

Planning and Development Viewer

Help Documentation

Planning Inspections is an interactive GIS web application used for searching Planning Inspection layers in Forsyth County, NC.

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Explanation of Tools



Search by – use to search for property using various parameters



Near me tool – use to find planning inspection layers near a point on the map



Map Layers – use to turn map layers on and off – layers shown in light gray are scale dependent and will only be visible when box is checked AND when you zoom in on the map



Displays the Map Legend – will display all active map layers



More – click to see more tools



Imagery Change Over Time (aka Swipe Tool) – use to see changes in land use on aerial imagery for two different time periods – *accessed via the More button*



Change Basemap – use to change between topographic (default) basemap and streets basemap – *accessed via the More button*



Print Map Only – use to print – *accessed via the More button*



Print Report (map and info) – use to print a map with report– *accessed via the More button*



Mailing Labels – use to generate mailing labels for property owners in a given area



Measure – use to measure distances and areas or to locate coordinates



Draw – use to draw various shapes or add text to the map



Share My Map – use to create a link to share your map extent via email or social media



Default Extent – use to zoom back to full extent of Forsyth County

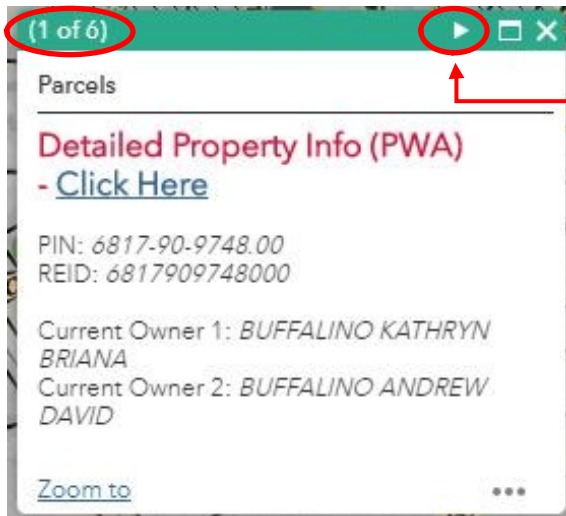


Select Tool – use to select multiple features of a given layer at a time (ie, parcels, address points)

[City-County Planning](#) [City-County Inspections](#) [Tax Parcel Viewer](#)

External Web Links – use to go to other related web sites

The map is interactive. You may click any of the features on the map to display information about that feature. If more than one feature is present at the location you clicked, you will be given a right facing triangle to click to go to the information of the next feature.



Click right facing triangle to display attributes of the next map feature.

TIPS

– use % as a wildcard when searching – for example searching for an address of **1022 % main st** will yield results, but entering **1022 main st** does not

- when searching for address, do not enter the street type, rather enter the street without the type or use the street type abbreviation as shown in the table below

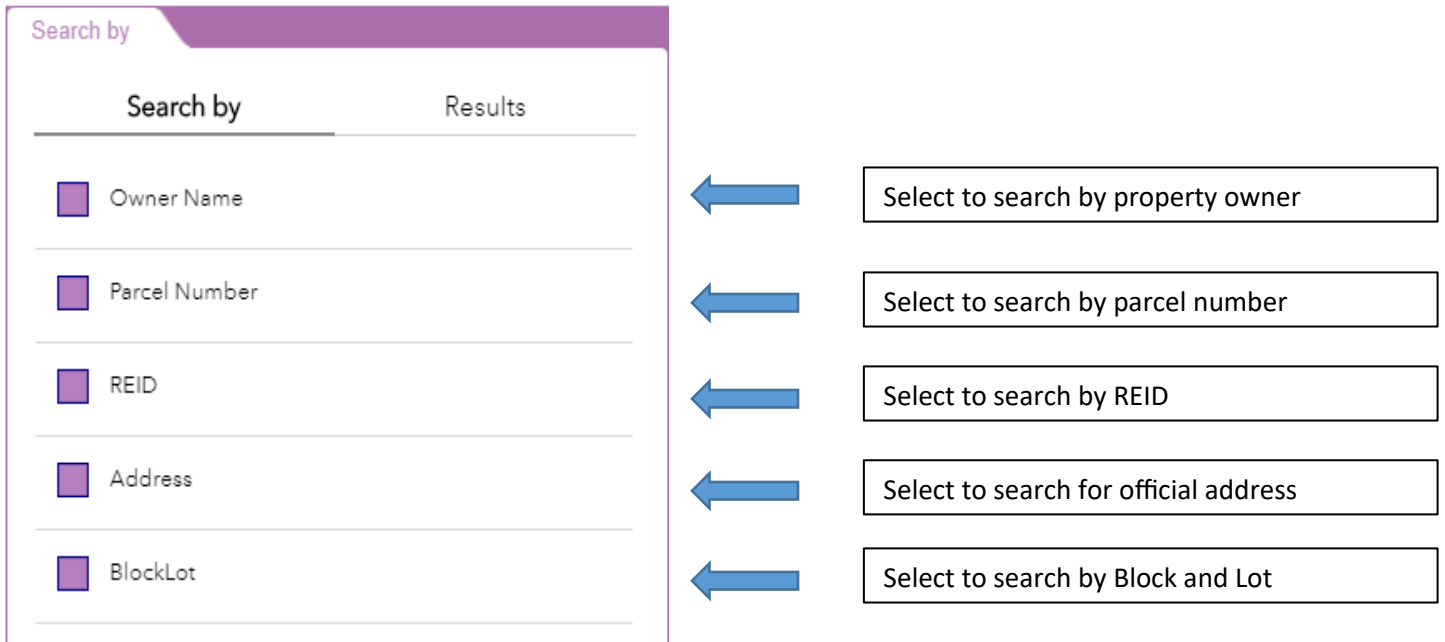
Street Type	Type Abbreviation	Street Type	Type Abbreviation
Alley	ALY	Place	PL
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Plaza	PL
Crossing	XING	Ramp	
Commons	CMNS	Road	RD
Circle	CIR	Ridge	RDG
Court	CT	Run	RUN
Cove	CV	Row	ROW
Drive	DR	Square	SQ
Expressway	EXPY	Street	ST
Highway	HWY	Trace	TRCE
Lane	LN	Trail	TRL
Loop	LOOP	Terrace	TER
Park	PARK	Way	Way
Path	PATH		

Search by



Click on the Search by tool

This will open the Search by panel for you to choose how you want to search for property information



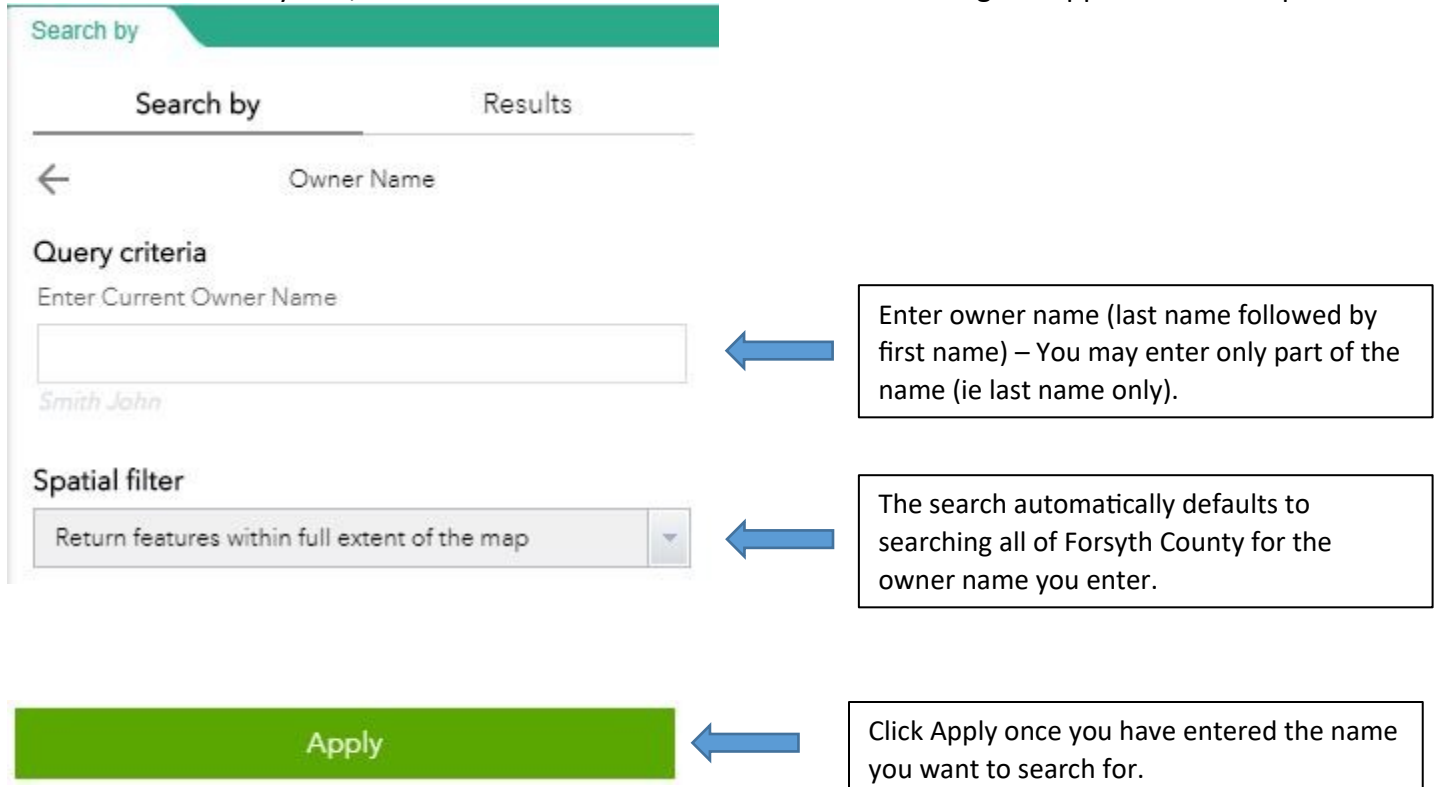
The screenshot shows the 'Search by' panel with a purple header. It has two tabs: 'Search by' and 'Results'. Below the tabs are five search criteria, each with a purple square icon and a text label. Blue arrows point from each criterion to a corresponding callout box on the right:

- Owner Name: Select to search by property owner
- Parcel Number: Select to search by parcel number
- REID: Select to search by REID
- Address: Select to search for official address
- BlockLot: Select to search by Block and Lot

Example – Search by Owner Name



Click on the Search by tool, then click on Owner Name. The following will appear in the left panel.



The screenshot shows the 'Search by' panel with a green header. The 'Search by' tab is selected, and 'Owner Name' is chosen. A back arrow is visible. Below the header are two sections: 'Query criteria' and 'Spatial filter'. Blue arrows point from each section to a callout box on the right:

- Query criteria:** Enter Current Owner Name. Below the input field is the text 'Smith John'. Callout: Enter owner name (last name followed by first name) – You may enter only part of the name (ie last name only).
- Spatial filter:** Return features within full extent of the map. Callout: The search automatically defaults to searching all of Forsyth County for the owner name you enter.

At the bottom, a green 'Apply' button is shown with a blue arrow pointing to a callout box: Click Apply once you have entered the name you want to search for.

Here is a result after searching for owner name **SMITH JOHN**. The map will automatically zoom to the selected properties and show them in red.

The screenshot shows a search interface with a green header 'Search by' and a 'Results' tab. The search input contains 'Owner Name _Query result'. A red circle highlights a three-dot menu icon to the right of the search bar, with a blue arrow pointing to a callout box: 'Feature Actions button (See page 7)'. Below the search bar, the text 'Number of features found: 25' is circled in red. The results list contains three entries, each with a red trapezoidal icon, the text 'Detailed Property Info (PWA) - Click Here', and owner information. A vertical scroll bar is on the right of the results list, with a blue arrow pointing to a callout box: 'Use the scroll bar to navigate to all search results.'. A red line outlines the entire results list area, with a callout box pointing to it: 'Click anywhere within this area to zoom to the specific property on the map.'

Search by

Results

Owner Name _Query result

Number of features found: 25

Parcels
Detailed Property Info (PWA) - [Click Here](#)
Parcel Number: 6876-05-9836.00
REID: 6876059836000
Current Owner 1: *Smith John B*
Current Owner 2: *Smith Patricia*

Parcels
Detailed Property Info (PWA) - [Click Here](#)
Parcel Number: 6855-10-3861.00
REID: 6855103861000
Current Owner 1: *Smith John D*
Current Owner 2:


Parcels
Detailed Property Info (PWA) - [Click Here](#)
Parcel Number: 6867-93-5237.00
REID: 6867935237000
Current Owner 1: *Smith John Daniel*
Current Owner 2: *Smith Laurie O*

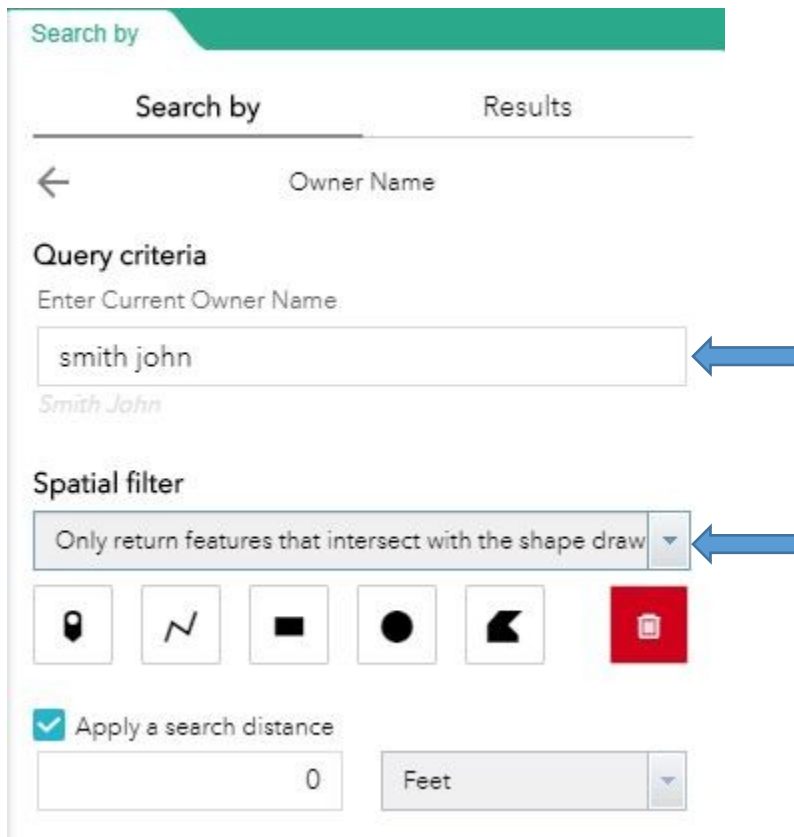
Feature Actions button (See page 7)

Use the scroll bar to navigate to all search results.

Click anywhere within this area to zoom to the specific property on the map.

Example – Search by Owner Name within a specific area on the map

Click on the Search by tool,  then click on Owner Name. The following will appear in the left panel.



Search by

Search by Results

← Owner Name

Query criteria

Enter Current Owner Name

smith john

Smith John

Spatial filter

Only return features that intersect with the shape draw

Apply a search distance

0 Feet

Apply

Enter owner name (last name followed by first name) – You may enter only part of the name (ie last name only).

Change the Spatial Filter to only return features that intersect with the shape drawn on the map.

Use any of the drawing tools on the map to specify the area you are interested in searching in. You may apply a buffer if you choose (works best for a point location).

Click Apply once you have entered the name you want to search for.

All other searches work in a similar fashion. It is important to remember when searching for a Parcel Number to enter the number in the following manner #####-##-#####.## (you may enter in part of the parcel number to get a larger selection of parcels if desired).


Feature Actions Button – Additional Functionality

The screenshot shows a search results interface with a context menu open over a search result. The menu items and their corresponding explanatory text boxes are as follows:

Menu Item	Explanatory Text
Zoom to	Zoom to property on map
Pan to	Pan to property on map
Flash	Flash property on map
Export to CSV file	Export results to CSV file – can be opened in most spreadsheet programs Note: Can only export 1000 records at a time.
Export to feature collection	
Export to GeoJSON	
Statistics...	See statistics of search results (such as average grade percentage, average sq ft, etc)
Save to My Content	
View in Attribute Table	View search results in table format – can export to CSV from table as well
Remove this result	When finished with a given search result, remove it from the application

Search Planning and Development layers using Near Me Tool

You may search for Planning Inspection layers near a given address.

Click on the Near Me tool 

In the search box, enter an address or use the Pick Map Location tool (shown below) to select a location on the map.

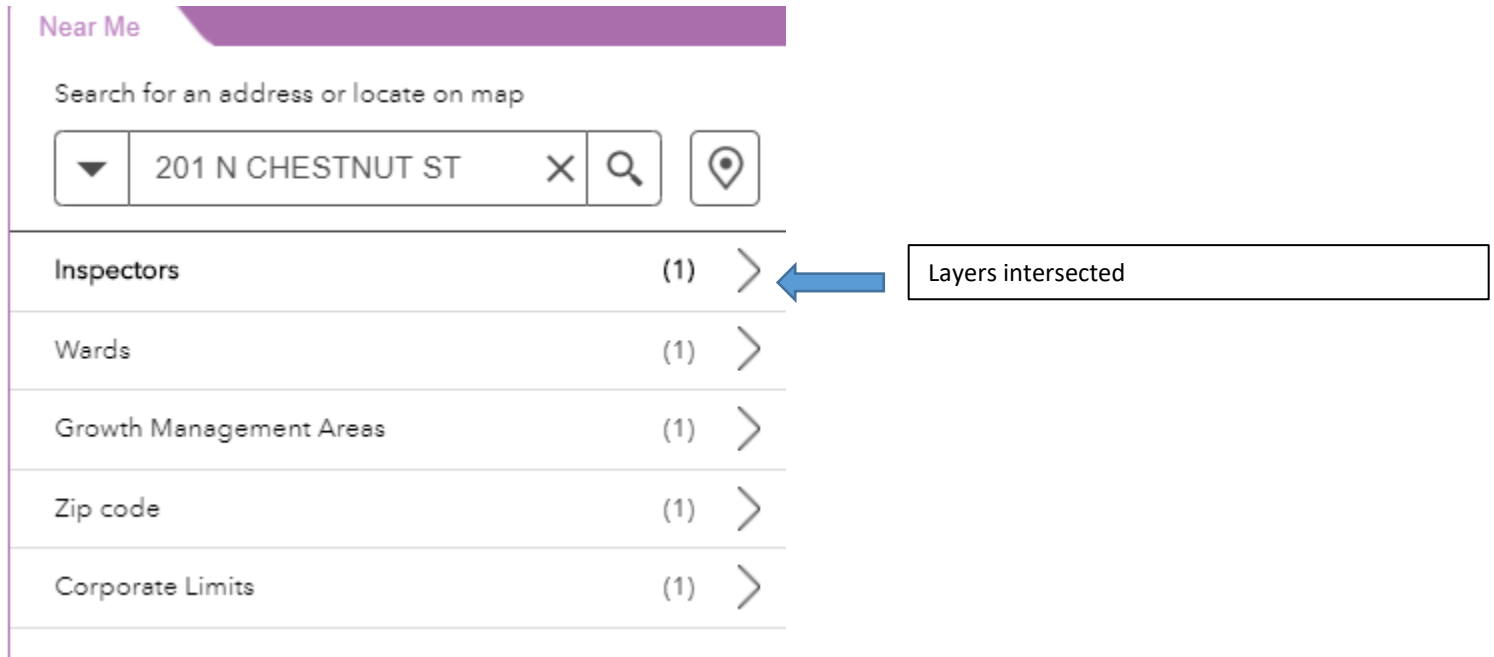


The screenshot shows the 'Near Me' search interface. A red arrow points from the 'Address Search Box' callout to the search input field. A blue arrow points from the 'Pick Map Location Tool' callout to the location pin icon.

Address Search Box

Pick Map Location Tool – use to select a location on the map.

Once an address has been entered (or location on map selected), the map will automatically zoom to that location, and the polygons that the parcel intersects with will be displayed.



The screenshot shows the 'Near Me' search interface with the address '201 N CHESTNUT ST' entered. Below the search bar, a list of intersected layers is displayed. A blue arrow points from the 'Layers intersected' callout to the right side of the list.

Layer	Count	Action
Inspectors	(1)	>
Wards	(1)	>
Growth Management Areas	(1)	>
Zip code	(1)	>
Corporate Limits	(1)	>

Layers intersected

Mailing Labels

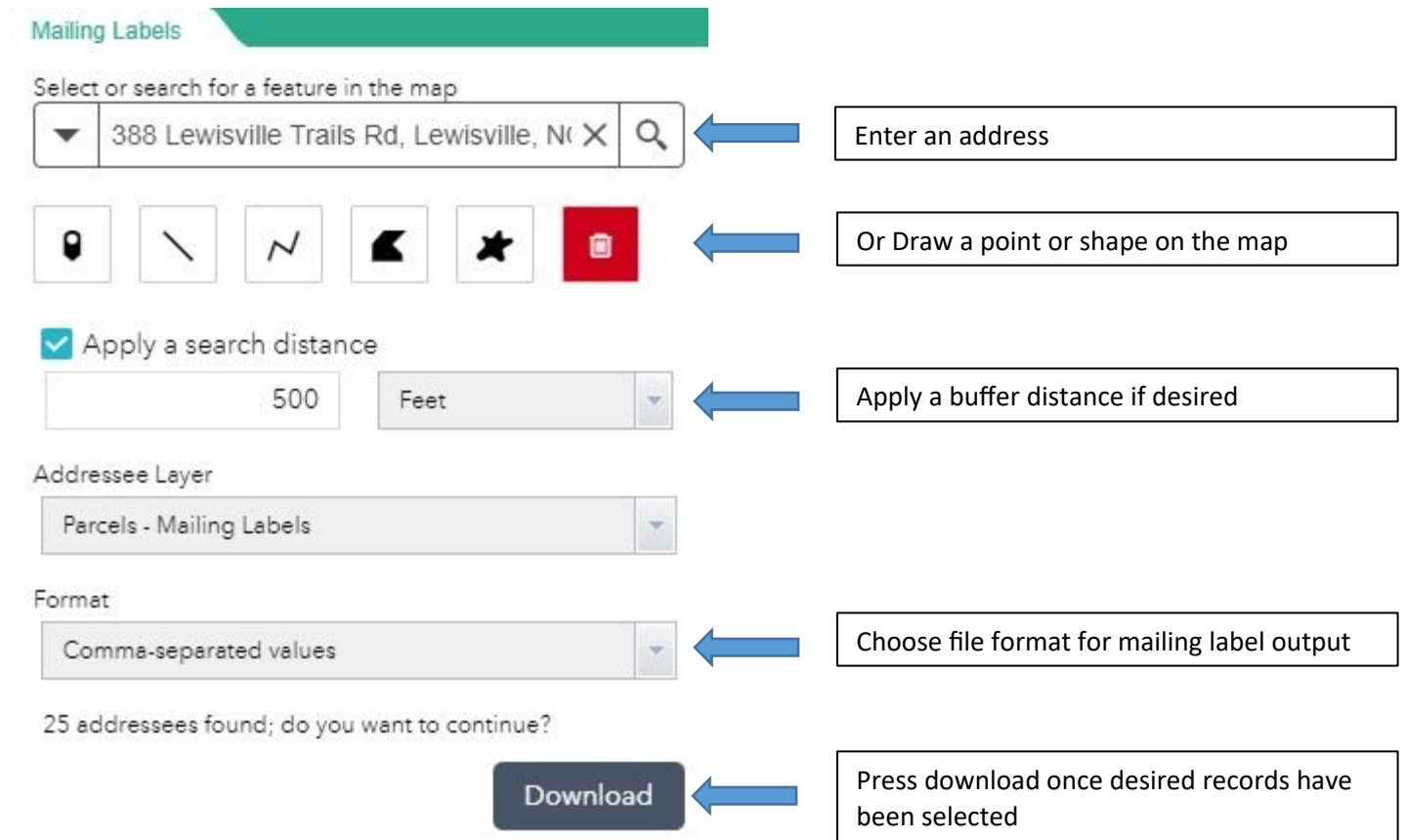
You may generate mailing labels of property owners. To do this,

Click on the Mailing Labels tool



Enter an address or draw a shape on the map to select the appropriate parcels. You may also apply a buffer to your given address or shape drawn on the map.

You may choose the format you would like for the mailing labels to be generated; csv file or pdf.



The screenshot shows the 'Mailing Labels' tool interface. It includes a search bar with the text '388 Lewisville Trails Rd, Lewisville, Nc', a search icon, and a blue arrow pointing to a text box labeled 'Enter an address'. Below the search bar are icons for a location pin, a line, a polygon, a rectangle, a star, and a red square with a white icon, with a blue arrow pointing to a text box labeled 'Or Draw a point or shape on the map'. There is a checked checkbox for 'Apply a search distance' and a dropdown menu set to 'Feet', with a blue arrow pointing to a text box labeled 'Apply a buffer distance if desired'. Below that is a dropdown menu for 'Addressee Layer' set to 'Parcels - Mailing Labels'. Further down is a dropdown menu for 'Format' set to 'Comma-separated values', with a blue arrow pointing to a text box labeled 'Choose file format for mailing label output'. At the bottom, there is a 'Download' button and a text box labeled '25 addressees found; do you want to continue?', with a blue arrow pointing to a text box labeled 'Press download once desired records have been selected'.



Note – if the number of records exceeds 30 and you choose to PDF Label 30 per page, multiple PDF files will be generated based on the number of records divided by 30.

For example, if you have a total of 93 records selected, the 4 PDF files will be generated; 3 files containing 30 records (mailing labels) each and the fourth page containing the remaining 3 records (mailing labels).

Imagery Change Over Time

You may look at two different years of aerial imagery to look for changes in property/land use. To do this, first make sure you have two years of aerial imagery turned on the Map Layers.

- ▶ 2014 Aerial Imagery ...
- ▶ 2010 Aerial Imagery ...
- ▶ 2005 Aerial Imagery ...



Then, click on the More button ,  then click the Imagery Change Over Time tool . 

Once the map layers draw, your map screen will be split into two sections with a line separating the two. Click and hold down the Swipe Handle and slide it side to side to see the change in imagery.



Change Basemap

You may change the basemap from the default (topographic) to a Streets basemap and back again if you choose.

Click on the More button ,  then click on the Change Basemap tool . 

Change Basemap




Streets



Topographic

Simply click on the basemap you would like to change to.

Note – changes in the basemap will only be reflected when the map is zoomed to full extent  or if all aerial imagery layers are turned off in the Map Layers.

Drawing Tools



The Drawing Tool will allow you to draw a point, line or shape on the map as well as add text.

The Drawing Tools panel is a vertical interface with a green header. It is divided into two main sections. The top section, titled "Select draw mode", contains two rows of icons: the first row has a point, a straight line, a wavy line, a curved line, a triangle, and a square; the second row has a circle, an oval, a polygon, a star, and a text 'A' icon. The bottom section contains a "Preview" area with a grid of colored trapezoids. Below this are controls for "Color" (a color bar), "Transparency" (a slider from 0% to 100%), "Outline color" (a color bar), and "Outline width" (a numeric input set to 2). At the bottom are two toggle switches: "Show area measurement" (checked) and "Show distance measurement" (unchecked). A "Unit" dropdown is set to "Acres". At the very bottom are three buttons: "Undo", "Redo", and "Clear".

Select what you want to draw

Choose the appearance of what you want to draw

Determine if you want to show measurements of what you draw

Go to map and click where you want to begin drawing and draw your feature.

Measure Tools



The Measuring Tools will allow you to measure distance, area or determine coordinates on the map.

Measure

Determine coordinate location – click this then click location(s) on the map – results displayed in Measure Tools window.

Measure distance of a line(s) – click this then click beginning and end points on the map – results displayed in Measure Tools window.

Measure area – click this then click beginning point and subsequent points on the map – double-click to end – results displayed in Measure Tools window.

Share My Map

You can share your map extent with others via email or select social media. Click the Share My Map tool



The Share My Map window will open and a web link will be created. You will be given the option of how you wish to share this link.

Share [Close]

Share a link to this app

<https://arcg.is/Xum08>

[Link options](#)

[Email] [Facebook] [Twitter] [Google+]

Embed this app in a website

```
<iframe width="300" height="200" frameborder="0" scrolling="no" allowfullscreen src="https://arcg.is/Xum08">
</iframe>
```


[Embed options](#)

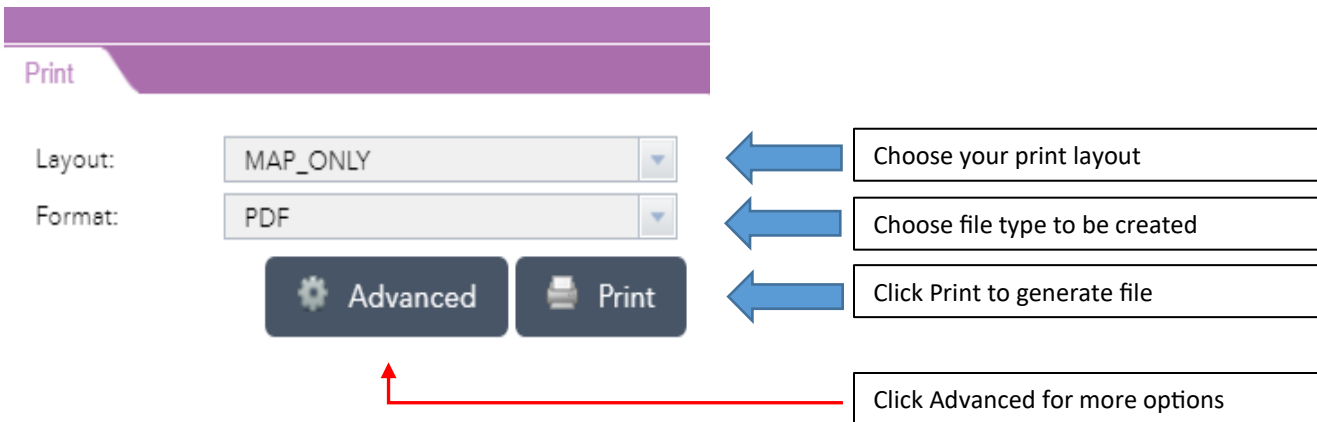
Web link to map extent

Choose to share via email or select social media

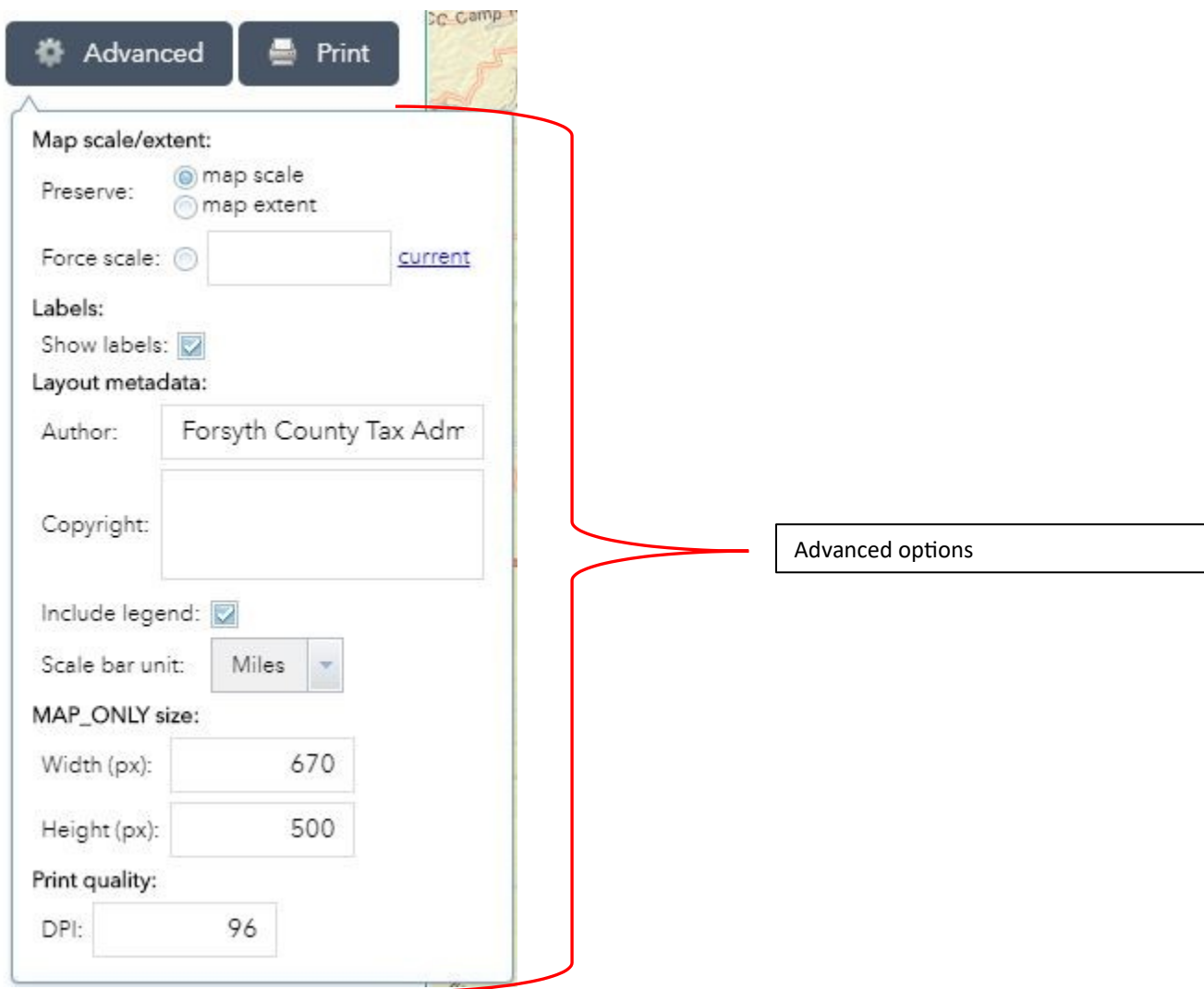
Code is also created if you wish to embed your custom map in another website

Print Map Only

The Print Map Only Tool does not print directly to a printer, rather it creates a file which you can save on your computer and print from there. Click the Print Map Only Tool  to print your map.



The screenshot shows the top part of the Print Map Only tool interface. It features a purple header with the word "Print" in white. Below the header are two dropdown menus: "Layout:" with "MAP_ONLY" selected and "Format:" with "PDF" selected. To the right of these dropdowns are three blue arrows pointing left, each with a corresponding text box: "Choose your print layout", "Choose file type to be created", and "Click Print to generate file". Below the dropdowns are two buttons: "Advanced" (with a gear icon) and "Print" (with a printer icon). A red arrow points from the "Advanced" button to a text box that says "Click Advanced for more options".



The screenshot shows the "Advanced" options panel, which is a light green box with a white border. It contains several sections of settings: "Map scale/extent:" with radio buttons for "map scale" (selected) and "map extent", and a "Force scale:" field with a "current" link; "Labels:" with a checked "Show labels:" checkbox; "Layout metadata:" with an "Author:" field containing "Forsyth County Tax Adm" and an empty "Copyright:" field; "Include legend:" with a checked checkbox; "Scale bar unit:" with a "Miles" dropdown; "MAP_ONLY size:" with "Width (px):" set to 670 and "Height (px):" set to 500; and "Print quality:" with "DPI:" set to 96. A red line connects the "Advanced" button from the previous screenshot to this panel, and a red arrow points from a text box labeled "Advanced options" to the panel.


Once Print has been clicked, a file will be generated and listed in the Print window. Click on the file to open, save and/or print the file. Clicking on Clear Prints will remove all print files from the list in the Print window.

Print

Layout: MAP_ONLY

Format: PDF

Advanced Print

1.  Planning and Development Viewer

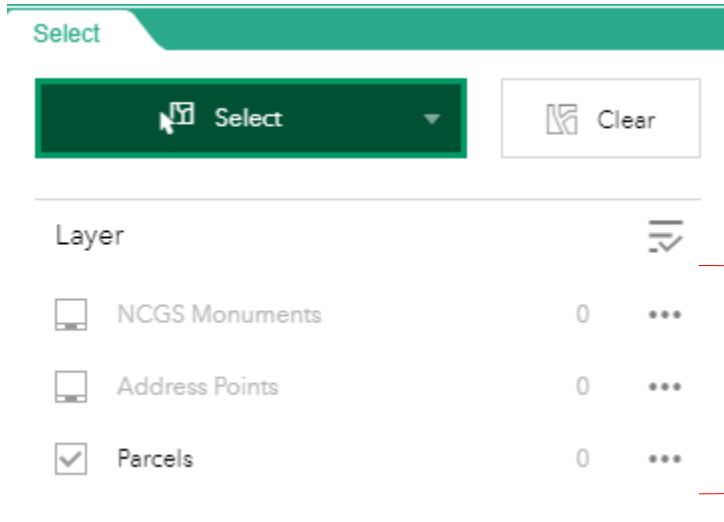
Clear prints

Click Print to generate file

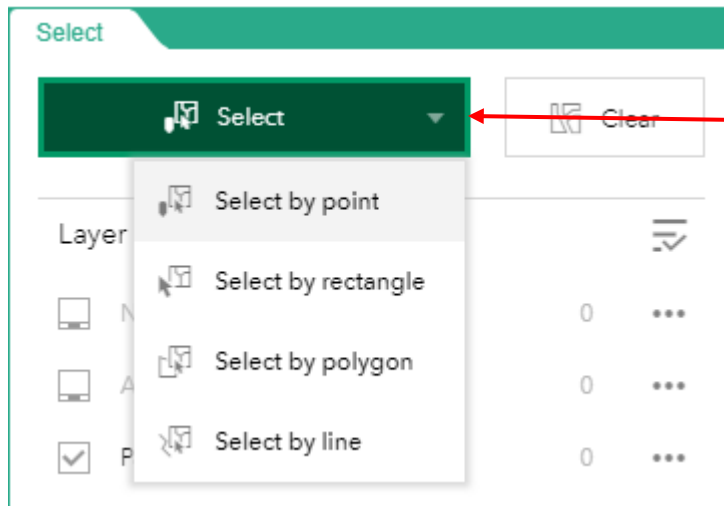
Click on file to open, save and/or print

Click Clear Prints to remove print files from list

Select Tool



Check the box of the feature you wish to select




Click on the dropdown arrow to choose how you would like to select. Selecting by point allows you to choose the features you want individually.

When using Select by Point,





- Click on a the map to start selecting
- Hold Shift and left mouse to add additional individual features
- Hold Ctrl and left mouse to remove individual features

Coordinates

Click to select tool  and then input coordinates and hit enter

Coordinates

Input (DD)

Output + Add

DD

DDM

DMS

USNG

UTM


UTM_H

After hitting enter, the tool will ask you to confirm input

Confirm Input Notation

2 notations found that match your input. Please confirm which you would like to use:

At any time you can click on the + sign just to the right of the box where you input data, which will zoom you to the location. In the example above you can see the breakdown for all of the different variations of decimal degrees, decimal degrees minutes, degrees minutes seconds, etc

Additional options have been added to change the coordinates of the map:

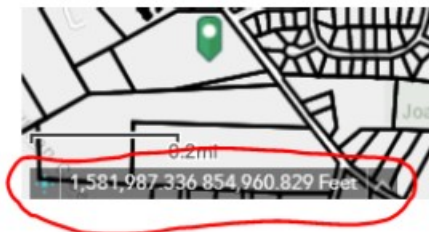
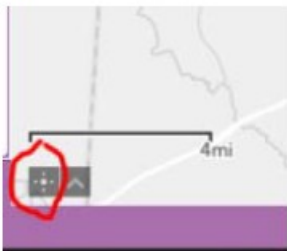
Click on this button in the bottom left hand corner:



The two new options are for NC State Plane, one using US Foot and the other using Foot



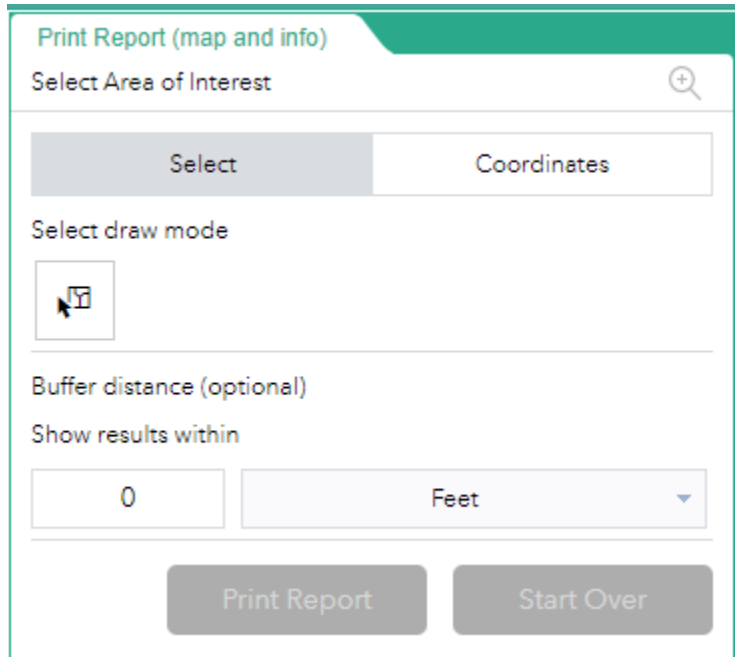
Once a coordinate system has been chosen, click the coordinate tool, then click the desired location on the map



Print Report (map and info)

The Print Report Tool generates a map which includes a report of the data features that are selected while

using the tool. Click the Print Report Tool  to print your map.



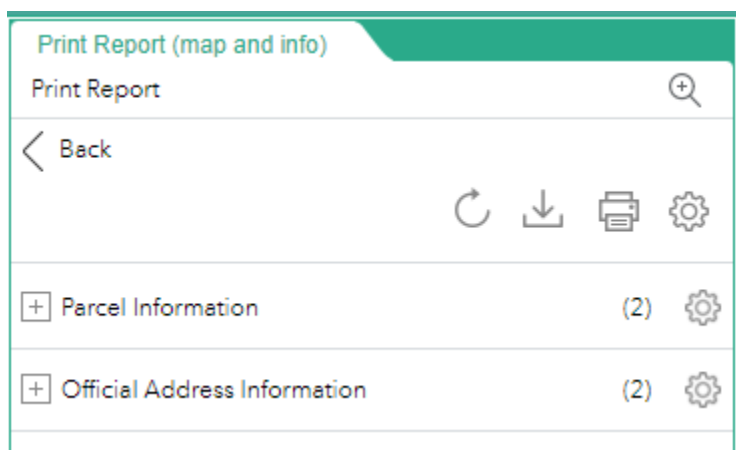
Choose Select or Coordinates to set the method that you desire to use to focus the map area with.

Click Select by Rectangle to drag a selection box around features to be included in the report.

Set an optional buffer distance for your report selection if desired.

Click Print Report to proceed to the next step.


Once the report area has been determined using the select rectangle or coordinates method and Print Report has been clicked, a new tab will open that displays how many records will be included in the report and some additional options to download, print, or customize the report.

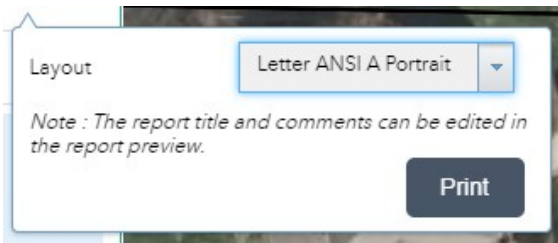


Refresh, download, print, or choose units for the report.

Click the sprocket icon to customize which attributes to display on the report.

Clicking the + expands the feature list and optionally allows you to highlight one in blue if you desire.

Once the Print Button  is clicked, you can choose a layout style and click the Print button in that box to proceed to the report preview.



The report can then be printed from the report preview screen.

Note: Within the report preview there is a section to add your own comments to the document and you can change the title as well.

3/13/2020

Basic Info Report

Area of Interest (AOI) Information

Mar 13 2020 8:43:28 Eastern Daylight Time

Legend:

- Address Point
- Property Lines
- Street
- Parcel
- Parcel Value (2018)

Scale: 1:10,000

3/13/2020

Parcel Information

#	Parcel Number	Current Owner 1	Current Owner 2	Assessed Value (2018)	Parcel Area (Acres)	zoning	Area(\$)
1	8803-17-0192-05	Maria Simek C	Tim Simek	284,627	0.30	R2B	15,763.24
2	8803-17-0192-06	Debra Chelms	Debra Valente	405,000	0.34	R2B	14,782.75

Official Address Information

#	Address	Zip Code	Use Description	Count
1	4840 WINDSOR PLACE DR	27706	Residential Building, Single Family	1
2	4850 WINDSOR PLACE DR	27706	Residential Building, Single Family	1

Address is as shown on the data. Information is current information and may not reflect the latest parcel information. Parcel information is current information and may not reflect the latest parcel information.