

Introduction to the Coconino County GIS Parcel Viewer

Overview

The image below shows the default screen for the Coconino County GIS Parcel Viewing website in a desktop browser. In the upper right hand corner is the toolbar window. This window is the starting point from most of the actions on this website.



Navigation Basics:

 The Zoom Bar is in the upper right hand corner of the screen. The **+** and **-** symbols can be used to zoom in and out of the map. Use the "Home" button to return to the entire county extent.



HINT: On a desktop browser, zoom to an area with your mouse by hold down the "Shift" key and drag a box around the area you want to zoom to. To zoom back out, hold down the "Control-Shift" keys and drag a box to zoom out.

On a mobile device, use pinch-motions to zoom in and out.

Navigation Info



If you are using a desktop browser, you will see the Navigation Info in the lower left corner of the screen. The Navigation Info window shows the current lat/log of your cursor and a scalebar. To show or hide the Navigation Info Window, click the icon: 

Toolbar

The toolbar shown in the image below consists of a series of icons that control certain functions and settings on the website. Below is a description of the icons:



Toolbar icon descriptions:

	<p>Click this icon to show or hide the Toolbar.</p>
	<p>Click this icon to open the current extent/zoom level in Bing maps, which can provide another perspective of the view.</p>
	<p>If your browser and/or device supports Location Services, clicking this icon will zoom and drop a pin on the map at your location within Coconino County.</p>
	<p>Show this help file.</p>
	<p>Show or hide the Measuring Tools:</p>  <p>Further click on the Line (1), Polygon (2), or Point (3) tool, and choose your unit of measure (4). Begin drawing on the map. After completing the drawing, your measurement will be displayed (5).</p> <p>Deactivate the Measuring Tools by clicking the Polygon, Line, or Point tool again to toggle off the button. After deactivating, the map will respond to clicking by identifying parcels again.</p>
	<p>Show or hide the Printing Options:</p>  <p>Set a title, for your map (1) then select your map format (2), including landscape, portrait, or a raw JPG image. While the web page is generating your output, you will notice the "Print" icon change to change to a spinning gear.</p> <p>HINT: Your browser must allow pop-ups to receive your exported map.</p>
	<p>Show or hide the Legend. Legend items will appear if they are turned on in the Layer Options and they are visible at the current map scale, as described next:</p>

Show or hide the Layer Options:



Choose the basemap by toggling either of the thumbnails at the top (1).

The slider bar (2) can be adjusted to gradually show aerial imagery over the basemap.

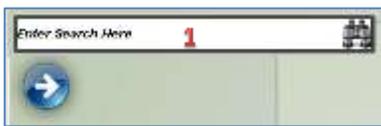
Layers can be turned on or off by clicking the check-box next to the layer name (3).

Check boxes that are blue can be seen at the current visible scale. If the check box is grayed out, you need to zoom in farther to make that layer visible.

If the check box is checked, and the layer is visible at the current map scale (i.e. the box is blue), the layer will appear in the legend.

Searching for Parcels

The Search Input shown in the image below is the starting place for locating and find parcel information:



Enter your search in the **Search Input Box (1)**. You can search for:

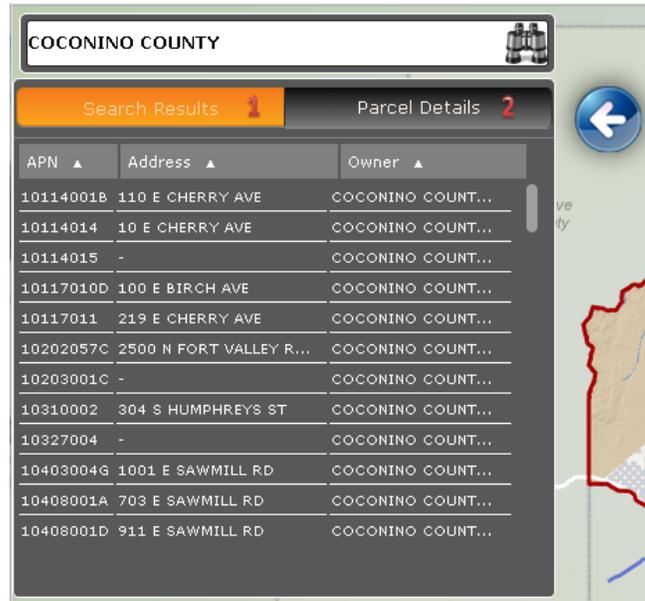
- a PARCEL NUMBER
- an ACCOUNT NUMBER
- a PARCEL ADDRESS
- an OWNER NAME

Use either a whole or partial search string. If more than one parcel is found for your search, you will be returned a list of parcels to choose from. If only one parcel is found that matches your search, the web site will select the parcel and zoom to it. **HINTS:** Here are some tips for parcel searching:

- When searching for an APN, you can search for full or partial APNs, with or without dashes:
 - 101-14-001B or 10114001B will find one parcel and zoom directly to it.
 - 101-14-0 or 101140 will find a several parcels that start with those numbers and present you with a list.
- When searching for an address, use abbreviations only instead of full words:
 - Use “E” instead of “East”. For example, “110 E CHERRY” will find and zoom to a parcel, “110 EAST CHERRY” will not.
 - Use “ST” instead of “STREET”. For example, “110 E CHERRY AVE” will find and zoom to a parcel, while “110 E CHERRY AVENUE” will not.
- Avoid using punctuation.
- If your search does not yield the expected results, try a shorter search and choose form those results:
 - Try “123” instead of “123 N MAIN ST”
 - Try “DOE” instead of “JOHN E DOE”

Working with Search Results

After searching, the Results window will open. If your search finds only one parcel, the web site will select and zoom to the parcel. If your search finds more than one parcel, you will be presented with a list of parcels to choose from in the **Search Tab (1)**. Click on a parcel to select and zoom to it:



After choosing a parcel, the Search Window will switch to the **Parcel Details Tab (2)**. If your search found more than one parcel, you can return to the **Search Tab (1)** to select and zoom to a different parcel.

Once a parcel is selected, there are several options to choose from:



The **Property Tab (1)** displays basic information about the parcel, including links to other Coconino County websites that contain further parcel details:

- **Value Summary link:** Opens a new window and displays the Value Summary information for the specified parcel from the assessor.

- **Subdivision:** If the parcel is in a recorded subdivision, this link will open a new window and displays recorded Plant Maps and Survey Maps in Eagle Recorder.
- **Parcel Details link:** Opens a new window and displays the Account Summary information for the specified parcel from the assessor.
- **Tax Summary link:** Opens a new window and displays the Tax Summary information for the specified parcel from the treasurer.

The **District Tab (2)** displays information about County Supervisor Districts, Voting Precincts, Schools Districts, and Municipalities, along with hyperlinks to the respective districts.

The **Tax Info Tab (3)** displays Tax History information about the parcel when available, including Assessment history, Taxes Due history, and how the taxes are distributed to the Taxing Authority.

The **Permits Tab (4)** displays a list of permits associated with the parcel, for parcels that are not within another municipality which controls permitting. When permits are presented, a hyperlink is available to the Coconino County permitting system for additional permit details.

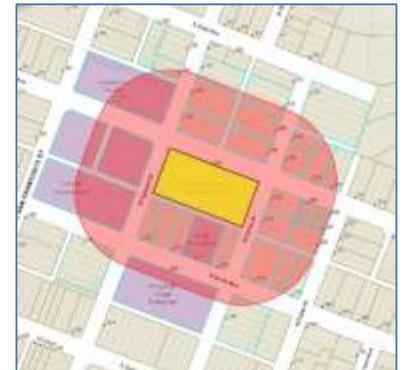
The **Create Mailing List Button (5)** opens a new drop-down menu with options to buffer the parcel and generate a mailing list of parcel and owner addresses from the results:



Buffer & Mailing List Usage:

(1) Enter the distance you want to buffer the parcel. *Note:* there is a maximum buffer distance of 1320 feet (1/4 mile).

(2) Buffer the parcel. The original parcel will appear yellow, the buffer distance will appear red, and the parcels that are within the buffer will be highlighted.



(3) Clear the buffer if you would like to enter a new buffer distance or reset the map.

(4) When you are satisfied with the buffer distance, click the Download button to receive a .CSV file containing owner and address information about the highlighted parcels that are within the buffer.

The **Link to Recorded Documents Button (6)** opens a new browser window and displays any recorded documents associated with the parcel in Eagle Recorder.

The **Parcel Info Report Button (7)** creates a PDF report containing the information contained in the above tabs.

The **Create Link Button (8)** returns a shortened hyperlink that can be copied and pasted to return to the current parcel selection and map location.