



KIRKLANDMAPS
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CITY OF KIRKLAND, WASHINGTON

Kirkland Maps

Tutorial

City of Kirkland
123 5th Ave
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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. Users will only need little training to be able to utilize the data and print simple maps. This tutorial will help provide users with the training needed to become familiar with the tools and functionalities of the mapping application.

Top Ten Functionalities

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 on 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, King County Assessor, and Survey Information:

- Ability to access zoning code and assessor data from parcels and view survey control information from monuments.

6 Advanced 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.

7 Links to Popular and External Mapping 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.
- Tools that connect to external mapping sites (Bing and Google Maps/Street View).

8 Draw and Export Graphics:

- Users can markup a map by adding text or drawing points, lines, or polygons.
- Drawings can be edited and exported as a shape file.

9 Measure Features:

- The distance or area of any feature can be measured using the measurement tools.

10 Print a Simple Map of the Current View:

- Ability to print and export a simple map of the current map view.

Accessing Kirkland Maps

[Click to Access the Kirkland Maps Link](#)

How to create a shortcut on your desktop:

1. Open Kirkland Maps.
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.”

Useful Tips

1. To maximize the **Map Window** – Internet Explorer, toggle the **F11** key.
2. To **zoom in** or **zoom out** in the **Map Window** – Internet Explorer, click the map and then scroll with the mouse cursor. To **zoom in** without the mouse cursor, press **Ctrl +**. To zoom out without the mouse cursor, press **Ctrl -**.
3. The **Information Panel** can be hidden by clicking the arrow symbol  on the left side of the map.
4. To refresh the **Map Window** – Internet Explorer, press **Ctrl + F5** to restart Kirkland Maps.
5. To allow **Open Pop-ups in a New Window**, go to Internet Options – **General** tab > **Tabs** section > click **Settings** > click **Always open pop-ups in a new window** > click **OK** (see Figure 1).

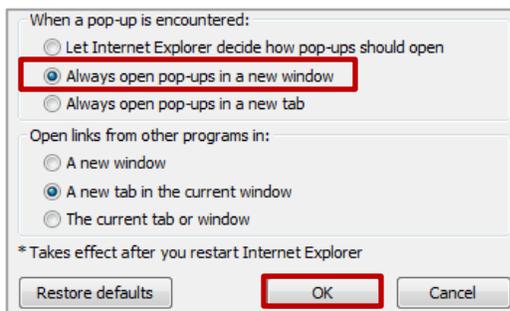


Figure 1. Pop-Ups in a New Window

6. To clear cache – Internet Explorer, select **Ctrl + Shift + Delete**.

The **Delete Browsing History** window will appear.

Uncheck **Preserve Favorite website data**, and select **Temporary Internet files, Cookies, and History**.

Then click **Delete** (see Figure 2).

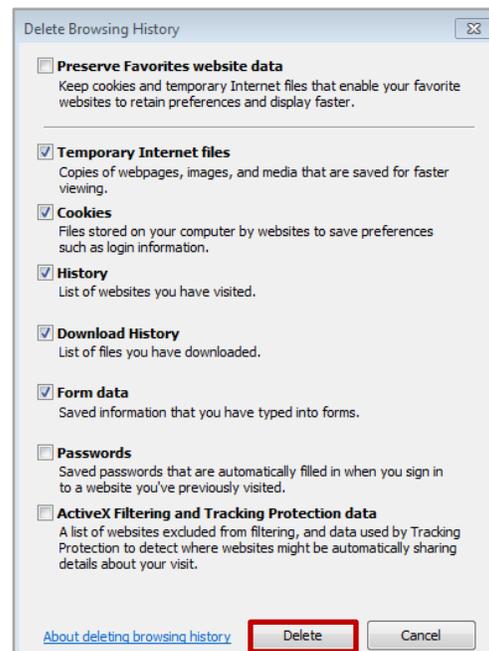


Figure 2. Clearing Cache

Kirkland Maps User Interface

The 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 3).

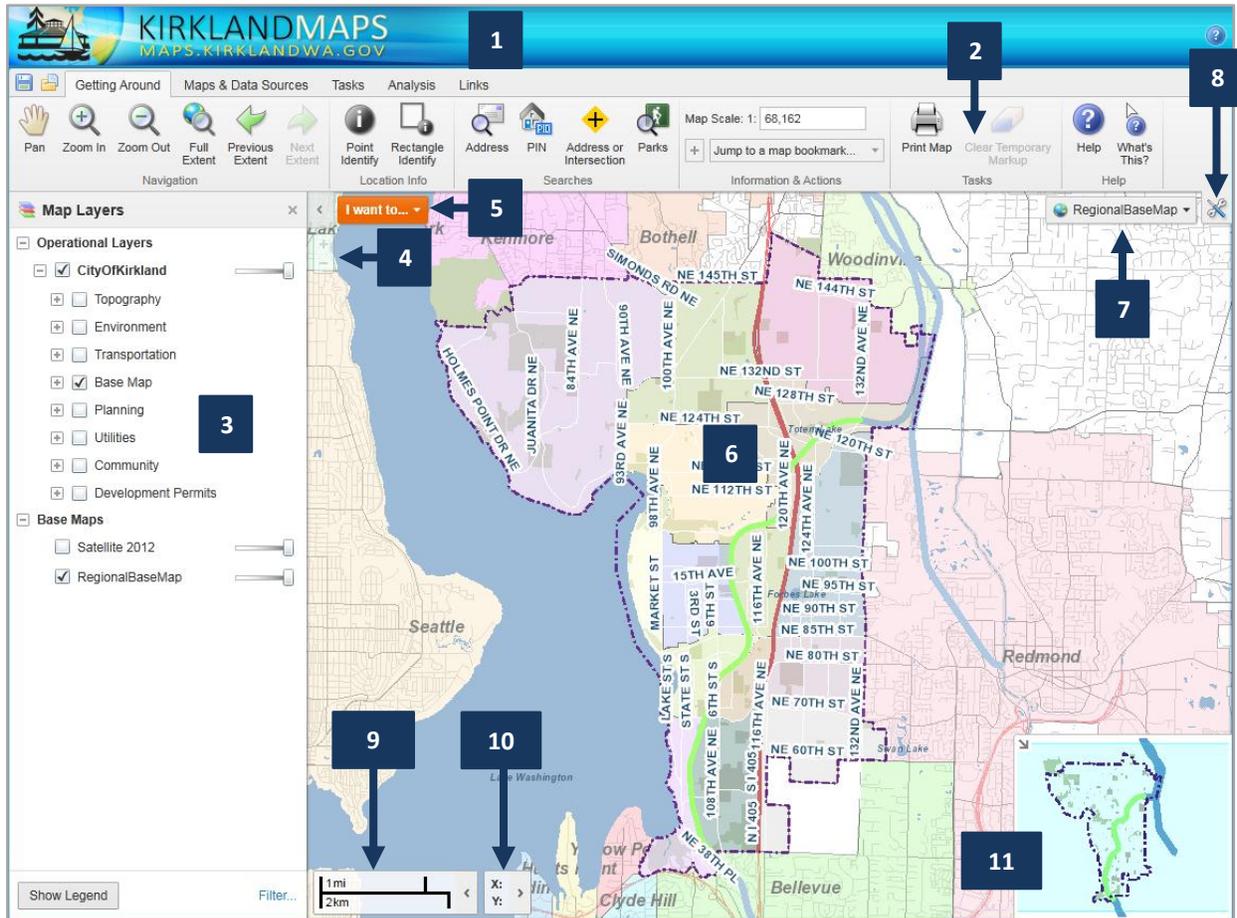


Figure 3. Main Screen

Number	Screen Element
1	Viewer Title Bar: Shows the title of the map application.
2	Toolbar: A collection of all of the tools grouped into tabs.
3	Information Panel: Used to provide information about the different layers; also displays the results of identified or selected features.
4	Zoom Slider: Provides the ability to zoom in (+) or zoom out (-) of the map.
5	I Want To...: A short list of the most frequently used tools and tasks.
6	Map: Displays all of the data layers and annotation.
7	Regional Base Map Menu: Provides a list of different background maps to choose from.
8	Toolbar Icon: Displays or hides the toolbar.
9	Scale Bar: Displays the present map scale. Right arrow hides the scale bar.
10	XY Coordinates: The coordinates of the cursor position on the map. Right arrow hides XY Coordinates.
11	Overview Map: A small map that displays your current location in relation to the overall map.

The Information Panel

The **Information Panel** is the source of several different types of data displays. It is the window located on the left side of the Main Screen. It provides a list of layers that can be turned on or off in the Map Window. It can display search results of a Search or Identify or it can show the selected layers. Also, it is the source of the map legend.

Map Layers

Map Layers/Layers List is comprised of different layers that can be displayed on the map. 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. To view all of the symbols for that layer, simply click the icon and all of the symbols will be displayed (see Figure 4).

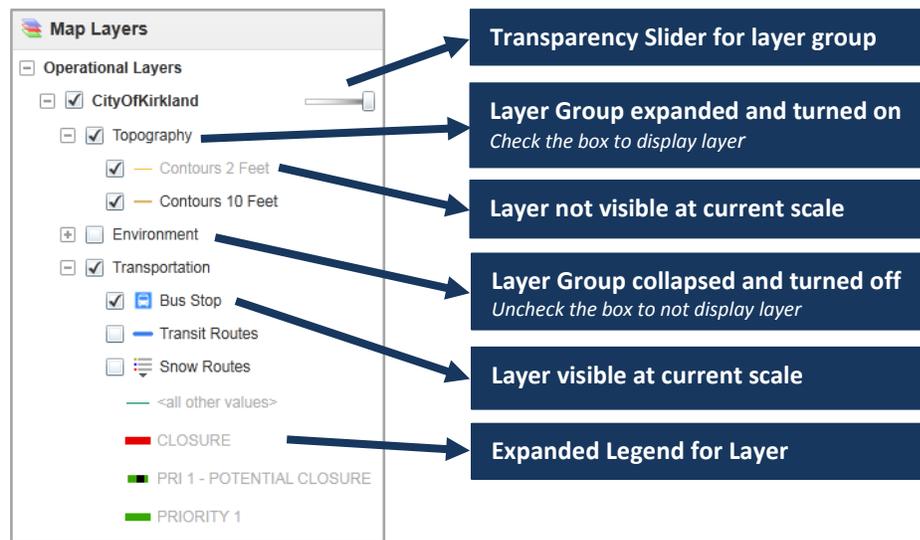
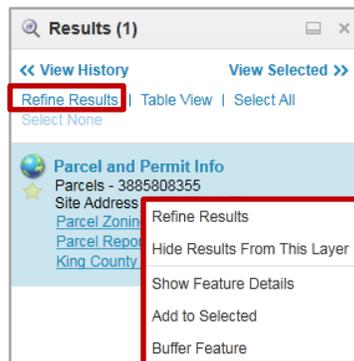


Figure 4.
Map
Layers /
Layers List

Results List

After using the What's Here or the Identify tools, the results will appear in the **Results** window. There are many different functions that can be done in the Results window such as refine results, display results in a list, display results in a table, or display the attributes (see Figure 5, Figure 6, and Figure 7).

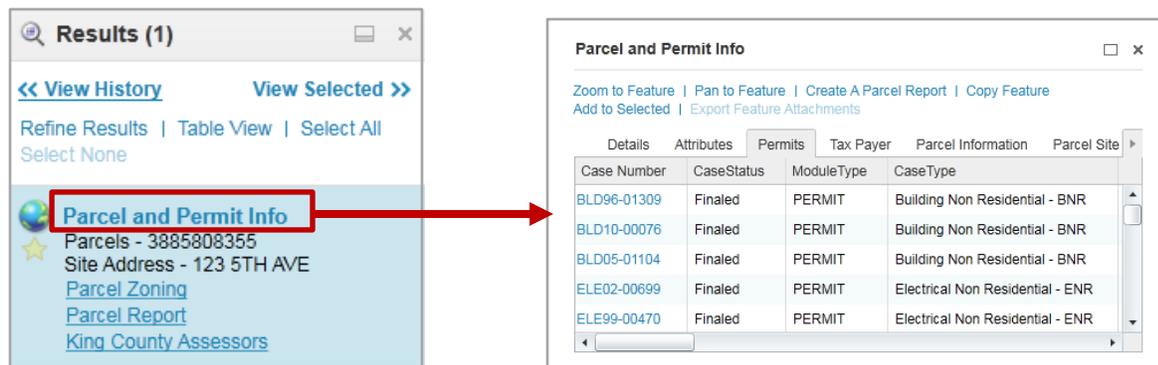
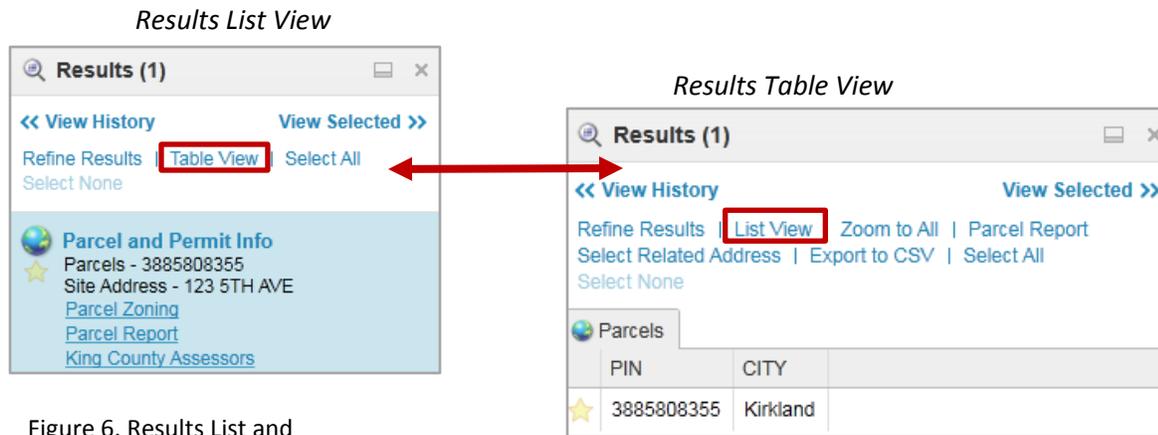


Right-clicking on a result will display the **Feature Action Menu**.



The results of the search can be narrowed down based on layer.

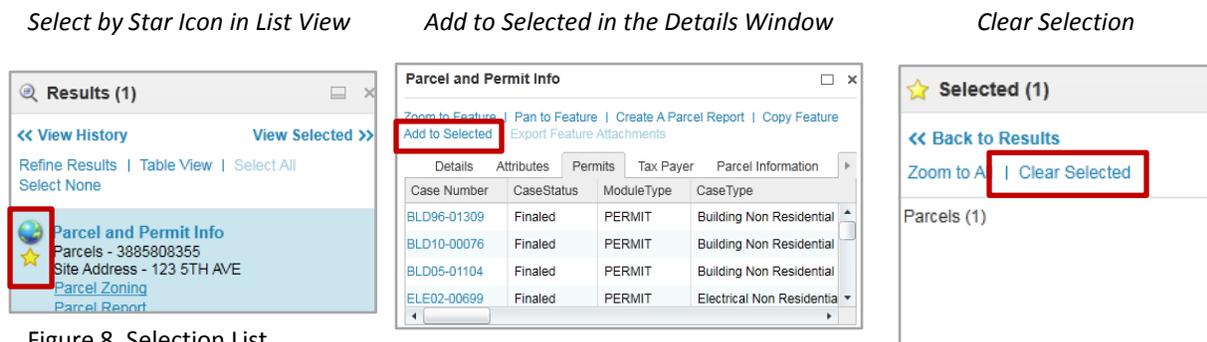
Figure 5.
Results List



Clicking the name of the search feature in the results list will display the attributes in a separate window.

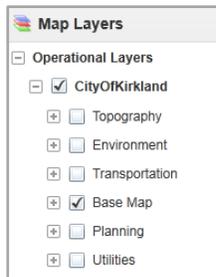
Selected List

Selections in the **Selected** window are different from the search results in the Results window. A selection adds specific features from the search results and highlights them on the map. The search tools will automatically select and highlight the feature(s) on the map. From the search results in the Results window, features can also be selected by clicking the **star icon** ★ next to the feature or by clicking the feature and then selecting **Add to Selected** in the details window. From the Selected window, the features can be unselected by clicking **Clear Selected** (see Figure 8).



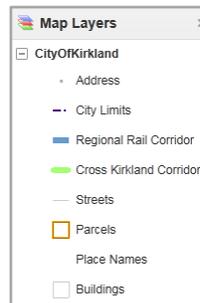
Show Legend

In the Information Panel, you can switch between the list of layers and the legend by clicking the button at the bottom that either says **Show Legend** or **Show Layers** (see Figure 9 and Figure 10).



Select **Show Legend** to switch to the legend.

Figure 9. Map Layers



Select **Show Layers** to switch to the layers list.

Figure 10. Map Legend

The Toolbar

The **Toolbar** provides all of the essential tools that are used to navigate, add data, perform tasks, and conduct analyses in the map application. The Toolbar consists of five tabs which include **Getting Around**, **Maps & Data Sources**, **Tasks**, **Analysis**, and **Links** (see Figure 11). These five tabs contain tools that are grouped into different sections based on the type of functionality they provide. For instance, in the Getting Around tab, the sections are **Navigation**, **Location Info**, **Searches**, **Information & Actions**, **Tasks**, and **Help**.

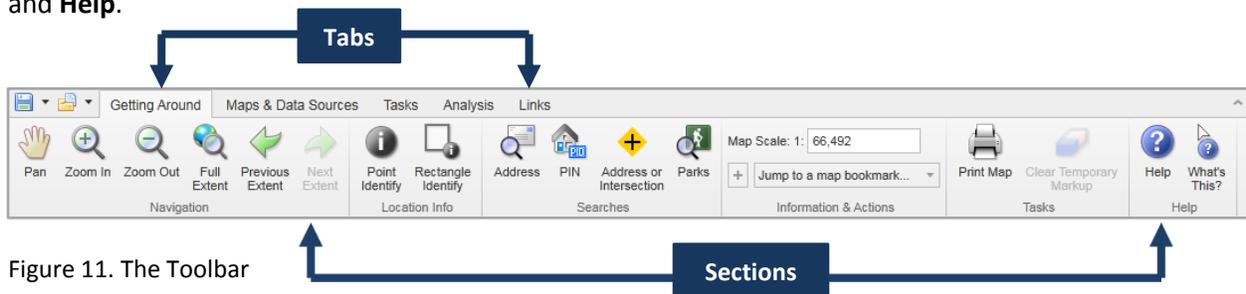


Figure 11. The Toolbar

Note: Active tools will be highlighted in orange. Any tool on the toolbar will become deactivated after use.



Getting Around

The **Getting Around** tab provides all of the basic functionality to navigate the Main Screen as well as some commonly used tools. The Getting Around tab is grouped into six sections called **Navigation**, **Location Info**, **Searches**, **Information & Actions**, **Tasks**, and **Help** (see Figure 11).

The **Navigation** section provides the tools to **Pan**, **Zoom In**, **Zoom Out**, **Full Extent**, **Previous Extent**, and **Next Extent** (see Figure 12).

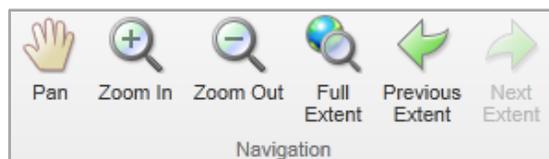


Figure 12. Navigation in the Getting Around tab

- **Pan:** Use the mouse cursor to move the map in any direction.
- **Zoom In/ Zoom Out:** Click or draw a box on the map to zoom in or out.
- **Full Extent:** Displays the full extent of the map.
- **Previous Extent:** Returns to the earlier extent.
- **Next Extent:** Returns to the following extent.

The **Location Info** section contains the **Point Identify** tool, which is used to identify information when a point on the map is clicked with the mouse cursor (see Figure 13).

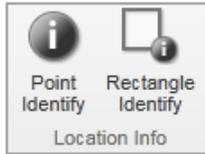


Figure 13. Point and Rectangle Identify Tool

The **Searches** section covers a few of the most common search tools such as **Address, PIN, Address or Intersection, and Parks**. These search tools on the Getting Around tab are also located on the Tasks tab (see Figure 14).



Figure 14. Search Tools

The **Information & Actions** section provides functionality to jump to a pre-defined scale or bookmark. A **Bookmark** is a tool that is used to jump to a specified extent. Bookmarks can be added with the **(+)** sign (see Figure 15).

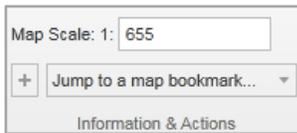


Figure 15. Bookmarks

The **Tasks** section contains the tools **Print Map** and **Clear Temporary Markup**. Both of these tools can be found in a similar fashion on the Tasks tab (see Figure 16).

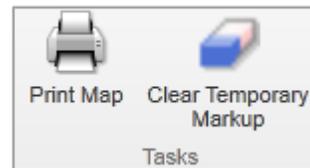


Figure 16. Print Map and Clear Temporary Markup

The **Help** section provides two help tools to assist users with the mapping application. The **Help** tool opens a new window, which provides online help information about each topic. The **What's This?** tool allows the user to click on the Map Window with the cursor to find information about a specific feature. Then a new window will appear that jumps to the specific topic in the Online Help guide (see Figure 17).



Figure 17. Help Tools and Online Help Guide

Maps & Data Sources

The **Maps & Data Sources** tab offers a variety of different options for selecting data. The Maps & Data Sources tab is grouped into two sections which include **Map Layers** and **Query Data** (see Figure 18).



Figure 18. Maps & Data Sources tab

The **Map Layers** section contains the **Show Layers** tool that is used to display the map layers in the Information Panel. The layers have been grouped based on theme and can be turned on or off by checking or unchecking the checkbox to the left (see Figure 19).

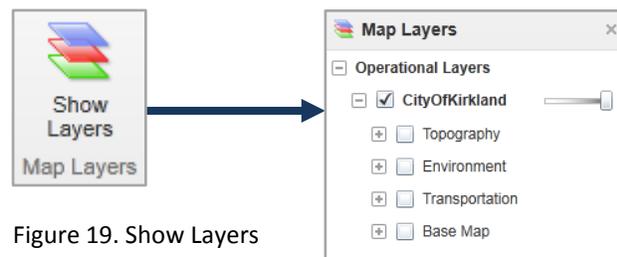


Figure 19. Show Layers Tool

The **Query Data** section is comprised of two types of query data tools (see Figure 20). The **Simple Query** tool allows users to create complex queries without needing to know how to write SQL statements. With the Simple Query tool users can build searches by selecting the layer, field, and value (see Figure 21). The **Advanced Query** tool enables users to build more complex queries with the use of SQL statements (see Figure 21).

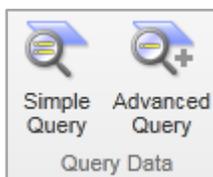


Figure 20. Query Data Tools

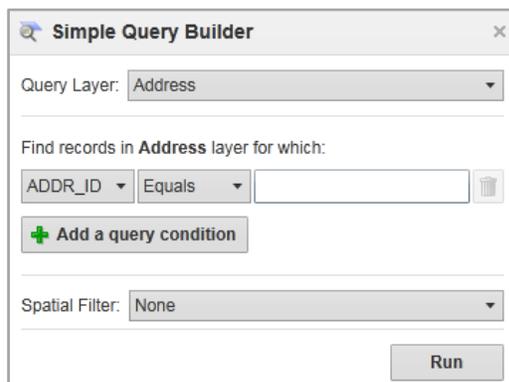


Figure 21. Simple Query Builder

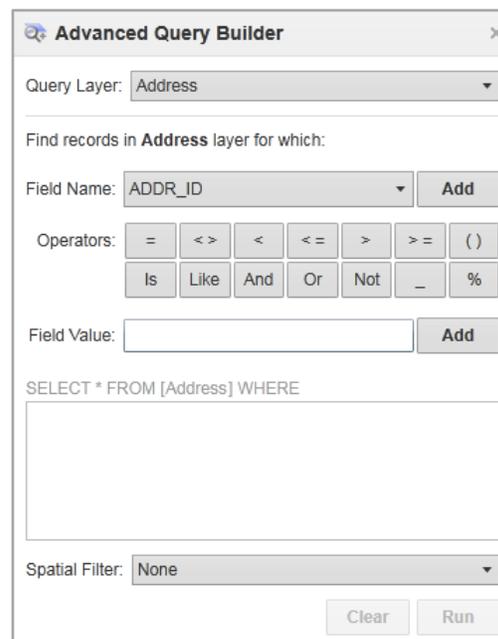


Figure 22. Advanced Query Builder

Tasks

The **Tasks** tab provides several tools for searching, printing, running reports, exporting, and drawing. The **Tasks** tab is assembled into six different sections called **Searches**, **Printing**, **Export Tools**, **Results**, **Drawing Tools**, and **Extract** (see Figure 23).



Figure 23. Tasks Tab

The **Searches** section is comprised of tools to search by Address, PIN, Address or Intersection, Parks, Schools, or Common Places. The search by **Address** tool opens a specialized search window in the Information Panel. A partial or entire address can be entered into the search bar (see Figure 24).

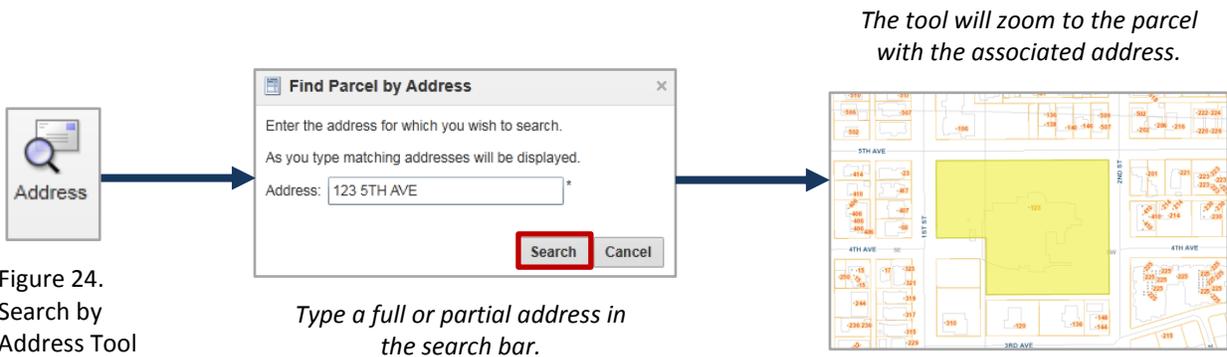


Figure 24.
Search by
Address Tool

The search by **PIN** tool allows you to search for a parcel by entering a PIN number. The **Find by PIN** window appears in the Information Panel. Enter a PIN in the search box and with the mouse cursor click **Search**. The parcel with the associated PIN will appear (see Figure 25).

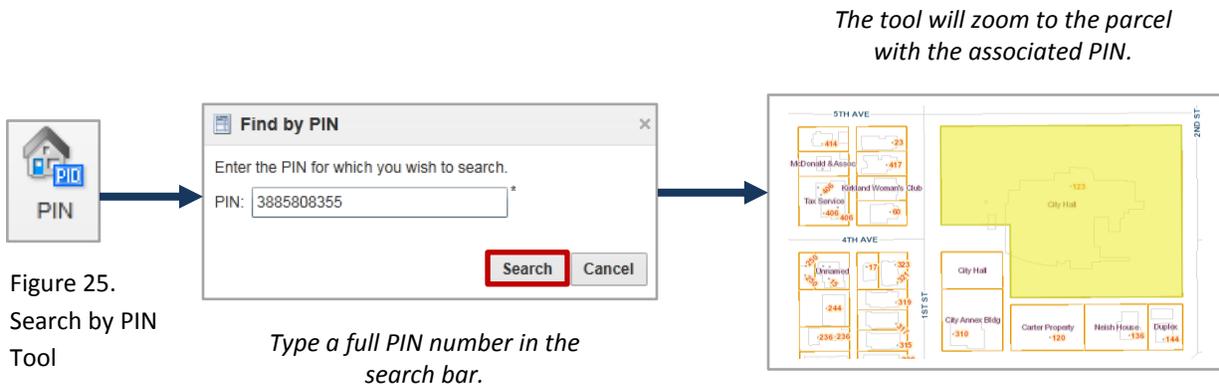


Figure 25.
Search by PIN
Tool

The search by **Address or Intersection** tool launches an **Advanced Address Search (Geocoding)** window in the Information Panel that allows you to enter and locate an address or intersection. First enter the intersection and then select the intersection based on the results provided. Then it will display the intersection on the map with a point (see Figure 26).

The tool will zoom to the selected intersection.

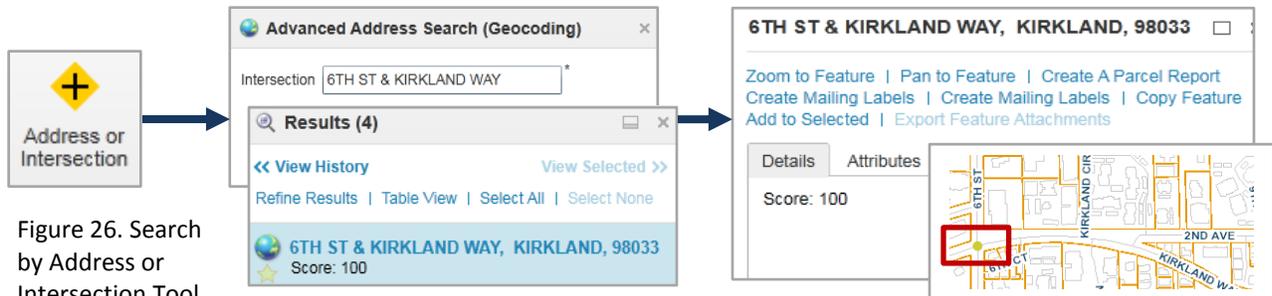


Figure 26. Search by Address or Intersection Tool

Enter a street intersection in the search bar.

The search by **Parks** tool opens a **Search for a Park** window in the Information Panel 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).

The tool will zoom to the selected park.



Figure 27. Search by Parks Tool

Select a park from the list.

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 28).

The tool will zoom to the selected school.

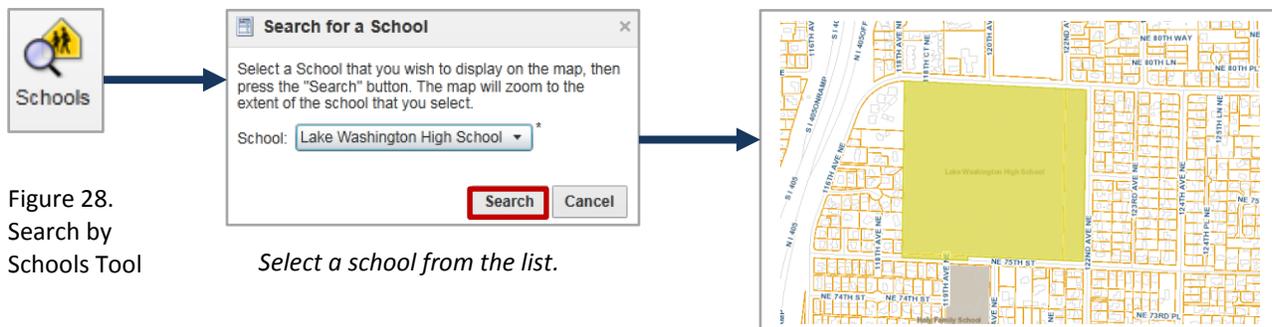


Figure 28. Search by Schools Tool

Select a school from the list.

The search by **Common 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 29).

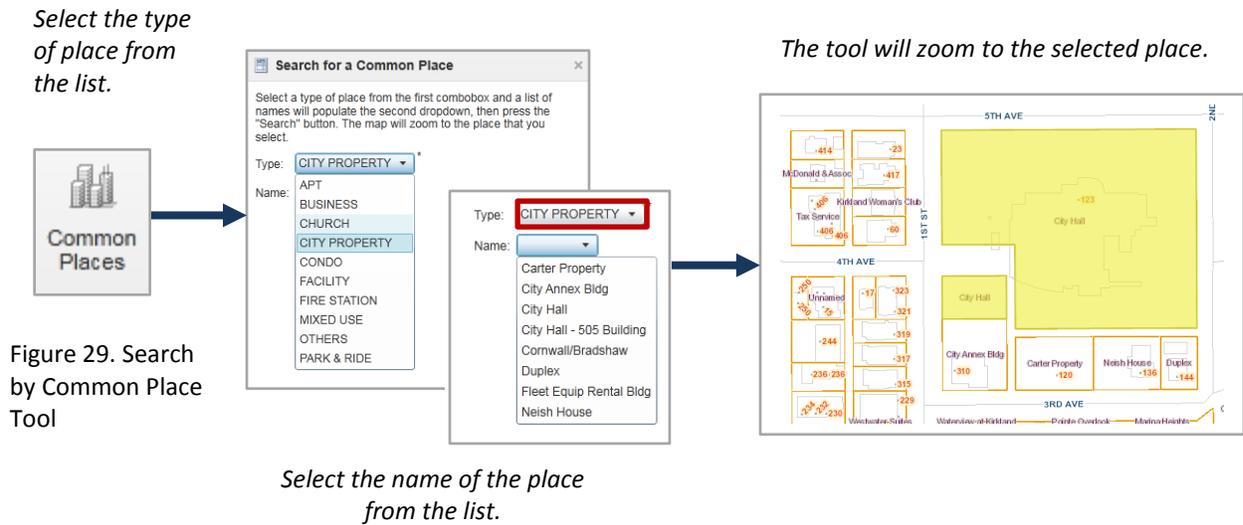


Figure 29. Search by Common Place Tool

The **Printing** section opens a window where you can specify the Layout, Output Format, Resolution, Map Scale, Grid, Title, or any additional notes (see Figure 30).

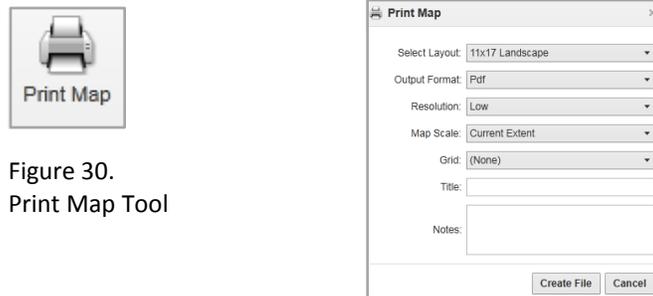
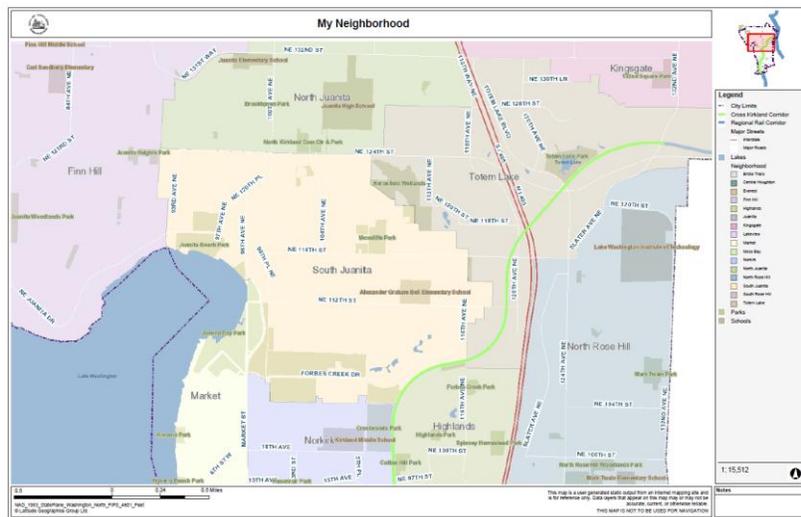


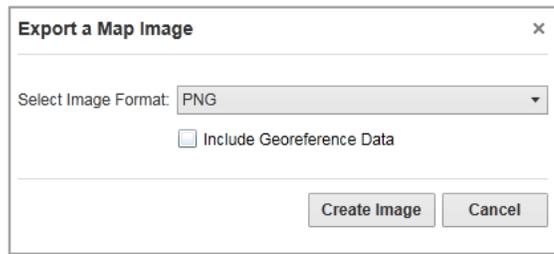
Figure 30. Print Map Tool



The **Export Tools** section launches the **Export a Map Image** dialog box. In the dialog box, you can select the image format you would like to export (see Figure 31).



Figure 31.
Export Map Tool

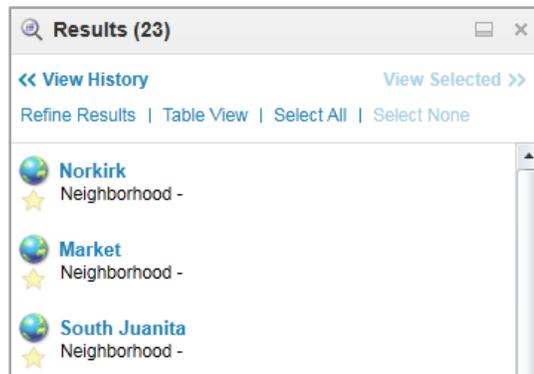


The **Results** section contains two tools which include the **View Results** or the **View Selected** tools.

The **View Results** tool provides the results of the latest search in the Results list. The View Results tool displays the results that appear from using the What's Here or the Identify tools (Point, Freehand, Line, Polygon, or Rectangle). The tool shows the results from the last search (see Figure 32).



Figure 32. The Results from an identify by rectangle



The **View Selected** tool shows the features that have been selected from using the Search tools or by clicking the **star icon** by each feature in the Results window (see Figure 33).



Figure 33.
Selection Results

1. In the **Results** window, click the **star icon** or **Select All** to create a selection in the **Selected** window.
2. Click **View Selected** to see the selected features.
3. In the **Selected** window, you can **Zoom to All** selected features or you can **Clear Selected** features.



The **Drawing Tools** section consists of several tools that could be used to draw graphics or text on the screen. The drawing tools can be used to create, format, or edit drawings or text on the map. The size and color of the drawings can be edited as well as the color, size, and font of the text (see Figure 34 and Figure 35).

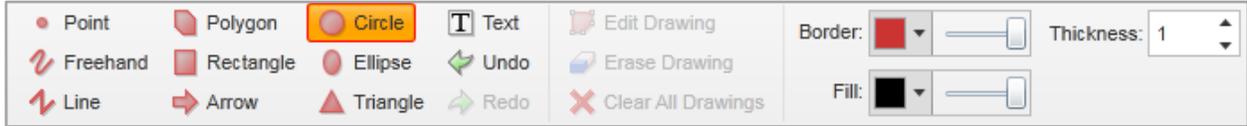
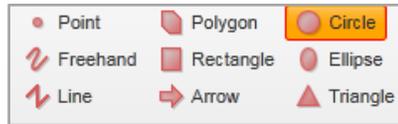


Figure 34. Drawing Tools section

1. Select the **Drawing Tool** that you wish to use from the Tasks tab.



2. Determine the desired color, thickness, and the transparency of the shapes, lines, or points.



3. Draw the shapes, lines, or points on the map using the mouse cursor to click and drag on the map.

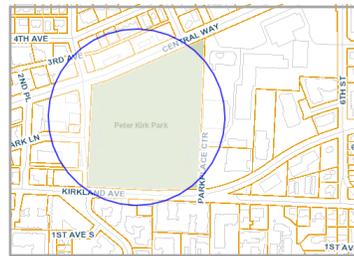


Figure 35. Map Drawings

The **Extract** section contains the **Extract** tool. The tool is used to extract drawings you created on the map to a shapefile format (see Figure 36).

1. Select the **Extract** tool.

2. The Extract Data window will appear with the option to download the shape.

3. Once downloaded, you will have the option to save or open the shapefile in **Windows Explorer**.

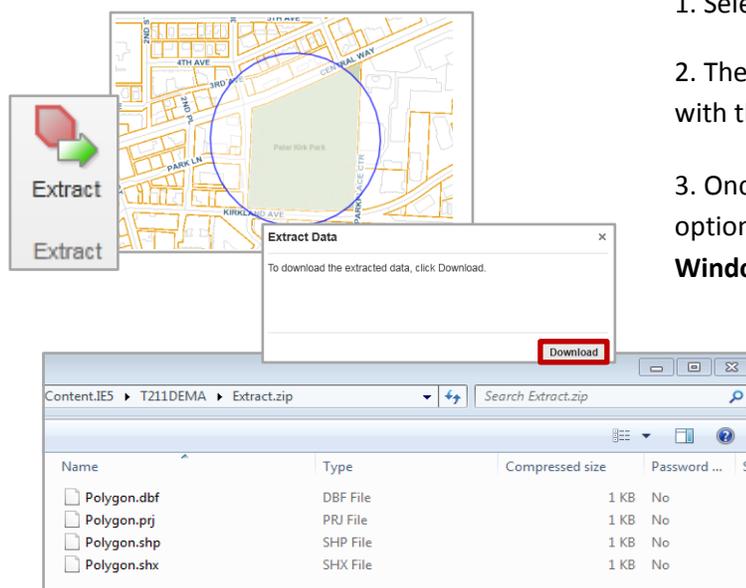


Figure 36. Extracting Drawings.

Analysis

The **Analysis** tab offers a variety of tools that will identify information, measure distance and area, and identify XY coordinates. The Analysis tab is composed of three different sections which include **Location Information**, **Measurement Tools**, and **Coordinate Tools** (see Figure 37).

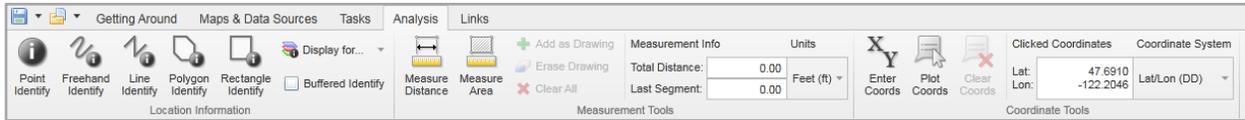


Figure 37. Analysis Tab

The **Location Information** section provides several different tools to identify features which include **Point Identify**, **Freehand Identify**, **Line Identify**, **Polygon Identify**, and **Rectangle Identify** tools (see Figure 38).

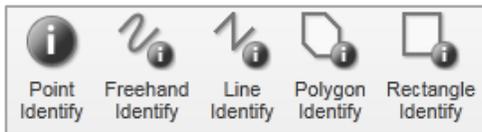


Figure 38. Identify Tools

Point Identify: Use the cursor to click any point on the map.

Freehand Identify: Draw any shape or line on the map.

Line Identify: Drag a line in any direction on the map.

Polygon Identify: Draw any shape over an area on the map.

Rectangle Identify: Draw a rectangle on top of an area on the map.

The **Location Information** section includes a **Display for...** tool that will allow you to select specific layers to include or not include while identifying features. In the Display for... tool, you can select all layers, none, or individual layers by placing a checkmark in the checkbox next to the layer (see Figure 39).

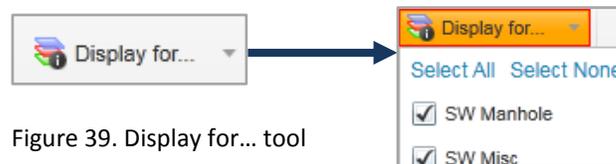
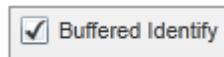


Figure 39. Display for... tool

In the **Location Information** section, there is also a **Buffered Identify** tool that enables you to create a measured buffer around an identified area. To create the buffer, the checkbox next to the word **Buffered Identify** must be checked before the Identify tools are used (see Figure 40).

1. Check the box

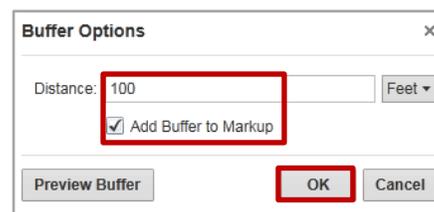


2. Select the identify tool



3. Draw rectangle around the area of interest.

4. Specify distance, check **Add Buffer to Markup**.



5. The identified area with a 100 foot buffer will appear on the map around the identified area.

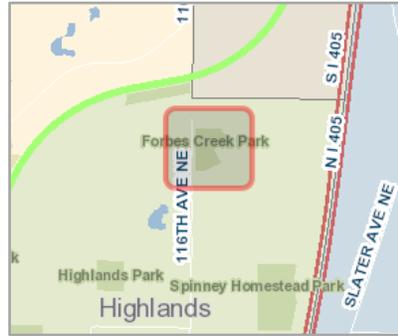


Figure 40. Steps to Buffer an Identified Area

The **Measurement Tools** section has several tools for measuring the distance or area of a feature. The **Measure Distance** and **Measure Area** tools display the measurements along the drawn feature. The measured line or polygon created can be added to the map as a drawing using the **Add as Drawing** tool. It can later be erased from the map using the **Erase Drawing** tool (see Figure 41).



Figure 41. Measurement Tools

To **Measure Distance**, use the cursor to click a point on the map. Then double-click to end the line. The measurements will be displayed along the line (see Figure 42). The **Measurement Info** area displays the measurements for the total distance and the last segment (see Figure 41).

To **Measure Area**, use the cursor to click points on the map to draw a shape on the screen. Double-click to end the shape and display the measurements on the feature (see Figure 43).

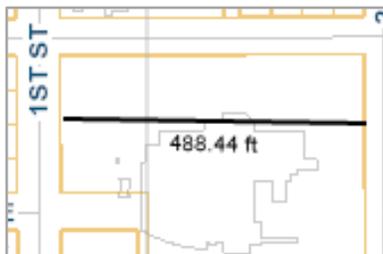


Figure 42. Measure Distance

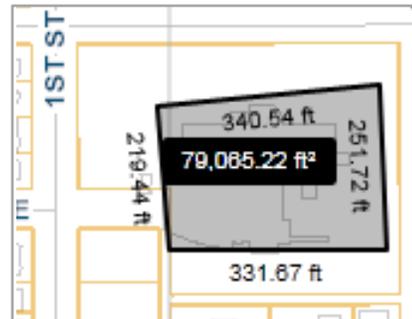


Figure 43. Measure Area

The **Coordinate Tools** section provides tools to **Enter Coords**, **Plot Coords**, and display the **Clicked Coordinates** in a selected **Coordinate System** (see Figure 44).

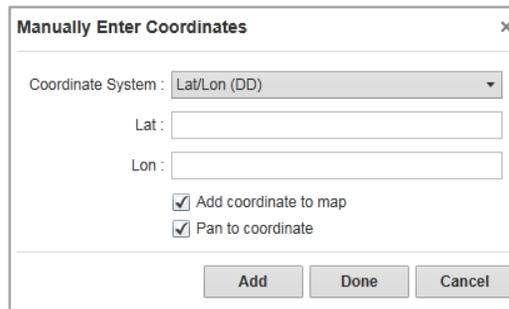


Figure 44. Coordinate Tools

The **Enter Coords** tool lets you enter custom XY coordinates. A **Manually Enter Coordinates** screen will appear that will allow you to choose the type of coordinate system (Default (102748), Web Mercator, Lat/Lon (DD), Lat/Lon (DMS), Lat/Lon (DDM), or custom), and enter the X and Y coordinates (see Figure 45).



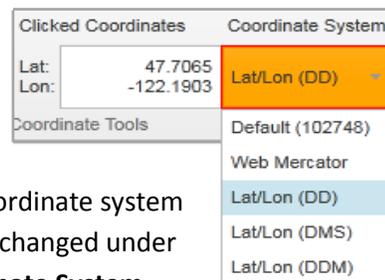
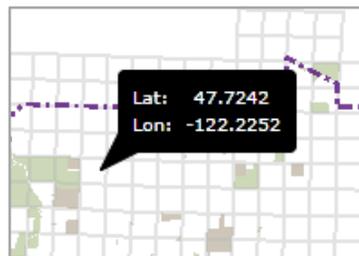
Figure 45. Enter XY Coords tool



The **Plot Coords** tool will plot a callout balloon on the map when a point on the map has been clicked (see Figure 46). The coordinate information will also be displayed on the toolbar under **Clicked Coordinates** (see Figure 44). When coordinates have been plotted, they can be erased from the map using the **Clear Records** tool on the Analysis tab (see Figure 44).



Figure 46. Plot Coords Tool



The coordinate system can be changed under **Coordinate System**.

Links

The **Links** tab offers a variety of tools that will take you to a popular site. The Links tab is composed of two different sections which include **Popular Links** and **External Mapping** (see Figure 47).

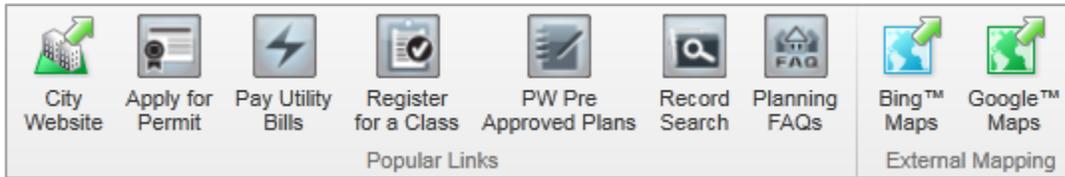


Figure 47. Links Tab

The **Popular Links** section provides several tools that will link you to commonly visited webpages. The Popular Links section 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** (see Figure 48). Through the Popular Links section you also have the ability to visit the site for **Public Works Pre-Approved Plans**, **Record Search**, and **Planning FAQs** (see Figure 49).

The image shows a screenshot of the City of Kirkland website with several callout boxes and arrows pointing to specific links. The website header includes the logo, navigation menu (Community, Business, Visitors, Government, Departments, Services A-Z, Contact Us), and a search bar. The main content area features a 'Welcome to Kirkland, Washington' message with a list of news items and a 'Kirkland Photo Tour' section. Callout boxes include: 1) 'The City Website icon will take you to the kirklandwa.gov site.' pointing to the City Website icon. 2) 'The Apply for Permit is a link to the MyBuildingPermit.com site.' pointing to the 'Apply for Permit' icon. 3) 'The Pay Utility Bills icon takes you to the link for online billing on Kirkland.merchantransact.com' pointing to the 'Pay Utility Bills' icon. 4) 'The Register for a Class link goes to the Kirklandparks.net webpage.' pointing to the 'Register for a Class' icon. The background shows a 'MyBuildingPermit.com' application form and a 'Kirkland Parks' webpage.

The **Apply for Permit** is a link to the MyBuildingPermit.com site.

The **City Website** icon will take you to the kirklandwa.gov site.

The **Pay Utility Bills** icon takes you to the link for online billing on Kirkland.merchantransact.com

The **Register for a Class** link goes to the Kirklandparks.net webpage.

Figure 48. Links to the City Website, Apply for Permit, Pay Utility Bills, and Register for a Class

Home | News Room | SiteMap

Site Search powered by Google

Community Business Visitors Government Departments Services A-Z Contact Us

Public Works Home
FAQ's
Capital Improvement Projects
Current Contract Ad & Award
Development
Pre-Approved Plans
Erosion
Roadway
Sanitary Sewer
Storm Drainage
Water
LID Storm Facilities
Traffic Signals
Improvement Evaluation Packet
Fees
GIS (Maps)

Printer PW Pre Approved Plans

Pre-Approved Plans

> Home Page > Departments > Public Works > Development > Pre-Approved Plans

Pre-approved Plans and policies are to be referred to by any individual or company designing, constructing or maintaining water, sewer, storm drainage, or street improvements in the City of Kirkland.

POLICIES

The Public Works Department updates the Pre-approved Plans annually. Our most recent [update](#) (PDF) occurred in March 2013.

[Download the full packet](#) have been updated type. All plans with title.

PRE-APPROVE PLANS

EROSION

The **PW Pre-Approved Plans** button takes you to the Public Works Pre-Approved Plans page on the www.kirklandwa.gov site.

The **Record Search** link takes you to the King County Recorder's Office page on the www.kingcounty.gov webpage.

Home How do I... Services About King County

King County Recorder's Office

You're in: Home » Records search

Home
Records search
Recorder's office services
Online forms and document standards
Fees
Frequently asked questions (FAQ)
Contact Us
Location and hours
Site map
King County Recorder's Office

Records Search

(Available Monday - Friday 6:00a.m PST - 10:00p.m PST)

Search the indexes using various selection criteria. Indexed documents include land records, marriage records, surveys, real estate excise tax affidavits and general documents recorded with the King County Recorder's Office. In general, **the indexes on this site begin in 1976**. Pre-1976 indexes are on microfilm and are available for research at the [King County Archives](#).

Helpful Links

- [Property Tax Info](#)
- [Birth and Death Records](#)
- [Divorce Records](#)
- [Change your address](#)
- [Frequently Asked Questions](#)

Home | News Room | SiteMap

Site Search powered by Google

Community Business Visitors Government Departments Services A-Z Contact Us

Planning Home
Affordable Housing
Applications and Forms
Code and Plan Updates
Code Enforcement
Design Review Board
Development Projects
Staff Directory
Fees
Hearing Examiner
Houghton Community Council
Maps
Planning Commission
Planning Department Functions

Printer Record Search

Planning FAQs

> Home Page > Departments > Planning & Community Development > Planning FAQs

Q: Which zoning code requirements apply to a remodel or construction of a single-family residence and/or structures accessory to a single-family residence (such as a detached garage, mother-in-law units, etc.)?

A: The zoning regulations that apply to single-family residences and structures are found throughout the Zoning Code. A [handout](#) has been prepared to summarize these requirements.

Q: What do I need to know if I want to subdivide or short plat my property?

A: Subdividing or short platting property involves a review of the City of Kirkland and Public Works Department through a zoning permit process. To subdivide property, the first step is to determine if the subject property is located in a sensitive area. Other topics reviewed include vehicular access, sensitive areas, and tree retention. For information regarding zoning, contact the Planning Department at (425) 587-3225 and ask for the Planning Department.

FAQ

Planning FAQs

The **Planning FAQs** icon takes you to the Planning FAQs page on the Planning & Community Development section of www.kirklandwa.gov.

Figure 49. Links for PW Pre-Approved Plans, Record Search, and Planning FAQs

The **External Mapping** section is composed of two external mapping tools. The first external mapping tool is **Bing Maps**, which opens a new Internet Explorer tab with the current location (see Figure 50). When clicking the Bing Maps button, a new Internet Explorer window will appear displaying the aerial imagery. In order to view the aerial imagery next to the Map Window, drag the new Internet Explorer window off of the current window. This will allow you to see the Bing imagery move simultaneously when panning around. When zooming in and out in Bing Maps, the Map Window will not move simultaneously. However, Bing will move simultaneously if you zoom in or out in the Map Window.

The second external mapping tool is **Google Maps**, which opens a new window at that location in Google Maps/Google Street View (see Figure 51). The map displayed will be determined based on the scale. If Google Street View is available at that scale and location, it will appear in a new Internet Explorer tab. The Google Map/ Google Street View window can also be placed side-by-side the Map Window by moving the Internet Explorer tab off of the current window. This will enable you to see the simultaneous movement between the imagery and the Map Window. When interacting with Google Maps and the Map Window, both will not correspond with each other's zoom in and out movement. When the Google Street View map is opened, it will display its direction with a blue arrow on the original map screen. When navigating in Google Street View, the blue arrow on the Map Window will move accordingly.

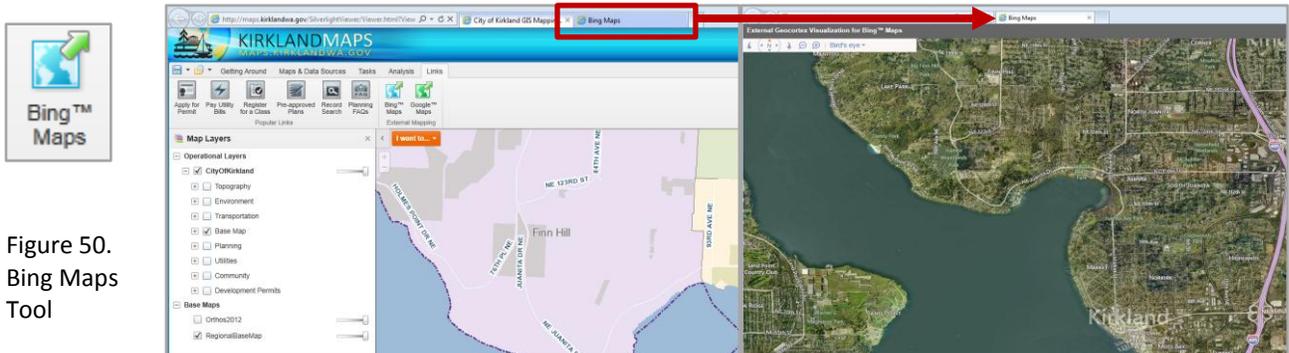


Figure 50.
Bing Maps
Tool

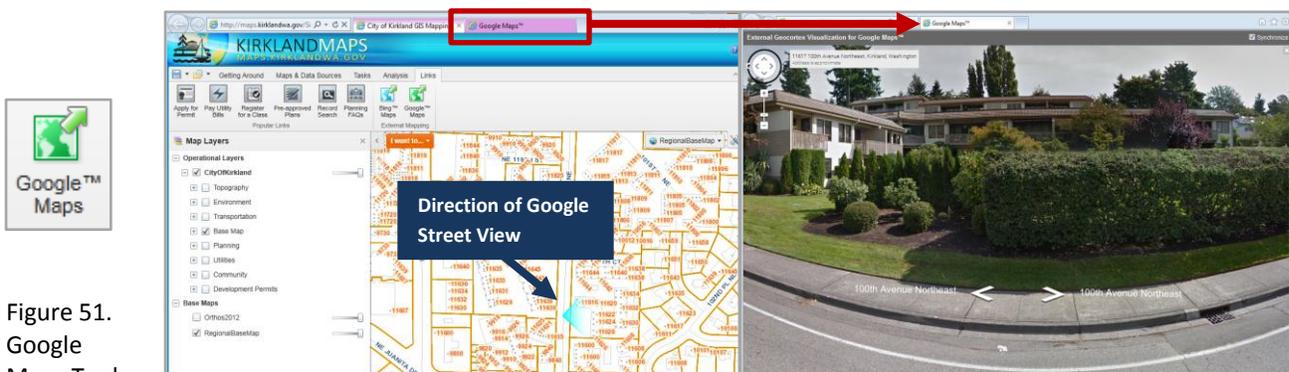


Figure 51.
Google
Maps Tool

Map Window

The **Map Window** is the primary display for all of the Kirkland Map 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 seven components: the **I Want To...** menu, **Navigation** buttons, the **Context Menu**, the **Scale Bar/XY Coordinates**, **Regional Base Map**, **Toolbar Hide**, and the **Overview Map** (see Figure 52).

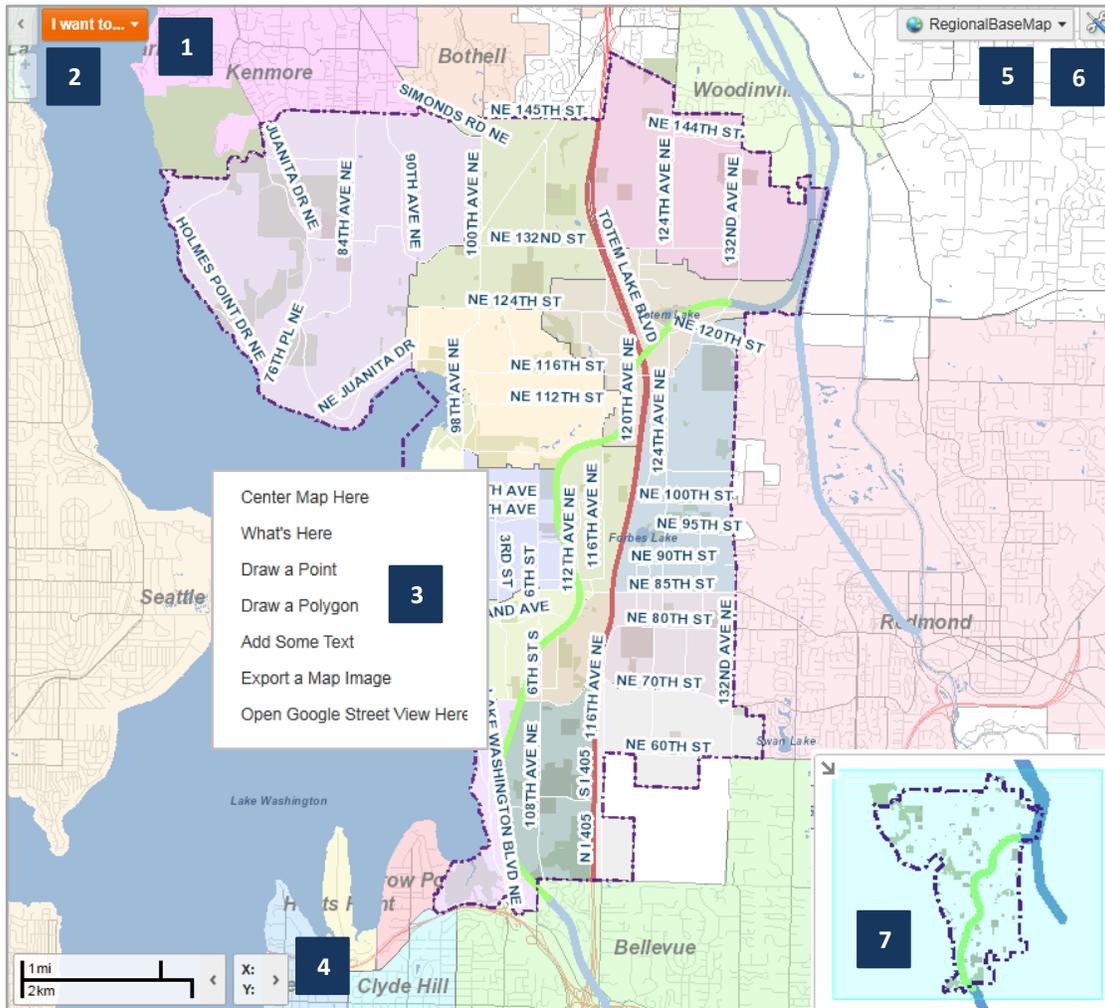


Figure 52. Map Window

Number	Screen Element
1	I Want To...: A shortcut to some of the most commonly used tools.
2	Navigation: Provides the ability to zoom in (+) or zoom out (-) of the map.
3	Context Menu: A menu that appears when you right-click anywhere on the map screen.
4	Scale Bar/XY Coordinates: Provides the current scale and the coordinates of the mouse cursor.
5	Regional Base Maps: A shortcut to the satellite image, regional base map, or other map layers that can be included on the map.
6	Toolbar Hide: A tool to hide or display the toolbar on top of the map window.
7	Overview Map: A small map in the bottom right corner that displays the current view in relation to the full map.

I Want To...

The **I Want To...** menu is an orange button in the left-hand corner of the Map Window. The I Want To... menu is a drop-down list of tools that are used most often. It acts like a shortcut for the most popular tools. The I Want To... menu contains these tools: **Create a printable map**, **Draw on the map**, **Measure distance**, **Share current map**, **Turn map data on/off**, **Show/hide advanced toolbar**, **View results**, and **View Selected** (see Figure 53).

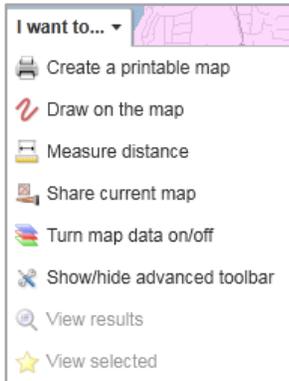


Figure 53. I Want to... Menu

- The **I Want To...** menu before it is opened.
- The **I Want To...** menu when the down arrow has been clicked. Most of the tools exist in the toolbar or within the **Map Window**. The items with an asterisk (*) are tools not found in the toolbar or Map Window.
 - Create a printable map
 - Draw on the map
 - Measure distance
 - *Share current map – Provides a link to share the map with others.
 - *Turn map data on/off – Jumps back to the Map Layers list
 - Show/hide advanced toolbar
 - View results
 - View selected

Navigation

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



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

Context Menu

The **Context Menu** pops-up when you right-click anywhere on the Map Window (see Figure 54). This menu provides a short list of helpful tools while in the map. The Context Menu contains seven tools:

- **Center Map Here:** Centers the map where you right-clicked your mouse.
- **What's Here:** Displays a list of features at the location where you clicked.
- **Draw a Point:** Draws a point where you right-clicked on the map.
- **Draw a Polygon:** Draws a polygon where you right-clicked on the map.
- **Add Some Text:** Launches a text box where you right-clicked with the cursor.
- **Export a Map Image:** Opens a dialog box to export the current extent.
- **Open Google Street View Here:** Opens Google Street View where you

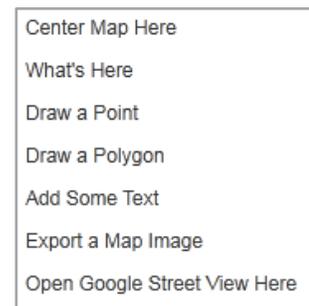


Figure 54. Context Menu

Scale Bar / XY Coordinates

The **Scale Bar** and the **XY Coordinates** are located in the lower left corner of the Map Window. The scale bar shows the current scale of the map. The XY Coordinates display the location of the mouse cursor on the Map Window. Both of these items on the Map Window can be hidden by clicking the arrow sign (see Figure 55).

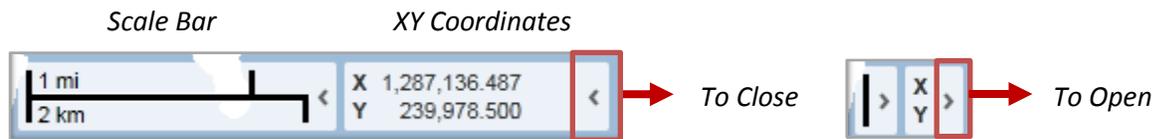
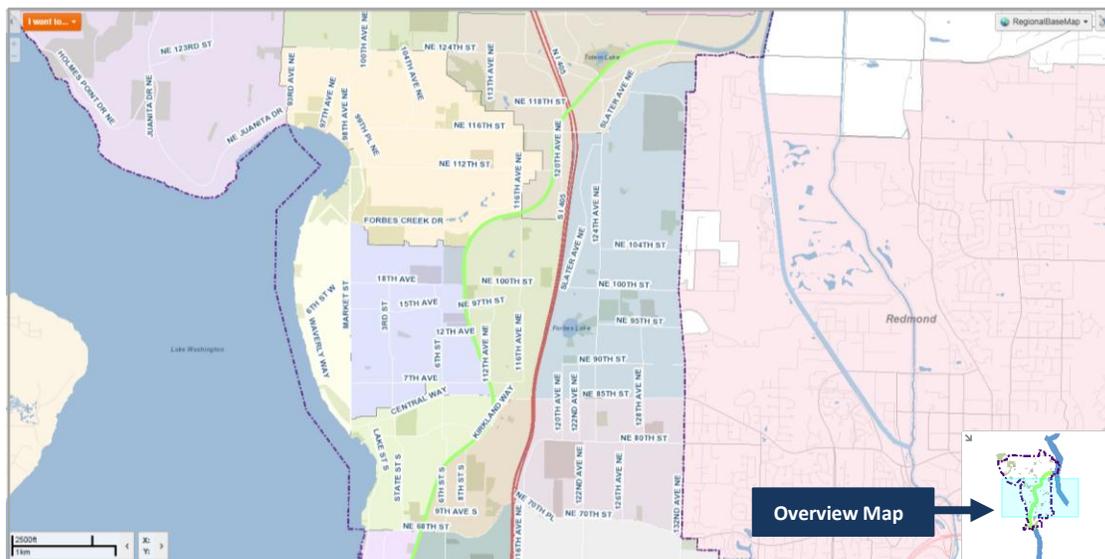


Figure 55. Scale Bar and XY Coordinates

Overview Map

The **Overview Map** is in the lower right corner of the Map Window. It can be opened or closed by clicking the arrow icon in the corner of the map. This map shows you your current view in relation to the overall map. The current view extent is displayed in the Overview Map as a blue square (see Figure 56).



The current view in the **Overview Map** can help you position yourself in the **Map Window**.

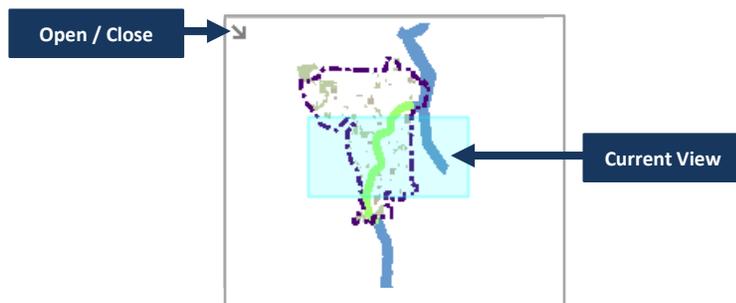


Figure 56. Overview Map

Sample Mapping Exercises

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 Information
- Creating and Editing Map Drawings
- Accessing As-Built Record Drawings
- Accessing Survey Information
- Accessing Metro Transit Information
- Building an Advanced Query
- Creating a Parcel Report
- Accessing the King County Assessor Website and Maps
- Creating and Opening Projects
- Printing a Map

Accessing Permit Information

All permits can now be displayed by selecting the **Development Permits** layer in the **Map 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 57). 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. For the **Land Use Permits** layer, you can display permits regarding subdivisions, zoning, design review, trees, environmental issues, housing, or miscellaneous land use permit types.

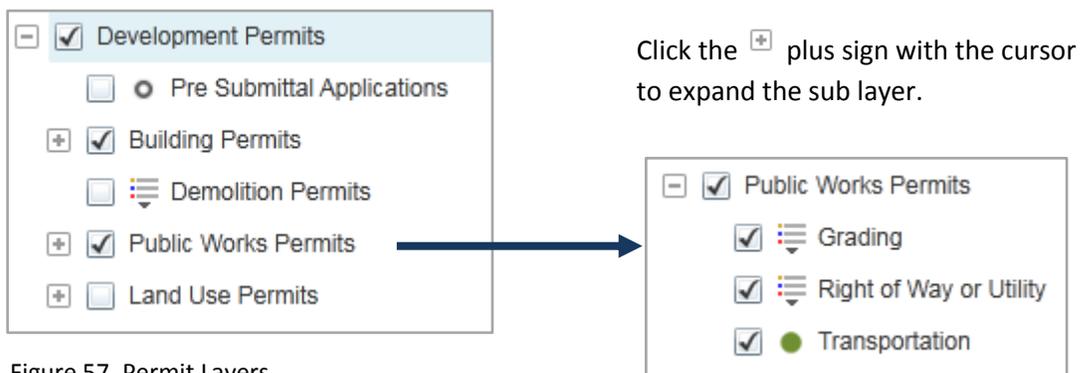
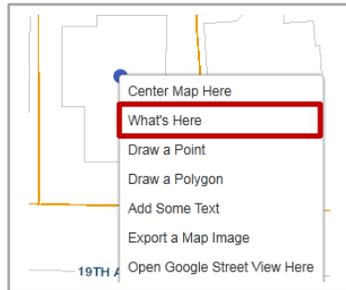


Figure 57. Permit Layers

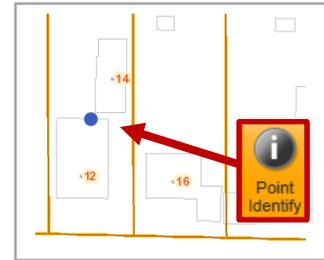
To access permit information for a specific permit on **MyBuildingPermit.com**, use the **What's Here** tool on the **Context Menu** to select the desired permit. For selecting multiple permits or for more advanced users, use the **Identify** tools (Point Identify, Freehand Identify, Line Identify, Polygon Identify, or Rectangle Identify). After identifying, the permit(s) will appear in the **Results** window. Under the permit(s) name there will be a link called **Permit Information**. With the mouse cursor click the Permit Information link. A new window will appear with the permit details on **MyBuildingPermit.com** (see Figure 58).

1. With the mouse cursor right-click on the permit and select the **What's Here** option.



(Advanced Option)

With the **Point Identify** tool use the mouse cursor to click the desired building permit.



2. The identified building permit will appear in the **Results** window.

With the mouse cursor, click-on the **Permit Information** link.

3. A new window will appear with the permit details from **MyBuildingPermit.com**



Figure 58. Accessing Permit Information

To access permit information for all of the permits for a specified parcel, use the **Map Tips** window option.

1. Use the mouse wheel to zoom into a parcel and left-click. The **Map Tips** window will appear with information about the parcel (see Figure 59).

Note: If you use the Zoom In or Zoom Out tools on the toolbar to find the parcel, you will need to reactivate the tool each time it is used.

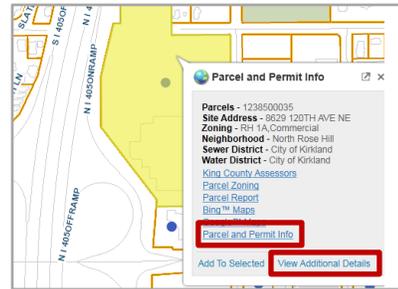
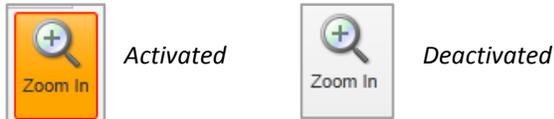


Figure 59. Map Tips Window

2. In the Map Tips window, select the link for **Parcel and Permit Info** or **View Additional Details** to find more detailed permit information. Both will take you to the same location.

Note: If a parcel does not have a permit, there will not be a permits tab displayed.

3. A new window will appear with detailed information about the parcel. In the Details window for that parcel, select the **Permits** tab to view all of the permits that are associated with that parcel (see Figure 60).

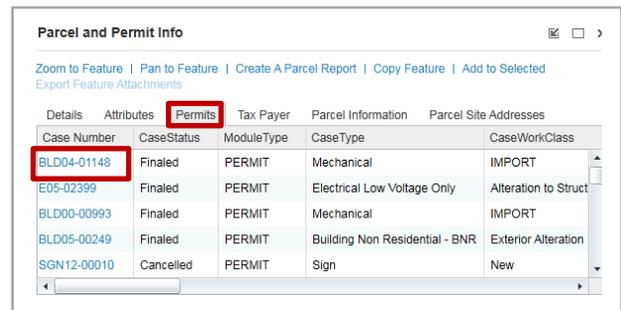


Figure 60. Details Window for the Parcel

A new Internet Explorer tab with the permit details from **MyBuildingPermit.com** will appear (see Figure 61).

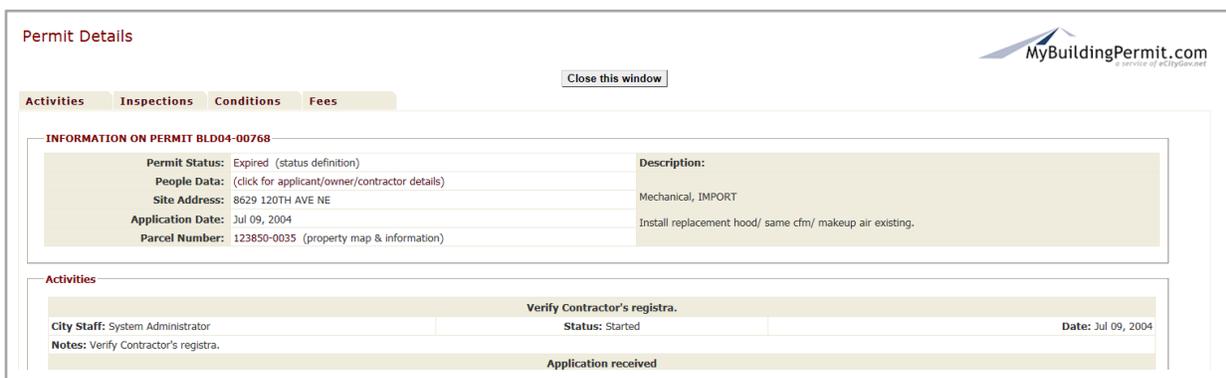


Figure 61. Permit Details in MyBuildingPermit.com

Creating and Editing Map Drawings

Drawings can be created and edited using the **Drawing tools** in the Tasks tab of the toolbar. To create a drawing, select any one of the tools, determine the border, fill, thickness, and color, and then use the mouse cursor to draw a shape on the Map Window. After a shape has been created, it can be edited using the **Edit Drawing** tool. If a shape has not been created, the Edit Drawing button will be dimmed out. To edit a drawing, select the Edit Drawing button. Then click the drawing that you would like to edit. Next, use the mouse cursor to hover over a white square. The white squares outlined in black resize the drawing. The white squares not outlined change the shape of the drawing. Lastly, with the mouse cursor, click back on the shape to finish editing the drawing (see Figure 62).

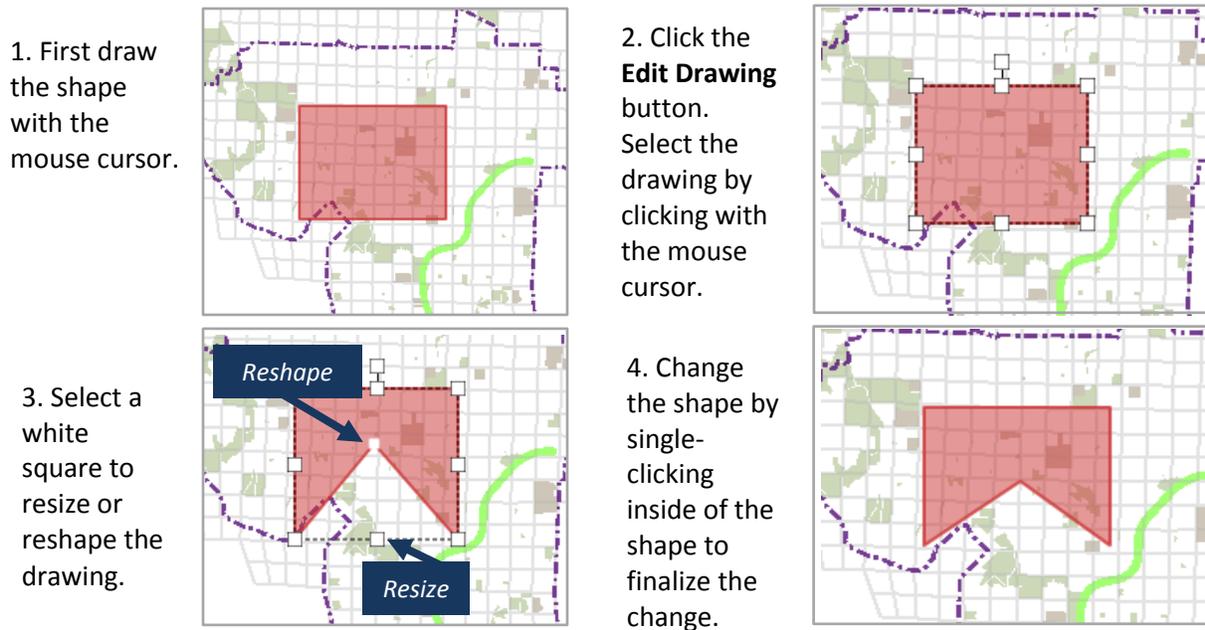
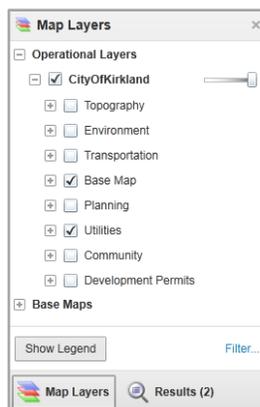


Figure 62. Steps to create and edit a drawing.

Accessing As-Built Record Drawings

As-Built record drawings for the storm and wastewater system can be accessed through the mapping application within the **Storm System** and **Wastewater System** map layers. All Public Works record drawings can be accessed through the Public Works Record Drawings layer in the Base Map layer group.

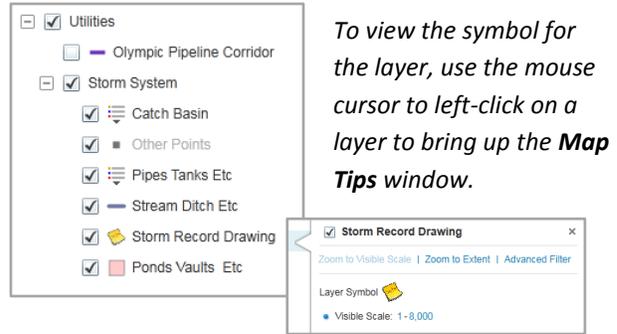
To access the utility map layers, go to the **Map Layers** list.



If you are in the **Results** window, you can toggle back to the **Map Layers** button at the bottom of the window.

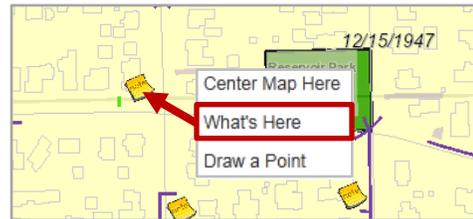


1. In the **Map Layers** list, check the box for the **Utilities** layer. Then expand the layer and check the box next to the **Storm System** layer. Next, expand the layer to make sure there is a check mark next to the **Storm Record Drawing** layer.



To view the symbol for the layer, use the mouse cursor to left-click on a layer to bring up the **Map Tips** window.

2. Use the mouse wheel to zoom into the map until you see the **yellow notepads**.



3. With the mouse cursor right-click on the yellow notepad and select **What's Here** to select a record drawing.

4. In the **Results** window under the Storm Record Drawing result (**Storm Record Drawing – 3462**), click the **View Drawing** link. The link will open the record drawing PDF (see Figure 63).

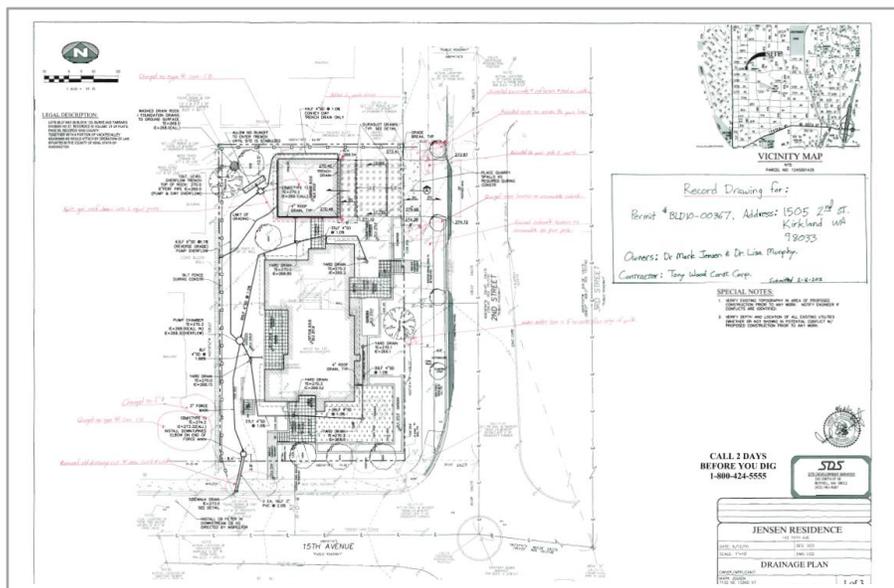
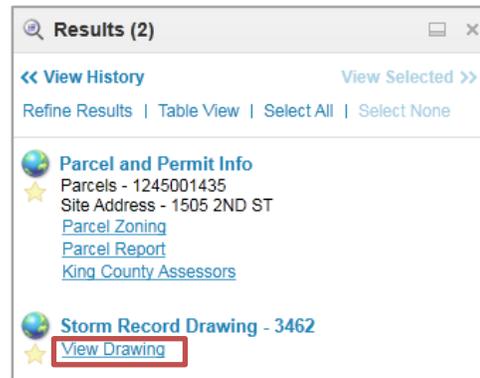
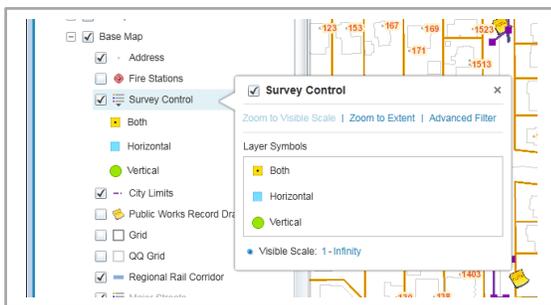
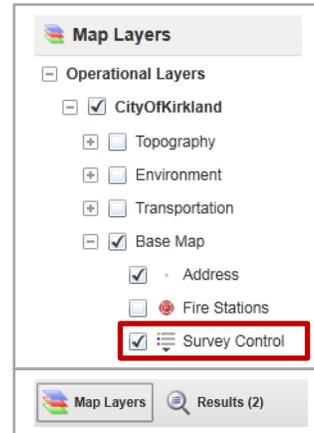


Figure 63. Record Drawing

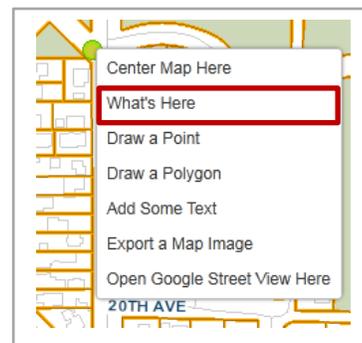
Accessing Survey Information

Survey Control data can be accessed and displayed on the map through the **Survey Control** layer on the Map Layers list.

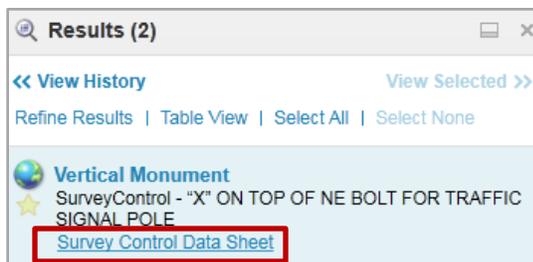
1. To access the **Survey Control** layer, go to the **Base Map** group layer on the **Map Layers** list. If you are in the **Results** window, toggle back to the Map Layers list by clicking **Map Layers** at the bottom of the window. Then in the Map Layers list, expand the Base Map group layer. In the Base Map group layer, check the box next to the Survey Control layer to display the survey points on the map.



2. To see the symbology for the survey control points, left-click on the **Survey Control** layer or expand the legend.



3. With the mouse cursor, navigate to a control point, then right-click, and then select **What's Here**.



4. The survey point will then appear in the **Results** window. Select the link for **Survey Control Data Sheet**.

5. A new Internet Explorer tab will appear with the **Survey Control Point Standard Data Sheet** (see Figure 64).

SURVEY CONTROL POINT		Standard Data Sheet	
Designation: 124 County/Municipality: City of Kirkland		History: <input type="checkbox"/> State: WA	
Point ID #: 129 Point Desig. Alias: 111		Geocode: BLM Designation:	
VERTICAL CONTROL	NORTHING (ft.): 256593.755 EASTING (ft.): 1301347.120 NORTHING (m): 78209.777 EASTING (m): 396650.602 Latitude: 47 41 42.4522 Longitude: -122 12 36.9221 Scale Factor: Convergence: Combined Grid Factor:	Coord. System Zone: 4601 Horizontal Datum: NAD 1983/91 Horizontal Method: Geodetic GPS Horizontal Accuracy: <=0.500m / 1.640ft. Horiz Calc By: TRIAD Horiz Calc Date: 12/31/2008	PLSS Control: <input checked="" type="checkbox"/> Horizontal Control: <input checked="" type="checkbox"/> Vertical Control: <input checked="" type="checkbox"/>
	Feet Units: U.S. Survey Foot	Meridian: Willamette Section: S31T26NR05E	Horiz. Network Relationship: L

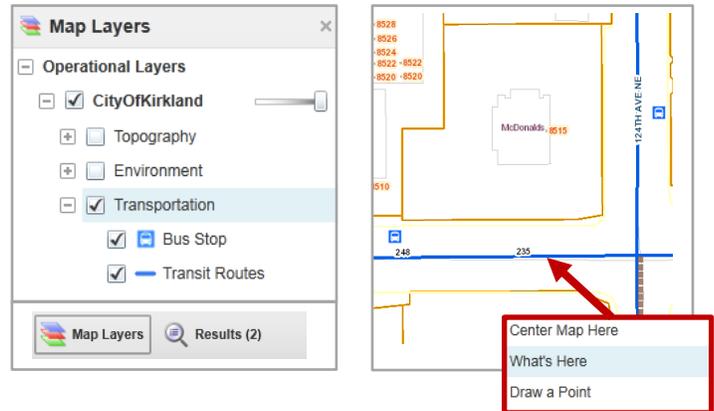
Figure 64.
Accessing Survey
Information

Accessing Metro Link Information

Metro link information can be displayed and accessed on Kirkland Maps using the transit route data. To access the Transit Route data, go to the **Map Layers** list and expand the **Transportation** group layer and then the **Transit Routes** layer.

*Note: If you are in the **Results** window, toggle back to the Map Layers list by clicking **Map Layers** at the bottom of the Information Panel.*

1. In the Map 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 with either the zoom tools or the mouse wheel.
3. With the mouse cursor, right-click on the transit route and select **What's Here**.



4. The identified transit routes will appear in the **Results** window.

5. Select the **Route Link** hyperlink under the desired transit route number in order to find the route schedule for that specific route.

6. The King County Metro website will appear in a new window with the timetable information for that route (see Figure 65).

Route	Kingsgate Park & Ride 116th Way NE & NE 132nd St	124th Ave NE & NE 116th St	Kennmore Park & Ride NE Bothell Way & 73rd Ave NE	Juinita NE 116th St & 98th Ave NE	Kirkland Transit Center Bay 3 3rd St & Park Lane	South Kirkland Park & Ride NE 38th St & 108th Ave NE
235	5:21am	5:27am	---	---	5:35am	5:43am
235	5:50am	5:56am	---	---	6:04am	6:13am
234	---	---	5:51am	6:12am	6:19am	6:28am
235	6:18am	6:26am	---	---	6:34am	6:43am
234	---	---	6:19am	6:40am	6:47am	6:57am
235	6:44am	6:52am	---	---	7:01am	7:11am
234	---	---	6:44am	7:05am	7:15am	7:26am
235	7:11am	7:20am	---	---	7:30am	7:41am

Figure 65. Accessing the Metro Transit Information

Building an Advanced Query

The **Advanced Query** builder tool on the **Maps & Data Sources** tab allows you to be able to create queries with the use of SQL statements. For this example, you will be locating the parks that are greater than or equal to 10 acres or have the word 'Park' in their property name (see Figure 66).

1. Select the layer that you would like to query. In this case, set the **Query Layer** to **Parks**. Then for the **field name**, select **GIS_ACRES** and then press the **Add** button.

2. Select the greater than or equal to (>=) operator.

3. In the **field value**, start typing 10 and then click **Add**.

4. Select the **Or** operator.

5. Go back to **field name** and select **PROPNAM** then press the **Add** button.

6. Select the **Like** operator.

7. In the **field value**, start typing in the value **Park**.

8. The query should read:
GIS_ACRES >= 10 Or PROPNAME Like 'Park'

9. Click the **Run** button and click **Table View > Select All > Zoom to All** to see the selection of parks that fit the criteria.

Figure 66. Advanced Query Builder

Creating a Parcel Report

To create a parcel report of a parcel in the **Map Window**, right-click on the feature and use the **What's Here** tool. If you are trying to locate a parcel, you can use the **Search** tools (Address, PIN, Address or Intersection, Parks, Schools, or Common Places) to find a specific property.

(Option 1)

1a. On a located parcel, use the mouse cursor to right-click and select the **What's Here** option (see Figure 67).

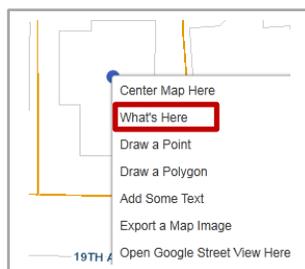
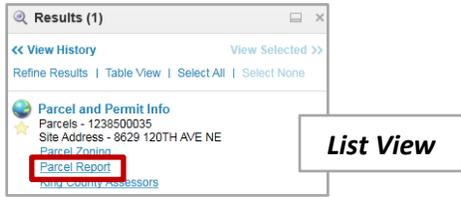


Figure 67. What's Here

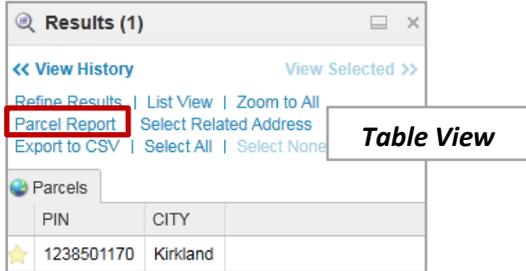
(Option 2)

1b. To locate a parcel by address, use the **Address** search tool. Next, type in an address and click **Search** (see Figure 68).

Figure 68. Address Search



2. The results will appear in the **Results** window. If the results are in **List View**, select the link for **Parcel Report** listed under the name **Parcel and Permit Info**.



If the results are in **Table View**, use the mouse cursor to select **Parcel Report** (see Figure 69).

Figure 69. List View and Table View

3. A new window will appear notifying you that the report has been created. Click the **Download** link (see Figure 70).

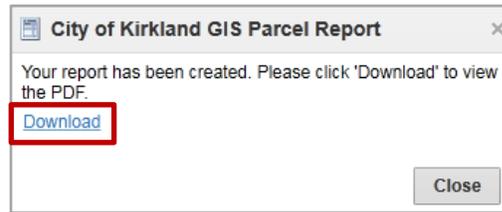


Figure 70. Parcel Report Notification

4. A pop-up window at the bottom of the screen will appear asking if you would like to open or save the **ParcelReport.pdf**. To view the document, click **Save** and then click **Open**.



5. Once the **ParcelReport.pdf** has been saved and opened. A new window with the **Property Information Report** will appear (see Figure 71).

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

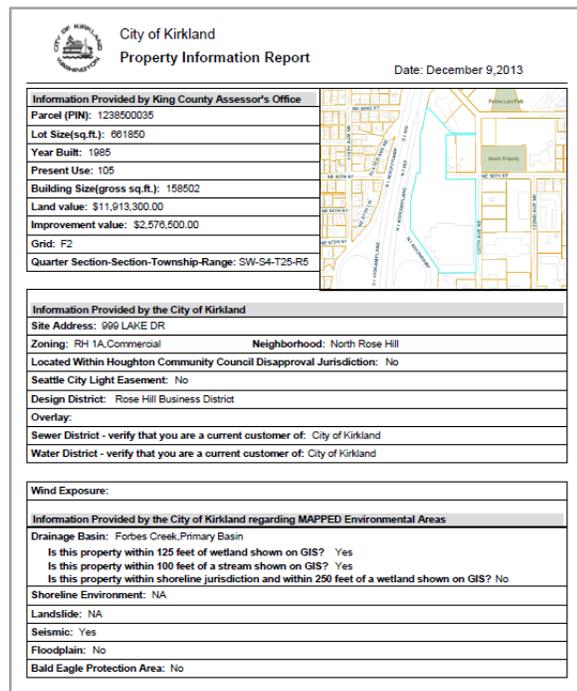


Figure 71. ParcelReport.pdf

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, use the mouse cursor to right-click and select **What's Here**. If you would like to locate a piece of property, use the **Search** tools on the Tasks tab.

(Option 1)

1a. On a located parcel, use the mouse cursor to right-click and select **What's Here** (see Figure 72).



Figure 72. What's Here

2. The results from the **What's Here** or a **Search** tool will appear in the **Results** window. If the results are in **Table View**, switch to **List View**.

In **List View**, click the link below the address that says **King County Assessors** (see Figure 74).

3. The link will take you directly to the King County Assessor's website for that identified parcel.

4. To access the King County Assessor grid maps, select the link for **Property Details**.

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 75).

(Option 2)

1b. To locate a parcel, use the **Search** tools on the Tasks tab (see Figure 73).

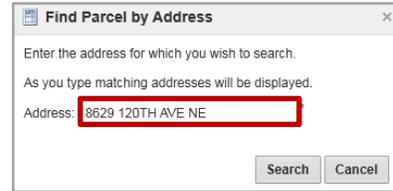


Figure 73. Find Parcel by Address



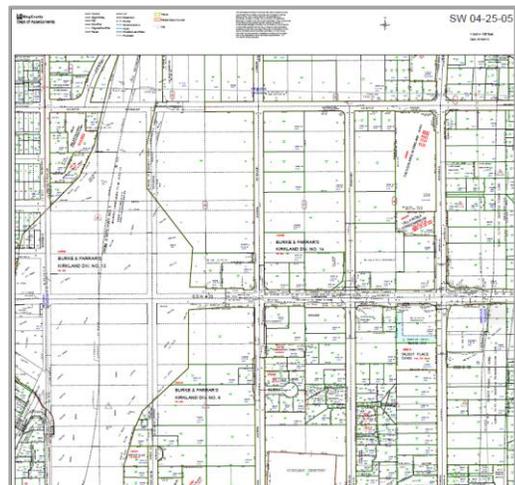
Figure 74. King County Assessor Link in List View



PARCEL DATA			
Parcel	123850-0035	Jurisdiction	KIRKLAND
Name	COSTCO WHOLESALE CORP	Levy Code	1700
Site Address	8629 120TH AVE NE 98033	Property Type	C
Geo Area	85-50	Plat Block / Building Number	36 &
Spec Area	250-322	Plat Lot / Unit Number	1 THRU 7 &
Property Name	COSTCO - KIRKLAND (ECON. UNIT #0105 & #0110)	Quarter-Section-Township-Range	SW-4-25-5

Legal Description
 BURKE-FARRARS KIRKLAND DIV #14 POR LOTS 1 THRU 6 & LOT 7 LESS S 20 FT ALLEY ELY OF SR 405 TGV POR VAC 118TH AVE NE ADJ TGV LOT 12 LESS S 20 FT TGV LOTS 13 THRU 18 TGV LOTS 3-4 BLOCK 42 SD ADD LESS ST HWY & LOTS 9-10 BLOCK 42 SD ADD & POR VAC RD ADJ TGV POR LOT 14 BLOCK 42 SD ADD DAF SWLY 15 FT & POR SWLY OF SWLY LN OF LOT 2 EXTND SELY LESS PORS ABOVE FOR ST HWY
 Plat Block: 36 &
 Plat Lot: 1 THRU 7 &

Figure 75. King County Assessor Website and Grid Maps



Creating and Opening Projects

Maps can be saved as projects to be opened later. Projects will save the current extent, layer settings, any drawings or measurements that have been added, any added data layers, and the map layout. The project can be continuously worked on or shared with others.

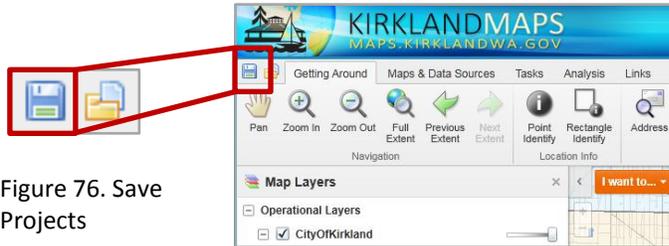


Figure 76. Save Projects

To save a project for later use, click the **Save Project** button on the upper left corner of the map window. The project will be saved as a file on the computer (see Figure 76).

When the **Save Project** button is selected, it will first open **Windows Explorer** so you can navigate to the location of where you would like to save the file (see Figure 77). Then the **Save Project** dialog window will appear so that you can specify the information for the project (see Figure 78).

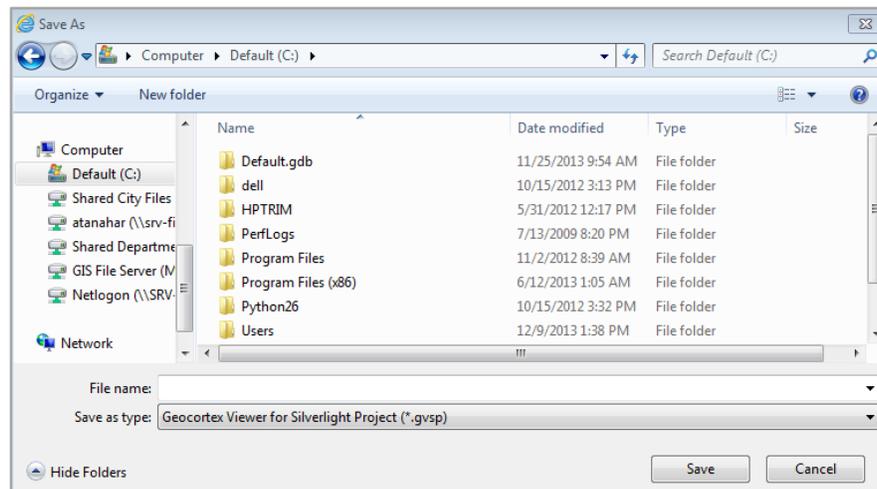


Figure 77. Windows Explorer

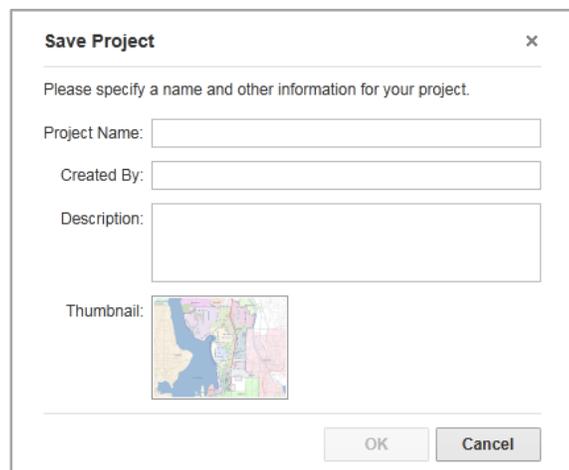


Figure 78. Save Project Dialog

To open projects, select the **Open Project** button in the upper left corner of the map document (see Figure 79).



Figure 79.
Open Project
button

The **Open Project** button will open projects that have been saved to the computer. The **Open Project** button will open **Windows Explorer** so that you can search for project files saved to your computer. Navigate to the location of the project file and select **Open**. This will open the project file (see Figure 80).

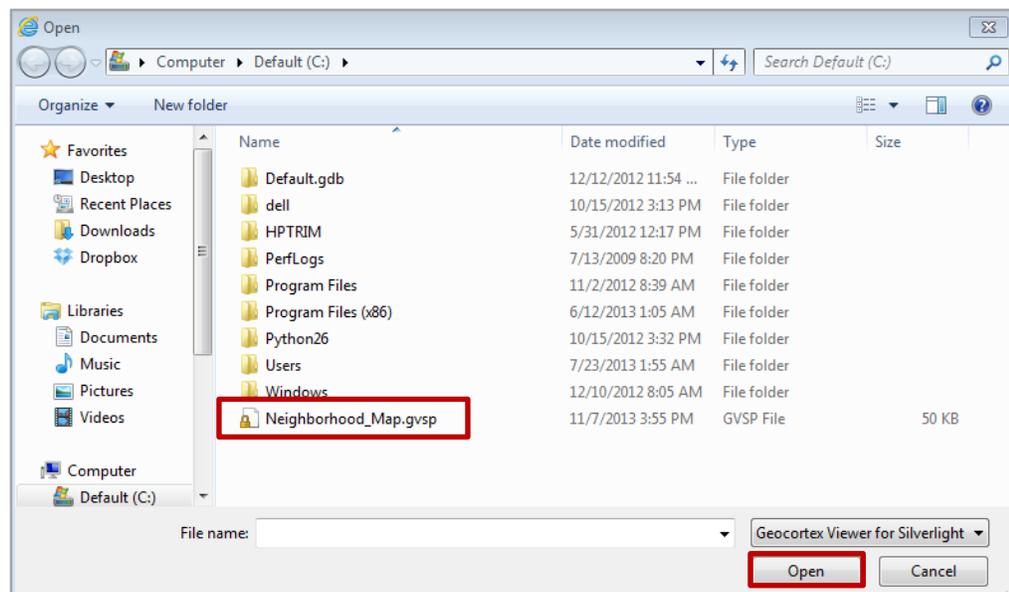


Figure 80.
Open
Project

Printing a Map

Printing a map can be done using the **Print Map** buttons on the Getting Around or the Tasks tabs of the toolbar. Printing a map can also be done through the **Create a Printable Map** button on the **I Want To...** menu. When either 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 81).

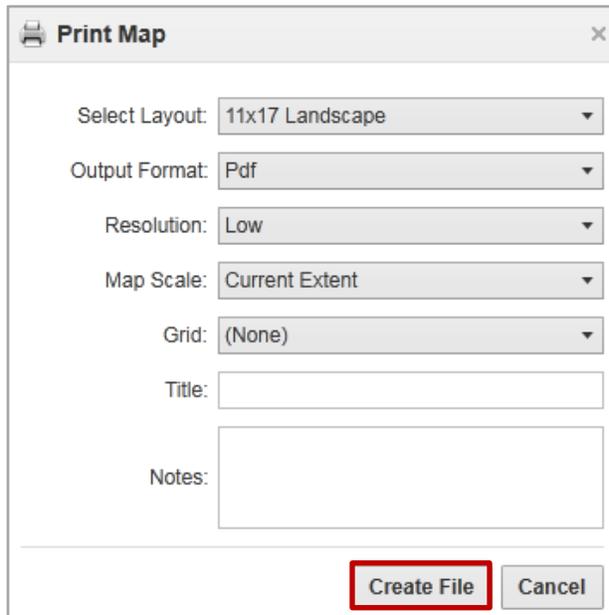


Figure 81. Create a Printable Map

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. Write a Title
6. Write any Notes
7. Click Create File

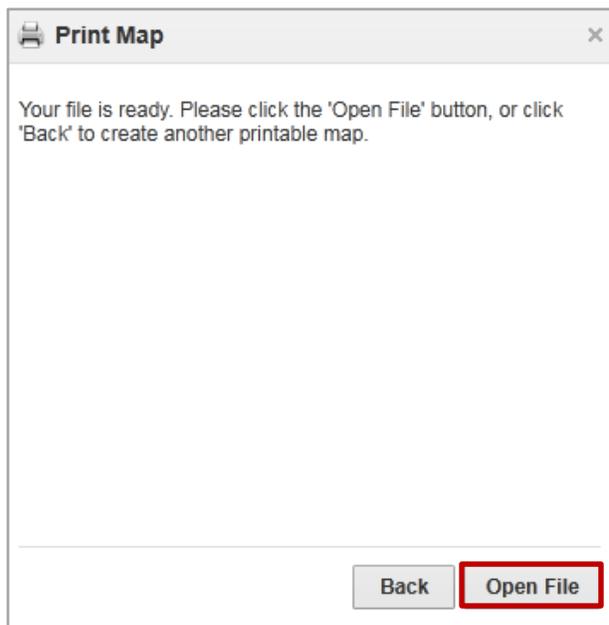


Figure 82. Create a Printable Map – Open File

8. Select **Open File** to view the printable map or select **Back** to adjust the printing settings (see Figure 82).
9. 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 83).
10. In the **Print** dialog, adjust the print settings accordingly such as paper size and orientation (see Figure 84).

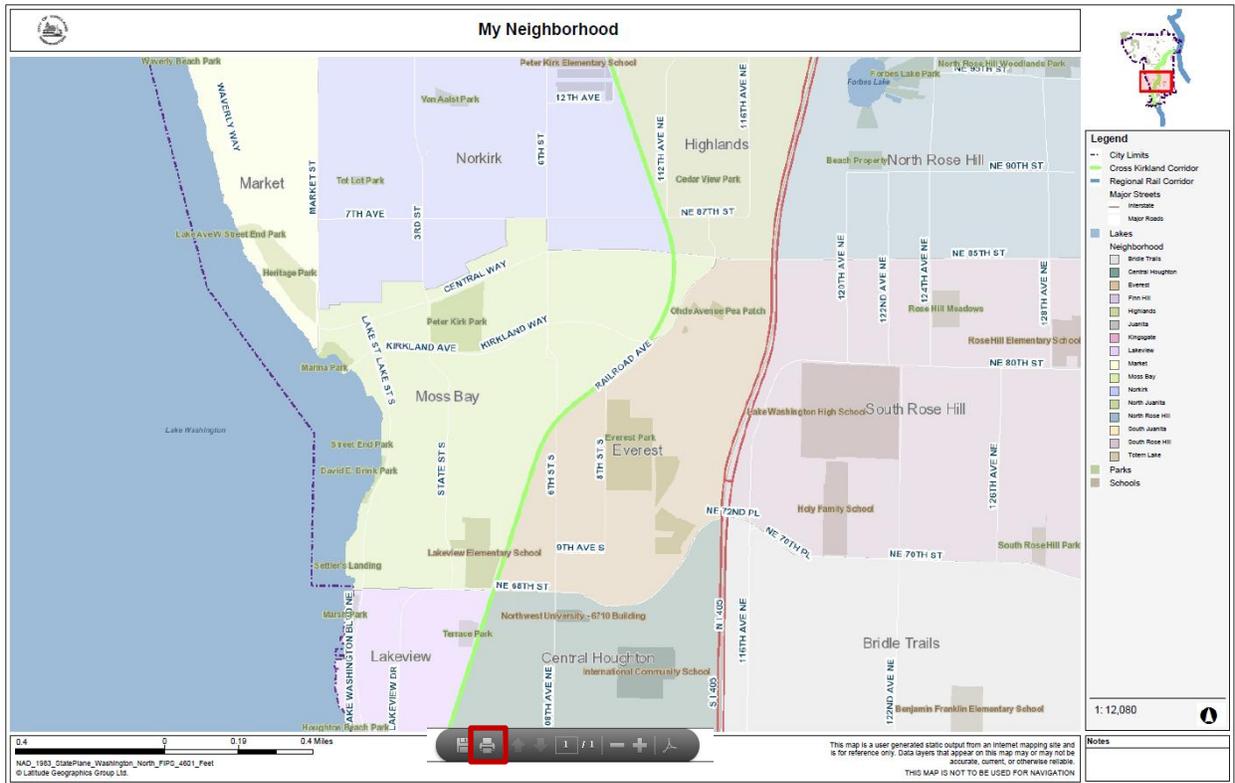


Figure 83. Map PDF print settings

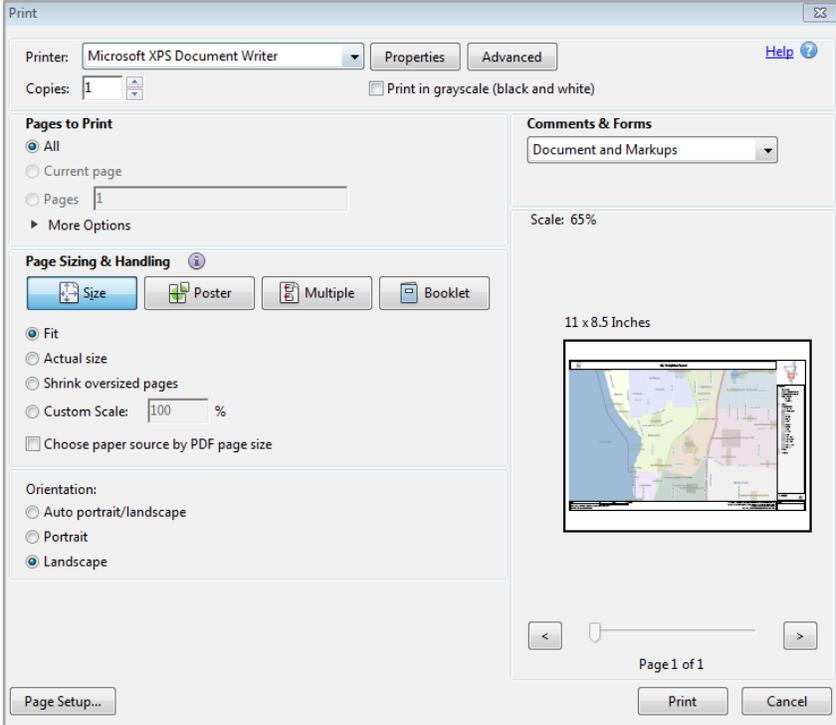


Figure 84. Print Dialog