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Creating a Parcel Report
Introduction

Kirkland Maps is a public mapping portal that allows the community to access, navigate to, and query selected data layers from the citywide GIS database and other sources. Using your computer or tablet, you can easily access information about property records, zoning and land use regulations, permitting activities, utility data, and environmentally sensitive areas. You can also create a property report, apply for permits, pay utility bills, and print out maps. With a smartphone, you will be able to access a simplified site with most of the information mentioned above. This tutorial will help provide users with the training needed to become familiar with the tools and layout of the mapping application for all devices.

Useful Tips

**Desktop, Tablet, Smartphone:**

How to access Kirkland Maps: [https://maps.kirklandwa.gov/Html5Viewer/](https://maps.kirklandwa.gov/Html5Viewer/)

The link will automatically detect your device and will either direct you to the desktop, tablet, or smartphone version of the site.

**Desktop:**

How to create a shortcut on your Desktop:
1. Open Kirkland Maps (maps.kirklandwa.gov)
2. On the taskbar with the URL, select the left corner icon and drag it to the desktop.
3. Right-click the icon to rename the shortcut “Kirkland Maps.”

How to Maximize the Map Window:
1. To maximize the Map Window – Internet Explorer, toggle the F11 key.

How to Navigate in the Map Window:
1. To zoom in or zoom out in the map – Internet Explorer, click the map and then scroll with the mouse cursor. On a tablet, use two fingers to pinch and zoom out of the map. Or spread two fingers apart to zoom in.
2. To zoom in without the cursor, press Ctrl +. To zoom out without the cursor, press Ctrl -. 

How to Refresh the Map Window:
1. To refresh the map – Internet Explorer, press F5 to restart Kirkland Maps.

How to Open Pop-ups in a New Internet Window:
1. To allow Open Pop-ups in a new window, go to Internet Options – General tab > click Tabs > click Always open pop-ups in a new window > click OK.

How to clear your cache on the Desktop – Internet Explorer:
1. Select Ctrl + Shift + Delete. The Delete Browsing History window will appear. Uncheck Preserve Favorite website data, and select Temporary Internet files, Cookies, and History.
2. Then click Delete.
Desktop and Tablet

Top Ten Features - Desktop and Tablet

# 1 Access Citywide GIS Data Layers:
- Access to property, environmental, transportation, utility, permit, aerial, and event information.

# 2 Create a Custom Property Report:
- Generate a custom property report using Kirkland GIS and King County Assessment information.

# 3 Access Permit Information:
- Ability to view and access permit information in EnerGov and from MyBuildingPermits.com.

# 4 View Utility Information and Record Drawings:
- Ability to access utility information and a link to As-Built drawings by selecting utility features.

# 5 Access Zoning and Survey Information:
- Ability to access zoning code from parcels and view survey control information from monuments.

# 6 King County Assessor Information:
- Quick access to the King County Assessor data and grid maps.

# 7 Search Tools:
- Search for information by entering in a property identification number (PIN), an address, a park, a school, a common place, or an intersection.

# 8 Links to Popular Sites:
- Ability to easily apply for a permit, pay utility bills, register for a class, view Public Works pre-approved plans, search for records, and locate Planning FAQs.

# 9 Draw Graphics:
- Users can markup a map by adding text or drawing points, lines, or polygons.

# 10 Measure Features:
- The distance or area of any feature can be measured using the measurement tools.
Kirkland Maps User Interface

The Desktop and Tablet Main Screen
When Kirkland Maps is first launched, the Main Screen window will appear. The Main Screen will look similar to the image provided below (see Figure 1).

<table>
<thead>
<tr>
<th>Number</th>
<th>Screen Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Viewer Title Bar</strong>: Shows the title of the map application.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Toolbar</strong>: A collection of all of the tools grouped into tabs.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Filter Layers</strong>: Display only the layer(s) that contain the word in the filter box.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Open/Close the Information Panel</strong>: Displays the layer list or the results of identified or selected features.</td>
</tr>
<tr>
<td>5</td>
<td><strong>I Want To...</strong>: A short list of the most frequently used tools and tasks.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Zoom Slider</strong>: Provides the ability to zoom in (+) or zoom out (-) of the map.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Bookmarked Locations</strong>: A predefined or saved map extent.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Map Window</strong>: Displays the data layers that have been turned on.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Global Search</strong>: Can search for any street or address and it will provide a list of matches.</td>
</tr>
<tr>
<td>10</td>
<td><strong>Tool Labels</strong>: Toggle on/off the tool label names. This can make the toolbar look smaller or larger.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Accessibility</strong>: Provides information regarding accessibility access.</td>
</tr>
<tr>
<td>12</td>
<td><strong>Select a Basemap</strong>: A shortcut to switch between the aerial image and the street map.</td>
</tr>
<tr>
<td>13</td>
<td><strong>XY Coordinates/Scale Bar</strong>: Displays the present map scale. Right arrow hides the scale bar. The coordinates of the cursor position on the map. Right arrow hides XY Coordinates.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Geolocation</strong>: This tool will only appear on the tablet. It can be used to track your current location.</td>
</tr>
</tbody>
</table>

Figure 1. Main Screen
The Information Panel

The **Information Panel** is the source of several different types of data displays. It provides a list of layers that can be turned on, off, or filtered in the Map Window. It also displays the results from using the Search or the Identify tools. The Information Panel can also display the map legend.

**Layers / Results**

The **Layers** list is comprised of different layers that can be displayed on the map (see Figure 2). The list is organized into layer groups that can be expanded, collapsed, turned on, or turned off. The list will show some layers greyed out meaning they are not visible at that scale. Some of the layers in the layer list have a transparency slider, which means the layer can be displayed with transparency. The layer’s symbol will be displayed next to the layer name. If a layer has multiple symbols, there will be a dropdown legend icon next to the layer name.

The **Results** list provides information about the data from using the Search or the Identify tools. For Identified or Searched parcels, the Results list will provide links to other information and external sites (see Figure 3).
Show Legend - Desktop
In the Layers list, you can switch between the list of layers and the legend by clicking the list icon in the right-hand corner that says Show Legend or Show Layer List (see Figure 4 and Figure 5).

The Toolbar / Tools Button
The Desktop version has a Toolbar located at the top of the Main Screen. The toolbar has a rich collection of tools that are grouped by tabs. The Tablet version has a Tools button located in the upper right-hand corner of the Main Screen. The Tools button contains some of the most commonly used tools.

The Toolbar - Desktop
The Toolbar on the Desktop provides all of the essential tools for navigating, adding data, performing tasks, and conducting analyses in the map application (see Figure 6). The Toolbar consists of the tabs Home, Draw & Measurement, Tasks, and Links (see Figure 7).

![Figure 6. The Toolbar](image)

- Active tools will be highlighted in blue. Any tool on the toolbar will become deactivated after use.

Home

- Pan
- Initial View
- Zoom In
- Zoom Out
- Full Extent
- Previous Extent
- Next Extent
- Identify
- Print

Draw & Measurement

- Text
- Text Layer
- Ellipse
- Circle
- Polyline
- Arrow
- Rectangle
- Edit
- Export Drawings
- Distance
- Area
- Plot Coordinates

Tasks

- Point
- Text
- Layer
- Polygon
- Rectangle
- Query
- Filter
- Address
- PIN
- Intersection
- Schools
- Parks
- Places

Links

- City Website
- Pay Utility Bills
- Apply for Permit
- Find Property Assessment
- Register Tax Class
- Request Search
- Parking FAQ
- Web Document

![Figure 7. The Toolbar Tabs](image)
Home Tab - Desktop
The **Home** tab provides all of the basic functionality and tools to navigate the Main Screen.

The Navigation tools are called **Pan, Initial View, Zoom In/Zoom Out, Full Extent, Previous Extent, and Next Extent** tools. These navigation tools are used to move around in the map and locate information (see Figure 8).

The **Identify** tool is used to identify information on the map with a point or a rectangle (see Figure 9). Click/tap on the map to learn what is at that location.

The Print Map tool will allow you to select your layout, output format, resolution, and map scale (see Figure 10). You will also have the option to add a title or any notes to the printed map (see Figure 11 and Figure 12).
Draw & Measure Tab – Desktop

The **Draw & Measure** tab provides tools to draw, measure, and plot coordinates on the map window (see Figure 13). After a drawing tool is selected from the toolbar, the color and style of graphics can be changed as well as the font and style of text when the **Styles** button is selected (see Figure 13). Specific drawings can be snapped to existing features by enabling snapping and selecting the snapping layers to use. The drawings can later be edited, erased, or cleared from the map. The drawings can also be exported as a “.shp” file.

![Figure 13. Drawing Tools](image)

The **Distance** and **Area** tools display the measurements along the drawn feature. Measurements can also be snapped to existing features by enabling snapping and selecting the snapping layers to use. The measurements can later be edited, erased, cleared from the map using the tools in the **Edit** dropdown (see Figure 14).

![Figure 14. Measurement Tools](image)

To measure **Distance**, click or tap to draw a measurement line. Double-click/tap to finish (see Figure 15).

![Figure 15. Measure Distance](image)

To measure **Area**, click or tap to draw a shape. Double-click/tap to finish (see Figure 16).

![Figure 16. Measure Area](image)

The **Plot Coordinate Tools** can be used to enter or place XY, Lat/Long, DDM, or DMS coordinates on the map. Just enter the coordinates in the Plot Coordinates window or click the map window to place a coordinate. You can enable snapping and then select the layer(s) to snap to. The default will be X/Y coordinates (see Figure 17).

![Figure 17. Plot Coordinate Tool](image)

If snapping is enabled a black circle will appear.
Tasks Tab - Desktop

The **Tasks** tab offers a variety of tools that will identify information, query information, and search for data on the map.

The **Identify** tools provide several different tools to recognize features on the map which include **Point**, **Freehand**, **Line**, **Polygon**, and **Rectangle** identify tools (see Figure 18).

![Figure 18. Identify Tools](image)

**Point/Identify**: Click/tap any point on the map.

**Freehand**: Click/tap and drag to draw any shape or line on the map.

**Line**: Drag a line in any direction on the map. Double-click/tap to finish.

**Polygon**: Draw any shape over an area on the map. Double-click/tap to finish.

**Rectangle**: Click/tap and then drag to draw a rectangle on top of an area on the map.

The **Query** tool allows users to create complex queries and then provide the results to the queries (see Figure 19 and 20). The **Filter** tool enables users to create queries to filter the data displayed on the map (see Figure 19 and 21).

![Figure 19. Query Data Tools](image)

**Figure 18. Identify Tools**

**Figure 19. Query Tool**

**Figure 20. Query Data Tools**

**Figure 21. Filter Tool**
The **Search tools** are comprised of tools to search by Address, PIN (parcel number), Intersection, Schools, Parks, and Places (Figure 22).

The search by **Address** tool allows you to find a parcel by address. The **Find Parcel by Address** window will appear (see Figure 23).

The search by **PIN** tool allows you to search for a parcel by entering a PIN number. In the **Find by PIN** window, enter a PIN in the search box and then select **Search**. The parcel with the associated PIN will appear (see Figure 24).

The search by **Intersection** tool launches the **Find street or intersection** window that allows you to enter and locate an entire or partial address or an intersection. Select an intersection/address from the list of results (see Figure 25).
The search by **Schools** tool launches a **Search for a School** window in the Information Panel, which lets you search for a school from a list of options. The tool allows you to select a school to navigate to on the map (see Figure 26).

![Search for a School](image)

**Figure 26. Search by School**

The search by **Parks** tool opens a **Search for a Park** window that allows you to search for a park from a list. The tool enables you to select and search for a desired park. The map will zoom to the extent of the park that you selected (see Figure 27).

![Search for a Park](image)

**Figure 27. Search by Park**

The search by **Places** tool opens a **Search for a Common Place** window in the Information Panel that enables you to search for the type and the name of the common place. First select the type of place and then select the name of the place you would like to display (see Figure 28).

![Search for a Common Place](image)

**Figure 28. Search by Place**

**Links Tab**

The link tools are found on the Desktop and Tablet. The link tools provide quick access to popular links. The **Links** tab offers a variety of links that will take you to commonly visited sites (see Figure 30). The Link tools will provide a shortcut to the **City Website** as well as a shortcut to **Pay Utility Bills**, **Apply for a Permit**, and **Register for a Class**. Through the Links tab you also have the ability to view **Public Works Pre-Approved Plans**, perform a **Record Search**, and locate **Planning FAQs**.

![Link Tools](image)

**Figure 30. Link Tools**
Map Window

The **Map Window** is the display screen for the data layers. The layers that are displayed on the Map Window are based on the selected layers in the Map Layers list. The **Map Window** consists of four components: the **I Want To...** menu, **Navigation** buttons, the **Context Menu**, the **Scale Bar/XY Coordinates** (see Figure 31).

![Map Window](image)

**Figure 31. Map Window**

<table>
<thead>
<tr>
<th>Number</th>
<th>Screen Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>I Want To...</strong>: A shortcut to some of the most commonly used tools.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Navigation</strong>: Provides the ability to zoom in (+) or zoom out (-) of the map.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Bookmarks</strong>:</td>
</tr>
<tr>
<td>4</td>
<td><strong>Context Menu</strong>: Delivers a list of common tasks that relate to the specific location.</td>
</tr>
<tr>
<td>5</td>
<td><strong>BaseMaps</strong>: Ability to change the basemap.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Scale Bar/XY Coordinates</strong>: Provides the current scale and the coordinates of the mouse cursor.</td>
</tr>
</tbody>
</table>
I Want To...

The I Want To... menu is a blue button in the left-hand corner of the Map Window. The I Want To... menu is a drop-down list of tools that are commonly used. It acts like a shortcut for the most popular tools. The I Want To... menu includes: Find Data on the map, Change visible map layers, Bookmark current map extent, and Return to initial map extent (see Figure 32).

Navigation

The Navigation buttons located in the left-hand corner of the Map Window will let you easily zoom in or zoom out.

Clicking the plus sign (+) with the mouse cursor zooms into the map.
Clicking the negative sign (-) zooms out of the map.

Bookmarked Locations

The Bookmarked Locations option allows you to jump to a predefined or saved bookmark (see Figure 33). The extent of each neighborhood has been predefined and can be located using the tools. There is also the option to Bookmark Current Extent, which will allow you to save your present map extent so that it can be returned to at a later point (see Figure 34).
Map Tips (Parcel PIN)

The **Map tips** window will appear when you click/tap on a parcel in the Map Window (see Figure 35). The Parcel and Permit History window contains eight tools:

- **King County Assessors**: A link to the King County Department of Assessments data for that parcel.
- **Parcel Zoning**: Takes you to the City of Kirkland Zoning codes.
- **Parcel Report**: A quick tool for creating a property information report of the selected parcel.
- **Google Map Link**: Allows you to view your location at a specific point in Google Maps or Street View.
- **Bing Map Link**: Allows you to view your location at a specific point in Bing Maps or Bird’s Eye View.
- **Parcel and Permit History**: Takes you to the Details window, which contains all of the permit information for that parcel (see Figure 35).
- **View Additional Details**: Takes you to the same Details window that the Parcel and Permit History link takes you to (see Figure 36).
Sample Mapping Exercises – Desktop and Tablet

This section contains some exercises that will help the user become more familiar with the mapping application. The sample exercises in this section include the following:

- Accessing Permit History and Details
- Accessing As-Built Record Drawings
- Accessing Survey Information
- Accessing Metro Transit Information
- Accessing the King County Assessor Website and Maps
- Creating a Parcel Report
- Printing a Map

**Accessing Permit History and Details**

All permits can now be displayed by selecting the Development Permits layer in the Layers list. In this layer group, you have the option of displaying data for Pre Submittal Applications, Building Permits, Demolition Permits, Public Works Permits, and Land Use Permits. The layers with a plus sign next to them can be expanded to display different categories of the sub layer (see Figure 37). Within the Building Permits layer, you have the choice of showing Single Family, Multi-Family, Non-Residential or Mixed Use permits. In the Public Works Permits layer, you have the option of viewing Grading, Right of Way or Utility, or Transportation permits (see Figure 37). For the Land Use Permits layer, you can display the Subdivision, Zoning, Design Review, Tree, Environmental, Housing, or Miscellaneous Land Use permits.

![Figure 37. Permit Layers](image)

*Click/tap the + plus sign to expand the layer groups. Uncheck or check layers to turn them off or on.*

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To access permit information on MyBuildingPermit.com, use the Identify tools to click/tap on a permit(s). After identifying, the permit(s) the information will appear in the Results window. Under the permit(s) there will be a link called Permit Information. Click/tap the Permit Information link. A new window will appear with the permit details on MyBuildingPermit.com.

1. With the Identify tools click/tap on the permit(s) (see Figure 38).

2. The identified permit(s) will appear in the Results window. Click/tap the Permit Information link (see Figure 39).

3. A new window will appear with the permit details from MyBuildingPermit.com (see Figure 40).
To access permit information for all of the permits for a specified parcel, use the **Map Tips** window option (see Figure 41).

1. To access permit information for a specified parcel, use the zoom tools or the plus sign (+) to zoom into a parcel. Then click/tap on a parcel. The **Parcel and Permit History** Window will display.

2. In the Maps Tips window, select **Parcel and Permit History** to locate all of the permit information for that parcel (see Figure 41).

3. In the Parcel and Permit History window, click the **Permits** tab. The Permits tab contains a history of permits for that parcel (see Figure 42).

4. Select the **Permit URL** to view more information (see Figure 42).

5. A new Internet Explorer tab with the permit details will appear (see Figure 43).

6. If you would like to visualize permits on the map, go to the **Layers** list. If you do not see the Layers list, you can click/tap the arrow on the left-hand side.

Next, turn on the **Development Permits** group layer in the **Layers** list. Then you have the option of displaying data for **Pre Submittal Applications**, **Building Permits**, **Demolition Permits**, **Public Works Permits**, and **Land Use Permits** by expanding the layer group – click/tap the plus sign  . Then place a check mark next to the permit(s) you would like to view. If you want to see the legend information, you can click/tap the drop-down arrow next to the layer name.
Accessing Utility Information and As-Built Drawings

To access utility information, go to the Layers list. If you are in the Identify Results window, you can toggle back to the Layers list by selecting the layers button at the bottom of the window (see Figure 44).

1. In the Layers list, check and expand the Utilities group layer (see Figure 45).

2. Then if you would like to access utility layers regarding the Storm System, check and expand the box next to the Storm System group layer. If you would like to access the wastewater utility layers, check and expand the box next to the Wastewater System layer group (see Figure 45).

If you are interested in viewing a specific utility layer, make sure the layer is checked and not greyed out. If the layer is greyed out, it means it is not visible at that current scale. Click/tap the arrow to the right of the layer and select Zoom to full extent or Zoom to visible scale (see Figure 46).
As-Built record drawings for the storm and wastewater system can be accessed within the Storm System and Wastewater System map layers.

1. In the Layers list, check the box for the Utilities layer, then the Storm System layer, and then the Storm Record Drawing layer (see Figure 47).

2. Click/tap a yellow notepad (see Figure 48).

3. In the Identify Results window under the Storm Record Drawing, click/tap the arrow (see Figure 49). Then select the View Drawing Link. The link will open the record drawing PDF (see Figure 50).

Figure 47. Storm Record Drawings

Figure 48. Storm Record Drawing Results

Figure 49. Storm Record Drawing Result

Figure 50. Accessing Record Drawings
**Accessing Survey Control Information**

Survey control information can be accessed on Kirkland Maps through the Survey Control data in the Base Map group layer. To access survey control information, go to the **Layers** list. If you are in the **Results** window, toggle back to the Layers list.

1. **Toggle back to the Layers list by clicking the Layers button on the bottom of the Information Panel.**

2. In the Layers list, expand the **Base Map** group layer. In the Base Map group layer, check the box next to the **Survey Control** layer to display the survey points on the map.

3. On the map, click/tap a Survey Control Point (see Figure 51).

4. Click/tap the **arrow**. Then select the link for **Survey Control Data Sheet** (see Figure 52).

5. A new Internet Explorer tab will appear with the Survey Control Point information (see Figure 53).

---

**Figure 51. Survey Control Layer**

**Figure 52. Survey Control Point Data Sheet Link**

**Figure 53. Survey Control Point Data Sheet**
Accessing Metro Link Information

Metro link information can be displayed and accessed on Kirkland Maps through the transit route data. To access the Transit Route data, go to the Layers list and expand the Transportation group layer and then the Transit Routes layer. If you are in the Results window, go back to the Layers list.

1. In the Layers list, make sure the box is checked next to the layers CityOfKirkland, Transportation, and Transit Routes.

2. The transit data will then appear on the map. Next, zoom into a transit route.

3. With the Identify tools, click or drag a rectangle to select the transit route (see Figure 54).

4. The identified transit route(s) will appear in the results window (see Figure 55). Click/tap the arrow.

5. Select the Route Link hyperlink under the desired transit route number in order to find the route schedule for that specific route (see Figure 56).

6. The King County Metro website will appear in a new window with the timetable information for that route (see Figure 56).
Accessing the King County Assessor Website and Maps

There are multiple ways to access the King County Assessor Website. If a property has already been located, click/tap inside of the parcel. If you would like to locate a piece of property, use the Search tools on the toolbar.

1. Click/tap on an already located property. Or to locate a parcel, use the Search tools on the toolbar (i.e. Search by Address) (see Figure 57).

2. The results will appear on the left-hand side. If the results are in Table View (bottom of the map), switch to List View (left-hand side of the map).

   To switch views, select the list button in the upper right-hand corner.

   In List View, click the link below the address that says King County Assessors (see Figure 58).

3. The link will take you directly to the King County Assessor’s website for that identified parcel (see Figure 59).

4. To access the King County Assessor grid maps, select the link for Property Details (see Figure 59).

5. A new window will appear with the property details. Under the Parcel Data > Quarter-Section-Township Range section, there will be a link to the grid map (i.e. SW-4-25-5) (see Figure 60 and Figure 61).
Creating a Parcel Report

Parcel reports are compiled and produced by the City of Kirkland. The report contains information from both the City of Kirkland and the King County Assessor’s Office.

1. In order to create a property report, click/tap on a parcel and select the link for Parcel Report in the Parcel and Permit History window (see Figure 62). If you would like to locate a piece of property, use the Search tools on the toolbar.

2. A new window will appear notifying you that the report has been created. Click the Download link (see Figure 63).

3. If a pop-up window at the bottom of the screen appears, click Save and then click Open (see Figure 64).

4. A new window with the Property Information Report will appear (see Figure 65).

The Property Information Report provides information from both the King County Assessor’s Office and the City of Kirkland.

![Figure 62. Map Tips Window](Image)

![Figure 63. Download Parcel Report](Image)

![Figure 64. Open or Save the Parcel Report](Image)

![Figure 65. ParcelReport.pdf](Image)
Printing a Map

Printing a map can be done using the Print Map button on the Home toolbar. When the button is selected, the Print Map window will appear on the screen. The Print Map window allows you to choose the layout, the output format, the resolution, and the map scale. It will also allow you to write a title or any notes you would like on the map (see Figure 66).

1. Select from the Layout options:
   - 11 x 17 Landscape
   - 8.5 x 11 Landscape

2. Determine the Output Format:
   - PDF

3. Choose the Resolution:
   - Low
   - Medium
   - High

4. Select the Map Scale:
   - Current Extent
   - Current Scale
   - A Specified Scale

5. Specify a title in the Title box.

6. Write any notes in the Note box.

7. Check if you want to see and lock the print preview on the map.

8. Click Create File.

9. Select Open File to view the printable map or select Back to adjust the print settings (see Figure 67).

10. After clicking Open File, the map PDF will appear in a new window. Then the map PDF can be printed using the print settings (see Figure 68).

11. In the Print dialog, adjust the print settings accordingly such as paper size and orientation (see Figure 69).
Figure 68. PDF Map

Figure 69. Print Dialog
Top Ten Features – Smartphone

# 1 Access Citywide GIS Data Layers:
- Access to property, environmental, transportation, utility, permit, aerial, and event information.

# 2 Create a Custom Property Report:
- Generate a custom property report using Kirkland GIS and King County Assessment information.

# 3 Access Permit Information:
- Ability to view and access permit information in EnerGov and from MyBuildingPermits.com.

# 4 King County Assessor Information:
- Quick access to the King County Assessor data and grid maps.

# 5 Search Tools:
- Search for information by entering in a property identification number (PIN), an address, a park, a school

# 6 Links to Popular Sites:
- Ability to easily apply for a permit, pay utility bills, register for a class, view Public Works pre-approved plans, search for records, and locate Planning FAQs.
Kirkland Maps User Interface

Smartphone Home Screen
When Kirkland Maps is first launched, the Home Screen window will appear (see Figure 70). When the Home Screen is closed, the Main Screen will appear and will look similar to the image provided below (see Figure 71).

<table>
<thead>
<tr>
<th>Number</th>
<th>Screen Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Searching for an address</strong>: Allows you to search for a parcel by address.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Searching for a parcel</strong>: Allows you to search for a parcel by PIN number.</td>
</tr>
<tr>
<td>3 &amp; 8</td>
<td><strong>Toolbar</strong>: Access to the toolbar. Provide tools to access the home page, search for information, and more.</td>
</tr>
<tr>
<td>4</td>
<td><strong>City of Kirkland Website</strong>: If you scroll down, there will be a link to the City of Kirkland website.</td>
</tr>
<tr>
<td>5</td>
<td><strong>I Want to...</strong>: A short list of the most frequently used tools and tasks.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Bookmarked Locations</strong>: A predefined or saved map extent.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Global Search</strong>: To search by Address, Parcel, Park, or School.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Map Window</strong>: Displays the data layers that have been turned on.</td>
</tr>
<tr>
<td>10</td>
<td><strong>Scale Bar/Geolocation</strong>: Scale displays current map scale. Geolocation used to track where you are.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Layers / Results / Home</strong>: Provides access to the Layers list, Results list, and Home page.</td>
</tr>
</tbody>
</table>

Figure 70. Smartphone Home Screen

Figure 71. Smartphone Main Screen
Layers / Results / Home

To access the different citywide GIS data layers on the Smartphone, use the Layers list to turn on or off layers on the map. If the Layers List is not appearing, it can be accessed by selecting the Layers/Results/Home button in the lower right-hand corner (see Figure 72).

The Layers list is organized into layer groups that can be expanded, collapsed, turned on, or turned off. The list will show some layers greyed out meaning they are not visible at that scale. Some of the layers in the layer list have a transparency slider, which means the layer can be displayed with transparency (see Figure 73).

The Results list offers information about the data from using the Search or the Identify tools. For Identified or Searched parcels, it will provide links to other information and external sites (see Figure 74).

The Home will take you back to the main Home page when you first launched the application.
**Tools Button**

The **Tools Button** is located in the upper right-hand corner of the Main Screen. The Tools button contains some of the most commonly used tools. Once the Tools button is opened, all of the available tools will be displayed below (see Figure 75).

The **Home** button will take you to the **Home** screen. This is the screen that appears when the map is first launched on the smartphone (see Figure 76).

The **Identify** tool allows you to click or tap a location on the map to view and learn what is there (see Figure 77). The **Searches** tools include Address, PIN, Parks, Schools, Places, or Intersection (see Figure 78).

**Address** – Search for a parcel by typing in an address.
**PIN** – Search for a parcel by entering a 10-digit parcel number (XXXXXXXXXX).
**Parks** – Search for a park from a list of options.
**Schools** – Search for a school from a list of options.
**Places** – Select a type of place and then a name from a list of options.
**Intersection** – Search for cross streets by entering in an address or an intersection.
The **Links** button offers a variety of tools that will take you to several popular sites. Tap on the Tools button to find the Links button. The link tools provide quick access to popular links. The Link tools will provide a shortcut to the **City Website** as well as a shortcut to **Apply for a Permit**, **Pay Utility Bills**, and **Register for a Class**. Through the Popular Links section you also have the ability to view **Public Works Pre-Approved Plans**, perform a **Record Search**, and locate **Planning FAQs** (see Figure 79).

![Figure 79. Links button](image)

**Map Window**

The **Map Window** is the display screen for the data layers. The layers that are shown on the map window are based on the selected layers in the Layers list (see Figure 80).

![Figure 80. Smartphone Map Window](image)
**I Want To...**
The **I Want To...** menu is a blue button in the left-hand corner of the Map Window. The **I Want To...** menu is a drop-down list of tools that are commonly used. It acts like a shortcut for the most popular tools. The **I Want To...** menu includes: **Find Data on the map, Address, Parcel, Change visible map layers, Select a Base Map, View the home panel, and Return to initial map extent** (see Figure 81).

- **Find Data on the Map:** Tap/drag a rectangle on the map to identify specific locations or areas.
- **Search by Address:** Enter an address to search for a property.
- **Search by Parcel:** Enter a parcel number to search for a property.
- **Change visible map layers:** Jumps to the Layers list.
- **Select a Base Map:** Select the aerial or the street base map.
- **View the home panel:** Returns to the home page that appears when first launched.
- **Return to initial map extent:** Goes back to the extent when the map was first launched.

**Bookmarked Locations**
The **Bookmarked Locations** option, in the left-hand corner of the Map Window, allows you to jump to a predefined bookmark. The extent of each neighborhood has been predefined and can be located by selecting the name of the neighborhood from the list (see Figure 82).

![Figure 81. I Want to... Menu](image1)

![Figure 82. Bookmarked Locations](image2)
Parcel and Permit History

The **Parcel and Permit History** window will appear when you tap on a parcel in the Map Window (see Figure 83). The Parcel and Permit History window contains eight tools:

- **King County Assessors**: A link to the King County Department of Assessments data for that parcel.
- **Parcel Zoning**: Takes you to the City of Kirkland Zoning codes.
- **Parcel Report**: A quick tool for creating a property information report of the selected parcel.
- **Google Map Link**: Allows you to view your location at a specific point in Google Maps or Street View (see Figure 84).
- **Bing Map Link**: Allows you to view your location at a specific point in Bing Maps or Bird’s Eye View (see Figure 85).
- **Parcel and Permit History**: Allows you to access all of the permit information for that parcel. Then you can select a permit and then select a link to the permit in MyBuildingPermits.com (see Figure 83 and Figures 86-88).

![Parcel and Permit History](image)

![Figure 83. Parcel and Permit History](image)

![Figure 84. Google Link](image)

![Figure 85. Bing Map Link](image)

![Figure 86. Results – List of Permits](image)

![Figure 87. Results – Permit Information](image)

![Figure 88. MyBuildingPermits.com](image)
Sample Mapping Exercises – Smartphone

This section contains some exercises that will help the user become more familiar with the mapping application. The sample exercises in this section include the following:

- Accessing Permit History and Details
- Accessing As-Built Record Drawings
- Accessing the King County Assessor Website and Maps
- Creating a Parcel Report

Accessing Permit History and Details

All permits can now be displayed by selecting the Development Permits layer in the Layers list. In this layer group, you have the option of displaying data for Pre Submittal Applications, Building Permits, Demolition Permits, Public Works Permits, and Land Use Permits. The layers with a plus sign next to them can be expanded to display different categories of the sub layer (see Figure 89). Within the Building Permits layer, you have the choice of showing Single Family, Multi-Family, Non-Residential or Mixed Use permits. In the Public Works Permits layer, you have the option of viewing Grading, Right of Way or Utility, or Transportation permits (see Figure 89). For the Land Use Permits layer, you can display the Subdivision, Zoning, Design Review, Tree, Environmental, Housing, or Miscellaneous Land Use permits.

To view the permits on the map, turn on the Development Permits group layer in the Layers list. Then you have the option of displaying data for Pre Submittal Applications, Building Permits, Demolition Permits, Public Works Permits, and Land Use Permits by expanding the layer group – tap the plus sign. Then place a check mark next to the permit(s) you would like to view. If you want to see the legend information, you can tap the drop-down arrow next to the layer name.
To access permit information on MyBuildingPermit.com, use the Identify tool to tap or draw a rectangle on a permit(s). After identifying, the permit(s) the information will appear in the Results window. Under the permit(s) there will be a link called Permit Information. Tap the Permit Information link. A new window will appear with the permit details on MyBuildingPermit.com.

1. With the Identify tool tap/drag a rectangle on the permit(s) (see Figure 90).

2. The identified permit(s) will appear in the Results window. Then tap the arrow next to the identified permits to view each individual permit.

   Tap the Permit Information link (see Figure 91).

3. A new window will appear with the permit details from MyBuildingPermit.com (see Figure 92).
1. To access permit information for all of the permits for a specified parcel, use the search tools to search for a specific parcel or expand your fingers to zoom into a parcel. Then tap on a parcel. The **Parcel and Permit History** window will display.

2. Select the **Parcel and Permit History** link (see Figure 93).

![Figure 93. Parcel and Permit History Link](image)

3. Select a permit from the list to display more information about that permit (see Figure 94).

![Figure 94. Permit List](image)

4. Then select the **Permit URL** link to view the permit information in MyBuildingPermits.com (see Figure 95).

![Figure 95. Permit URL](image)

5. A new window with the permit details will appear (see Figure 96).
Accessing the King County Assessor Website and Maps

There are multiple ways to access the King County Assessor Website. If a property has already been located, tap inside of the parcel. If you would like to locate a piece of property, use the Search tools on the toolbar.

1. Tap on an already located property. Or to locate a parcel, use the Search tools on the toolbar (i.e. Search by Address) (see Figure 97).

2. In the Results window, tap the link for King County Assessors (see Figure 98).

3. The link will take you directly to the King County Assessor’s website for that identified parcel (see Figure 99).

4. To access the King County Assessor grid maps, select the link for Property Details (see Figure 100).

5. A new window will appear with the property details. Under the Parcel Data > Quarter-Section-Township Range section, there will be a link to the grid map (i.e. SW-4-25-5) (see Figure 100 and Figure 101).

Figure 97. Address Search Tool

Figure 98. King County Assessor Link

Figure 99. King County Assessor Site

Figure 100. King County Assessor Site and Grid Maps Link

Figure 101. King County Assessor Grid Map
Creating a Parcel Report

Parcel reports are compiled and produced by the City of Kirkland. The report contains information from both the City of Kirkland and the King County Assessor’s Office.

1. In order to create a property report, tap on a parcel and select the link for **Parcel Report** in the Parcel and Permit History window (see Figure 102). If you would like to locate a piece of property, use the **Search** tools on the toolbar.

2. A new window will appear notifying you that the report has been created. Tap the **Download** link (see Figure 103).

![Figure 103. Download Parcel Report](image)

3. A new window with the **Property Information Report** will appear (see Figure 104).

![Figure 104. ParcelReport.pdf](image)

The Property Information Report provides information from both the King County Assessor’s Office and the City of Kirkland.