Opening Concord’s MapsOnline

From the Town’s CivicPlus Website, select GIS & Maps:

Near the top of the GIS home page, click on the image below to connect

Concord’s Public Webmap will open in a new browser tab:
**General Navigation**

A. **Layers**: Map legend showing all the available data layers  
B. **Find**: Landmarks (Quick Zoom), Parcels/Addresses and Abutters  
C. **Measure**: Measure area and distance

1. **Zoom In / Out**  
2. **Zoom to Full extent** – the whole town

3. **Identify**: Returns detailed attributes for the feature clicked on – requires orange I for Layer

4. **Pan**: Grab the map and move it in any direction – the default tool when you open a map  
5. **Zoom In** to a specific area by drawing a box

6. **Zoom to Previous Extent**  
7. **Clear** (erase) highlighting of selected features  
8. **Print a map**  
9. **Open Pictometry Viewer**
**Seeing Stuff:** Base Maps and Layers *(the Layers tab, Item A on page 1)*

1. Base Maps

   - Click on the **Layers** tab
   - Expand the **Base Maps** group at bottom left by clicking the arrow to left of the group heading
   - The Town Base Map below, at the bottom of the Base Map listing, is the default:

![Base Maps](image1)

   **The most recent (2019) aerial imagery:**

![Base Maps](image2)

**Google Street Map:**

![Base Maps](image3)
2. Layers

- Click the square **checkbox** to left of Layer name to turn a layer (or group of layers) on or off.

- Click the gray **triangle** at far left to view the layer’s symbology (triangle turns black and tilts).

- Layer Groups may also be expanded by clicking on the triangle at far left; then individual layers within the group may be turned on or off as well.
**Seeing Stuff: Documents**

- Zoom in to a Parcel and turn on the Documents layer. If the parcel has on-line documents available, the Documents symbol will appear.

- Click on the Information tool to activate it (it turns orange), then on the Document symbol on the property. A list of available Documents appears in the Results summary. Click on open to view a document.
Finding Stuff (the Find tab, Item B)

1. Quick Zooms – *turn on the relevant layer first!!*
   - By Landmark from dropdown
   - By Curbside Collection Schedule from dropdown
2. Find Properties

- **By Owner**: Last name First name with no punctuation; click on **Parcel ID** in the Results Summary after typing first few characters and seeing the target name
- **By Parcel ID**
- **By Address**: Street Name first then Number; **pick from dropdowns** after typing first few characters

**Important Note**: If you switch from one type of **Find By** to another, be sure to **clear the previous search field(s)**, or you will be searching with multiple filters, which probably won't work well for you...
3. **Find Abutters**

- Use the **Find Properties** function to locate the parcel of interest, then click on the **Find Abutters** heading. The Parcel ID will already be populated. (You can also enter the Parcel ID directly.)

- Use the radio buttons on the left to select the type of **Find Abutters** search you want to perform. If you wish to find abutters based on a distance from the parcel of interest, enter it in the **Distance** box.
- Click **Go**.
• An abutters list will be generated, which includes the original parcel; abutting parcels are highlighted as well.

• Review the list of Abutters. If for some reason you wish to remove one, click on its red X.
• You can also add (or remove) abutters using the map by clicking on Button 1, as shown here:

  ![Abutters List Example](image-url)

  **Note:** If you click **Button 1**, make note of the **yellow highlighting** that appears, meaning it’s active. Be sure to click on it again (highlighting disappears) to de-activate it before going on with your task.

• Button 2 starts a dialogue for printing mailing labels
• Button 3 starts a dialogue for printing the full list of abutters
• Button 4 exports the abutters list to a spreadsheet in either XLS or CSV format
Two measuring tools are at the bottom center: **Area** Measuring and **Distance** Measuring.

If they are not visible, click on the Map Info tab in the lower right and they will appear.

**Measuring a Distance** in feet (above right)
- Click on the **Distance** measuring tool – it will become highlighted in yellow.
- Click on the position of the first endpoint of the measuring line you want to draw
- Additional single-clicks create additional line segments; double-click to end the measured distance.
- The **Distance** measurement for the line you’ve drawn appears in red to the right of the measuring tool.
- When done measuring, click the **Distance** measuring tool again to turn it off; the yellow goes away.

**Measuring an Area** in square feet (above left)
- Click on the **Area** measuring tool – it will become highlighted in yellow.
- Click on the first corner point of the polygon you want to measure.
- Additional single-clicks create additional vertices; double-click to stop adding vertices.
- The **Area** measurement for your polygon appears in red to the left of the measuring tool.
- When done measuring, click the **Area** measuring tool again to turn it off; the yellow goes away.
**Printing a Map**

Click on the Print button on the right side of the main map page (key number 8 on page 2 of this document to see a Print Preview of the map layout in PDF format:

You can adjust the map in multiple ways:

- The tools on the left side of the preview window.
  - Map Title
  - Map Scale: Zoom the map display in or out
  - Page Size: Choose 8.5 x 11 or 11 x 17
  - Layers: Add/remove layers from the display by checking/unchecking from the Layers list at left

- The Adobe tools, accessed by clicking on the Adobe Logo (far-right tool in the top tool bar)
  **Important:** Click the Refresh PDF button to view your changes!

For any other changes – re-centering the display, removing/changing highlighting etc. -- close the Print Preview, make the desired changes in the Webmap, then click Print again to return to the Print Preview.

When you are satisfied with the PDF, click the Print button at top center to access the usual printer dialogue. You can also save the map to a PDF with the button just to the left of Print.
Seeing **Really Cool Stuff**: Pictometry

The last button on the right side of the standard map display opens a window with a variety of years of aerial images of the area, including oblique aerial views for the most recent year, 2016.

Standard Base Map display

For example, Old North Bridge – shown
This window provides the following tools:

A: Change direction of view
   > Oblique / angled from North, South, East, West using the arrows
   or
   > From directly overhead (the dot at the bottom)

From the East

From the South
B: Shows date of image; if only one frame is available, this becomes the **Button D** dropdown
C: Indicates that multiple frames are available; arrows move the view from frame to frame
D: Dropdown for selecting an imagery year; each year also indicates the number of frames (as in C)

E: Add layers, e.g. Streets:

[Image of a map with various features and buttons]

F: Hide Annotation – if I knew how to ADD annotation, this button would hide it...!
G. Export to PDF

Z: The usual Zoom in and out buttons, though they will only zoom out so far.

And at bottom right, the exit door: