


Milford GIS Viewer Instructions

To access the website and related information go to the Town of Milford’s Community Development website at: www.Milford.nh.gov and click on the Community Development Department.

***Note: If the webpage does not fully load click on the Compatibly View button  next to the address bar in Internet Explorer. ***

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Search for a property by Address, Owner Name, Parcel ID and Street

By Address

Enter the address number of a property only (i.e. **19** for 19 South Street) OR the number and full street information (i.e. **19 South St**).

- For greater results use the least amount of information (i.e. just the number **19**) or only the first letters of the street (i.e. **19 Sou**), and choose from the results.
- If the suffix or type of street is unknown (i.e. St, Dr, Ct etc.) leave it out.
- For Condominiums or multiple building addresses on one parcel, only use street number for search and select from results list (i.e. **486** for 486 Nashua St #101).

By Owner Name

Enter the owner's last name, first name (i.e. **Smith, John**).

- For greater results use last name only (i.e. **Smith** for John Smith) or only the first several letters if spelling is unknown (i.e. **Smi**), and choose from the results..
- If owner is a trust try the first OR last name of the trust (i.e. **Windsor** for Windsor Family Trust).

By Parcel ID

Follows the same format as the Assessing database: **001-002-003-004**, Map number =001, Lot number=002, Sublot number=003 and Sublot2 number=004.

- For greater results use map number only (i.e. **043** will return all the properties on map 43)
- To search for Condominiums or properties with multiple buildings on one parcel use both the Map and Lot number (i.e. **043-060** will return all the properties on map 43, lot 60, including all the condominiums on the property 043-060-00C-001 and 043-060-00C-002).

By Street

Enter the street name only (i.e. **Elm St**).

- For greater results use street only without street type (i.e. **Elm** for Elm St) or first letters of street name (i.e. **Ann** for Annand Dr)

Search for a Property Visually

Visual Search

- Select the **Zoom In** button and draw a square on the area of the map you wish to zoom in on.
- Continue zooming in until the property of interest is clearly displayed. Once zoomed in additional layers of information will appear, including street names and buildings.
- Select the **Select Map Elements** button. Once selected the **Selection Criteria window** will open with a drop down box listing the selectable layers (i.e. **Parcels** or **Buildings**) and the selection options (i.e. Create a new selection, etc.).
- Click on the property or click and drag, to select multiple properties.
- Information on the selected properties will appear in the **Results** tab.

Property Search Results

Search Results

Search results are listed on the **Results** tab to the left of the Viewer. Use the bar to the right of the Results tab to scroll through the list. The following information is listed for each of the returned properties:

- Map and Lot number
- Owner name
- Property address

Results Options

Each search result property has the following options:

- **Zoom:** Focuses the GIS Viewer window on the property and outlines it.
- **Details:** Opens the **Details Window** with basic Assessing information (**Owner, Sales, Assessment, & Buildings**), **Links**, which links to the property on the Google Maps and BING websites, and **Scans**, which links to the Vision Assessment card for the property. Property Cards are in PDF format and can be zoomed in and out of or printed. Note: Pay attention to the *Print Date* located in the upper right-hand corner of the Assessing Card for the date the card was last updated. The website uses the property cards printed for the most recent tax billing cycle.
- **Zoom & Select:** Focuses the Viewer on property and selects it so further tools can be utilized.

Other Options

- **Select All:** Selects all search results properties and focuses the GIS Viewer to the closest extent showing all selected properties.
- **Export:** Exports the Map & Lot, Owner, Parcel address and Mailing address of results or selected properties to an excel file.
- **Mailing Labels:** Creates a Word document of labels including Map & Lot, Owner and Mailing address of results or selected properties.

Other Tabs

Maps Tab

The **Maps tab** offers a variety of premade maps depicting specific information. The layers available in these maps are for the whole town but will display at any level of zoom. Several of the maps have specific information pertaining to specific areas of town (i.e. Floodplain) and as such will only appear different in the areas where lands are affected (i.e. along the Souhegan River).

- **Default:** Details Parcels, Addresses, Buildings, Hydrology (state), Railroad lines and Roadway layers
- **Base Map:** Details Parcels, Parcel ID's, Buildings, Hydrology (state), Railroad lines and Roadway layers
- **Floodplain:** Details the Approximate Floodplain, Parcel ID, Buildings, Hydrology (state), Railroad lines and Roadway layers
- **Parcels:** Details Parcels, Parcel ID's, Dimensions, Buildings, Hydrology (state), Railroad lines and Roadway layers
- **Parcels with Aerials:** Details aerial photography from a 2005 statewide flight with Parcels
- **TIF District:** Details the Base Map with the TIF District overlay (TIF District is located to the south of Old Wilton and Perry Roads).
- **Zoning:** Details the Base Map with the Zoning Districts overlaid (Residence A, B, & R, Commercial, Industrial, Limited Commercial Business, Integrated Commercial-Industrial and Integrated Commercial-Industrial 2)

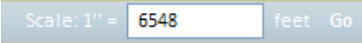





Layers Tab

The **Layers tab** displays all of the layers available within the GIS Viewer. These layers can be turned on and off by checking their respective boxes. Some layers can only be seen when sufficiently zoomed in (i.e. address numbers will not be displayed when viewing the whole town as they would overlap and clutter Viewer). The legend information for each of the layers is available by clicking on the + or - button next to each layer (i.e. see Zoning layer).

Tools and Buttons

Viewer Buttons

	<ul style="list-style-type: none"> • Zoom to Selection: Zooms Viewer to full extent of selected parcel.
	<ul style="list-style-type: none"> • Forward and Back Extents: Select the backward arrow to go back to the last map extent and the forward arrow to go to previous map extent.
	<ul style="list-style-type: none"> • Zoom In and Out: Select the + tool to zoom in and the - tool to zoom out. Click on a point on the map and zoom in or out of that location. To zoom into or out of an area, click and drag a window over the area you would like to see.
	<ul style="list-style-type: none"> • Full Extent: Takes the Viewer to the full extent of the map displaying all of Milford.
	<ul style="list-style-type: none"> • Pan: Select tool and click and drag on the map to move the map over the area of interest.
	<ul style="list-style-type: none"> • Pan dial: Use arrows to move the map north and south or east and west.
	<ul style="list-style-type: none"> • Details Tool: Select tool and click on parcels or buildings to get the available detail information.
	<ul style="list-style-type: none"> • Selection Tool: Select tool and a small Selection Criteria window opens. The Selection Criteria window has a drop down box to choose the layer to select information from. Choose a layer from the drop down box. Choose a toggle button next to the type of selection method to be utilized: Create new selection, Add to selection or Remove from selection. Use the pointer to click on the parcel you are interested in. By clicking and dragging you can draw a box that will select multiple properties at once.
	<ul style="list-style-type: none"> • Abutter List: Select tool and a small Find Abutters window opens asking you to enter a search distance in feet from the selected property. Enter a distance and click Find Properties. All properties within specified distance are highlighted and shown in the Results tab. You can add or remove selected parcels by utilizing the Selection Tool and the toggle options in the Selection Criteria window.
	<ul style="list-style-type: none"> • Clear Selection: Clears all selected parcels or buildings.
	<ul style="list-style-type: none"> • Measure: Select tool and a small Measure window opens with three tool options: Points, Lines and Areas. All measure results are displayed in Measure window.
	<ul style="list-style-type: none"> • Overview Map: Opens and closes the Overview Map window detailing the area you are looking at in relation to the Town.
More Tools	<ul style="list-style-type: none"> • More Tools: Opens a window with the following options: View Google Maps and BING, Redlining, Magnifier, Zoom to Point and Export Image. • View Google Maps and BING: Select a point from the Viewer to see in either Google Maps or BING. Once a point is selected a Current Latitude Longitude window will open displaying the Latitude and Longitude of the point selected, with links to Google Maps or BING. Click on the link to bring you to the desired website. • Zoom to Point: Opens the Zoom to Point window with two options for input of a specific point: X & Y State Plane Coordinates or Latitude & Longitude. Once point data is entered, click the Zoom button to zoom the Viewer to the point.

	<ul style="list-style-type: none"> • Redlining: Opens a Drawing Tools menu over the Results tab, to the left of the screen. To add polygons, lines, points and text to the map select the appropriate tool and the draw on the map using a single click to start drawing and a double click to end the drawing. Once drawing is complete the user can either Print the file to create a pdf map or select the Export Redlines link at the bottom of the Drawing Tools menu to download a georeferenced PNG file which can later be loaded in ArcMap GIS software. • Magnifier: Opens a Magnifier window which magnifies the area under the window 2x, 3x ...up to 10x the current view. • Export Image: Exports the current view of the Viewer to a simple TIF image file.
 <p>Scale: 1" = <input type="text" value="6548"/> feet Go</p>	<ul style="list-style-type: none"> • Scale Input Box: Displays the current scale of the Viewer map. To input a specific scale mouse over the box and select from one of the predefined scales. Press Go to adjust the Viewer to the selected scale.
	<ul style="list-style-type: none"> • Scale Bar: Zooms in and out of the Viewer extent
	<ul style="list-style-type: none"> • About: Opens window with brief introduction to Milford and all disclaimer statements.
	<ul style="list-style-type: none"> • Help: Opens PDF Help documentation.
	<ul style="list-style-type: none"> • Print: Opens the Print window. Enter a title for the map. Select either a landscape or portrait view and choose either Map Current Extents or Maps Scale toggle. The Map Current Extents toggle will print the map as currently displayed on Viewer and the Map Scale toggle will require a specific scale be chosen for the map to be printed at. Press the Print Map button to create a PDF file to be opened or saved to your computer. Be patient while waiting for map to print as a large amount of information must be transferred over the internet to print map. ***Note: Pop-up blockers must be turned off for the print function to work. ***
	<ul style="list-style-type: none"> • Restart: Restarts the program and clears all selections. The Viewer will remember the extent at which the map was focused prior to restart and will zoom back to that point. To view the whole Town again select the Full Extent button.