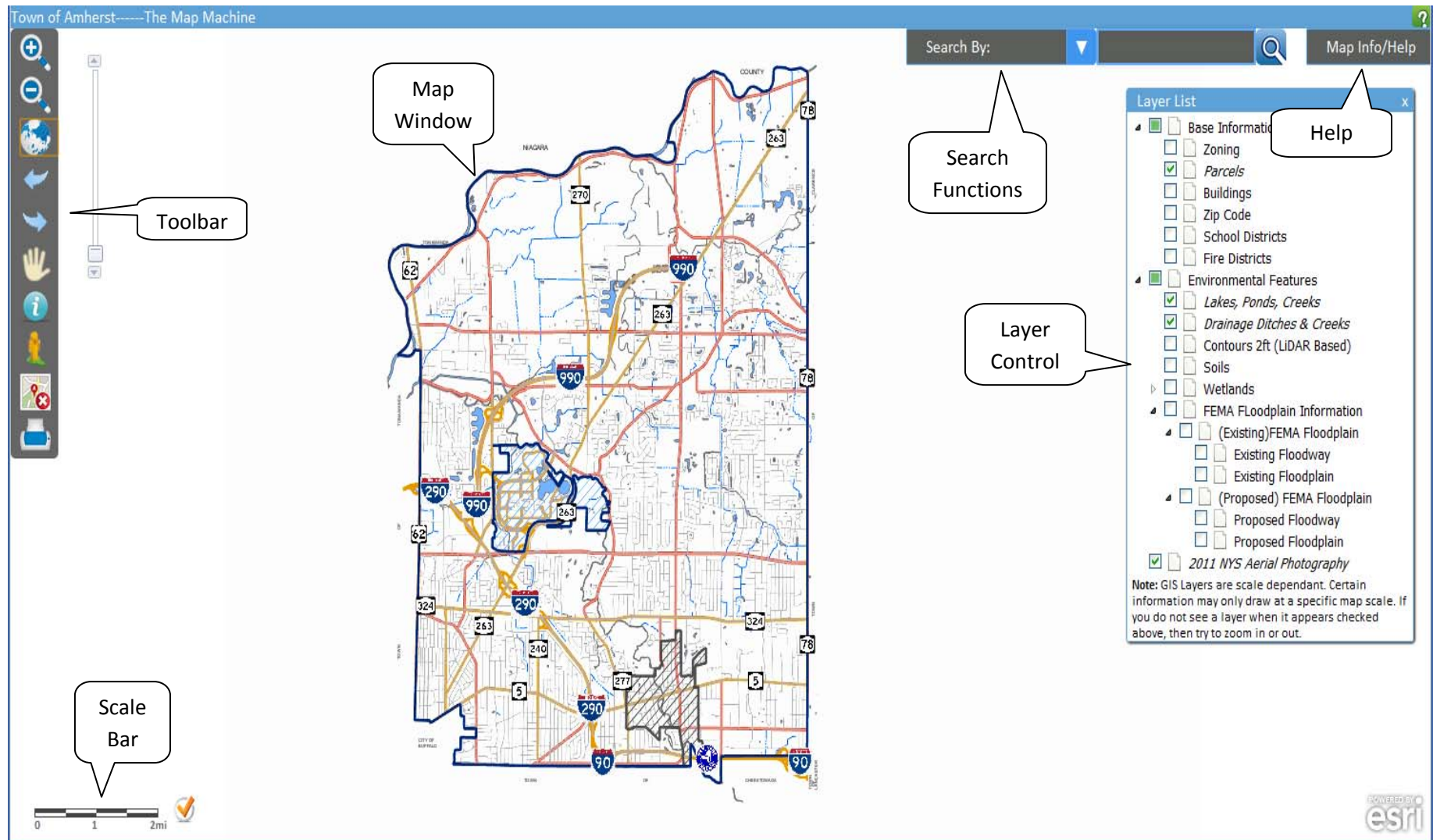


# Town of Amherst, NY

## GIS Map Machine User Guide













# Map Window Main Elements

The **MAP WINDOW** is the main focus of the screen and where the map is displayed. The contents of the display are controlled by the various layer controls, tools, map extents (scale), and search functions (queries).

The **SCALE BAR** is located at the bottom left corner of the display and will be adjusted automatically based your map extent.

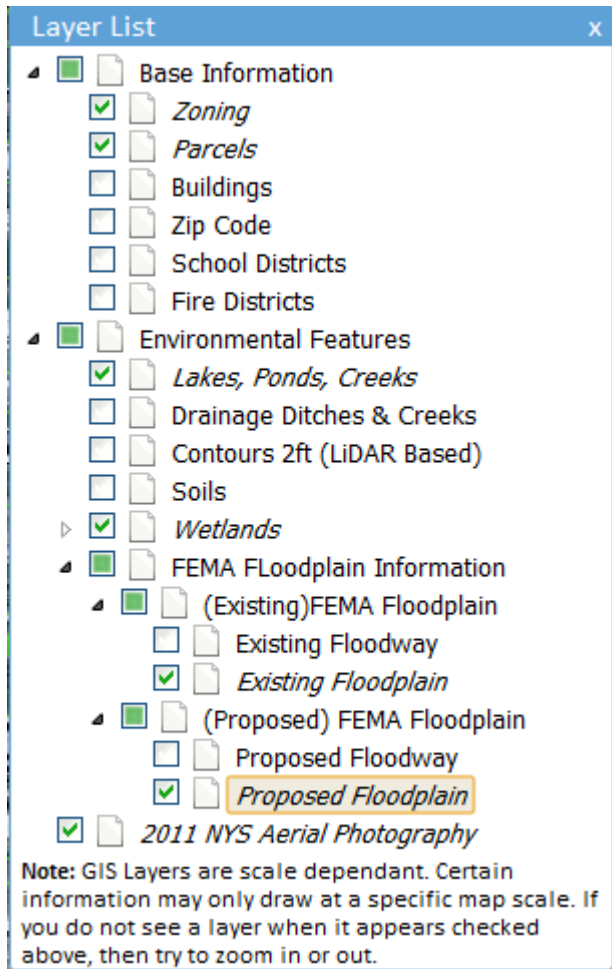
The **TOOLBAR** is located at the top left of the map window. The toolbar is composed of various tools used to control the map extent, query and provide information for geospatial layers, and printing. A “tool-tip” will display if you hover over it. Clicking on any tool will activate it for you.

**Note:** Extent and Printer tools will be activated when you click on them, and deactivated when its function finishes. Map display tools (Zoom In, Zoom out, & Pan) and the TriView tool will remain activate until other map tools are used.

DESCRIPTION OF BASIC TOOLBAR BUTTONS	
	Zoom In: Left-click (hold), drag a box & release
	Zoom Out: Left-click (hold), drag a box & release
	Full Extent: Click globe one time to return to full scale
	Previous Extent: Go back to a previous map extent
	Next Extent: Go to the next map extent
	Pan: Left-click (hold) and move the map in any direction
	Identify: Drill down information tool for all active layers
	TriView: Dynamically linked aerial and street view images
	Clear Map: Remove all currently selected features
	Printing Map: Create and Print a PDF file

# Map Layer Controls

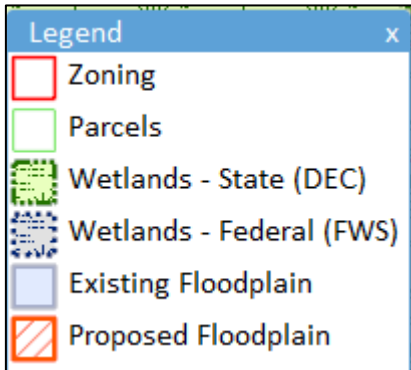
The **Map Info/Help** button in the upper right of the screen will open a dropdown menu. Here you can turn on the Layer List and Legend windows. The “Layer List” window is turned on by default when you enter one of our mapping applications. If you accidentally close this window you can turn it back on in this menu. Once a layer is turned on (check box) it will show in the legend. Both popup windows can be moved to other areas of your screen during a mapping session.



**Layer List**

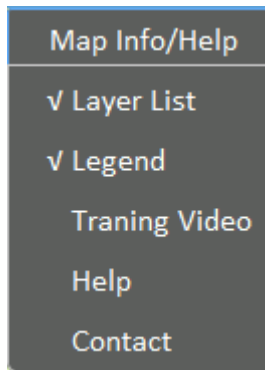
- Base Information
  - ☒ Zoning
  - ☒ Parcels
  - ☐ Buildings
  - ☐ Zip Code
  - ☐ School Districts
  - ☐ Fire Districts
- Environmental Features
  - ☒ Lakes, Ponds, Creeks
  - ☐ Drainage Ditches & Creeks
  - ☐ Contours 2ft (LiDAR Based)
  - ☐ Soils
  - ☒ Wetlands
- FEMA Floodplain Information
  - (Existing)FEMA Floodplain
    - ☐ Existing Floodway
    - ☒ Existing Floodplain
  - (Proposed) FEMA Floodplain
    - ☐ Proposed Floodway
    - ☒ **Proposed Floodplain**
- ☒ 2011 NYS Aerial Photography

**Note:** GIS Layers are scale dependant. Certain information may only draw at a specific map scale. If you do not see a layer when it appears checked above, then try to zoom in or out.



**Legend**

- ☐ Zoning
- ☐ Parcels
- ☒ Wetlands - State (DEC)
- ☒ Wetlands - Federal (FWS)
- ☐ Existing Floodplain
- ☒ **Proposed Floodplain**



**Map Info/Help**

- √ Layer List
- √ Legend
- Training Video
- Help
- Contact

**Note:**


Several map layers are “scale dependent” . This means they will only draw at a specific scale.

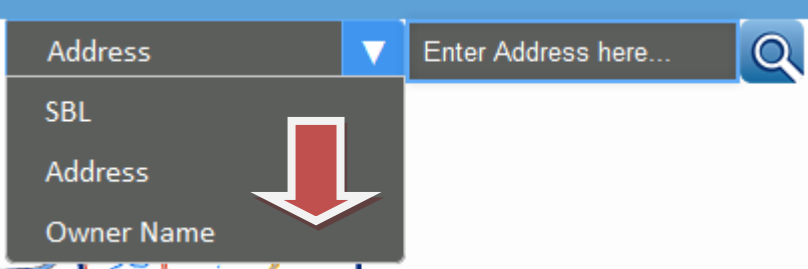
**For example:**


There are approximately 43,000 parcels in the Town of Amherst. Drawing them at a full Town scale would only slow the system. It is more beneficial / efficient when drawn at a neighborhood scale.


Even if the “check box” is selected next to a layer it may not draw until a specific scale is met.


# Geospatial Query / Search Functions

You can quickly search our maps using the query options in the upper right of the screen. Options are based on a SBL (parcel ID), Address, or Owner Name. (1) Select the option you would like to search by. (2) Enter your search criteria in the highlighted box. (3) Hit the Enter key or the search icon . (4) The system will show a pop-up window of records to choose from. Once you select one of these records it will zoom to that specific location. The example below searches for a "Town of Amherst" owned property.

1.) 

2.) 

3.) 

4.) 

**Search Results**

SBL	Address	Owner Name
70.09-1-11.2	FTG)	
40.08-3-1.133	7770 TRANSIT RD	SB HOLDINGS LLC TOWN OF AMHERST IDA
56.16-3-51	79 DODGE RD	
69.12-4-7	79 OLDE IVY DR	
67.07-3-30	79 SHETLAND DR	TOWN OF AMHERST
42.03-4-44	793 SWEET HOME RD	TOWN OF AMHERST SEWER DISTRICT NO 3
69.12-2-11	80 ALRAN DR	TOWN OF AMHERST
67.16-8-69	80 SEABROOK DR	TOWN OF AMHERST
57.05-3-6	81 DANEBROOK DR (NO FTG)	TOWN OF AMHERST
54.19-1-33	82 BLACKSMITH DR	TOWN OF AMHERST
68.20-9-26.14	845 SWEET HOME RD	TOWN OF AMHERST
26.04-1-31	85 N FOREST RD	TOWN OF AMHERST
57.09-1-6.2	85 NORTHPOINTE PKWY	TOWN OF AMHERST IDA
57.09-1-2.121	8600 TRANSIT RD	TOWN OF AMHERST IDA
56.01-1-1	8610 TRANSIT RD	TOWN OF AMHERST IDA
14.00-2-7.3	870 HOPKINS RD (NO FRGT)	TOWN OF AMHERST
	879 TONAWANDA CREEK RD	TOWN OF AMHERST

**Annotations:**

- You can also sort the table of records returned by clicking on any field headers
- Once a record is selected the map will zoom to that location.
- If multiple records are returned you can scroll through and select the correct option.

**Layer List**

- Base Information
  - ☐ Zoning
  - ☒ Parcels
  - ☐ Buildings
  - ☐ Zip Code
  - ☐ School Districts
  - ☐ Fire Districts
- Environmental Features
  - ☒ Lakes, Ponds, Creeks
  - ☒ Drainage Ditches & Creeks
  - ☐ Contours 2ft (LIDAR Based)
  - ☐ Soils
  - ☐ Wetlands
- FEMA Floodplain Information
  - ☐ (Existing)FEMA Floodplain
  - ☐ Existing Floodway
  - ☐ Existing Floodplain
  - ☐ (Proposed) FEMA Floodplain
  - ☐ Proposed Floodway
  - ☐ Proposed Floodplain
- ☒ 2011 NYS Aerial Photography

Note: GIS Layers are scale dependant. Certain information may only draw at a specific map scale. If you do not see a layer when it appears checked above, then try to zoom in or out.

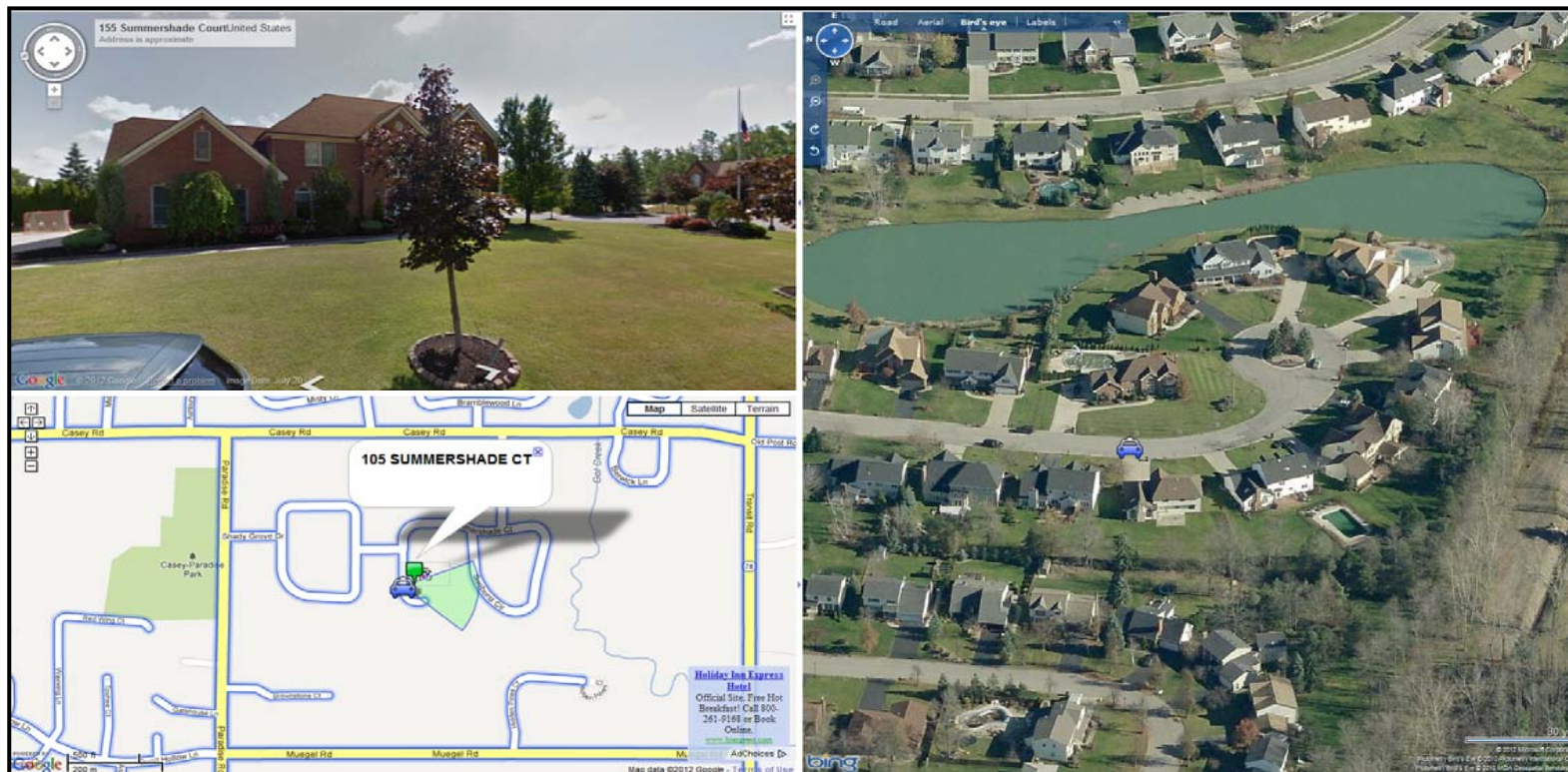
**Note:** If a detailed search doesn't work, try a shorter version. For instance, instead of "12345 Hopkins Rd", just try "Hopkins", or a version of. Same with searches by SBL #'s or Owner Name.



# TriView Tool



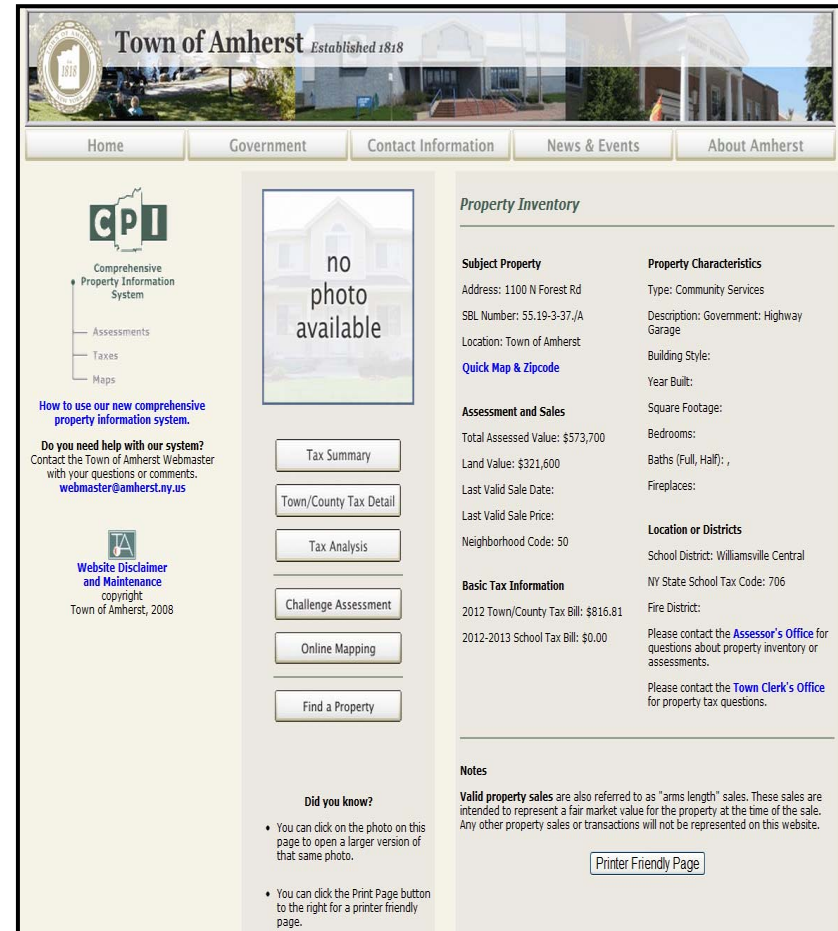
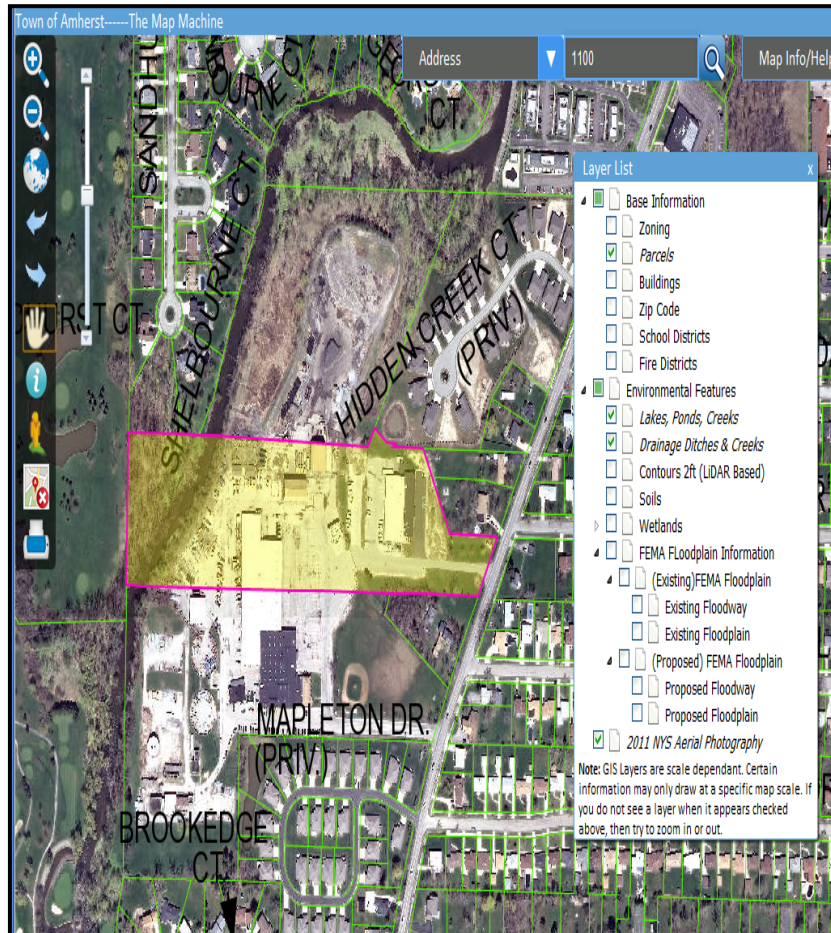
The **TriView Tool** can be used to open a new browser window filled with **three** dynamically linked images for the location you select. The two images on the left are from Google Maps and StreetView. The image on the right is from Microsoft Bing Maps (Pictometry image). It is best to be zoomed in to a neighborhood scale so that you can identify your specific areas of interest. Once you know where you are, click on the tool to activate it. Then, left-click your mouse button **inside a parcel** of land. A new window will open and the three images will appear. You can click and drag inside any of the images. The other three will adjust accordingly. The bottom left image will label the address you clicked on and highlight the direction you are facing in green.



**Note:** If the image on the top left does not draw, click on a surrounding area in the bottom left map. If Google has collected imagery in this area (street boundary appears blue) it will draw. The TriView tool may take a moment to initiate and load. Please be patient.

# CPI Right-Click Tool


The Comprehensive Property Information (**CPI**) tool is always activated. You can Right-Click with your mouse on any property in the town and a CPI report will open. In the below example the Amherst Engineering Department parcel was right-clicked upon to initiate the CPI report.

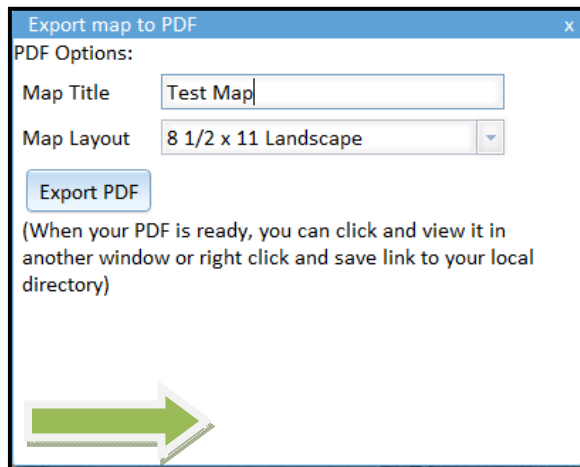


**Note:** To completely clear any other tools that may be active it is best to click the  tool before right-clicking for CPI the first time.

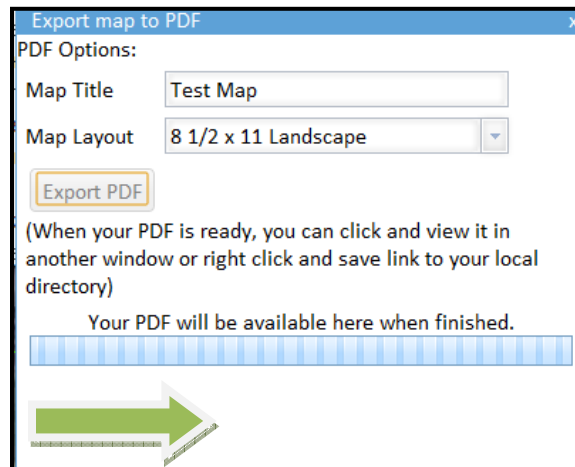
# Printing



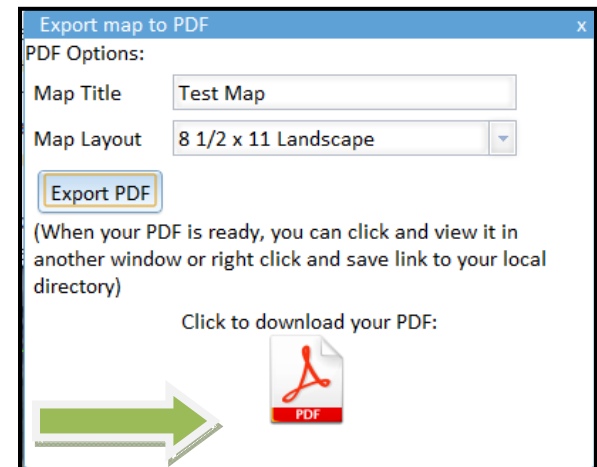
The  tool will let you print the current extent shown in the map window. Upon selection of this tool, the print options will pop-up. You can type in the “Title” you would like to use and select the desired map layout (portrait or landscape, etc). After you click the “Export PDF” you will see the print process being. When completed a PDF icon will show. You can “right-click” and “save-as” to your local computer, **or** just “left-click” on this PDF link to open in a new browser window. From here you can print right away. If you try to open the PDF file right in your browser window it may take a moment to load. Please be patient. This is especially true if there is orthophotography basemap images.

A screenshot of the 'Export map to PDF' dialog box. It has a title bar 'Export map to PDF' with a close button. Below the title bar, it says 'PDF Options:'. There are two input fields: 'Map Title' with the text 'Test Map' and 'Map Layout' with a dropdown menu showing '8 1/2 x 11 Landscape'. Below these is a button labeled 'Export PDF'. At the bottom, there is a green arrow pointing right. The text '(When your PDF is ready, you can click and view it in another window or right click and save link to your local directory)' is visible.

Print Page 1

A screenshot of the 'Export map to PDF' dialog box, showing the progress bar. The 'Export PDF' button is highlighted with a yellow border. Below the button, there is a progress bar and the text 'Your PDF will be available here when finished.' The green arrow at the bottom is still present.

Print Page 2

A screenshot of the 'Export map to PDF' dialog box, showing the PDF icon. The 'Export PDF' button is highlighted with a yellow border. Below the button, there is a PDF icon and the text 'Click to download your PDF:'. The green arrow at the bottom is still present.

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