

The Town of Chestermere MuniSight ES Help Guide

Table of Contents

1.0	Navigation Tools	- 1 -
2.0	Finding a Property	- 3 -
2.1	Parcel Search	- 3 -
2.2	Legal Location Search	- 3 -
2.3	Address Search	- 5 -
3.0	Viewing a Property Assessment	- 6 -
4.0	Viewing Aerial Photos	- 6 -
5.0	Adding/ Removing Features from the Map	- 8 -
6.0	Using the Measuring Tools	- 8 -

Please note MuniSight ES or WebMap is a web based program and is dependent on an internet connection to work. The slower the internet connection, the slower the program will work.



When data is loading on the map an Updating Map Icon will display in the bottom right hand corner of the map and on your mouse cursor. Please wait until the data has fully loaded before interacting with the map again.

Please note, users on a slower internet connection will notice a longer delay loading data.

1.0 Navigation Tools

The navigation tools in MuniSight ES are located in the toolbar and allow users to easily move around the map.



Zoom In

Use this tool to zoom in a pre-defined amount and see a smaller area in more detail.

CLICK once on the tool icon to zoom in.

The center of the original map will be the center of the new map.



Zoom Out

Use this tool to zoom out a pre-defined amount and see more of the map, but in less detail.

CLICK once on the tool icon to zoom out.

The center of the original map will be the center of the new map.



Zoom Box

Use this tool to zoom in to a user-defined rectangle and see just that area in more detail.

- 1) CLICK on the tool icon.
- 2) CLICK once on the map to specify the first corner of the zoom box.
- 3) PULL the cursor out to make a box.
- 4) CLICK again to specify the opposite corner.

The map will zoom in to fit the rectangle.



Zoom to Full Extent

Use this tool to zoom in or out and see the entire municipality sized to fit in the map frame.

CLICK once on the tool icon to see the entire municipality in the map frame.



Zoom to Nominal Map Scale

Use this tool to zoom in or out to a pre-defined scale that will provide an adequate amount of detail.

CLICK once on the tool icon to zoom to the nominal scale.

The center of the original map will be the center of the new map.



Pan

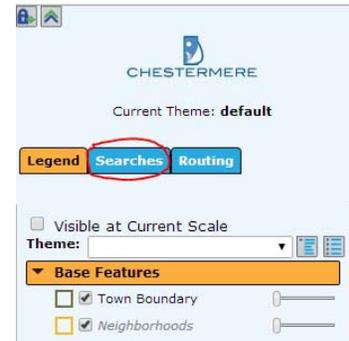
Use this tool to shift the map in any direction.

- 1) CLICK on the tool icon.
- 2) CLICK and DRAG your cursor on the map to shift the map in the desired direction.

It may take a moment for the map to reload.

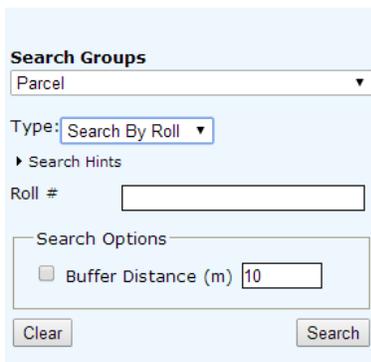
2.0 Finding a Property

The easiest way to find a property in MuniSight ES is to use the search tools. Users can search for a property based on Roll (Parcel Search), Legal Location or Address (civic or rural). To use one of the search tools, SELECT the Search tab on the Side Frame.



2.1 Parcel Search

Use this search to find a parcel by its tax roll number or provincial LINC number. CLICK Search Hints at any time to see instructions on how to use the search.



The screenshot shows the 'Search Groups' section with a dropdown menu set to 'Parcel'. Below it, the 'Type' is set to 'Search By Roll'. There is a 'Search Hints' link, a 'Roll #' input field, and a 'Search Options' section with a 'Buffer Distance (m)' set to 10. 'Clear' and 'Search' buttons are at the bottom.

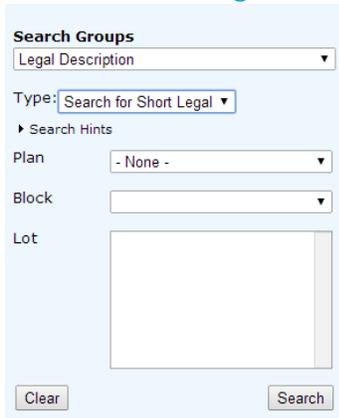
- 1) SELECT Parcel from the search dropdown menu.
- 2) SELECT either Search by Roll or Search by LINC from the type dropdown menu. *Hint: Your roll number is displayed on your Combined Assessment and Tax Notice on the left hand side.*
- 3) ENTER the roll number in the Roll # field (or LINC in the LINC# field).
- 4) CLICK Search.

The parcel you selected will be in the center of the map and highlighted in green.

2.2 Legal Location Search

Use this search to find a parcel or area by its legal description. You can search by two types of legal descriptions: short legal and long legal. Short legal is the Plan, Block, Lot of a property. Long legal is the meridian, range, township, section and part section. CLICK Search Hints at anytime to see instructions on how to use the search.

2.2.1 Short Legal



- 1) SELECT Legal Location from the search dropdown menu.
 - 2) SELECT Search for Short Legal from the Type dropdown menu.
 - 3) SELECT the plan number from the dropdown menu.
 - 4) SELECT the block and/or lot number. *The Block and Lot numbers are optional.*
 - 5) CLICK Search.
- The plan, block or lot you selected will be centered on the map and highlighted in green.*

2.2.2 Long Legal



- 1) SELECT Legal Location from the search dropdown menu.
 - 2) SELECT Search for Long Legal from the Type dropdown menu.
 - 3) SELECT the Meridian, Range, Township, Section and Part Section from the corresponding dropdown menus. *You must enter a value for meridian, range, township, and section. Entering the Part Section value is optional. If you cannot find the legal description in the drop down boxes, then it does not exist in the municipality.*
 - 4) Click Search.
- The parcel you searched for will be in the center of the map.*

2.3 Address Search

Use this search to find a parcel by its address. CLICK Search Hints at any time to see instructions on how to use the search.

Search Groups

Address Public ▼

▶ Search Hints

Street / Avenue - None - ▼

House Number ▼

Apartment Number ▼

Search Options

Buffer Distance (m)

- 1) SELECT Address from the search dropdown menu.
- 2) If applicable, SELECT an Apartment Number.
- 3) SELECT the house number.
- 4) If you know the Street Name, SELECT it in the Street/Avenue Name field.
- 5) CLICK Search. - *If no address match is found, a list of closely matching addresses will be listed.*

3.0 Viewing a Property Assessment

Navigate to the parcel that you would like to see the property information for. You can navigate using the navigation tools or by searching for the parcel. Once you have found the parcel, CLICK once on the parcel. This will bring up Cadastre Information Window.

To view the assessment report, SELECT the Summary Report hyperlink. This will bring up the actual assessment report in a new window.

Marshall & Swift		Area (Ft2)	Built
Main Level & Conc. Slab	23406sqft Office	23,406 Sq Feet	2004
Hand Calculated	23449sqft Concrete/Asphalt Paving		2004

Tax Status	Code	Description	Assessment
E	95	Municipal	8,627,780
Grand Totals For 2012			8,627,780

4.0 Viewing Aerial Photos

To view the latest aerial photos CLICK the Imagery button in the top right hand corner of the map.



To turn the aerial photos off, CLICK the Imagery button again.



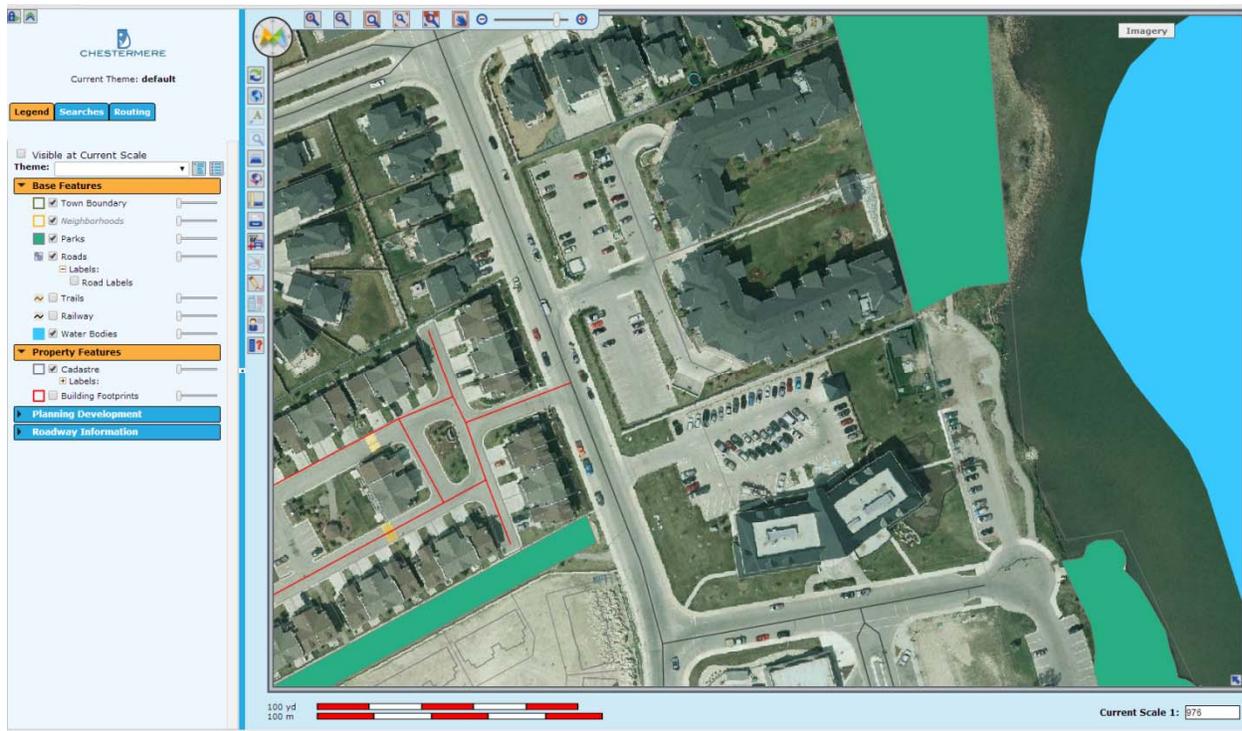
To view historical images, HOVER your mouse over the Imagery button, SELECT the year you are interested in and CLICK Submit.

To turn the aerial photos off, DESELECT the checkbox and CLICK submit.

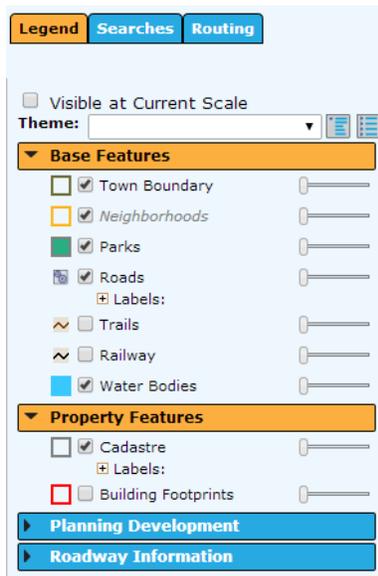


Due to the size of the aerial photos, it may take them a bit to load. When data is loading on the map an Updating Map Icon will display in the bottom right hand corner of the map and on your mouse cursor. Please wait until the data has fully loaded before interacting with the map again.

Please note, users on a slower internet connection will notice a longer delay loading data.



5.0 Adding/ Removing Features from the Map



The user can control what features are displayed on the map by using the legend in the side frame.

When there is a checkmark in the checkbox it means that the feature is turned on.

To add a feature to the map SELECT the checkbox next to the feature in the legend.

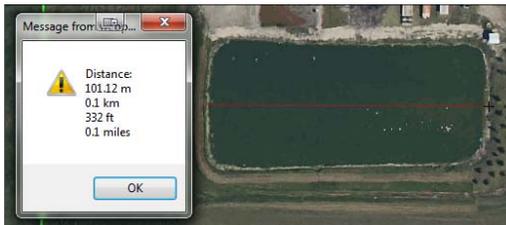
To remove a feature from the map DESELECT the checkbox next to the feature in the legend.

6.0 Using the Measuring Tools

There are three measuring tools located in the toolbar: Measure Line Distance, Calculate Rectangular Area and Calculate Irregular Polygon Area.



Measure Line Distance



Use this tool to calculate the distance between two or more points on the map.

- 1) CLICK once on the tool icon.
- 2) Click once on the map to start the line.
- 3) Click again for each point along the line. You need a minimum of two points to measure a line.
- 4) DOUBLE CLICK to end the measurement.

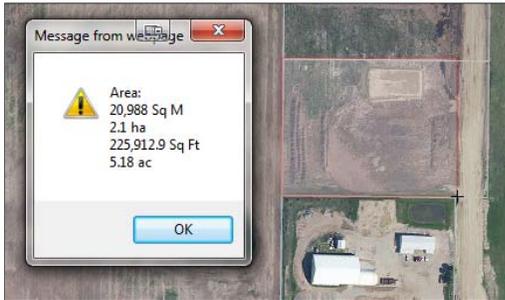
The distance in meters, kilometers, feet and miles will be displayed in a new window.



To remove the red-lining left by the measurement tool, SELECT the refresh button from the toolbar.



Calculate Rectangular Area



Use this tool to calculate the area of a user-defined rectangle.

- 1) CLICK once on the tool icon.
- 2) CLICK once on the map to indicate the first corner of the rectangle.
- 3) PULL the cursor out to create the rectangle. *The rectangle will display on the map in a transparent red.*
- 4) CLICK to finish the rectangle.

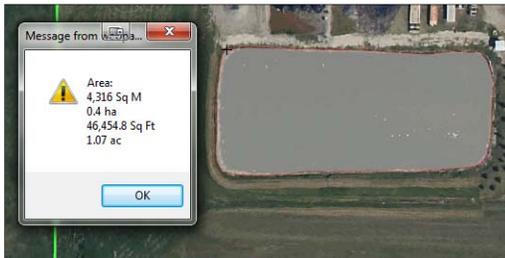
The area in square meters, hectares, square feet, and acres will be displayed in a new window.



To remove the red-lining left by the measurement tool, SELECT the refresh button from the toolbar.



Calculate Irregular Polygon Area



Use this tool to determine the area of a user-defined irregularly shaped area.

- 1) CLICK once on the tool icon.
- 2) CLICK once on the map to indicate the start of the area.
- 3) PULL the cursor out to create the area. *The area will display on the map in a transparent red.*
- 4) CLICK once for each corner of the polygon. You need a minimum of three points to calculate a polygon.
- 5) DOUBLE CLICK to finish the area.

The area in square meters, hectares, square feet, and acres will be displayed in a new window



To remove the red-lining left by the measurement tool, SELECT the refresh button from the toolbar.