MISSOULA COUNTY

PROPERTY INFORMATION SYSTEM

HELP GUIDE

http://gis.missoulacounty.us/propertyinformation
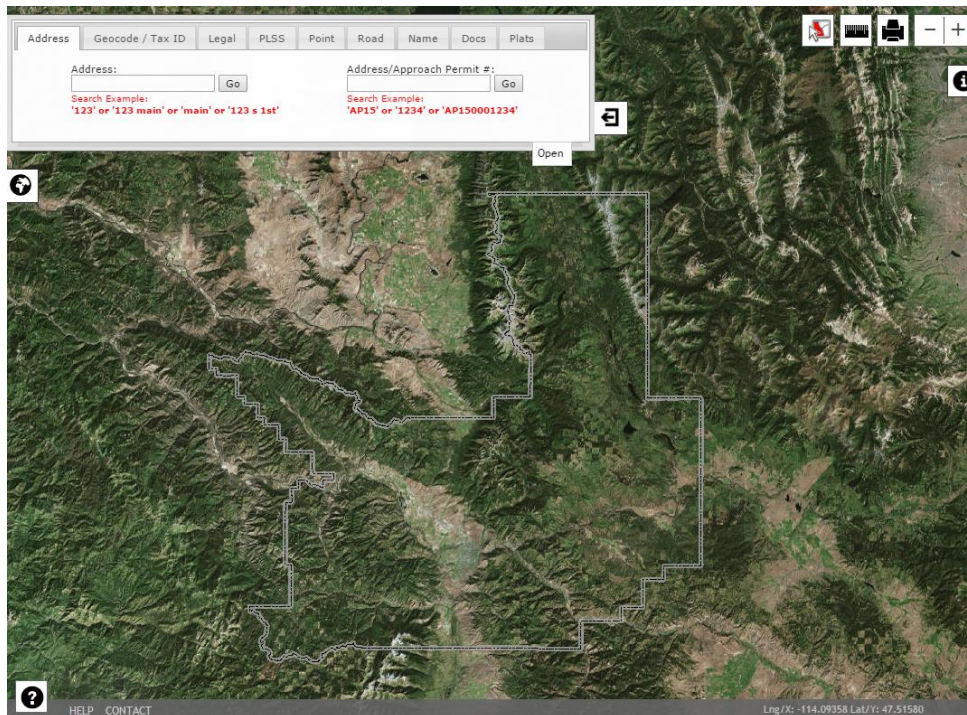
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WELCOME

When first visiting the Missoula County Property Information System you will be greeted with a welcome dialog that contains multiple tabs of information describing the data, what's new, and a disclaimer for the application. To enter the site, press the 'I have read the disclaimer and want to continue' button.

NAVIGATION

Hold your left mouse button down and drag on the main map area to pan the map. You can also use your mouse scroll wheel to zoom in or out of the area where your mouse cursor is on the map (see ZOOMING for mouse scroll details).

ZOOMING

There are several ways to zoom in and out on the map:

Mouse:

- Scroll your mouse scroll wheel back and forth to zoom in or out
- Double click your left mouse button on the map to zoom in one map level
- Hold the SHIFT KEY on your keyboard while dragging a box with your mouse to zoom into a specific area

Map:

- Click the zoom-in or zoom-out buttons (the '+' or the '-') buttons in the lower left hand side of the map to zoom accordingly

MAP VIEW

The three main dialogs (Search, Layers, and Property Information) are all dockable/closeable in the view. To dock an open dialog click the tab with the arrows and the dialog will close. To open a closed dialog click the tab again with the icon for either

Search: , Layers: or Property Information: .

SEARCHING

MAP-CLICK – IDENTIFY PARCEL TOOL

There are many ways to search for and find information with the Property Information System.

The quickest way is to use the Identify tool in the upper right hand side of the screen. If you press this button while the icon is red it will enable the map click identify capability and the icon will turn . When you enable this button the parcels layer will automatically be displayed on the map (if it was not already visible) and you can click anywhere on the map to identify a parcel. You may need to zoom in until you can see your area/parcel of interest (see ZOOMING and/or NAVIGATION).

SEARCH TABS

The search tabs have many ways you can search for information within the map application:

Geocode /Tax ID Tab

Geocode:

The geocode is a 15 or 17 digit parcel identification number.

ex: 04-2200-22-2-33-14-0000 or: 2200-22-2-33-14-0000

You may enter with or without the dashes if you prefer.

Tax-Id:

Enter the tax payer id for a parcel. This may return many results in a selection list.

Physical Address Tab

Address:

Enter a physical address in standard postal format. This will search only the physical addresses that we have in our database. This search works best if you take the 'less is more' approach in your query. For example: If you are search for 123 W Main St E the easiest query is simply '123' and choose from a list.

Legal Description Tab

Keywords:

Enter legal description keywords to search by. For example: If you wanted to search for legal descriptions that have the word 'ELMS' in it. The search will return a list of all properties (listed by legal description) with 'ELMS' in the legal description. You can zoom to any of these by clicking the 'Zoom' button in the results or you can zoom to all properties by clicking the 'Zoom To All…' button. This search works best if you take the 'less is more' approach in your query.

PLSS / TRS Tab

Townhip, Range, Section:

In these dropdown boxes you can choose township, range, and optionally, section to zoom to. If you just enter a township and range you will be zoomed to the entire township. If you enter a section you will be zoomed to the section within the township.

CAMA, Section:

You can also enter a CAMA number and section to zoom to if you wish. The CAMA number is from the Department of Revenue (DOR) and is the first four-digit group of numbers contained in a geocode and corresponds to a township/range. For example the geocode 04-2200-22-2-33-14-0000 has a CAMA township number '2200' which is the same as T13NR19W in Missoula County. You can enter only a CAMA number to zoom to or you can also provide a section number.

Point TAB:

Latitude/Longitude – Degrees Minutes Seconds:

Enter degrees, minutes, seconds and direction for both latitude and longitude to zoom to that point on the map. Click the 'Go DMS' button to use this search.

Latitude/Longitude – Decimal Degrees:

Enter decimal degrees and direction for both latitude and longitude to zoom to that point on the map. Click the 'Go DD' button to use this search.

Name Tab:

Name:

Enter an owner name in the search box. You can search for 'keywords' such as last name or first name. If you search for both first and last the format is last name followed by first name. Avoid punctuation in this search.

Road Tab:

Road:

Enter a road name in the search box to locate roads. The search results will give you the option

of zooming to the entire stretch of the road or a single segment of the road.

Docs Tab:

Book, Page:

Search for filed documents using the document book and page number. Scanned documents are only available going back to the year 2001. For documents from earlier dates, please contact the Missoula County Clerk and Recorders Office.

Document Type, Name, From, To:

Search for filed documents using a combination of document type, name (grantor or grantee) and a date (from, to) range.

Plats Tab:

Search for Certificates of Survey, Subdivisions, & Deed Exhibits by location. At any location on the map open this tab and select and one of the above survey types or 'All' to return surveys at the map center's township-range-section-quarter-section.

PROPERTY INFORMATION ⓘ

The property information panel displays the results of identifying or zooming to a parcel either through the identify tool or the search tabs. The data returned consists of Geocode, TaxId, Levy District, Legal Description, Owner, Mailing Address, Physical Address(es) (if they exist), PLSS (township range and section), Subdivision (if one exists), COS (if one exists), property type, total acres, GIS acres, Residential/Commericial/OutBuilding (Res/Com/Oby) units, Living Units and tax year.

Tax ID: *2163303*   Tax Year: *2016*

PLSS: *T13NR19W-22*   Levy: *04-0583-1-1*

Geocode: *04-2200-22-2-23-12-7001*

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PALACE CONDOMINIUMS, S22, T13 N, R19 W,
UNIT A
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If a property has multiple legal descriptions (condos, leases, etc), a pager will be displayed on the property information form (1). To view the related legal descriptions click the 'next' or 'prev' buttons to page through the results.

The property information panel also has buttons for:
CAMA, TAX, DOC, AND PERM, FLOOD, VOTE & SEPTIC.
They work as follows:

CAMA	TAX	DOC	PERM	FLOOD	VOTE	SEPTIC

CAMA: This button links to the State of Montana CAMA print page that displays a variety of CAMA and appraisal data for the given property. **Your browser must allow pop-ups to view this window.**

TAX: This button will take you to the Missoula County iTax website based on the property tax-id. You can review current or historical tax records for the property.

DOC: This button will search the records database for any filed records pertaining to this property tax id and display them in a list. Scanned documents are only available going back to the year 2001. For documents from earlier dates, please contact the Missoula County Clerk and Recorders Office.

PERM: This button will search CAMA records for any permits that are in the DOR system. **The current-ness of this data cannot be verified.**

FLOOD: This button will open a new browser window to the Missoula County Floodplain application and zoom to the currently selected property. **Your browser must allow pop-ups to view this window.**

VOTE: When an address is selected in the physical address list of the selected property, this button will open a new browser window to the Missoula County Voter Information application and zoom to the currently selected address point. **Your browser must allow pop-ups to view this window.**

SEPTIC: This button will open a new browser window to the Missoula County/City Septic Permit lookup mapping application and zoom to the currently selected property. **Your browser must allow pop-ups to view this window.**

Survey Info:

If the 'SUB' or 'COS' information is populated after a property has been identified you can click the corresponding button next to the textbox to either display a COS scan (if available) or search for a subdivision scan (if available).

If the physical address box is populated with address(es) you have the ability to single-click an address in the list to zoom to that particular address point, or alternatively, you can double-click the address to launch a new browser window with Google Streetview at the property. **Note: Your browser must allow pop-ups to view this window. Also, Google Streetview is not available in all locations.**

PRINT 🖶

The print button allows you to print a pre-formatted PDF or JPEG of the current map view. This button will display a print dialog with several options:

Title:

Check this and type in a title for your map. The title will display in the upper left-hand side of the printed map.

Map Only?:

Check this to print only the map without any owner information. If this is unchecked the printed

map will contain most of the information that is currently in the property information dialog.

Landscape Orientation?:

Check this to create a map in landscape page orientation. Leave unchecked for portrait orientation.

Once your print options are set, click the 'Print Map to PDF' button to print a pre-formatted PDF of your map. Or, you can export the current map view to a JPEG image by clicking the 'Export Map to JPEG' button. Once the maps have been processed and exported, the print dialog will display a link to your newly created PDF. Click the link to download the PDF file.

LAYERS DIALOG 🌍

Layers Tab:
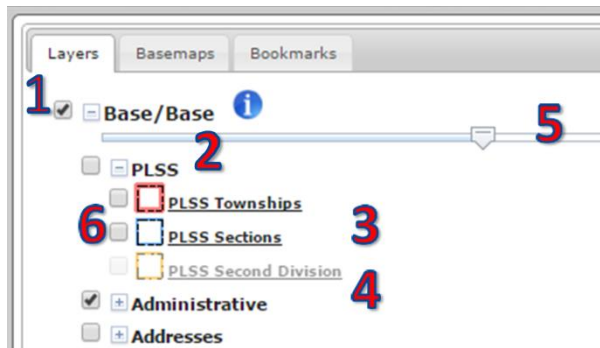
The layers tab contains a table of contents (TOC) of the base GIS layers grouped by category in a collapsible tree structure for the property information system (1). To view the layers contained within a group in the TOC click the '+' next to the group to expand it. Each group layer (2) and sub-layer(s) (3) have check boxes next to them. To add a sub-layer to the map it must be checked as well as its corresponding group layer. To zoom to the extents of a sub-layer, click the layer title. To uncheck or check all of the layers within a group layer hold control and click a check box. If the clicked check box was already checked all of the checkboxes within its group layer will become unchecked. If the check box was unchecked, all of the check boxes will become checked. Also, if a group layer is checked, all sub layers will become checked. Follow the same procedure for the group layers. To expand or collapse all of the layers hold down the control button and click the expand/collapse icon '+' or '-'. To adjust the opacity (transparency) of a layer, slide the opacity slider (5) up or down. Layer symbology will be displayed next to the layer name. This replaces the legend tab.

Note: A checkbox may be greyed out(4) if the layer is out of its max/min zoom level. You must zoom in or out to enable the check box to view the layer.

Identifying Layer Attributes:

To show information on any visible layers, click the information icon next to the layer title (🛈):
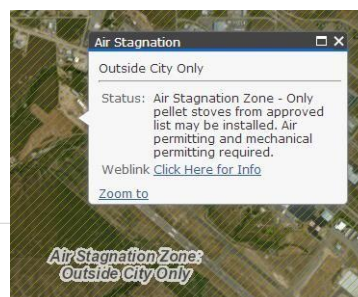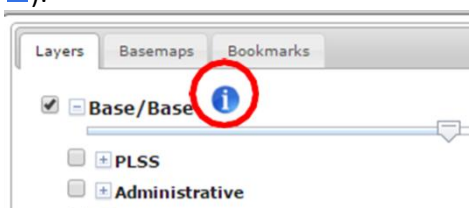
Click the map where you want to identify visible layers. If there is a feature at the clicked map location you will see a pop-up

with attribute information for that layer:

Basemap Tab:

This tab contains switchable basemaps. The default basemap is 'Imagery'. If you wish to change the basemap, click on the desired basemap picture. **Note: Not all basemaps are available at all map zoom levels.**

Bookmarks Tab:

You can save locations in your map with bookmarks. To save a bookmark, zoom to a location on the map that you want to save. Open the Bookmarks tab (1) on the Layers dialog. Click the 'Add Bookmark' link. A text box will appear where you can enter the name of your new bookmark. Once you have entered the name press the 'Enter' key and your bookmark will be saved. To go to your saved bookmark, click the bookmark name. To edit your bookmark name click the pencil icon (2) next to the name. To delete a bookmark click the 'X' icon (3) next to the bookmark name. To clear all bookmarks click the 'Remove Map Bookmarks' button (4).
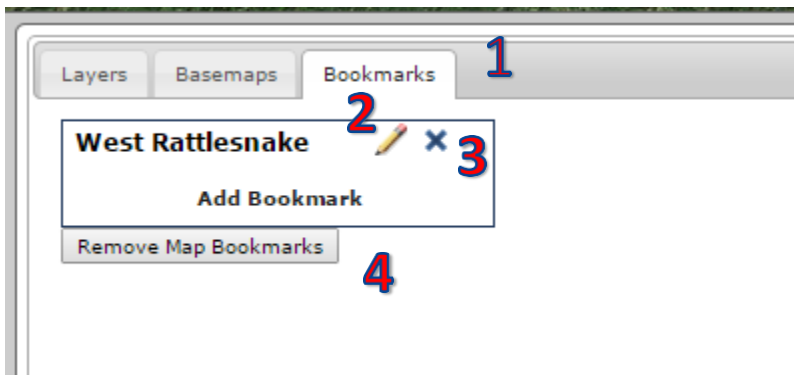
Services Tab:
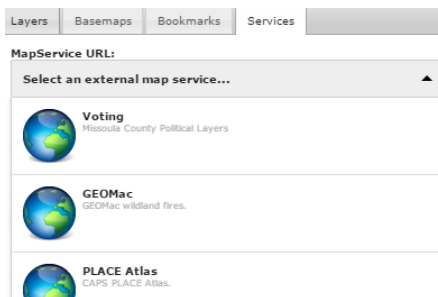
You can add several external webservice layers to the map by selecting this tab, choosing the desired webservice, and clicking the 'Add MapService' button. A table of contents (TOC) for the map layer will appear (see above for TOC information

MEASURE TOOL

The measure tool allows you to measure distances, areas, or a point on the map. Click the measure tool

in the upper right hand side of the map . The icon will turn green when the measure tool is active . This will display the measure tool dialog with these elements:

1. Area Measurement
2. Distance Measurement
3. Point Measurement
4. Units
5. Results

Area Measurement:

Click the area measurement tool (1) to enable it. Click the starting point on the map; this will anchor your first point of an area polygon. Move your mouse to each corner of the area you wish to measure and click the map. When you are finished creating your area double click the mouse to end. You will see the results in the measure dialog (5) in the measurement units you have selected (4). To change the units, click the units drop-down and select.

Distance Measurement:

Click the distance measurement tool (2) to enable it. Click the starting point on the map. This will anchor your first measurement point on a line. Move your mouse to each leg of a line you would like to measure and click the map…when you are finished creating your line double-click the mouse to end. You will see the results in the measure dialog (5) in the measurement units you have selected (4). To change the units, click the units drop-down and select.
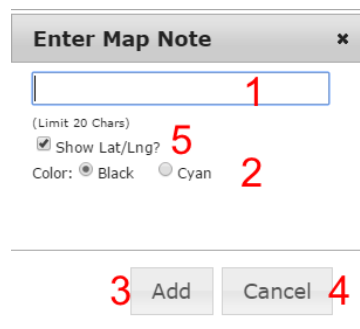
Point Measurement:

Click the point measurement tool (3) to enable it. Click a point on the map to measure a point at that location. You will see the results in the measure dialog (5) in the measurement units you have selected (4). To change the units, click the units drop-down and select.

Click the green measurement icon to disable/turn-off the measurement tool and clear all current measurements from the map.

MAP NOTES

You can add map notes to your map by right-clicking your mouse at a location on the map. This will bring up a menu that will allow you to either add a new map note or clear all existing notes. To add a map note, click the 'Add Map Note' menu item.

This will display the map note dialog:
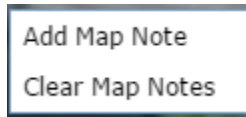
Enter your map note text in the text box (1); this is limited to 20 characters. Select the color or your map note (2); this is important because your note may be difficult to see when displayed over certain map base maps. You can choose to display the Lat/Lng of the map point(5). When finished, click the 'Add' button (3) to add your note to the map. You can also click the 'Cancel' button (4) to cancel adding the current map note. Your new map note will be displayed on the map and will have a point, a latitude/longitude text, and any text that you entered in the dialog.

To clear all map notes, right-click your mouse on the map and choose the menu selection 'Clear Map Notes'.