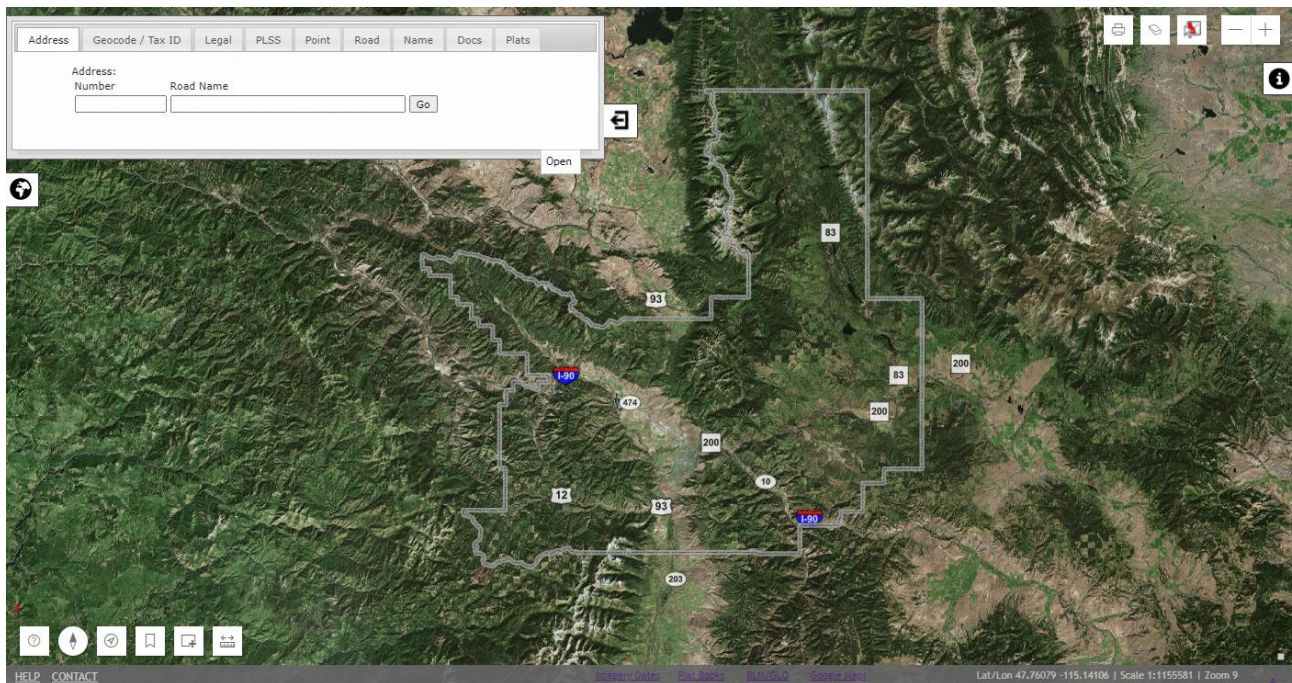




# ***PROPERTY INFORMATION SYSTEM***

## ***HELP GUIDE***



<http://gis.missoulacounty.us/propertyinformation>

**Revision Date: 7/1/2022**

The material displayed on this page is informational and should be used for reference only. No reliance should be placed thereon without verification by the user. Missoula County does not warrant that the information is either complete or accurate. No representation, warranties or covenants of any kind are made by Missoula County. Before acting on the information contained on this page the user should consult original documents.

# 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 upper right 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 green . 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:

### ***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.

### ***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.

## ***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***

### ***Township, 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 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/Commercial/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**

Legal:    2 of 10 <a href="#">Prev</a> <a href="#">Next</a>
PALACE CONDOMINIUMS, S22, T13 N, R19 W, UNIT A

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.

Once a property has been identified. The CAMA button next to the geocode will be enabled:

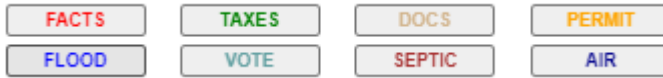
Geocode: **04-2200-22-2-33-14-0000**        

**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.**

Additionally, once a property has been identified, there is a 'Copy Link' button next to the geocode that will allow you to copy-paste a link that will lead directly to the currently searched property by geocode.

The property information panel also has buttons for:



**FACTS:** This will open a new browser window to the Missoula County 'Fast Facts' website that will automatically zoom to the currently selected property and display a simplified list of the basic property information as well as a host of other information attributed to the current property. The user can create a simple PDF printout of this information here as well.

**TAXES:** 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.

**DOCS:** 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.

**PERMIT:** 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.**

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

#### **Survey Info:**

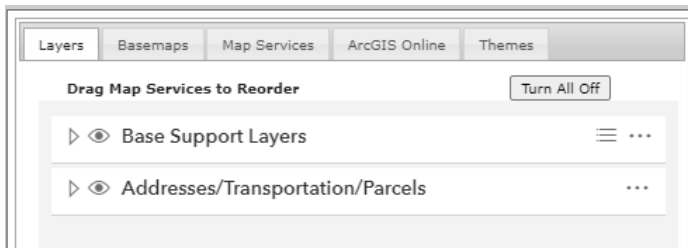
If the 'SUB' or 'COS' information is populated after a property has been identified you can click

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) the user can 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.**


## LAYERS DIALOG

### Layers Tab:



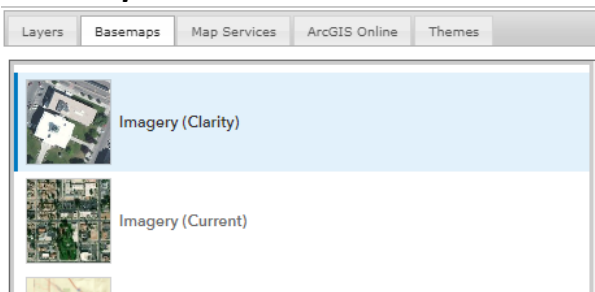
The layers tab contains a table of contents (TOC) of the base GIS layers grouped by category in a collapsible tree structure for the property information system. To view the layers contained within a group in the TOC click the '>' next to the group to expand it. Each group layer and sub-layer(s) have visibility icons next to them. To add a sub-

layer to the map it must be turned on/checked as well as its corresponding group layer. To zoom to the extents of a sub-layer, click the layer title. To adjust the opacity (transparency) of a layer, click the 'Actions' button on the group layer (three ellipses) and click either the 'Increase Opacity' or 'Decrease Opacity' buttons. To view a legend of the currently visible

layers in the group layer, click the legend button 

**Note: A layer may be greyed out if is out of its max/min zoom level. You must zoom in or out to enable the visibility of the layer.**

### Basemaps Tab:



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

### Services Tab:



You can add several external webservice layers to the map by selecting this tab, choosing the desired webservice from the dropdown menu. Once you select a map service, it will be automatically added to the map and a new group layer will be

available in the Layers Tab (see above). This new layer can be re-arranged just like the other layers in the layers tab. You will also have the option to remove this layer under its own 'Actions' button. You may also enter a valid URL to a hosted map service in the 'MapService URL' box and click the 'Add' button.

### ArcGIS Online® Tab:



Users can add content located on ArcGIS online using this tab either by entering a unique ArcGIS Online item ID in the 'Portal Item

ID' text box then clicking the 'Add' button or, if the user has an ArcGIS Online account, can click the 'Load ArcGIS Online' button for a login prompt. Once the users account is loaded, a list of folders will be available in the drop-down menu. Users can switch folders and content that can be added to the map will be show in a list. Simply drag and drop the desired content onto the map to load it. Once loaded, the layer will appear in the Layers Tab layer list.

**\*Note: only certain layer types can be added to the map and may not be visible in the content list.**

### Themes Tab:



Users can use the themes selector to automatically add layers, base maps, and functionality to the map with a single click based on pre-defined templates.

**\*Note: Theme content/availability will be subject to modifications without prior**

**notice.**





## MAP TOOLS:

New!



### **IDENTIFY ENABLED LAYERS Tool**

To identify visible layers that are enabled with either a pop-up or the ability identify it 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 green . When you enable this button you can click anywhere on the map to identify any enabled, visible layers that you have clicked on. The results will display in a popup in the lower right of the map.



### **PRINT Tool**

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.



## ***ERASE Tool***

Clicking the erase tool will remove any highlighting shapes present in the map (road, address, parcel).



## ***MEASUREMENT Tool***

The measure tool allows you to measure distances, areas, or a point on the map. Click the measure tool expander in the lower left side of the map. This will give you options to measure either lengths or areas. Choose either length or area and you will see a prompt to begin measurement. Once you start a measurement you will see the current unit and value of the measurement appear. Double-click to end the current measurement and see the results. Click the 'New measurement' button to start a new measurement or you can switch the measurement method by clicking the relevant tool.



## ***SKETCH Tool***

The sketch tool allows users to sketch many different types of graphic shapes on the map as well as edit and delete existing ones. Select a desired shape (point, line, polygon, rectangle, circle) and begin drawing on the map. Use the selection tools (point, rectangle, lasso) to select existing shapes to alter them or delete them.

## ***BOOKMARKS Tool***

*This functionality will be released soon.*



## ***TRACKING Tool***

The tracking tool allows users to zoom to their current location based on browser location or external GPS location (if available). Users will need to allow location services for this mapping application to use this functionality. Click once to turn this tool on and the location will be continually updated. Click the tool again to turn off



## ***COMPASS Tool***

The map view has the ability to be rotated 360 degrees as needed. To rotate, click and hold the right mouse button and rotate the map by dragging. The compass tool will rotate as the map is being rotated showing the north arrow (dark arrow) following north. Click the compass tool once to re-orient the map to north-up.

## MAP TOOLS – CONTEXT MENU (right-click):

### Identify Property Here

Use this menu option as a short cut to the identify tool listed above. The property where the user initiated the right-click will be identified.

### Identify Historic Property Here



This tool will highlight ownership property that has been archived since 2015. A popup will show the owner, legal description and tax year for each historic property. Hover over the list to get a color coded preview of each historic property as it was at the time.

### Identify Visible Layers

**This tool is deprecated and will be removed. Please use the 'Identify Enabled Layers' tool instead.**

To show information on any visible layers, simple right-click the area on the map you wish to identify and select '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 in the lower right-hand side of the map view. If there are multiple features identified, you will see a pager arrow in the lower right of the pop-up dialog that allows you to scroll through the results.

## ***Add/Clear Map Notes***

Users can add map notes by clicking 'Add Map Note' in the context menu. A map note dialog will be shown with a text box for the note, a choice of color for the text, and a checkbox to show or hide the map note location latitude and longitude. Select the 'Clear Map Notes' context menu item to remove all map notes.