: Click button then select a parcel on the map to zoom in to.
9. Identify: Click button then select a parcel on the map to identify and return parcel details.
10. Measure: Click to open dialog box. Select measurement type (area, distance or point), select format, then follow instructions on screen.
11. Print or Download: Left click button to open dialog box, select format & size then click select print or export. Click create map image button to execute. If custom map is chosen, set map size in pixels.
12. Full Screen: Click to open map in full screen mode.
PUBLIC SEARCH SITE
How to navigate the map

- **Map Contents**

  The map contents box allows you to select (turn on) information (layers) you wish to view on the map in relation to your selected parcel. Click the “+” next to a layer to view additional options to select/deselect. The “x” in the upper right corner of this box closes this tool, however it can be reopened using the Map Contents tool in the tool bar across the top of the map image.