

# INSTRUCTIONS FOR USING THE GIS MAPPING ONLINE

Disclaimer: The online GIS is provided as a free informational application. The GIS does NOT provide legal property boundary markings. Property lines are an overlay feature on the map and can be shifted as much as 20-feet, in any direction. This map will not hold up in court in boundary line dispute cases. If you need to locate your property lines, find your corner pins or require legally-binding property boundary information, you will need to have the property surveyed by a licensed surveyor. You may contact the Tolland Building Department at 860-871-3601, to see if there is an existing survey on file.

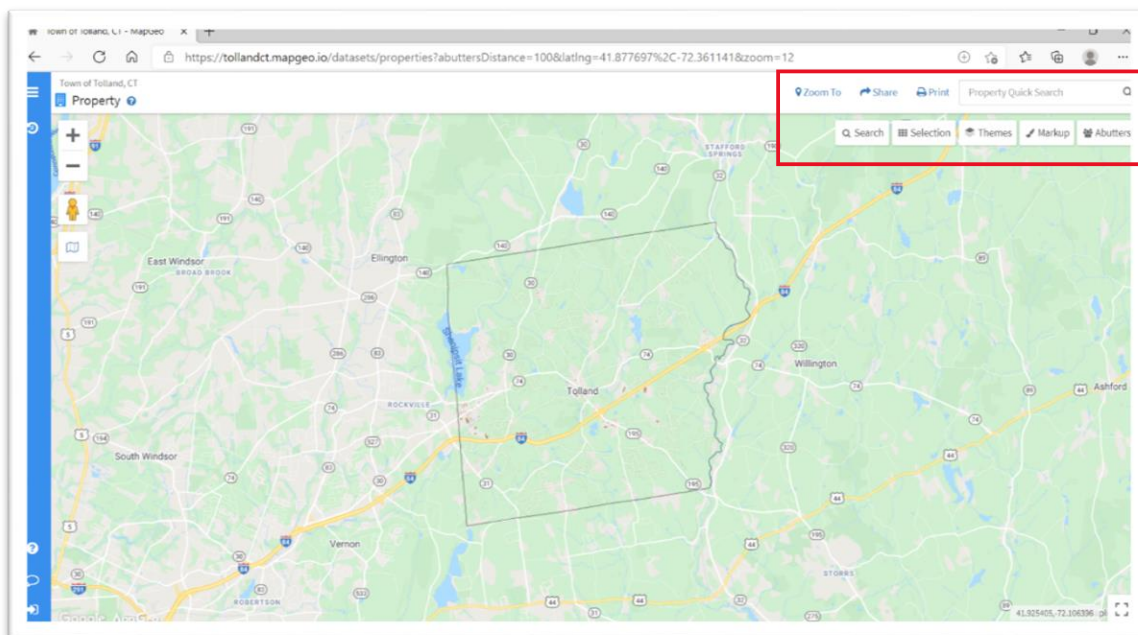
## GIS MAPPING BASICS

### GETTING STARTED

Open your internet browser and enter <https://tollandct.mapgeo.io/> in the address bar.

A disclaimer box opens. Please read the disclaimer and click ok.

The below window opens. For the following actions, you will use the tools shown in the red box.



### LOOKING UP AN ADDRESS

Using the **Property Quick Search Box**, type in the address. You may search by complete address, partial address or property owner's name. As you type, you will see a list of search results. Click on the correct address from the list.

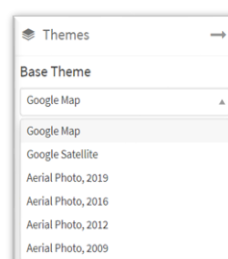
You may also choose a property by clicking on a lot on the map. The chosen or active property outlines in blue.

When you choose an address, the property information will show on the left side of the screen. You may click on **Property Record Card** to see the property details on file with the Assessor's Office.

### CHANGING THE MAP VIEW FROM GOOGLE TO SATELLITE OR AERIAL PHOTO

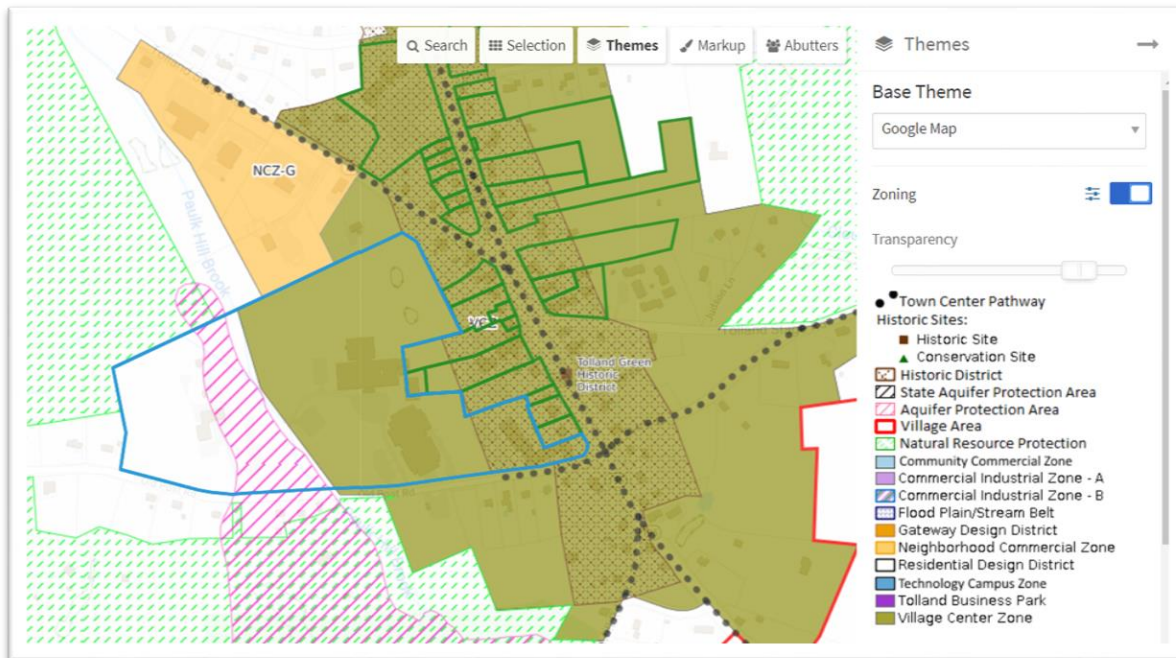
Click on **Themes** button.

Under Base Theme, you will see Google Map listed as default. Click the triangle and you can choose a different map view from the dropdown menu.



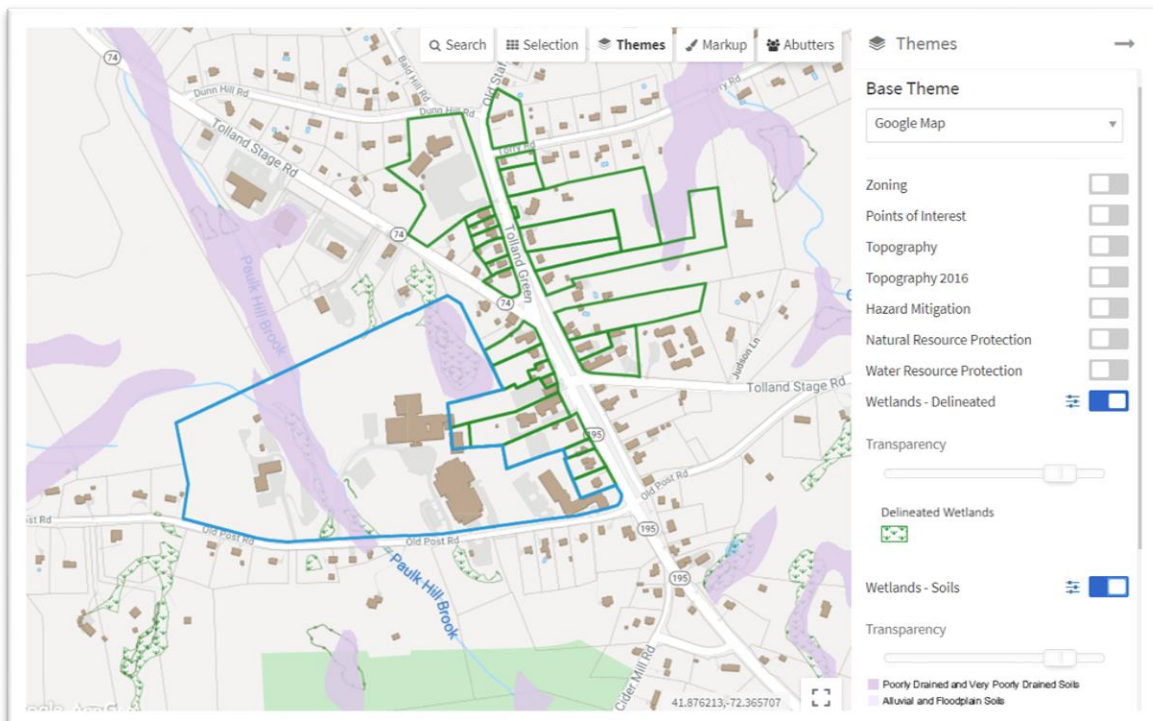
## FINDING THE ZONE OF AN ADDRESS

Click on **Themes** Button. Click the toggle button next to **Zoning** to display the Zoning overlay. Please note, some properties may have more than one zone. Please see the [Zoning Regulations](#) or contact the Zoning department at 860-871-3601 for information on zone types.



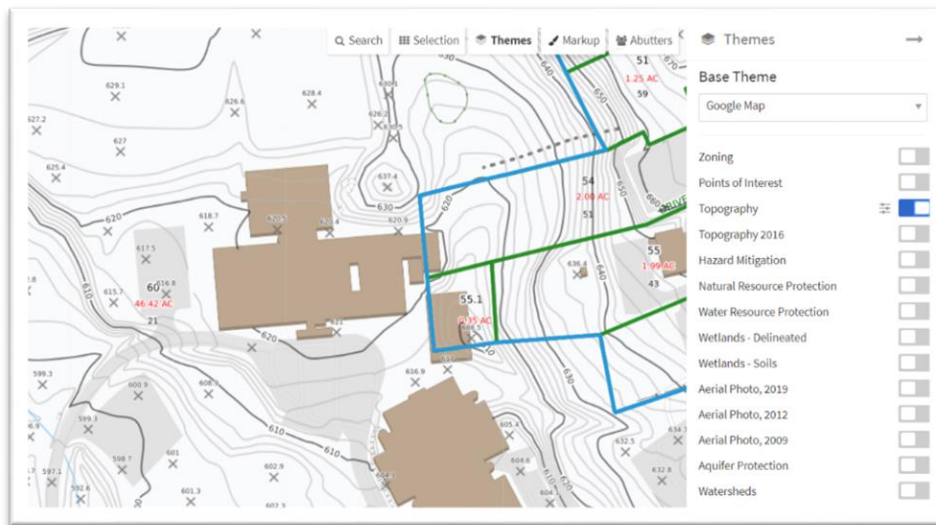
## WETLANDS MAP

Click the **Themes** button. Click the toggle button next to BOTH **Wetlands – Delineated** and **Wetlands – Soils**. Delineated wetlands, which show up as green on the map, are wetlands that have been located by a soil scientist. Wetlands soils, that show up as purple on the map, are areas that are likely wetlands. The wetlands overlay is for general informational purposes. If a property shows wetlands on the GIS and you need to verify the wetlands locations, please contact the Wetlands Department. Additionally, some properties may have wetlands that are not marked on the map. For more information on wetlands, please visit the [Inland Wetlands & Watercourses Commission webpage](#) or call the Wetlands Department at 860-871-3601.



## TO SHOW TOPOGRAPHY

To turn on the topographical overlay, click on **Themes** and then click the toggle switch next to **Topography**. For more detailed topographical information, choose **Topography 2016**. The topographical map is easiest to see when you are using the Google Map view.

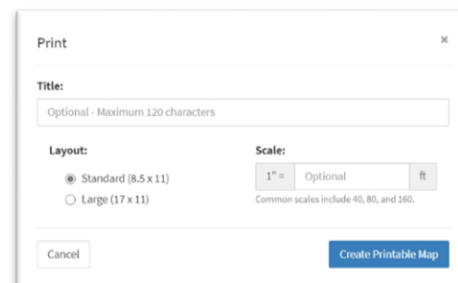


## PRINTING A MAP

Click the **Print** button (next to the Property Quick Search Box). The Print dialogue box (below) opens.

To create a printable map, click **Create a Printable Map**.

To create a map, **to scale**, enter a numeric value in the box (where it says "Optional"). For submitting a map with a permit application, please use a value of 40, 50, 60, 80 or 100. Then click **Create a Printable Map**. You may need to move the map around and try different scaled values to have the image centered properly on the print image.



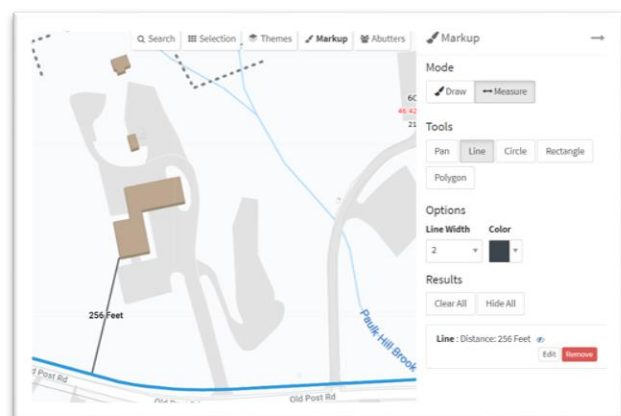
## ADVANCED TOOLS

### MEASURING ON GIS MAP

#### MEASURING BETWEEN TWO POINTS

To measure the distance between two points, click **Markup**. In the Markup box, choose **Measure> Line**. Click once on the map where you want to start the measurement and double-click on the map where you want to end the measurement. The distance between these points will be automatically calculated. Repeat all the steps to generate another measurement.

In the **Markup** box you have **Options** for changing the line color and width. Once your measurement is completed, it is added to the **Results** list. The eyeball icon to the right of the measurement will turn the line visible or invisible. The **Edit** button will allow you to change the color and **Remove** will delete the measurement.





## MEASURING BETWEEN MULTIPLE POINTS

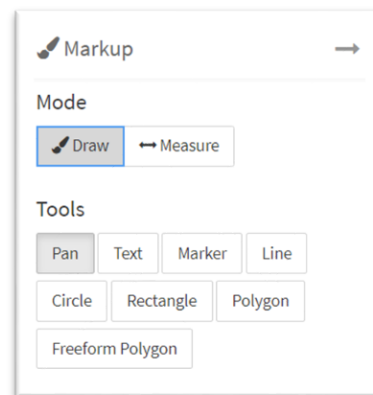
To measure the distance between multiple points, click **Markup**. In the Markup box, choose **Measure> Line**. Click once to start the measurements and move your mouse to the next point. Click once to anchor the line and to change directions, double click when you have completed the measurement.

## MEASURING THE AREA

To measure the distance between two points, click **Markup**. In the Markup box, choose **Measure> Line** or **Measure> Polygon**. Click once to start the measurement and move your mouse to the next point. Click once to anchor the line and to change directions, double click when you have completed the measurement and are back to the start of the line. GIS will calculate the area and display it on the screen in the center of the shape and on the right-hand side of the screen, in the **Markup** box.

## DRAWING ON GIS MAP

Drawing on the GIS map will allow you to add a shape or line to your map. Click on **Markup** and then **Draw**. Choose the shape you want to create. Click on the map, hold the mouse button and drag to create the shape. Let go of the mouse button to complete the shape. From this menu you can also add text to your map or drop a Marker (GPS pin) onto map locations.



## ABUTTERS

To generate a list of the abutting (or neighboring) properties, make sure you have the correct address selected. Click the **Abutters** button. **Choose the distance** you want to search, from the original property, then click **Find**. Example, if you choose 100-ft, the GIS should generate a list of properties within 100-ft of the property selected. If you are generating an abutters list for a land use application notification, verify the legally required distance with the Land Use Department at 860-871-3601. The abutting properties will be outlined in red on the map and the addresses and ownership information will be displayed on the right-hand side of the screen. Depending on the browser you are using, either click or Ctrl+click on the map to add or remove properties from the list. Click on **Download Results** and choose from either an Excel file or a PDF file, compatible with Avery 5160 mailing labels.

