

Parcel Buffer and Selection Tool

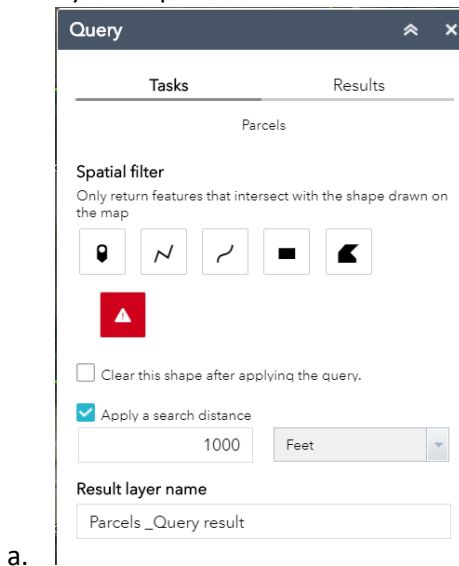
1. Type your parcel ID into the search bar or zoom into the parcel needing neighboring parcels selected. Suggestions are given. When you select the parcel ID you want, or hit enter, it will zoom you to your parcel.



2. Click on the query tool located on the toolbar in the upper right corner.



3. The Query tool opens.



4. Make sure that the apply search distance box is checked and that you enter in the required distance and unit of measurement.

5. Next, we are going to apply a Spatial filter. There are several tools to use, but they all involve some interaction with the map.



6. Drop a pin and buffer the specified distance around the pin.



7. Draw a polyline by clicking straight line segments. Double click to close and make a polygon.



8. Draw a polyline by clicking and drawing freehand lines. Double click to close lines and make a polygon.



9. Draw a square or rectangle. Click, hold and drag to size your shape. Release clicked button to finish shape.



10. Draw a Polygon by straight line segments. Double click to end.

Tips for above tools:

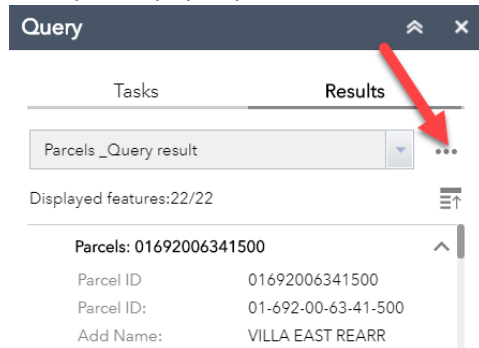
- If you hold down the CTRL button on your keyboard, a blue crosshair will show up. This allows you to snap to corners or vertices for more accurate drawings.
 - When you finish your shape with one of the tools above, a blue polygon shows the search distance you told the tool to look. Anything that touches that buffer will be included in your parcel selection.
 - You can leave the buffer shape on the map by unchecking the “Clear this shape after applying query” check box.
 - To clear your buffer and start over, click the red warning box under the tools.



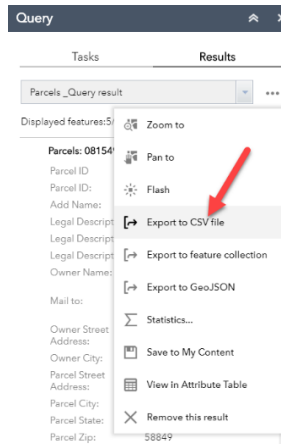
- When you are done with drawing your buffer and like what you see, click “Apply” at the bottom of the Query tool. This will now select the parcels that touch your buffer and return them in the tool on the right side of the screen.



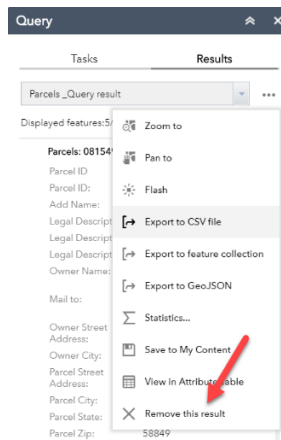
- Now that you have a list of parcels you can export them to a CSV file.
 - At the top right of the results tab on the Query tool there are 3 dots. Click the 3 dots and a list of options pops up



- Click “Export to CSV file” to save as a csv file on your computer.



- To remove your selected parcels and go back to the buffer, click the 3 dots again and select “Remove this result”



- To remove the buffer:
 - Click the “Tasks” tab at the top of the query tool

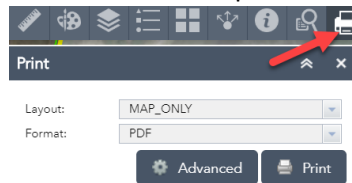


- Click the red warning symbol to clear the buffer

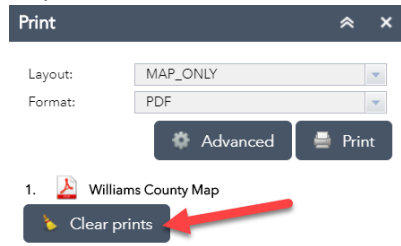


- You are now able to start over or start a new buffer on a new parcel.

- You can also print the selected parcels by making sure that they are all visible and clicking the print button on the far top right corner of the mapping application. You may have to move or zoom out to get it centered on the parcels to be shown.



- If you don't like the way that the print turned out and need to do it again:
 - Click Clear prints



- To view the print:
 - Click file name

