



# SANILAC COUNTY PARCELS/GIS USER GUIDE



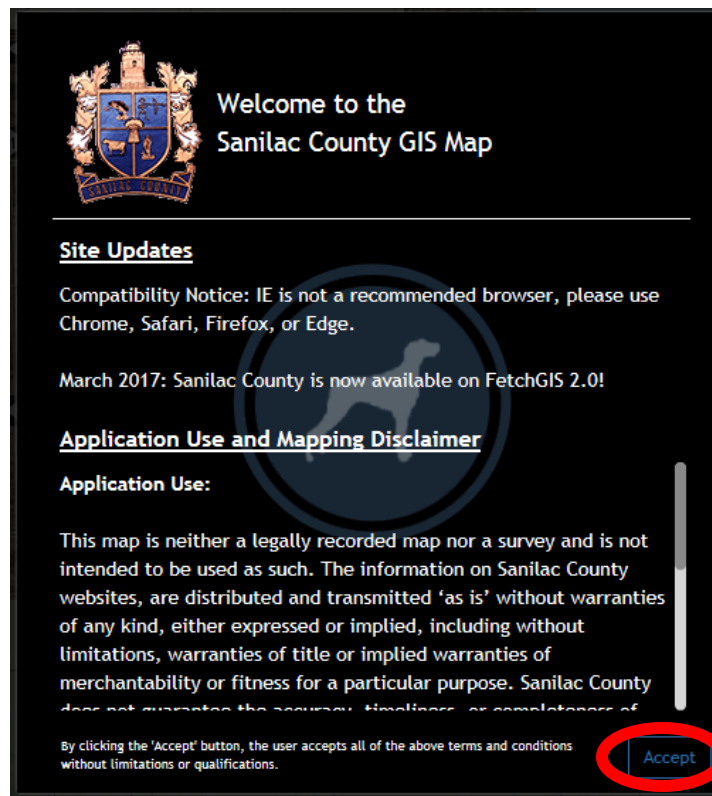
# Table of Contents

- Accessing Sanilac County Parcels/GIS ..... 2**
- Searching Parcels..... 3**
  - Searching using Map Navigation Toolbar..... 3
  - Searching using Search Tools ..... 8
- Using Sanilac County Parcels/GIS Map..... 11**
  - Navigational Tools..... 11**
    - Map Navigation Toolbar ..... 11
    - Overview Mini-Map ..... 12
  - Main Menu Bar Options..... 12**
    - Change FetchGIS Service ..... 13
    - Map Tools ..... 13
    - Drawing Tools ..... 13
    - Measurement Tools ..... 19
    - Search Mode..... 21
    - Layers and Legend ..... 22
    - My Location / GPS Toggle ..... 23
    - Share Map..... 23
    - Print Mode..... 24
    - Help Menu ..... 25

# Accessing Sanilac County Parcels/GIS



1. Go to sanilaccounty.net
2. Click on Parcels/GIS in the upper right-hand corner of the webpage

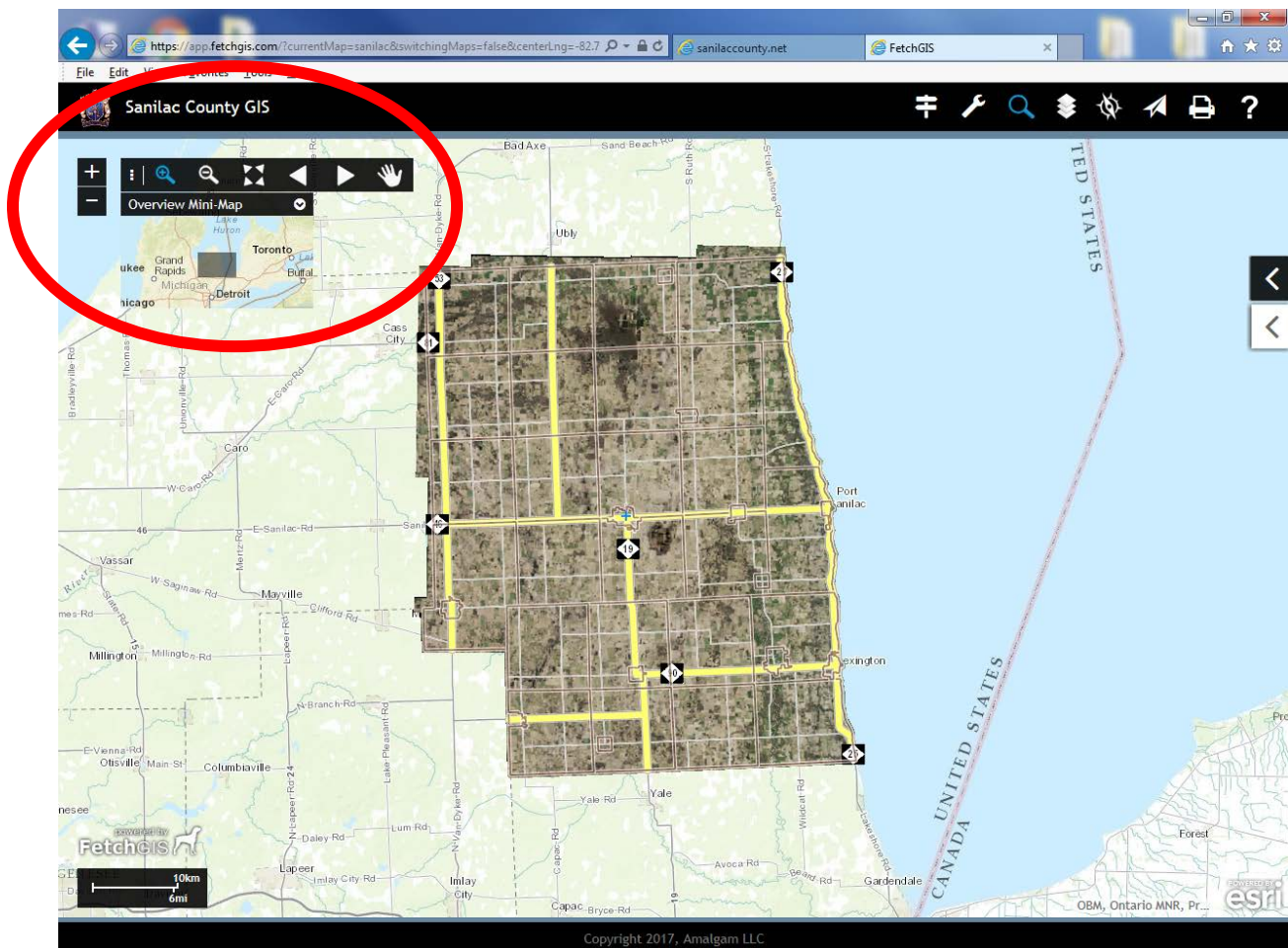


3. Click Accept on the Welcome to the Sanilac County GIS Map screen

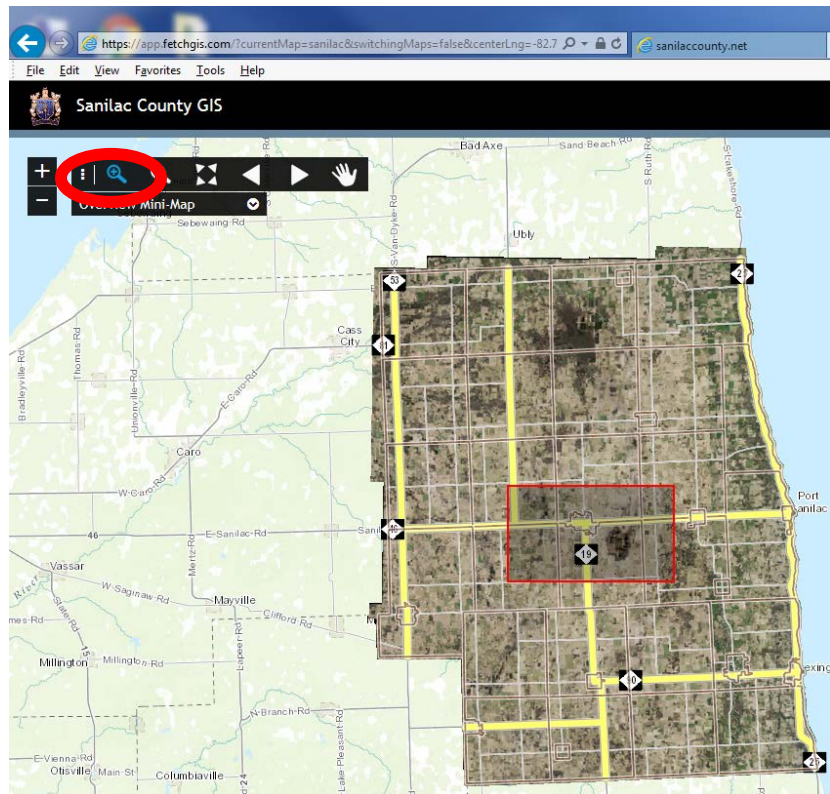
# Searching Parcels

## Searching using Map Navigation Toolbar

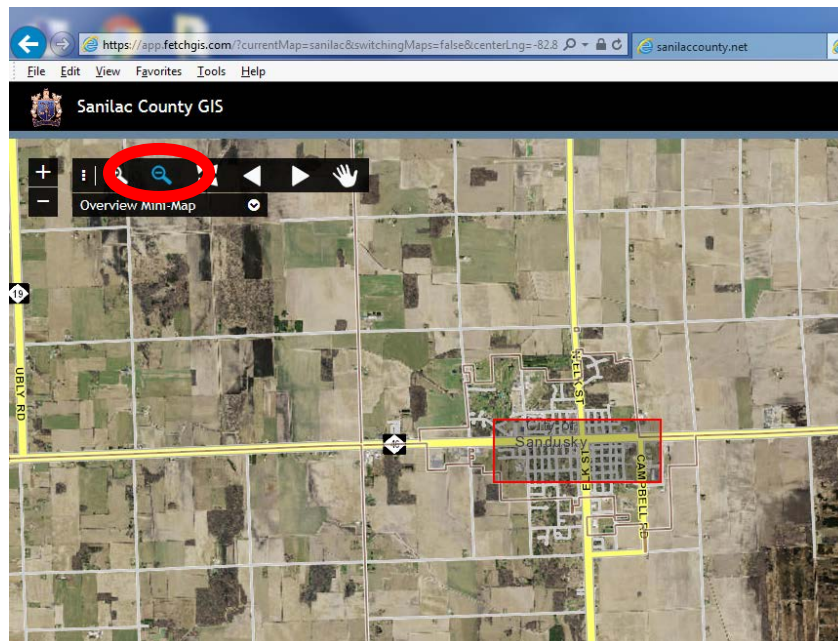
1. A detailed map of Sanilac County will appear with a **Navigation Toolbar** in the upper left corner of the screen allowing you to:
  - a. **Incremental Zoom** – use the + and - buttons to Zoom In and Zoom Out one level of the map
  - b. Another way to **Zoom In** and **Zoom Out** is to use the **scroll wheel** on your mouse (in **Pan Mode**). Place your mouse over the area you want to zoom in and roll the scroll wheel forward. To zoom out, roll the scroll wheel backwards.
  - c. **Zoom In** – click and hold mouse while creating a box around map area. Release mouse to zoom in. (The smaller the box, the more the map will zoom in)
  - d. **Zoom Out** – click and hold mouse while creating a box around map area. Release mouse to zoom out. (The smaller the box, the more the map will zoom out)
  - e. **Full Extent** – (four triangles) expands map to default view, as seen in the map below
  - f. **Previous Extent** – returns the map to the previous view after any zoom actions have been preformed
  - g. **Next Extent** – returns the map to the previous view after Zoom Previous action has been preformed
  - h. **Pan** – (hand button) allows you to grab the map and move it around by clicking and holding the mouse. You can also double-click the mouse to Zoom In one level at a time.
  - i. **Overview Mini-Map** – allows you to Pan the big map by placing your mouse on the grey rectangle box, click and hold the mouse on the grey box and drag the box. Once the mouse is released the big map will move to the selected area. To show/hide the Mini-Map, click the down arrow next to Overview Mini-Map.



- To use the **Zoom In** in the Navigation Toolbar, click on the Zoom In button. Go to the map click, hold and drag your mouse to create a zoom box. Once zoom box is over the area you wish to zoom in to, release the mouse button (The smaller the zoom box, the more the map will zoom in). You can also use the Incremental Zoom In button to zoom in one level at a time. In Pan Mode, you can also double-click the mouse to zoom in one level at a time.



- To use the **Zoom Out** in the Navigation Toolbar, click on the Zoom Out button. Go to the map click, hold and drag your mouse to create a zoom box. Once zoom box is over the area you wish to zoom in to, release the mouse button (The smaller the zoom box, the more the map will zoom out). You can also use the Incremental Zoom Out button to zoom out one level at a time.





- The **Show Details** link will open a **General Property Details Report** that can be viewed and also printed by clicking the **Print Report** button in the upper right corner of the report. The report screen can be hidden by clicking the white arrowed tab on the left of the report. Click the white arrow tab on right side to reopen.

Sanilac County GIS

General Property Details: 320-032-400-550-00

**Property Address**  
60 W SANILAC  
SANDUSKY, MI, 48471

**Owner Address**  
SANILAC COUNTY BRD OF COMMISSIONERS Unit: 320  
HEALTH DEPARTMENT ET AL Unit Name: CITY OF SANDUSKY  
60 W SANILAC AVE  
SANDUSKY, MI 48471

**General Information for 2017 Tax Year**

Parcel Number:	320-032-400-550-00	Assessed Value	\$0
Property Class:	099	Taxable Value	\$0
Class Name:	099 EXEMPT	SEV:	\$0
School Dist Code:	76210		
School Dist Name:	SANDUSKY		

PRE Last Year May: 0%  
PRE Last Year Final: 0%  
PRE May: 0%

Prev Year Info	MBOR Assessed	Final SEV	Final Taxable
2016	\$0	\$0	\$0
2015	\$0	\$0	\$0

**Land Information**  
Acreage: 0  
Zoning:

- Once you click the **Print Report** button, you will get a **Report Options** screen allowing you to **Print** or **Generate PDF**. You will also be able to toggle whether you want the report to show the **Map** and/or **Tax History**.

Sanilac County GIS

Parcel Report: 320-032-400-550-00

5/22/2017 10:57:...

**Report Options**

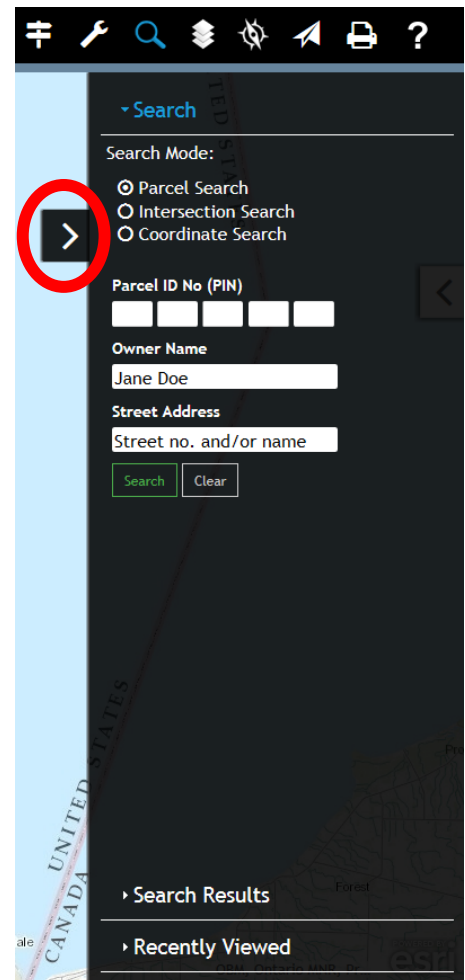
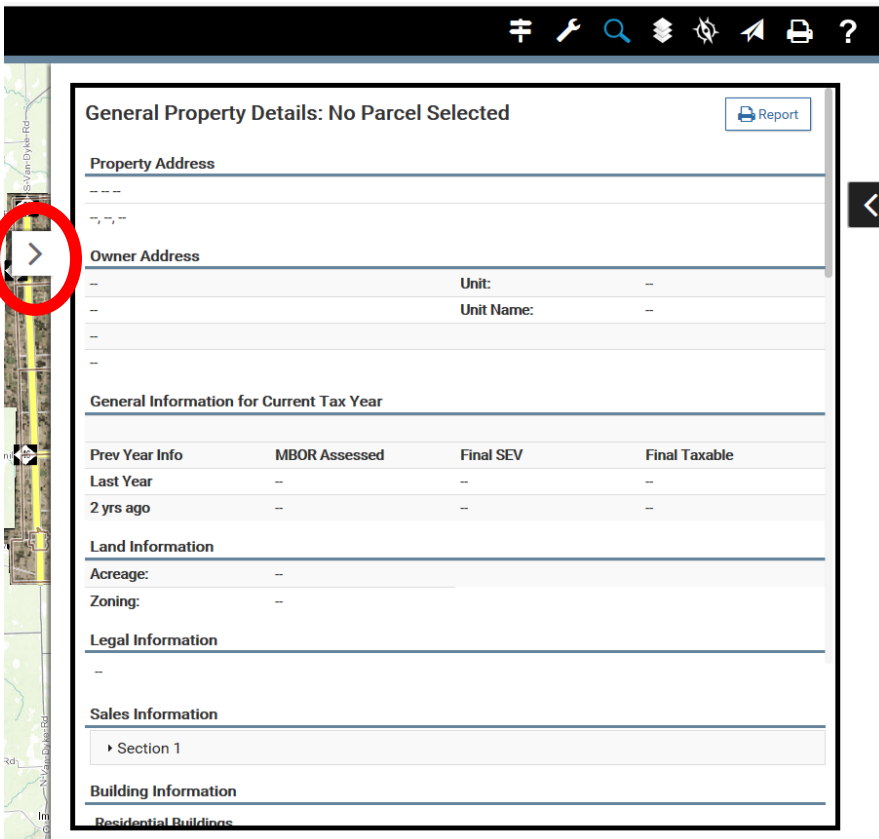
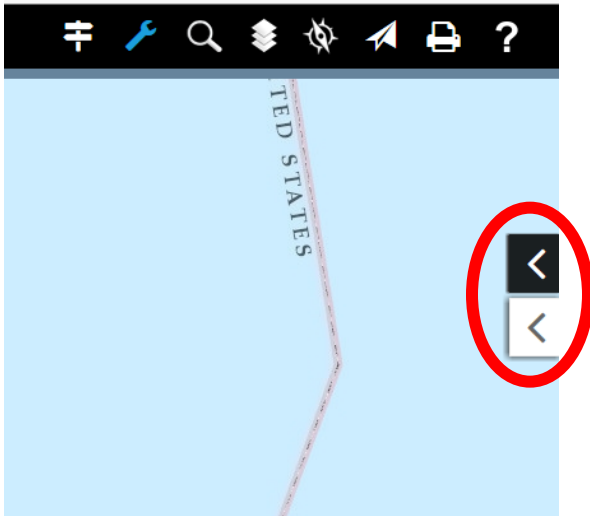
Map  
 Tax History  
 Photo

Print Generate PDF

Close Report

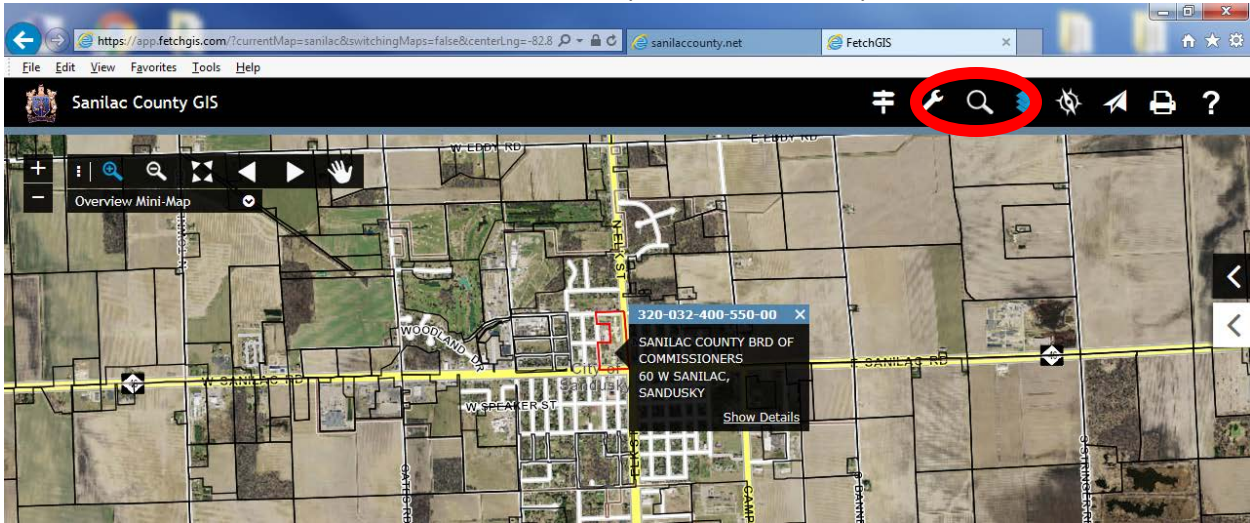
The **black and white arrowed tabs** on the right side of the screen are where you can **hide/show** information screens. The **white arrowed tab** allows you to **hide/show** the **General Property Details Report screen** or **Help Menu screen** (if opened). When this screen is open and you want to hide it, click the white tab with right arrow and the screen will be hidden. To reopen the screen click the white tab with left arrow to view report screen.

The **black arrowed tab** allows you to **hide/show** the **Main Menu Bar tools screens**, for example, Map Tools and Search Mode. When the Main Menu tools are open, click the black tab with right arrow to hide the screen. To reopen the last Main Menu tool screen used, click the black tab with left arrow to view the tools screen.

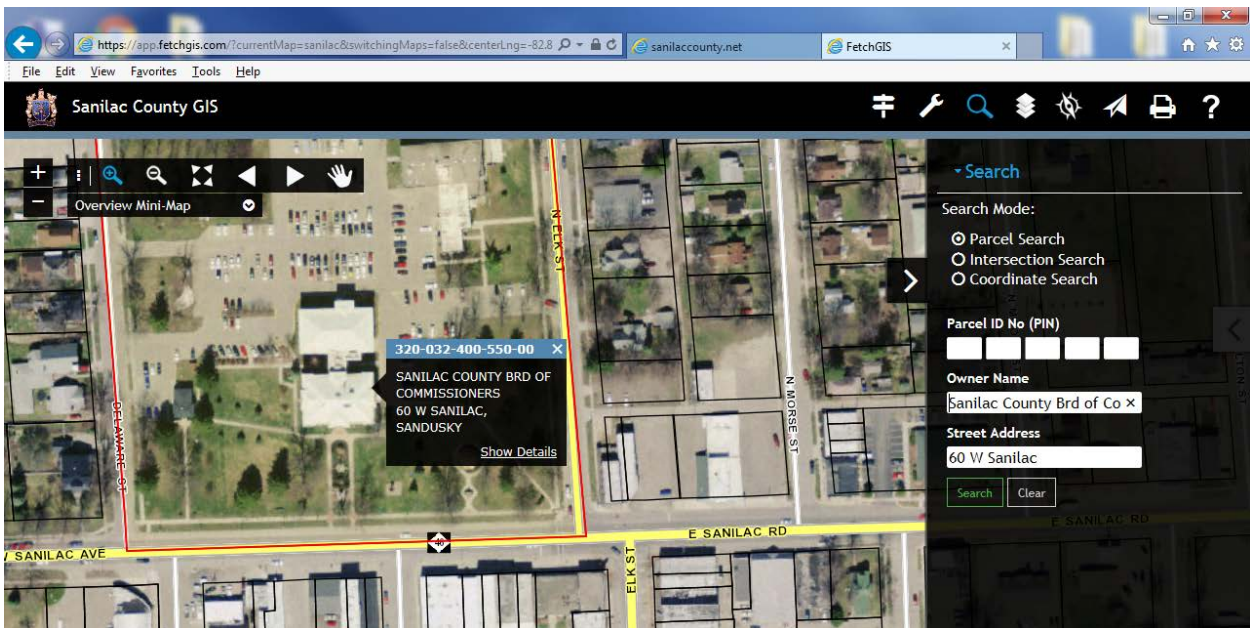


## Searching using Search Tools

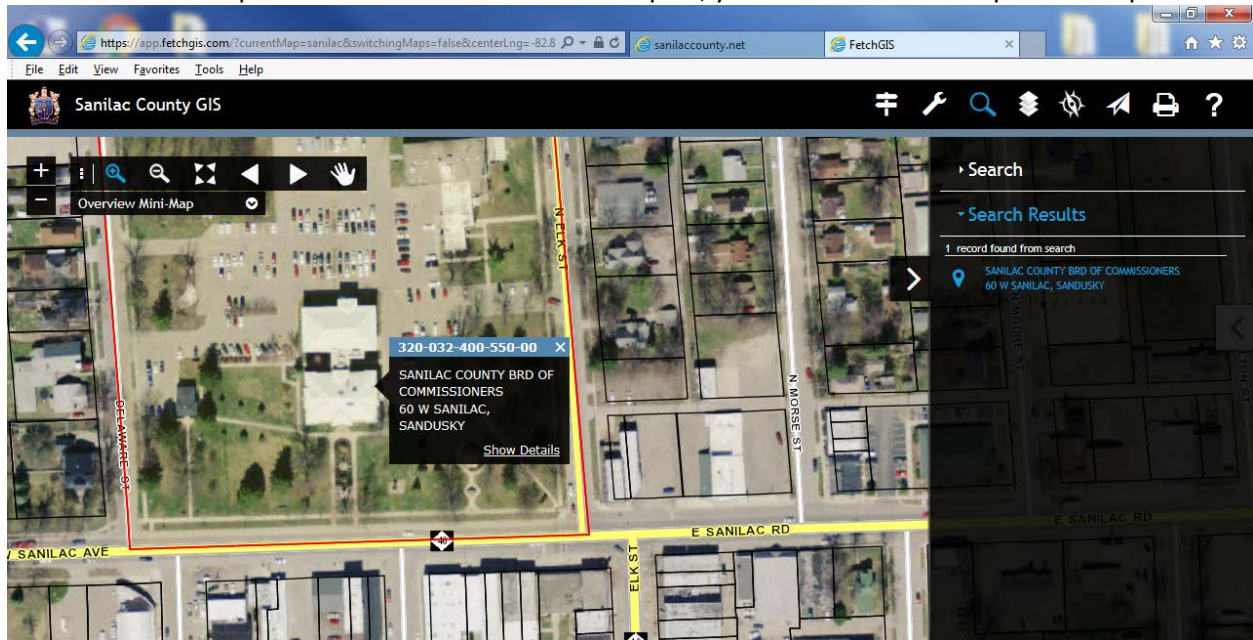
1. Click on the **Search** button in the Menu Bar at the top of the screen to open the search mode menu.



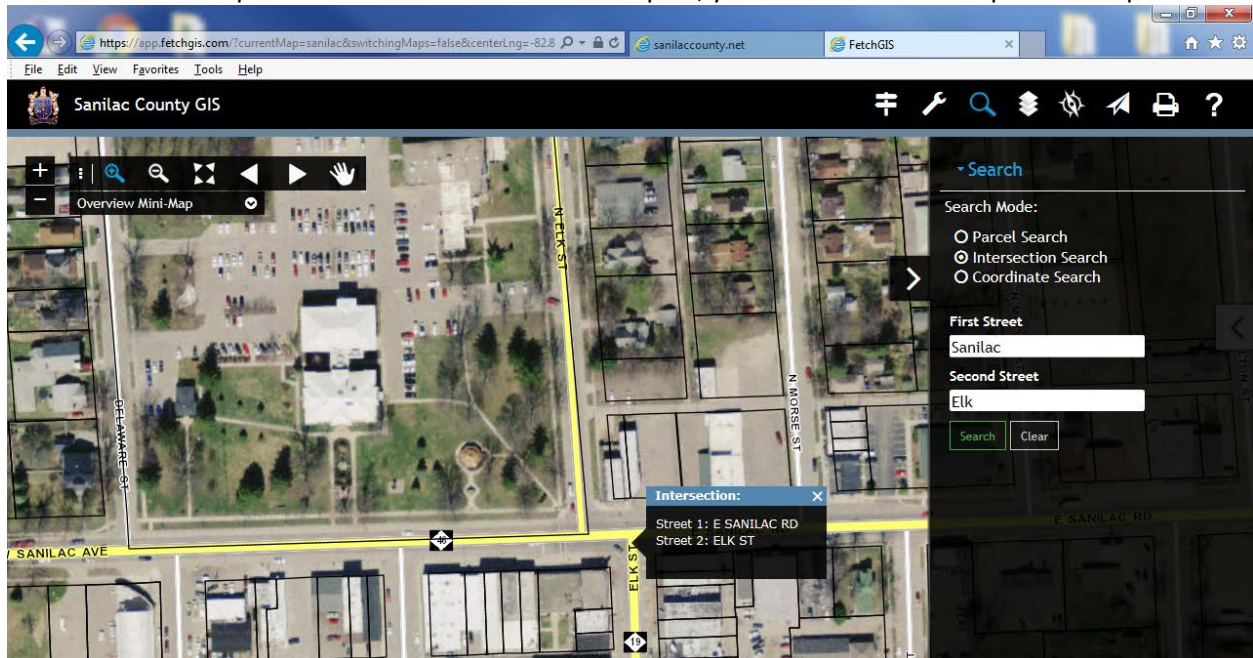
2. The **Search Mode** menu allows you to search using three different search methods: Parcel Search, Intersection Search and Coordinate Search. **Parcel Search** allows you to input the Parcel ID number, Owner Name and/or Street Address.



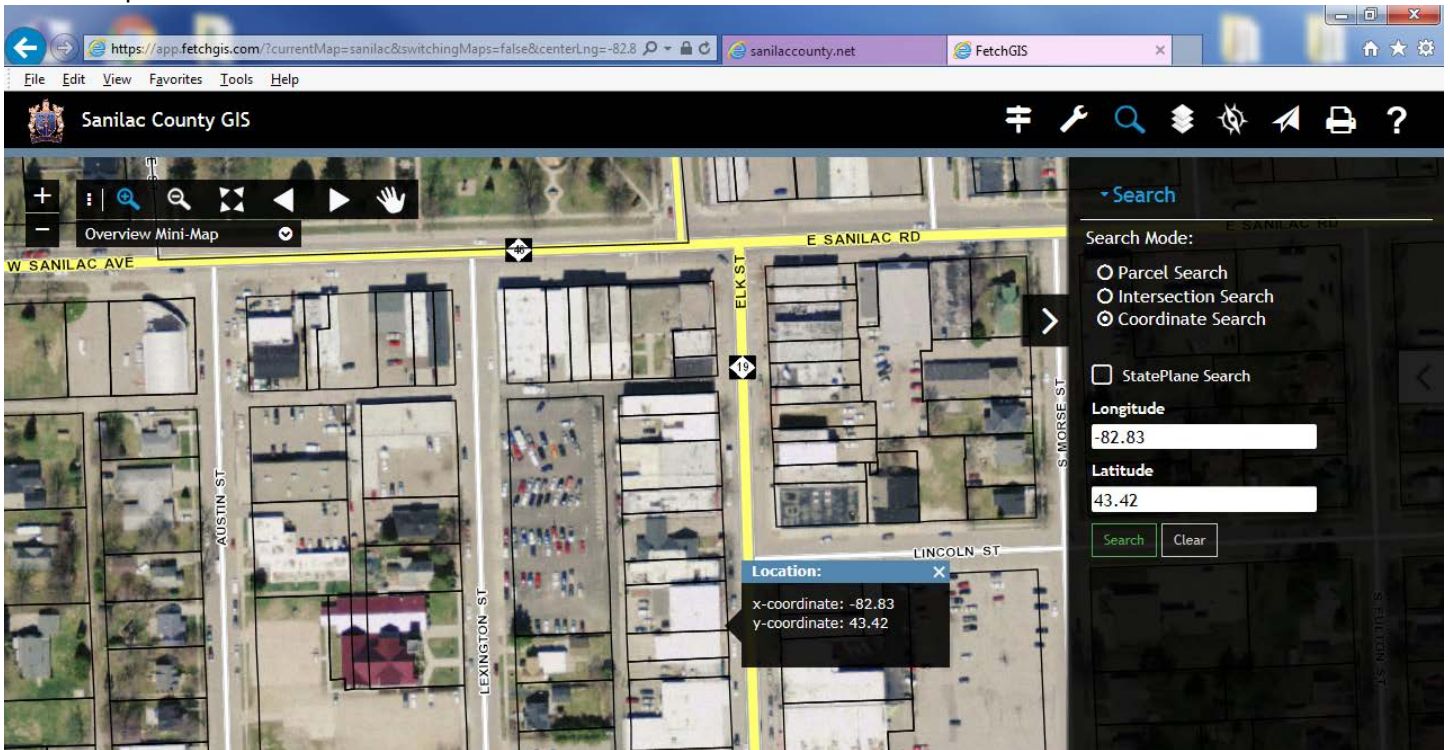
- Once **Parcel Search** information is input, click **Search** and the **Search Results** menu will open with the results. Click on the correct parcel record and the map will change to this parcel location and zoom in. Then click **Show Details** to view the parcel information. Once in the report, you will also be able to print the report.



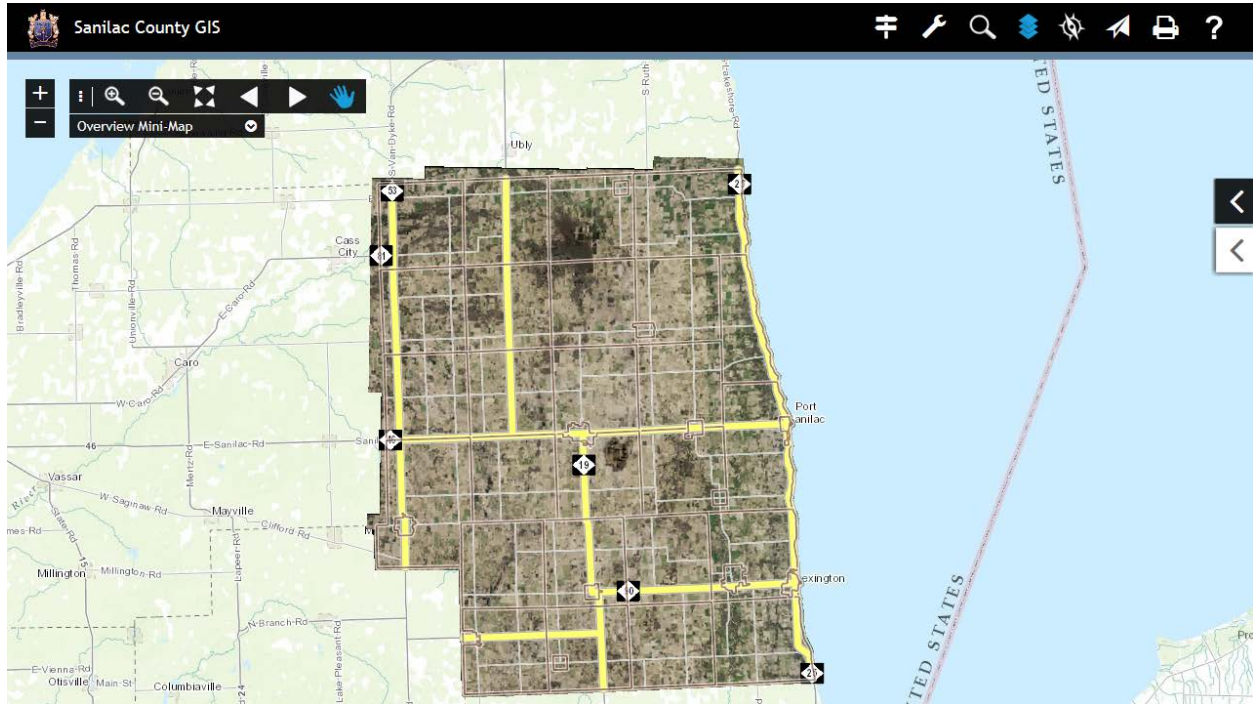
- Intersection Search** allows you to input two street names and click search. Once a result is found, the map will change to this intersection and zoom in. Click on a parcel to bring up the information box, then click Show Details to view the parcel information. Once in the report, you will also be able to print the report.



5. **Coordinate Search** allows you to input longitude and latitude coordinates. Once coordinates are input, click search and the map will change to this location and zoom in. Click on a parcel to bring up the information box, then click Show Details to view the parcel information. Once in the report, you will also be able to print the report.



# Using Sanilac County Parcels/GIS Map



## Navigational Tools



### Map Navigation Toolbar

The **Map Navigation Toolbar** is located in the top-left corner of the map. The toolbar can be moved around the map by clicking and holding the three dots on the left side of the toolbar and dragging it to where you want it.



**Zoom In** - Click and drag the mouse over an area and then release to zoom in. The smaller the box the further the map zooms in. Double clicking the map will also Zoom In on the map.



**Zoom Out** - Click and drag the mouse over an area and then release to zoom out. The smaller the box, the further the map zooms out.



**Original Zoom** - Returns the map to the original view as is seen when you first open GIS.



**Zoom Previous** - Returns the map to the previous view after any of the zoom actions have been performed.



**Zoom Next** - Returns the map to the previous view after Zoom Previous action has been performed.



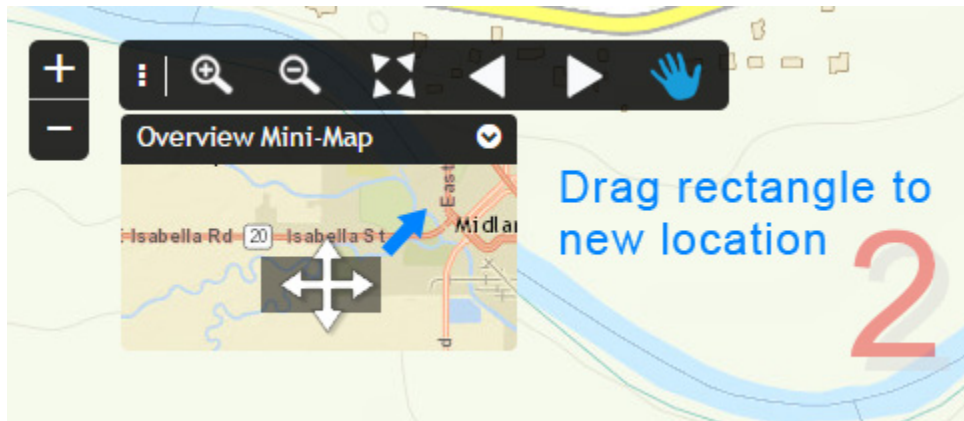
**Pan** - Allows you to click and drag the map to a different location on the map.



**Incremental Zoom** - Allow you to zoom in (+) or out (-) one level.









## Overview Mini-Map

The Overall Mini-Map displays the current map as a grey rectangle graphic in an Overview Map. The Overview Mini-Map can be used to Pan the current map by placing your mouse over the grey rectangle graphic, clicking and dragging it to a new location on the Overview Map. This change will be matched on the big map.



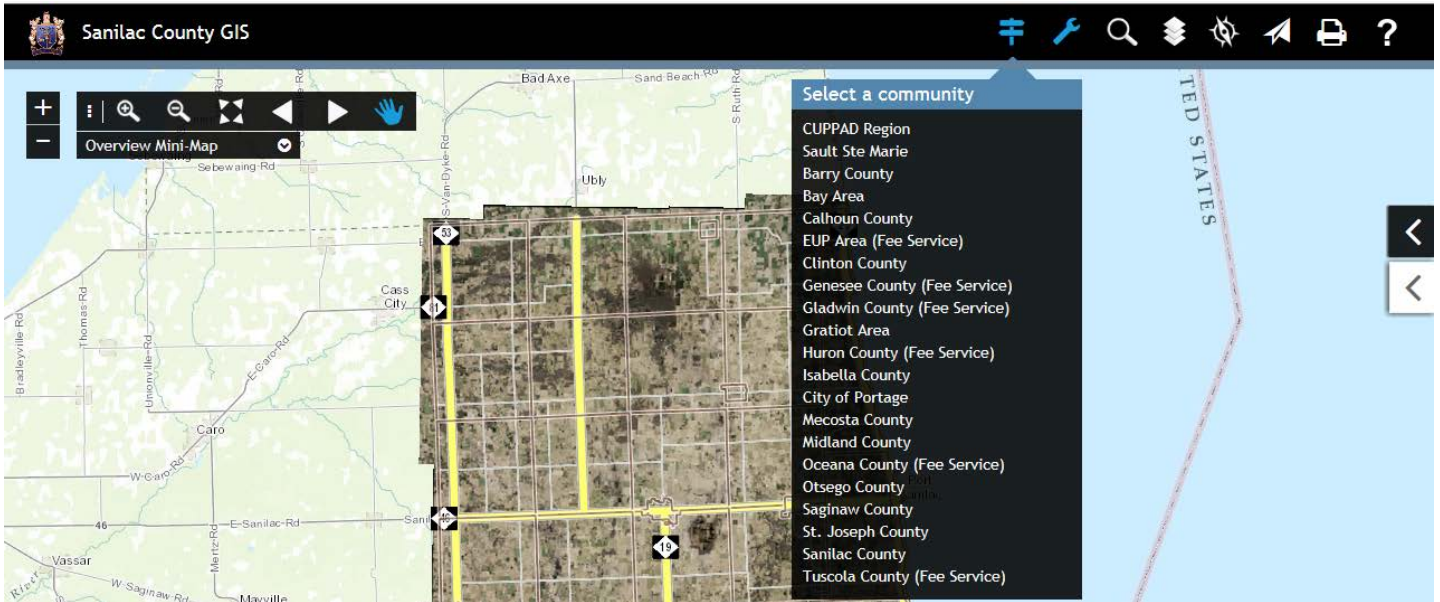
## Main Menu Bar Options



-  Change FetchGIS Service – allows you to change GIS Map community
-  Map Tools (Draw, Measure and Buffer)
-  Search Options
-  Toggle Layers (Visibility & Legend)
-  Toggle GPS/My Location
-  Share this Map
-  Print Map
-  Help and General Information

## Change FetchGIS Service

Allows you to select a different GIS community region to view.

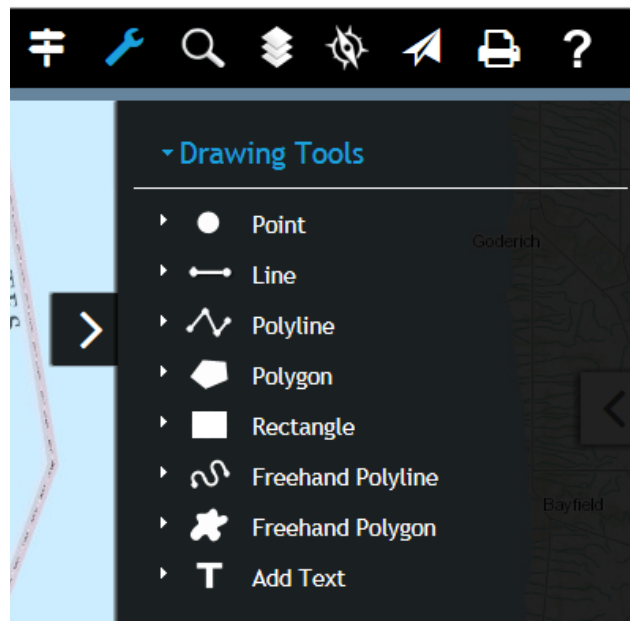


## Map Tools

Select the Map Tools button and you will have three options – Drawing Tools, Measurement Tools and Buffer Tools.

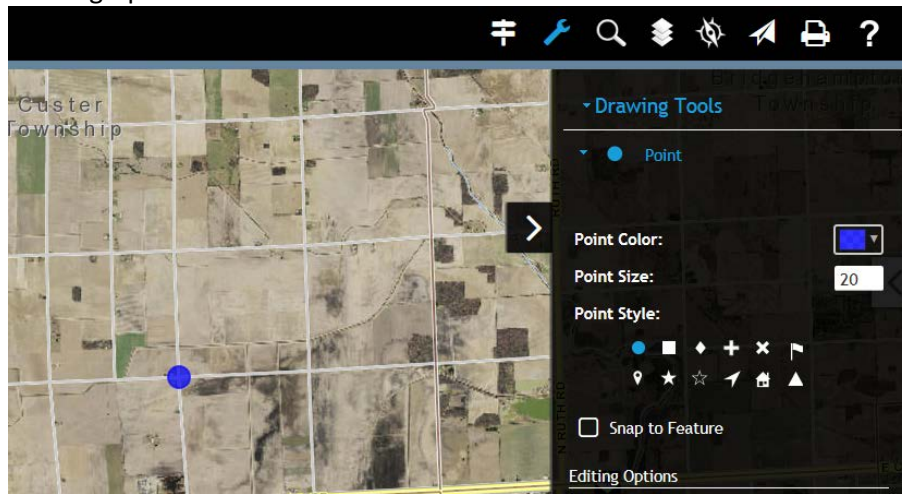
### Drawing Tools

Allows you to add points, lines, rectangles and text to the map that then can be printed off.

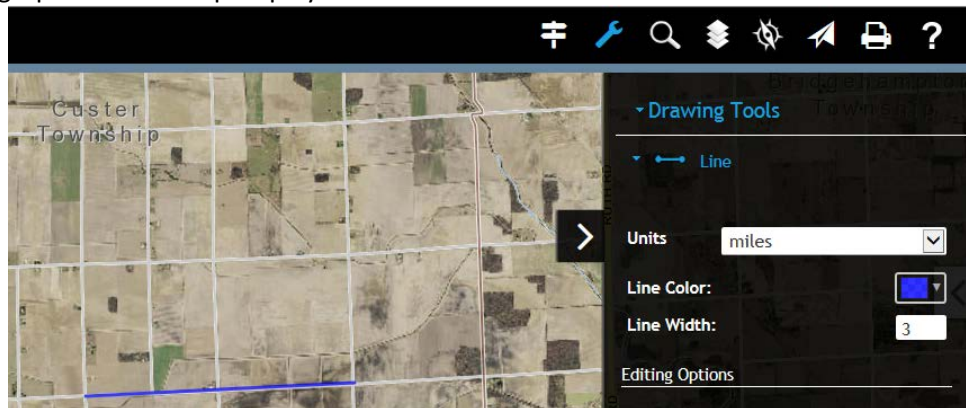


Clicking the black arrowed tab will hide the tools screen. To reopen the tools screen click on the black arrow tab.

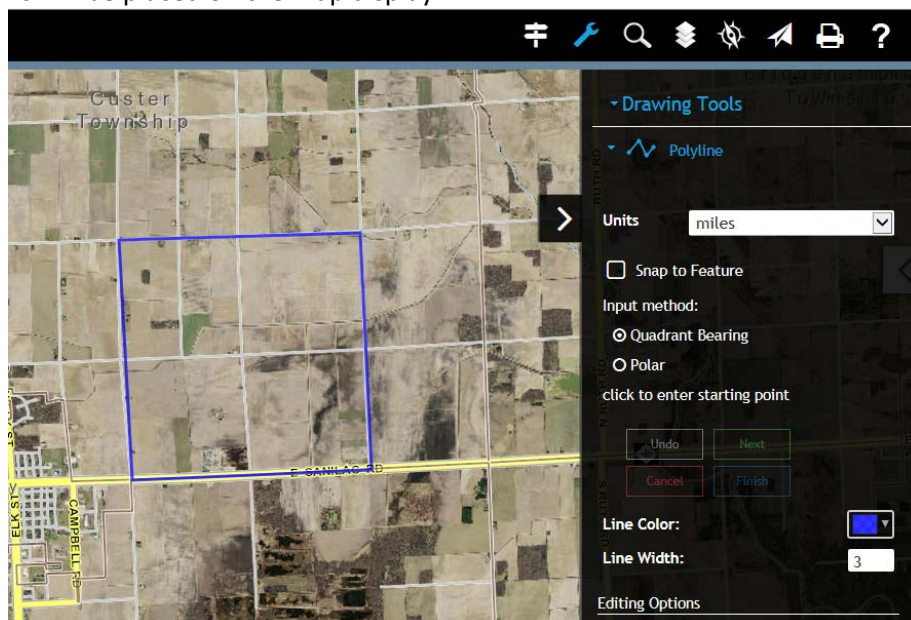
**Point** –To create a Point, select the desired color, point size and point style, and then click on a desired location in the map display to add the Point graphic.



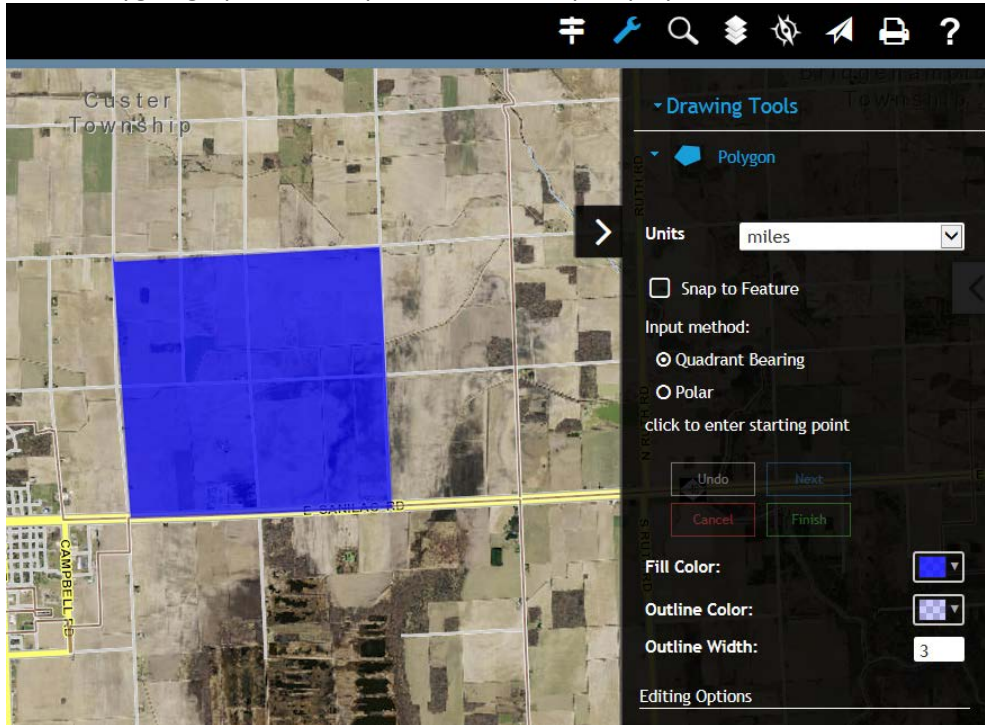
**Line** – To create a Line, select the desired color and line width, and then click and hold down the mouse button while dragging the cursor on the map display to start the Line graphic. Releasing the mouse button will terminate the drawing and place the Line graphic on the map display.



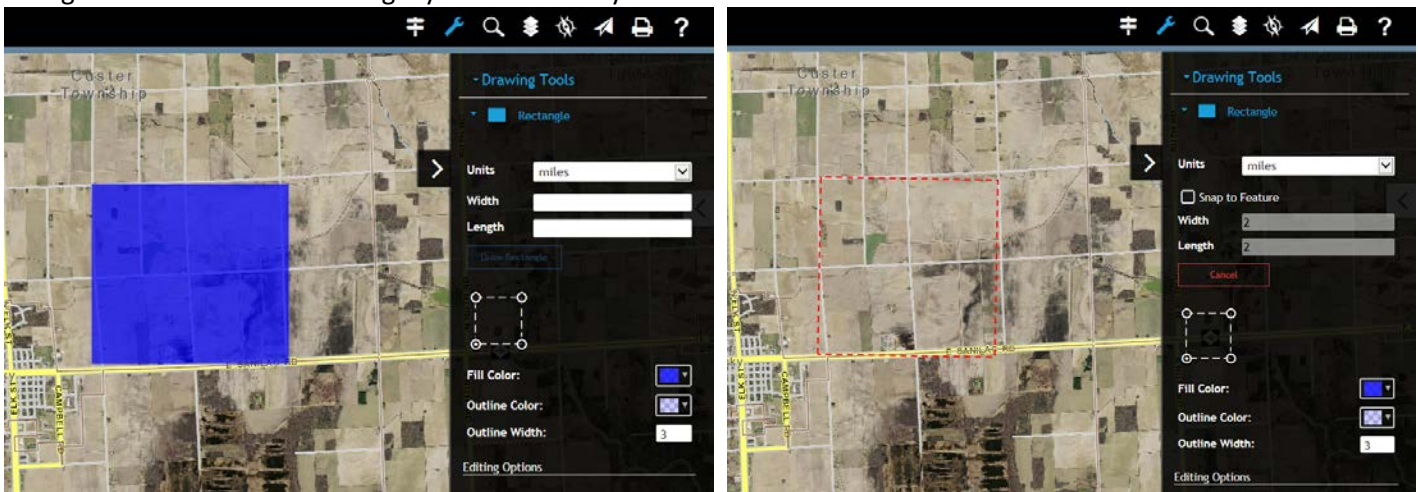
**Polyline** - To create a Polyline, select the desired color and line width, and then click on the map to start drawing the Polyline. Additional lines can be added along a Polyline by clicking the map. To finish a Polyline double click the last line and the Polyline graphic will be placed on the map display.



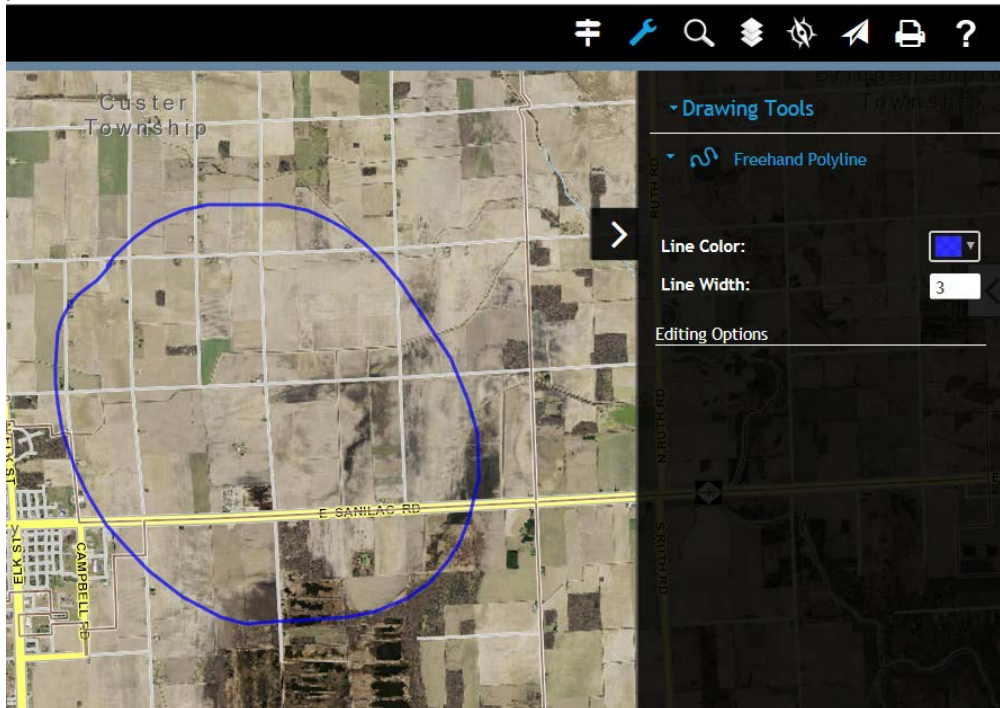
**Polygon** - To create a Polygon, select the desired fill color, line color and outline width, and then click on the map to start drawing the Polygon. Additional lines can be added along a Polygon by clicking the map. To finish a Polygon double click the last line and the Polygon graphic will be placed on the map display.



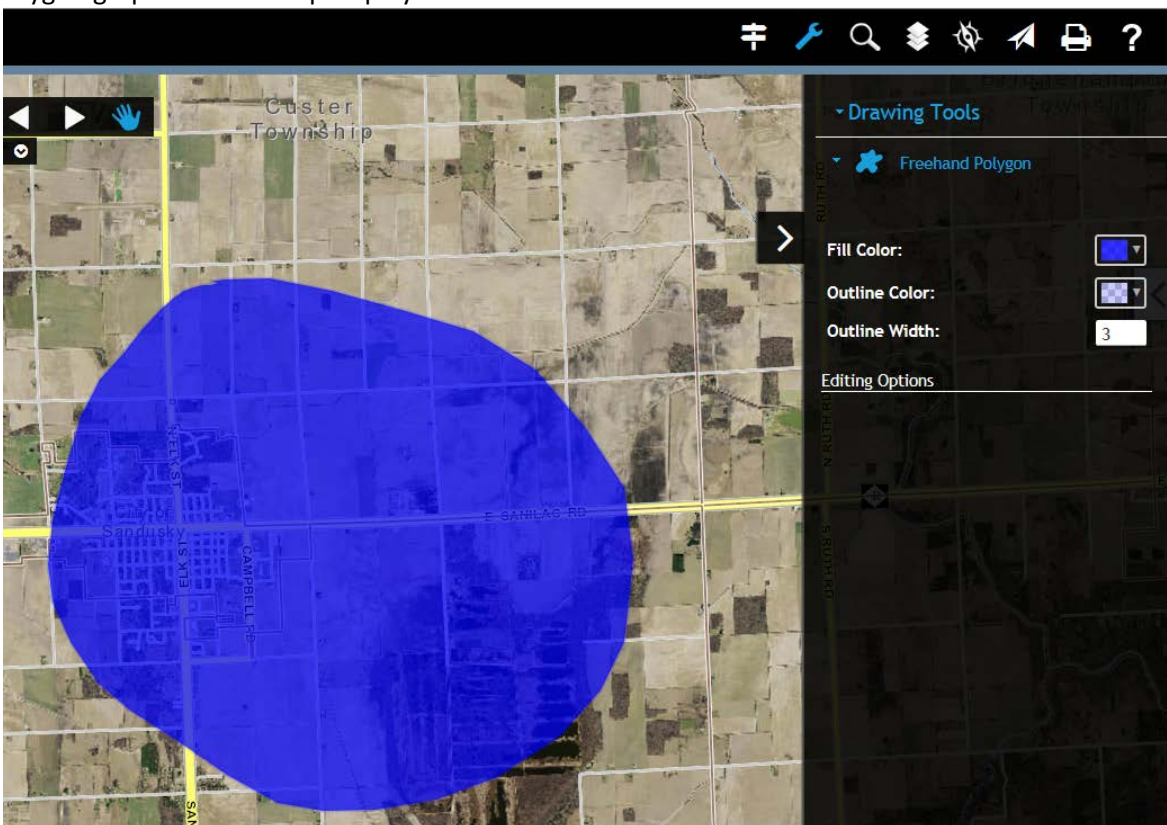
**Rectangle** – To create a Rectangle, select the desired fill color, outline color and outline width, and then click and hold on the map to start drawing the Rectangle. Drag and release when the rectangle has highlighted the desired area of the map. You can also create a Rectangle using the units, width and length. Select your unit, width and length, and then click Draw Rectangle (below length). Go to the Map and place the dotted rectangle by clicking on the map. You can also change the corner of the rectangle you want to be your cursor.



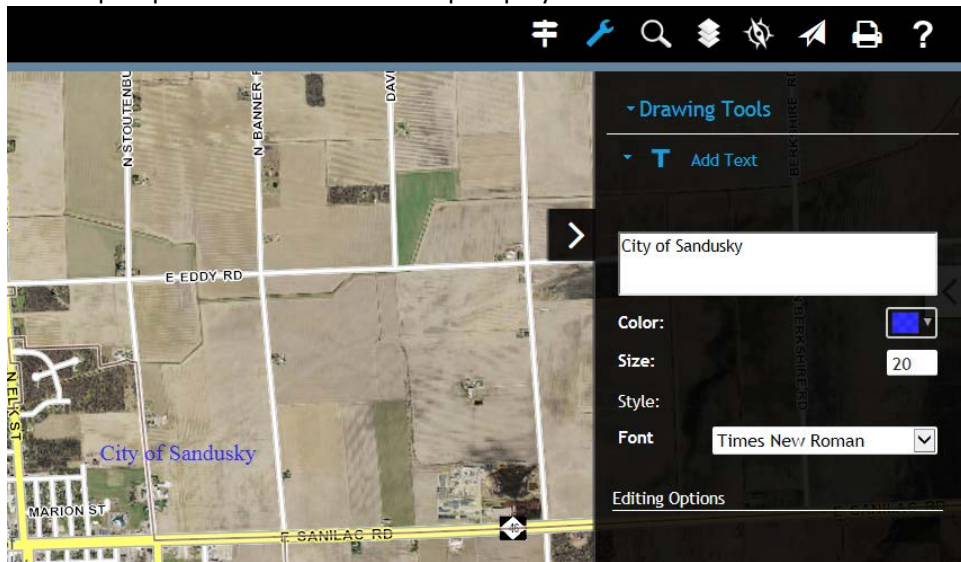
**Freehand Polyline** - To create a Freehand Polyline graphic activate the Freehand Polyline Tool, select the desired color and line width, and then click and hold down the mouse button while dragging the cursor on the map display to draw the Freehand Polyline. Releasing the mouse button will terminate the drawing and place the Freehand Polyline graphic on the map display.



**Freehand Polygon** - To create a Freehand Polygon graphic activate the Freehand Polygon Tool, select the desired fill color, line color and outline width, and then click and hold down the mouse button while dragging the cursor on the map display to draw the Freehand Polygon. Releasing the mouse button will terminate the drawing and place the Freehand Polygon graphic on the map display.

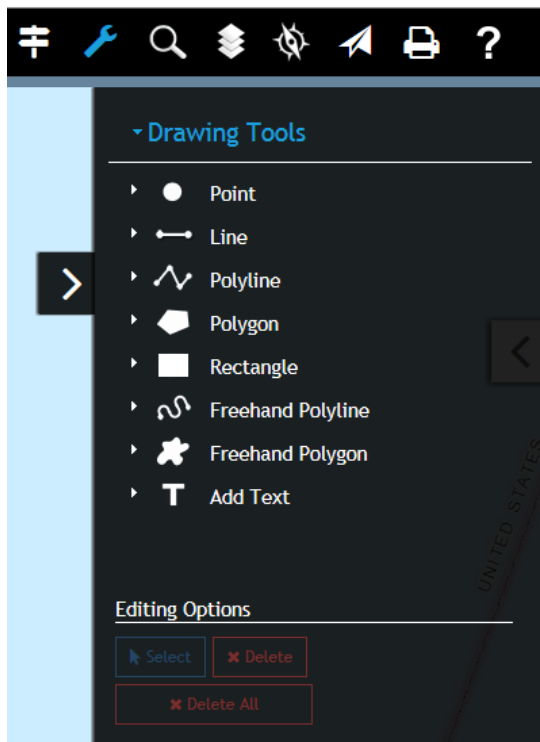


**Add Text** - To Add Text activate the Add Text Tool, enter some text, select a font color, size, style and font type, and then click the location on the map to place the Text on the map display.



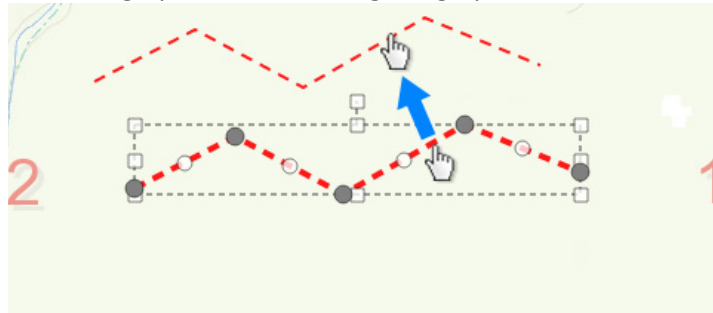
### Editing Graphics

You can edit, delete or delete all graphics. To edit any of the Drawing Tools, click Select under the Editing Options. You can edit, delete or delete all graphics. You can now click on any point, line or text graphic.

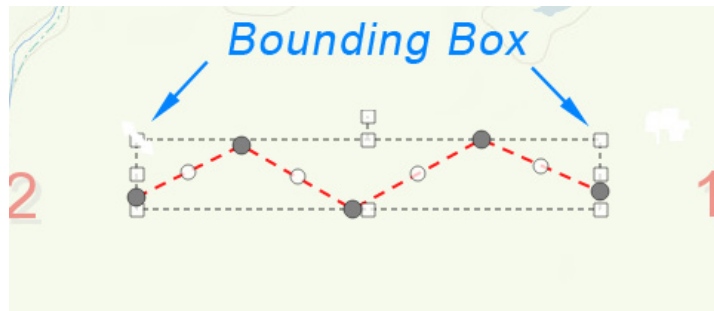


Graphic Element	Selected Appearance	Editing Options
Point		Move
Line		Move, Scale, Rotate
Polyline		Move, Scale, Rotate, Vertices
Polygon		Move, Scale, Rotate, Vertices
Free Form Polyline		Move, Scale, Rotate, Vertices
Free Form Polygon		Move, Scale, Rotate, Vertices
Point		Move, Rotate, Text, Font Properties

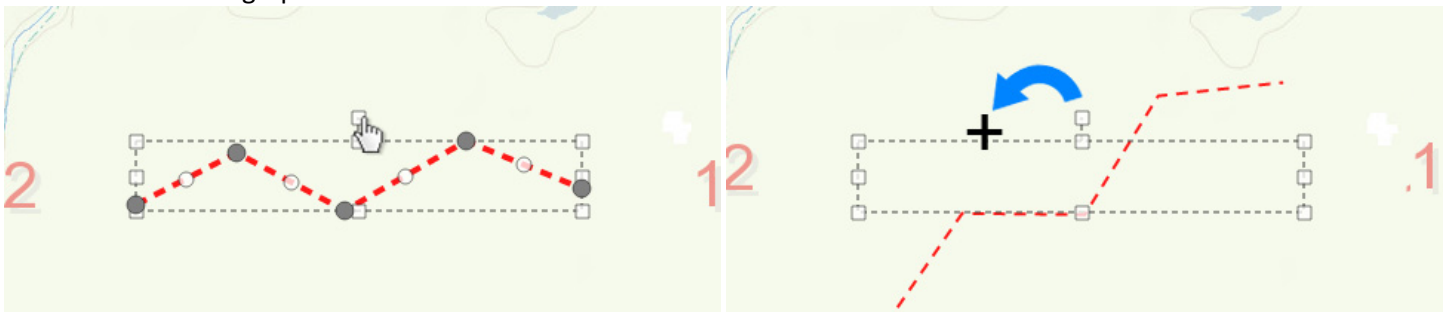
**Move** – position the mouse cursor on a graphic and then drag the graphic to a new location on the map.



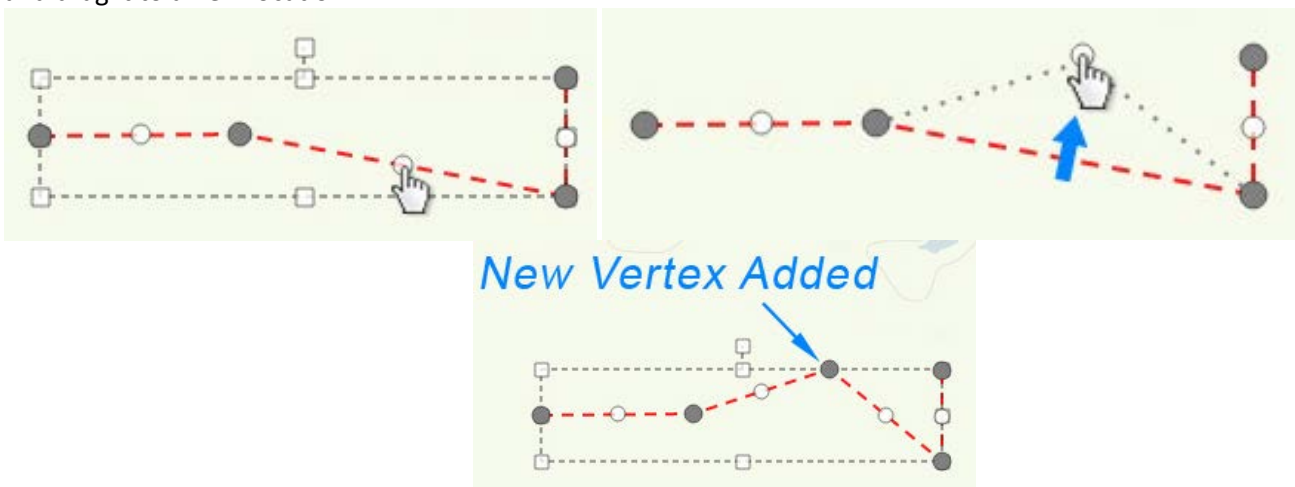
**Scale** – position the cursor on any of the eight boundary boxes that appear around the graphic and drag to change the scale of the graphic.



**Rotate** – position your mouse cursor on the white control box at the top of the graphic and drag the cursor to the right or left to rotate the graphic.

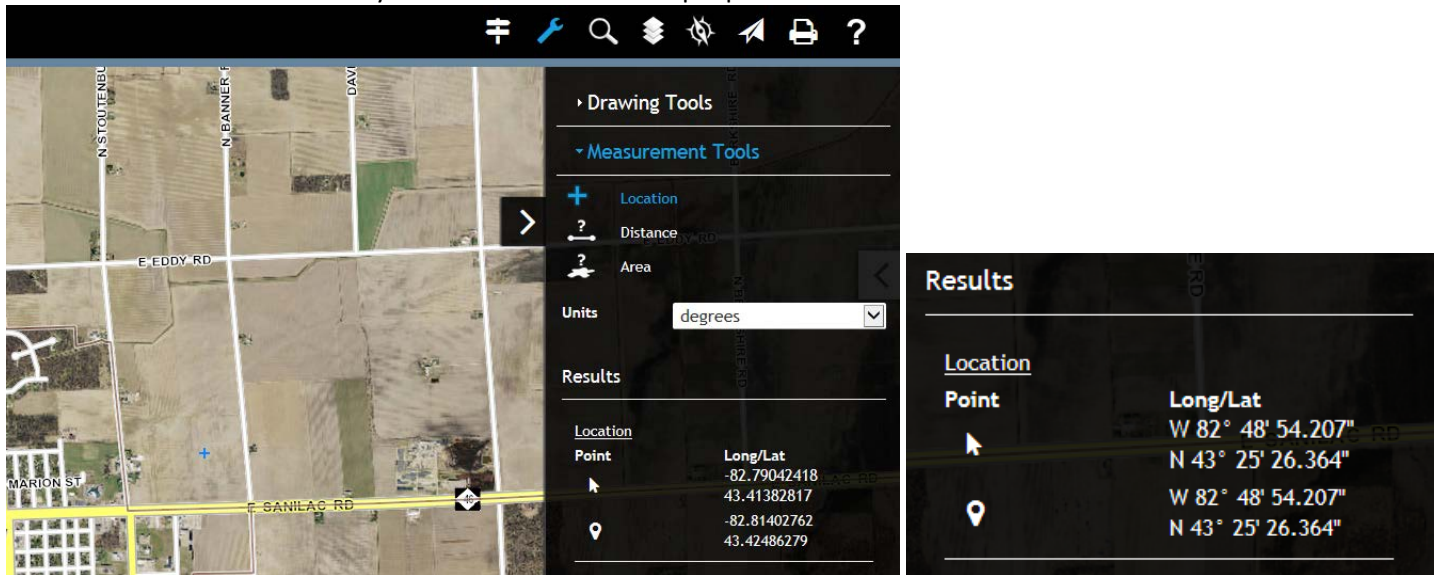


**Edit Vertices** – vertices can be added or moved for Polylines, Polygons and Freehand graphics and are displayed in two colors (Grey & White) when the graphic is selected. A **grey vertex** is a vertex that is active in the graphic, it can be moved by placing the cursor over an active vertex and dragging it to a new location. **White vertices** appear between all the active vertices on a graphic. They are used to add new vertices to a graphic. Position your cursor over a new vertex and drag it to a new location.

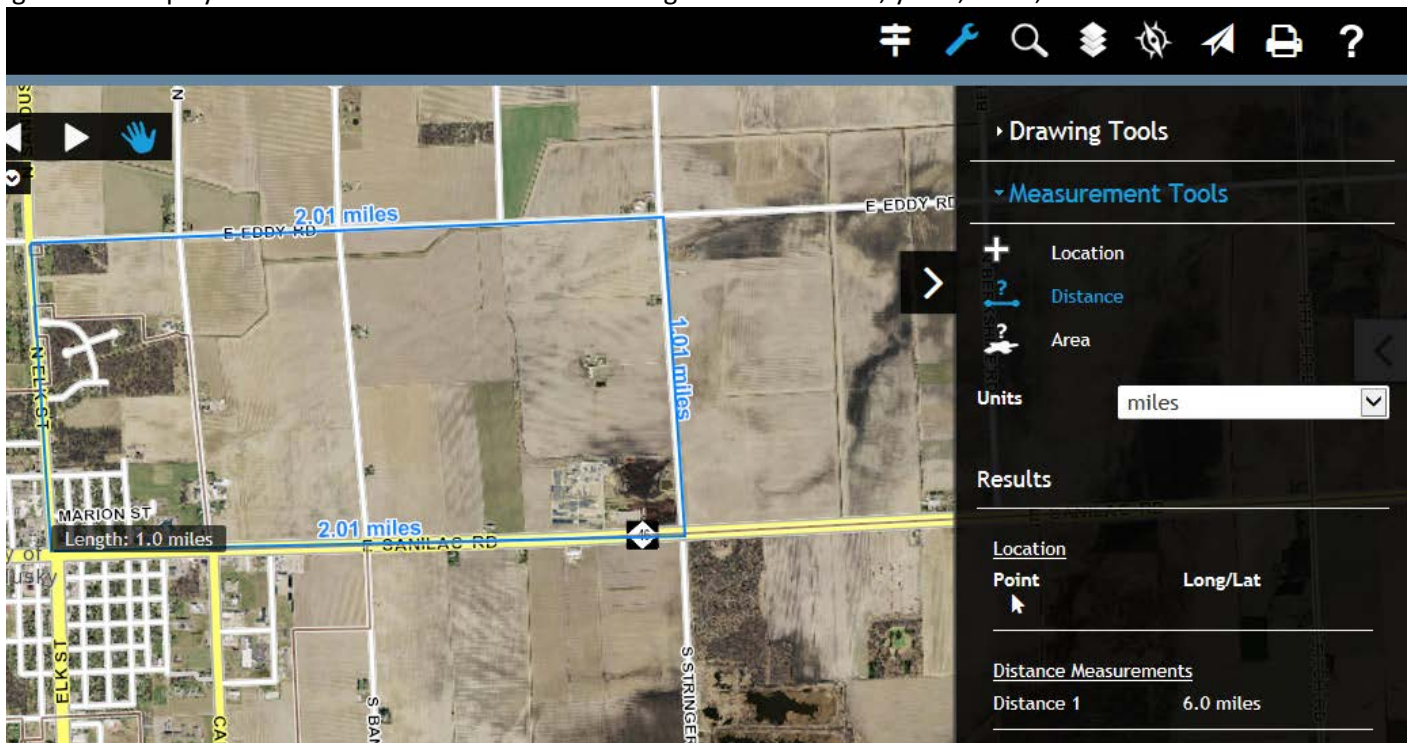


## Measurement Tools

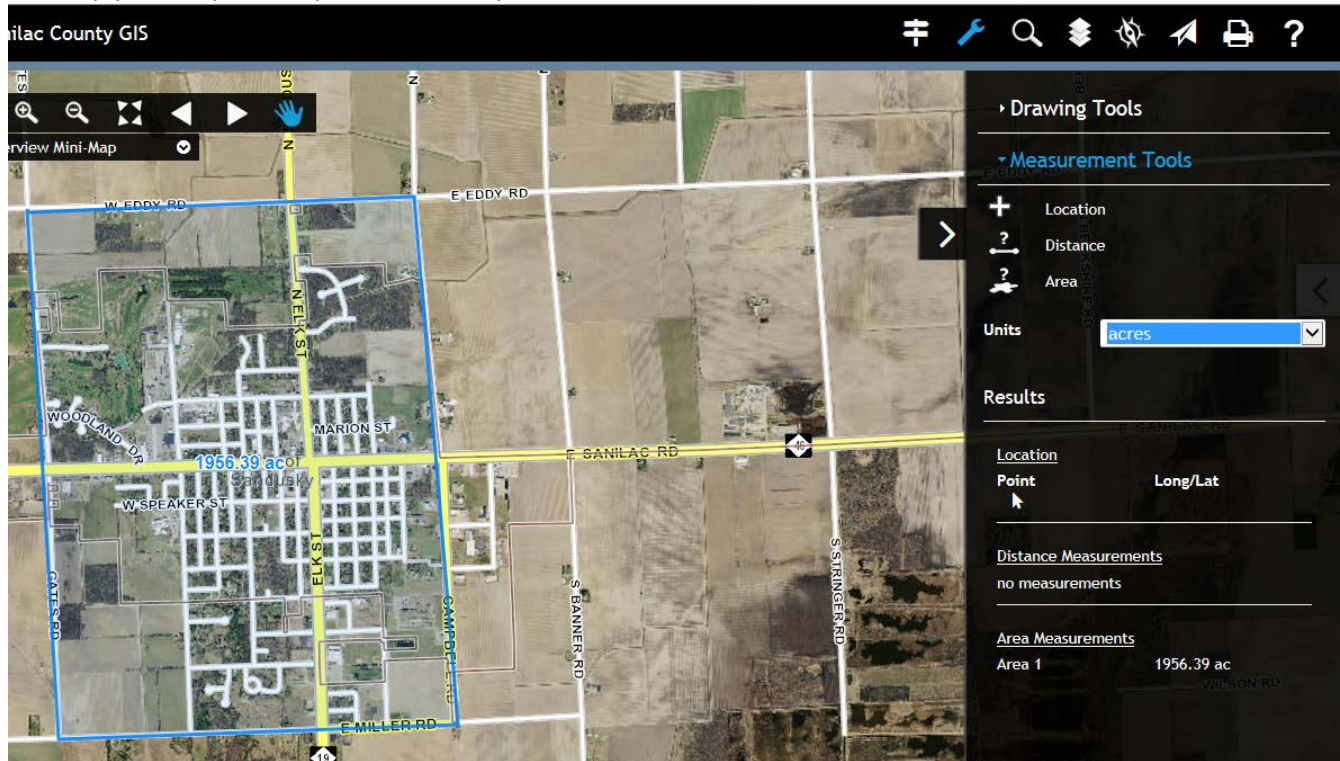
**Location** - The Location measure is used to identify the X and Y coordinates of a location on the map display. Move the cursor to the desired location and click to obtain the coordinates, which are displayed in the Tool Window. The Location measure can be used to identify the coordinates of multiple points.



**Distance** - Measures the distance between two or more points on the map display. Move the cursor to the desired start location and click and then move the cursor to the next location and click again. Any number of successive measures can be made and to complete the Distance measure double click at the termination point. The Total Length of all measure segments is displayed in the Tool Window. You can change the unit to feet, yards, miles, meters or kilometers.



**Area** - Measure the area formed by three or more linear measures. Area measures are made using the same process as measuring a Distance. The total Area of a measure is displayed in the Tool Window. You can change the unit to acres, sq. miles, sq. yards, sq. feet, sq. kilometers, sq. meters or hectares (1 hectare = 2.47 acres)



## Search Mode

**Search** allows you to search by Parcel Search (Parcel ID, Owner Name and/or Street Address), Intersection Search (First Street and Second Street) or Coordinate Search (Longitude and Latitude). You also can view Search Results and Recently View search at bottom of menu.

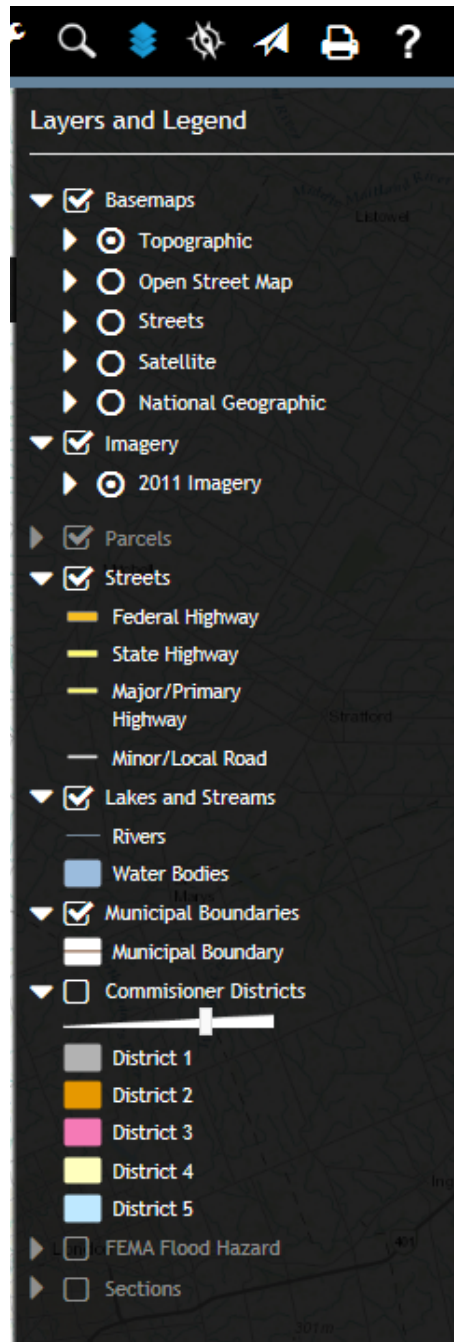
The image displays three sequential screenshots of a mobile application's search interface. Each screenshot shows a top navigation bar with icons for home, search, layers, settings, navigation, print, and help. Below the bar is a 'Search' menu with a dropdown arrow. The first screenshot shows the 'Parcel Search' mode selected, with input fields for 'Parcel ID No (PIN)', 'Owner Name' (containing 'Jane Doe'), and 'Street Address' (containing 'Street no. and/or name'). The second screenshot shows the 'Intersection Search' mode selected, with input fields for 'First Street' and 'Second Street', both containing 'Street Name', and 'Search' and 'Clear' buttons. The third screenshot shows the 'Coordinate Search' mode selected, with a 'StatePlane Search' checkbox, and input fields for 'Longitude' and 'Latitude'. All three screenshots have 'Search Results' and 'Recently Viewed' options at the bottom.

Once Search is clicked, the **Search Results** menu will open and display all results. By clicking on one of the search results, the map will zoom in to this parcel and a General Property Details report window will open. This can be printed by clicking the Report Print button at top right of the report. You can also hide this window by clicking the white arrow on the left of the report window.

**Recently Viewed** allows you to see all of the parcels that you have viewed. You can select these results to view them again, but you can also clear the results also by clicking Clear.

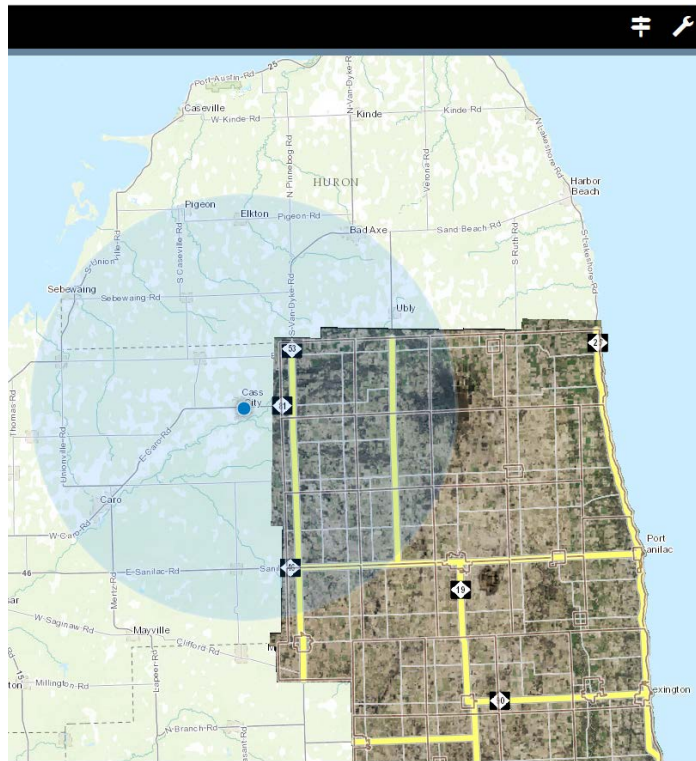
## Layers and Legend

Displays the Layers and Layer Groups that are available for the GIS service. Provides toggles for the layers, so they can be turned on or off. Each toggle section has a legend the show what layers are included in this toggle. Layers that are greyed out mean that they are not available for your GIS service.



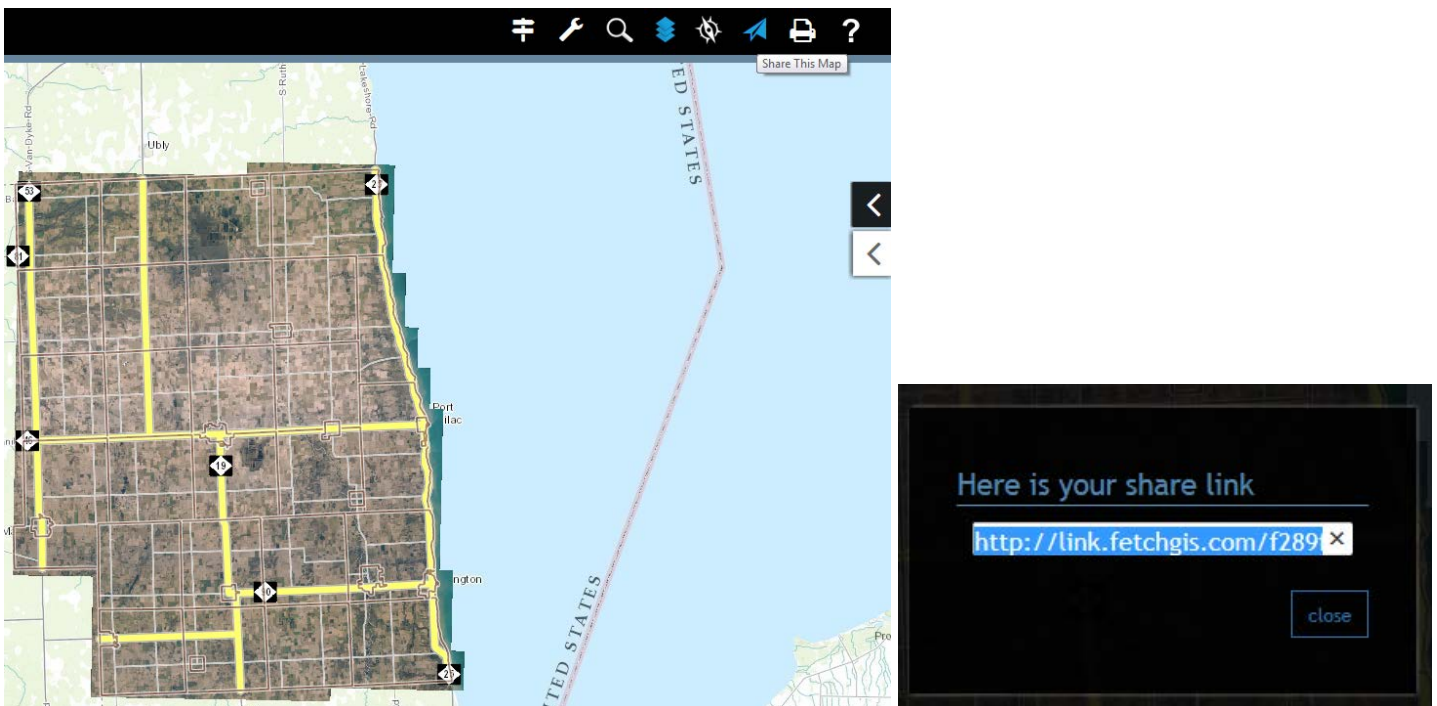
## [My Location / GPS Toggle](#)

Displays your current location on the map when GPS is enabled on your mobile device.



## [Share Map](#)

Allows you to share the map. If you have added any drawing features, such as, points, lines, rectangles or text, you can share the map by clicking on the Share this Map icon in the Menu Bar at the top of the screen. Copy the link and paste it in an email or a document.



## Print Mode

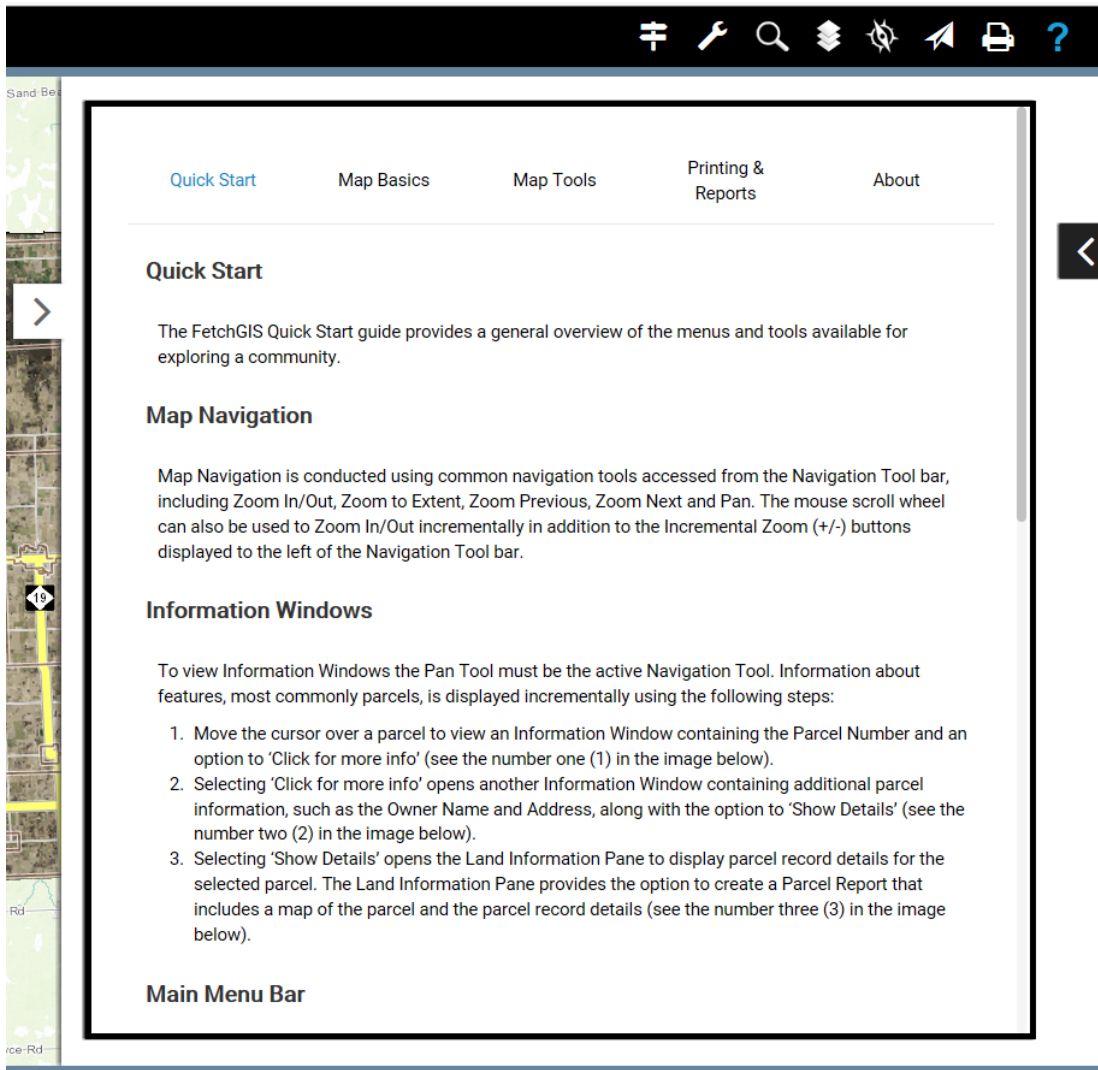
Allows you to Print or Generate PDF of the map. Allows you to add a Title and/or Subtitle to the map. You can change the paper size and orientation of printed map. You can change the North Arrow icon that is add to the map. You can also use the Navigation Tools to Zoom In, Zoom Out, Original Zoom and Pan.

The screenshot displays the 'Print Mode' interface of a GIS application. The interface is organized into three main vertical panels:

- Map Panel (Left):** Shows a satellite-style map of a region with a grid overlay. A yellow path is highlighted across the grid. Various roads and locations are labeled, including Uby, Cakes City, Cara, Myville, Exhington, Yale, and Port Sanilac.
- Metadata Panel (Middle):**
  - Sanilac County logo and the text "Sanilac County GIS".
  - Map Publication: 05/18/2017 1:24 PM
  - Scale bar: 10km / 6mi
  - powered by FetchGIS logo
  - Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Sanilac County expresses no warranty for the information displayed on this map document.
- Print Options Panel (Right):**
  - Title:** Sanilac County GIS
  - Subtitle:** (empty field)
  - Paper Size:** Letter, Legal, Ledger (radio buttons)
  - Paper Orientation:** Landscape, Portrait (radio buttons)
  - Note:** you must set page orientation and size to match these settings in your browser's print settings. Also, make sure background graphics are enabled in print/page-setup settings of your browser. (This does not apply if using the "Generate PDF" button)
  - North Arrow:** Selection of arrow icons
  - Navigation Tools:** Zoom In, Zoom Out, Original, Pan icons
  - Print Legend Builder** (header)
  - Buttons:** Print, Generate PDF, Cancel

## Help Menu

The Help Menu opens a screen that will give you more detail description of the Tools, Menus, Printing & Reports.



Clicking the white arrowed tab will hide the Help Menu screen. To reopen screen click the white arrowed tab again.