



KIRKLANDMAPS
MAPS.KIRKLANDWA.GOV

CITY OF KIRKLAND, WASHINGTON

Kirkland Maps

TUTORIAL

City of Kirkland
123 5th Ave
Kirkland, WA 98033
August, 2018

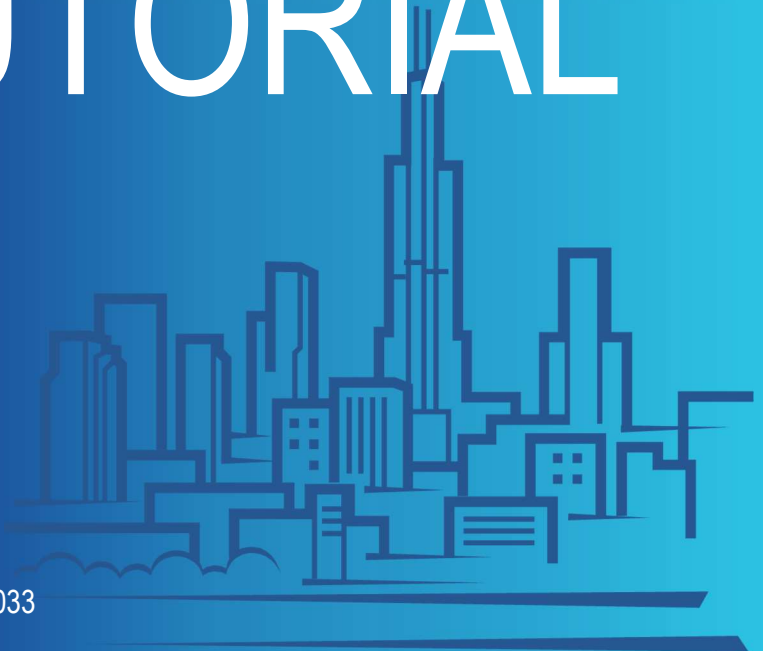


Table of Contents

Table of Contents.....	1
Introduction	3
Useful Tips.....	3
Desktop and Tablet.....	4
Top Ten Features - Desktop and Tablet.....	4
Kirkland Maps User Interface	5
The Desktop and Tablet Main Screen	5
The Tablet Main Screen	Error! Bookmark not defined.
The Information Panel	6
The Toolbar / Tools Button	7
Map Window.....	13
Sample Mapping Exercises – Desktop and Tablet	16
Accessing Permit History and Details.....	16
Accessing Utility Information and As-Built Drawings.....	19
Accessing Survey Control Information.....	21
Accessing Metro Link Information	22
Accessing the King County Assessor Website and Maps	23
Creating a Parcel Report	24
Printing a Map.....	25
Smartphone	27
Top Ten Features – Smartphone (WILL NEED TO UPDATE)	27
Kirkland Maps User Interface	28
Smartphone Home Screen	28
Layers / Results / Home	29
Tools Button.....	30
Map Window.....	31
Sample Mapping Exercises – Smartphone.....	34
Accessing Permit History and Details.....	34
Accessing the King County Assessor Website and Maps	37

Creating a Parcel Report 38

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/>

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).

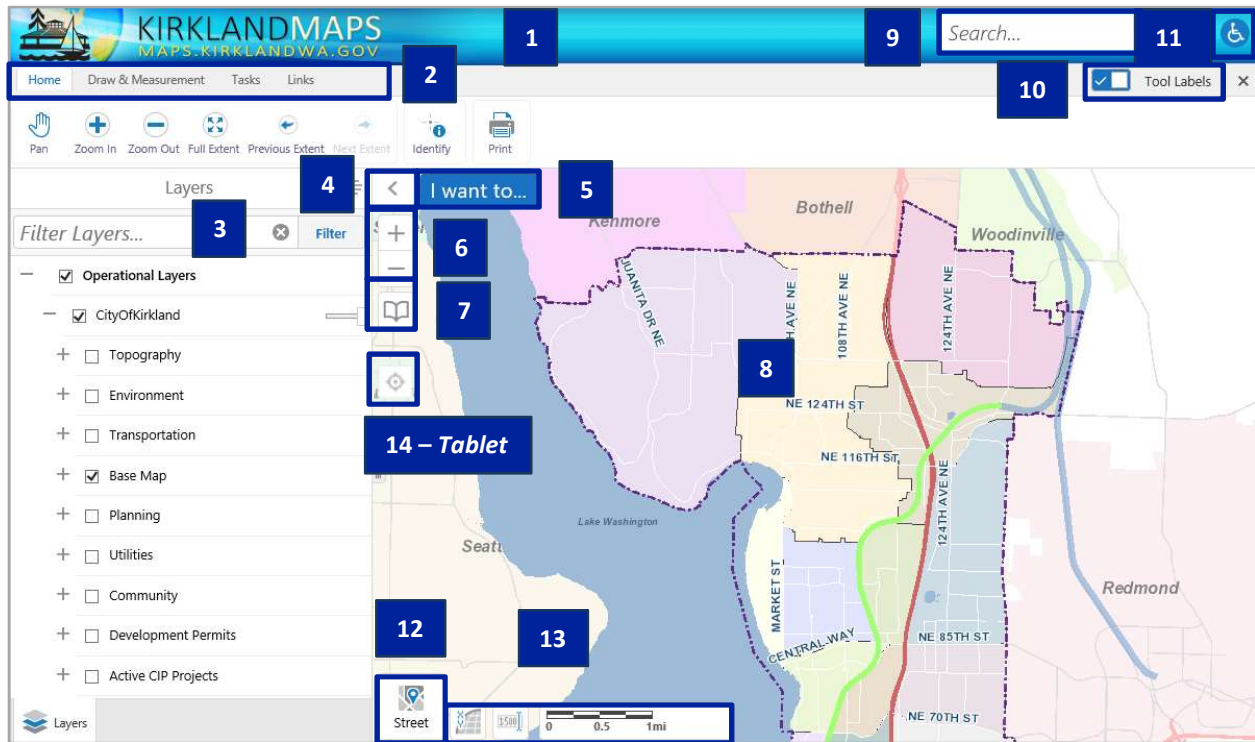



Figure 1. Main Screen

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	Filter Layers: Display only the layer(s) that contain the word in the filter box.
4	Open/Close the Information Panel: Displays the layer list or the results of identified or selected features.
5	I Want To...: A short list of the most frequently used tools and tasks.
6	Zoom Slider: Provides the ability to zoom in (+) or zoom out (-) of the map.
7	Bookmarked Locations: A predefined or saved map extent.
8	Map Window: Displays the data layers that have been turned on.
9	Global Search: Can search for any street or address and it will provide a list of matches.
10	Tool Labels: Toggle on/off the tool label names. This can make the toolbar look smaller or larger.
11	Accessibility: Provides information regarding accessibility access.
12	Select a Basemap: A shortcut to switch between the aerial image and the street map.
13	XY Coordinates/Scale Bar: 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.
14	Geolocation: This tool will only appear on the tablet. It can be used to track your current location.

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).

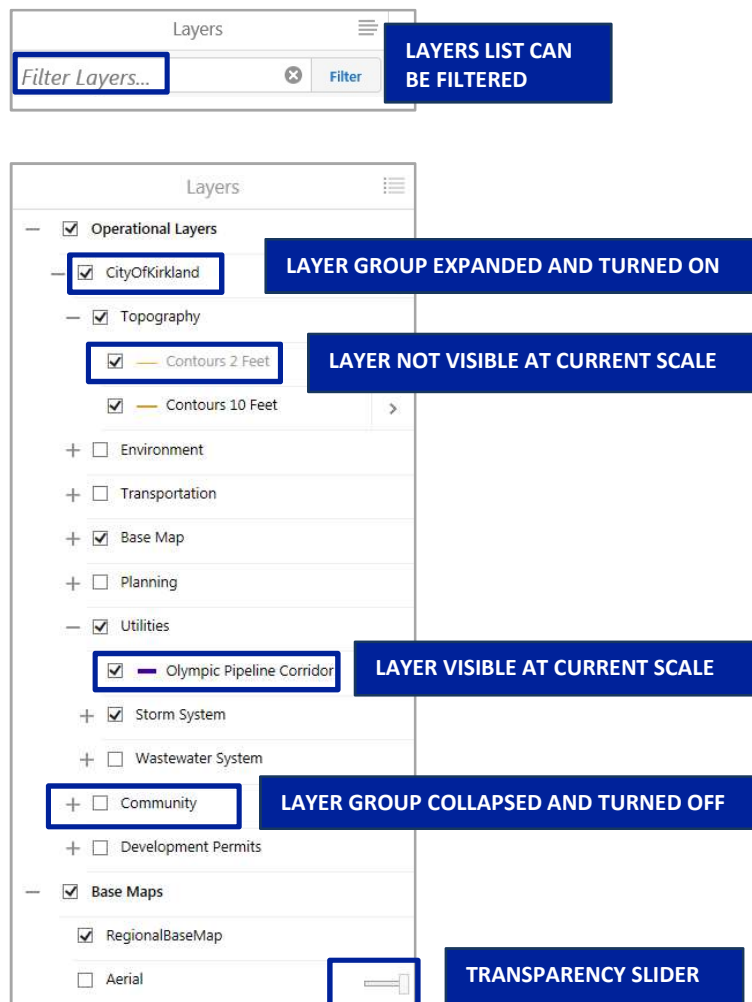


Figure 2. Layers List

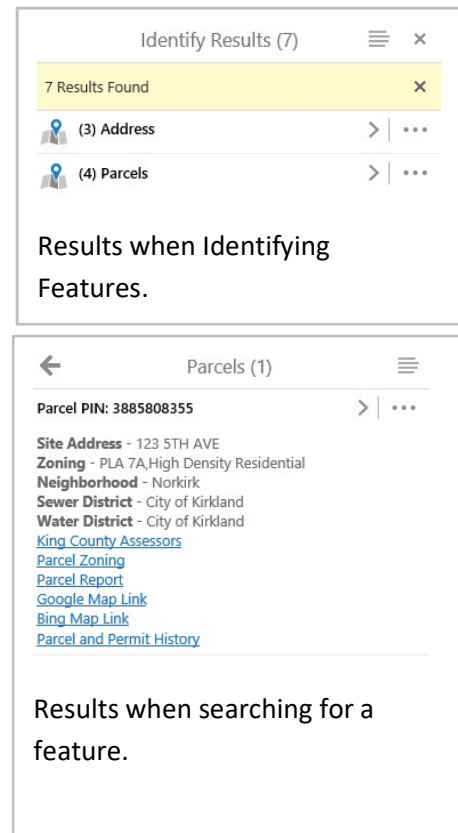


Figure 3. Results List

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).

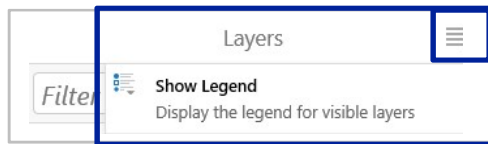


Figure 4. Show Legend

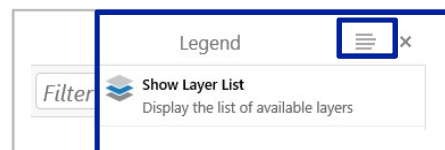


Figure 5. Show Layer List

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).

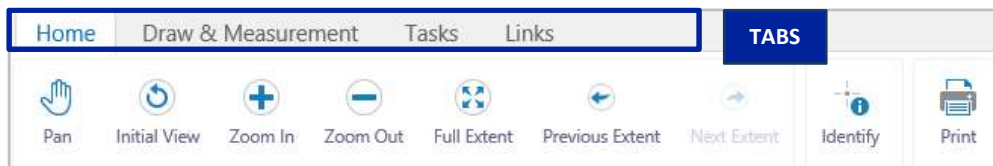


Figure 6. The Toolbar



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



Activated



Deactivated

Home



Draw & Measurement



Tasks



Links



Figure 7. The Toolbar Tabs

Home Tab - Desktop

The **Home** tab provides all of the basic functionality and tools to navigate the Main Screen.



Figure 8. Navigation Tools

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.

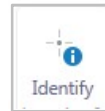


Figure 9. Identify Tools

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).

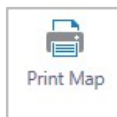


Figure 10.
Print Map

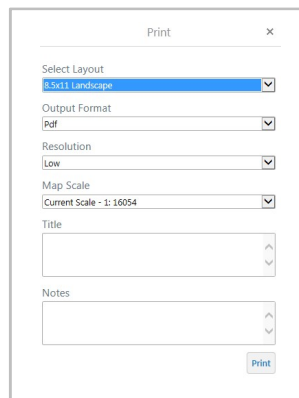


Figure 11. Print
Map Options

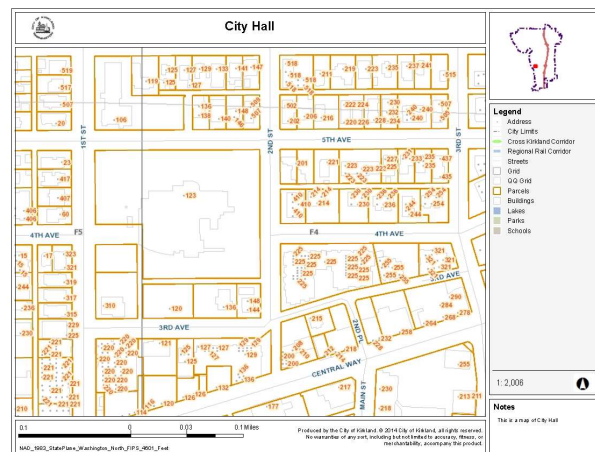


Figure 12. Printable Map

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.

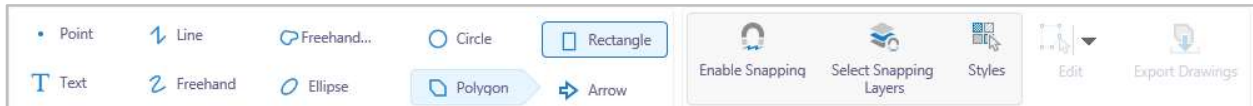


Figure 13. Drawing Tools

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

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

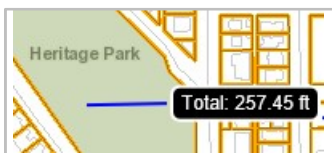


Figure 15.
Measure
Distance

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

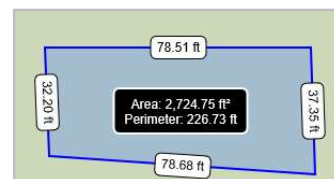


Figure 16.
Measure Area

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).

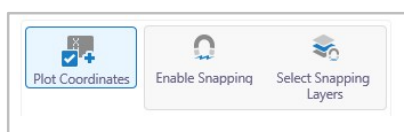
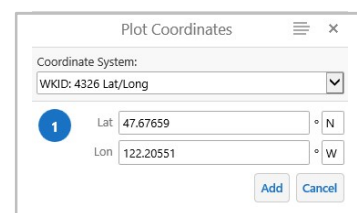


Figure 17. Plot Coordinate Tool



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

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).

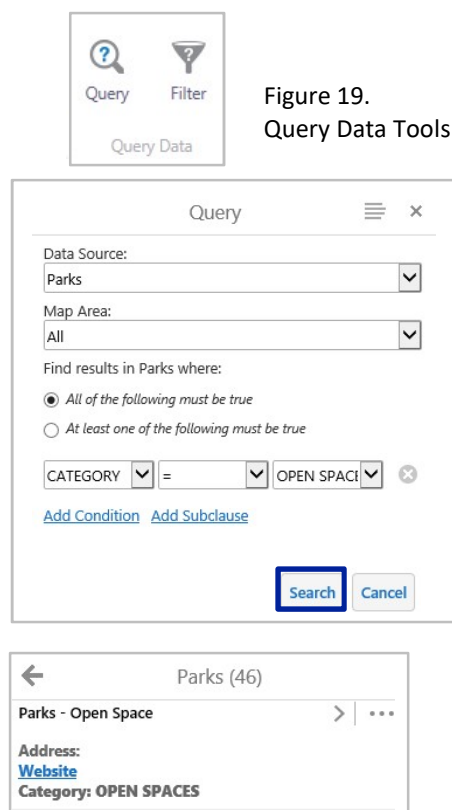


Figure 20. Query Tool

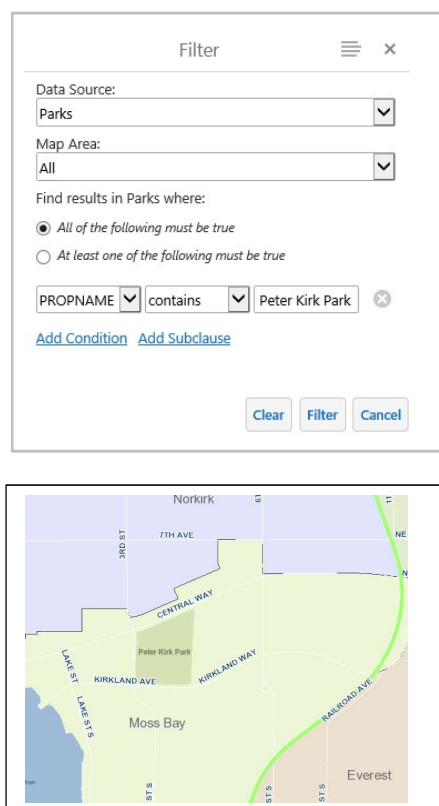


Figure 21. Filter Tool

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

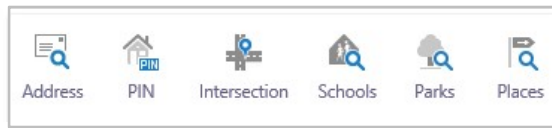
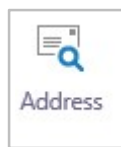


Figure 22. Search Tools

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



Find Parcel by Address

Enter the address for which you wish to search.

Address: *

Search Cancel

Figure 23. Search by Address

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).



Find by PIN

Enter the PIN for which you wish to search.

PIN: * 3885808355

Search Cancel

Figure 24. Find Parcel by PIN

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).



Find Address or Intersection

Enter an address or an intersection for which you wish to search.

Address or Intersection: *

Search Cancel

Figure 25. Search by Street or Intersection

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).

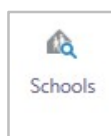

A dialog box titled 'Search for a School' with a close button (X). It contains the instruction 'Select a school that you wish to display on the map.' Below this is a label 'School: *' followed by a dropdown menu showing 'Alexander Graham Bell Elementary School'. At the bottom are 'Search' and 'Cancel' buttons.

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).


A dialog box titled 'Search for a Park' with a close button (X). It contains the instruction 'Enter the name of the park for which you wish search.' Below this is a label 'Park: *' followed by a dropdown menu showing '132nd Square Park'. At the bottom are 'Search' and 'Cancel' buttons.

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).

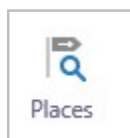

A dialog box titled 'Search for a Common Place' with a close button (X). It contains the instruction 'Select a type of place from the first dropdown and a list of names will populate the second dropdown.' Below this are two dropdown menus. The first is labeled 'Type: *' and shows 'APT'. The second is labeled 'Name: *' and shows '128TH ON STATE APTS'. At the bottom are 'Search' and 'Cancel' buttons.

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**.



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).

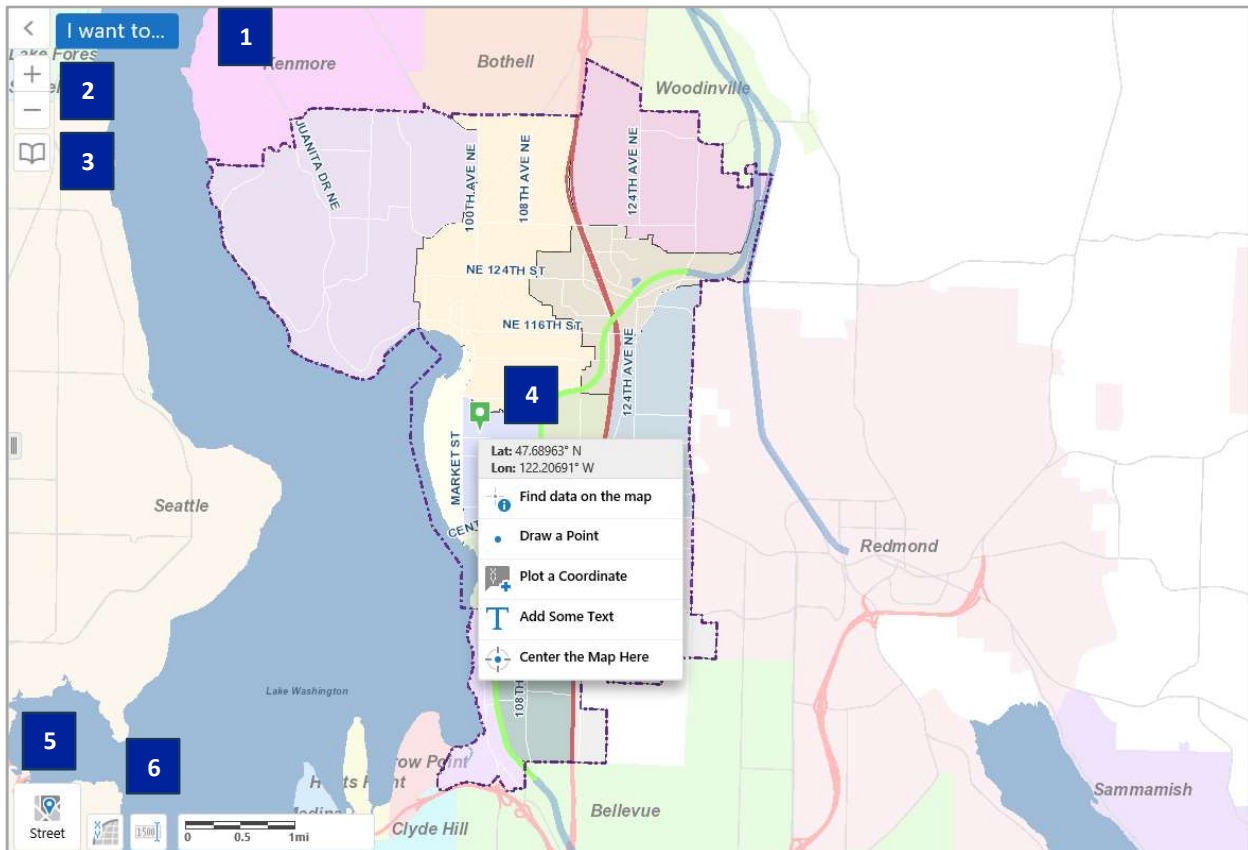
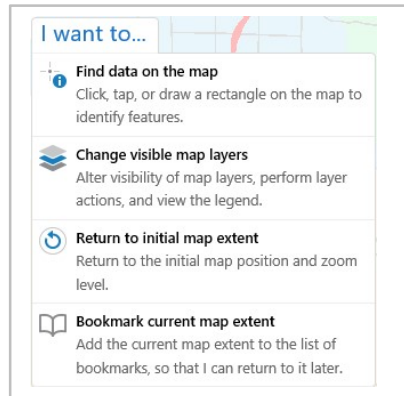


Figure 31. Map Window

Number	Screen Element
1	I Want To....: A shortcut to some of the most commonly used tools. <i>-Find data on the map</i> <i>-Change visible map layers</i> <i>-Return to initial map extent</i>
2	Navigation: Provides the ability to zoom in (+) or zoom out (-) of the map.
3	Bookmarks:
4	Context Menu: Delivers a list of common tasks that relate to the specific location. <i>-Find data on the map</i> <i>-Draw a Point</i> <i>-Plot a Coordinate</i> <i>-Add Some Text</i> <i>-Center the Map Here</i>
5	BaseMaps: Ability to change the basemap.
6	Scale Bar/XY Coordinates: Provides the current scale and the coordinates of the mouse cursor.

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).



Find Data on the Map: Click/tap and then drag on the map to draw a rectangle.

Change visible map layers: Jumps to the Layers list.

Return to initial map extent: Goes to the extent and zoom level when the map was originally launched.

Bookmark current map extent: Allows you to create a bookmark at your current location.

Figure 32.
I Want to... Menu

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).

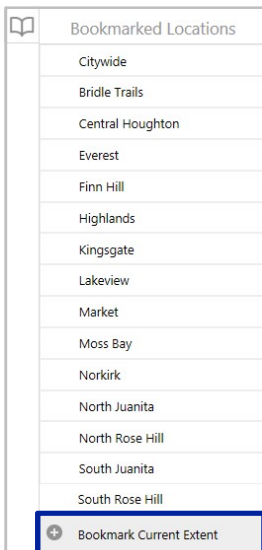


Figure 33.
Bookmarked
Locations

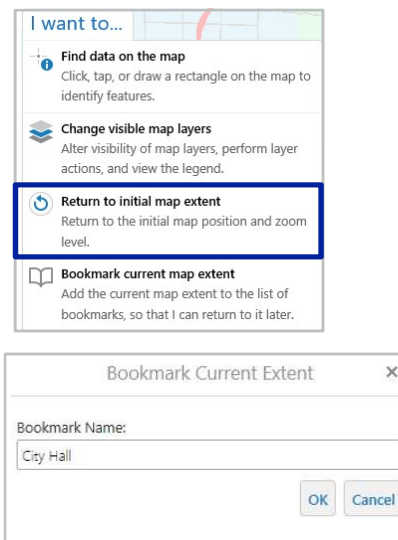


Figure 34.
I Want to... Menu

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.

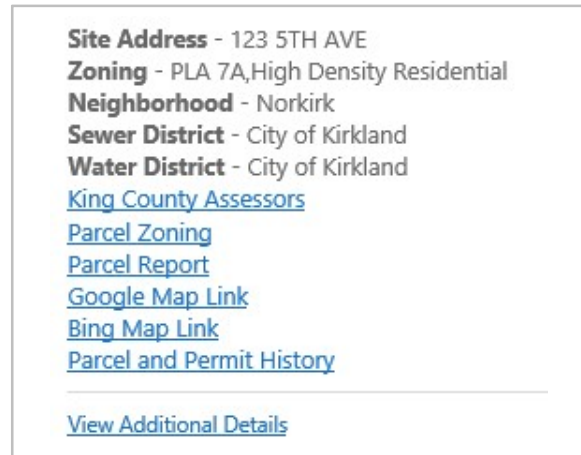
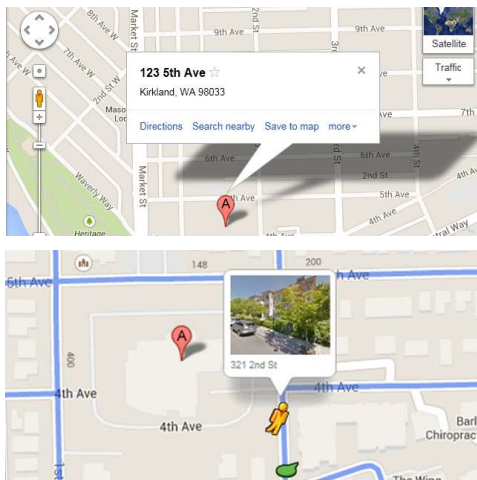
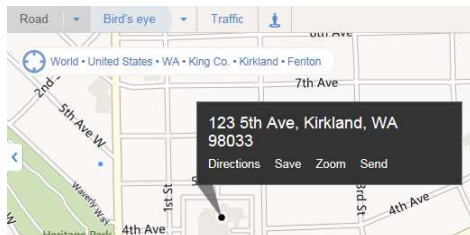


Figure 35. Map Tips Window

- **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).

Description	Details	Permits	Tax Payer	Parcel Information
CaseType	Permit URL			
Appeal - Imported (APL93-00004)	https://permitsearch			
Building (BLD00-00035)	https://permitsearch			
Building Non Residential - BNR (BLD01-00239)	https://permitsearch			
Mechanical (BLD01-00454)	https://permitsearch			
Mechanical (BLD02-00628)	https://permitsearch			
Building Non Residential - BNR (BLD02-00769)	https://permitsearch			
Mechanical (BLD02-01150)	https://permitsearch			
Mechanical (BLD03-00435)	https://permitsearch			
Plumbing (BLD03-00701)	https://permitsearch			
Mechanical (BLD04-00054)	https://permitsearch			
Building Non Residential - BNR (BLD04-00280)	https://permitsearch			
Building Non Residential - BNR (BLD05-00268)	https://permitsearch			
Building Non Residential - BNR (BLD05-00595)	https://permitsearch			


Figure 36. Details Window

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.

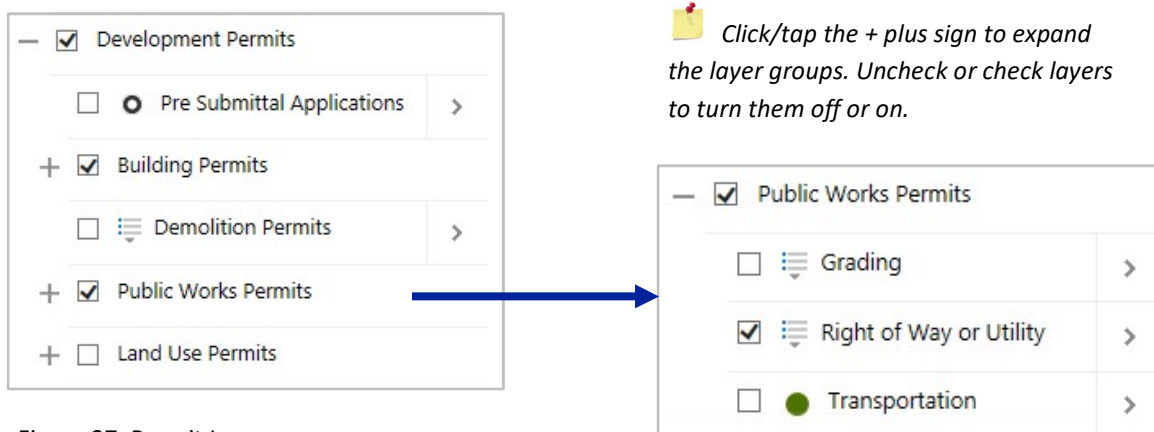


Figure 37. Permit Layers

[Table of Contents](#)

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).

Figure 38.
Identify
Tools

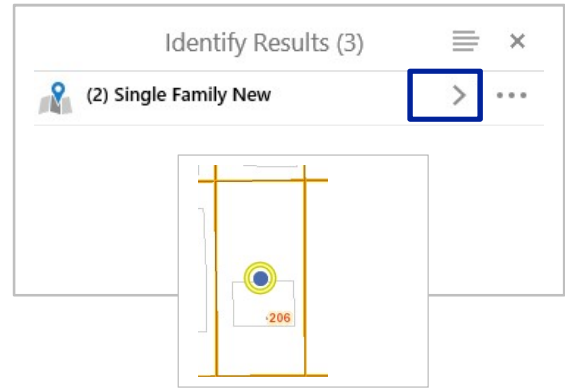


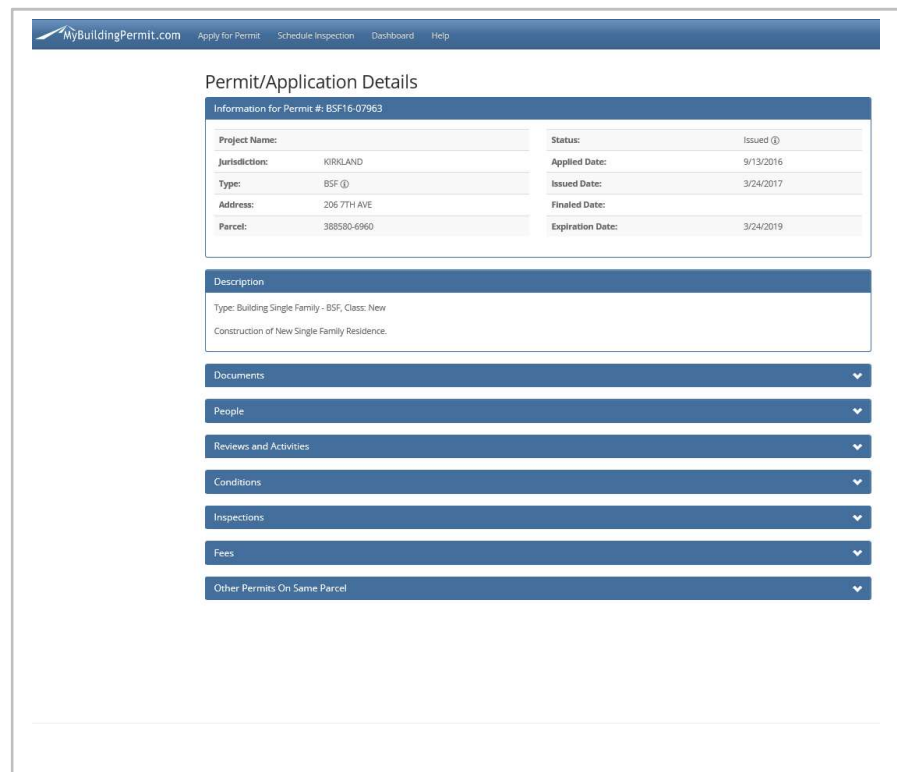
Figure 39. Permit Information Link

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).

Figure 40. Permit
Information Link



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.

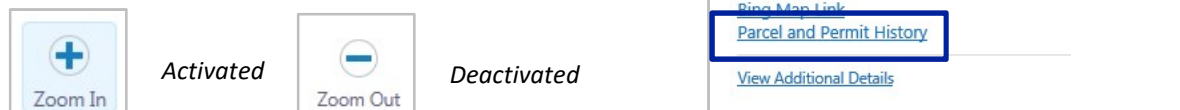


Figure 41. Map Tips Window

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).

Description	Details	Permits	Tax Payer	Parcel Information	Parcel Site Addresses
CaseType	Permit URL	CaseNumber	CaseStatus		
Appeal - Imported (APL93-00004)	https://permitsearch.mybuildingpermit.com/PermitDetails/APL93-00004/Kirkland	APL93-00004	Denied		
Building (BLD00-00035)	https://permitsearch.mybuildingpermit.com/PermitDetails/BLD00-00035/Kirkland	BLD00-00035	Finalized		

Figure 42. Parcel and Permit History

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

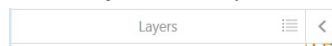
Permit/Application Details

Information for Permit #: APL93-00004

Project Name:	Status:	Denied ⓘ
Jurisdiction:	Applied Date:	8/6/1993
Type:	Issued Date:	
Address:	Finalized Date:	9/21/1993
Parcel:	Expiration Date:	

Figure 43. Permit information from MyBuildingPermit.com

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).

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

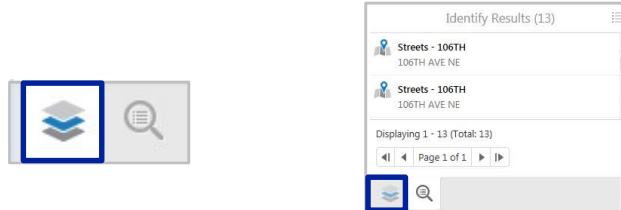


Figure 44. Results Window – Toggle to the Layers List

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).

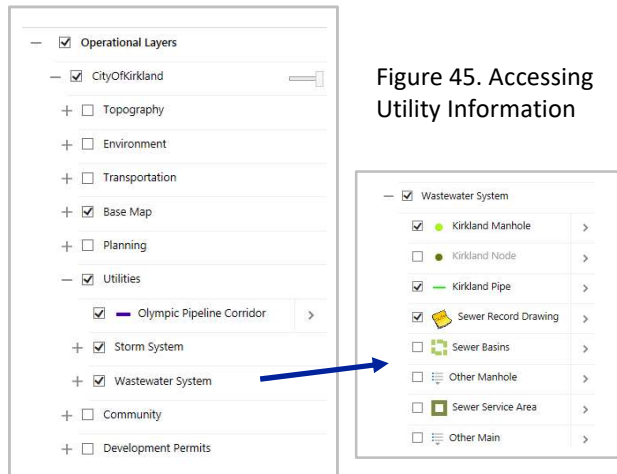


Figure 45. Accessing Utility Information

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).

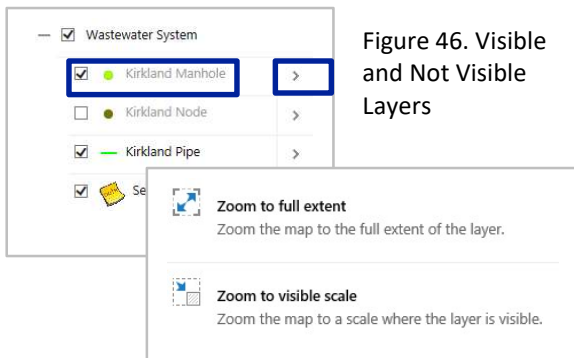


Figure 46. Visible and Not Visible Layers

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).



Figure 48. Storm Record Drawing Results

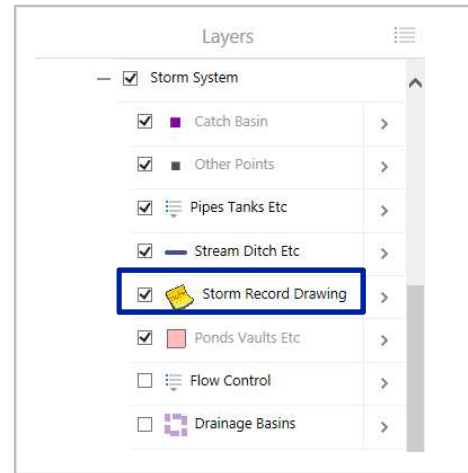
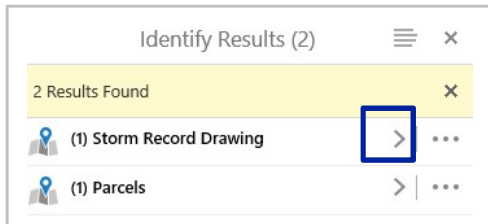


Figure 47. Storm Record Drawings



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).

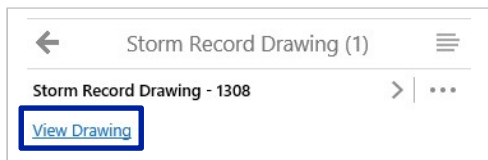


Figure 49. Storm Record Drawing Result

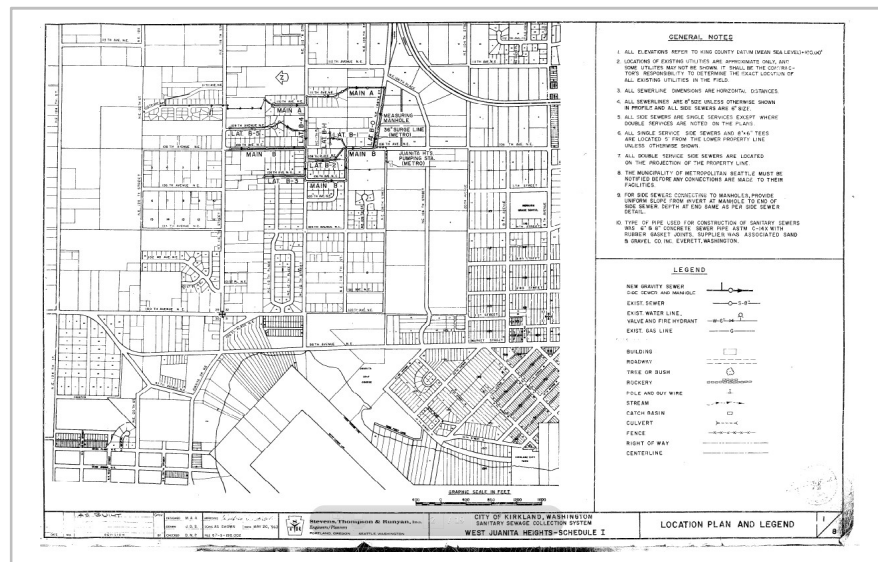


Figure 50. Accessing Record Drawings

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.



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



1. 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.
2. On the map, click/tap a Survey Control Point (see Figure 51).

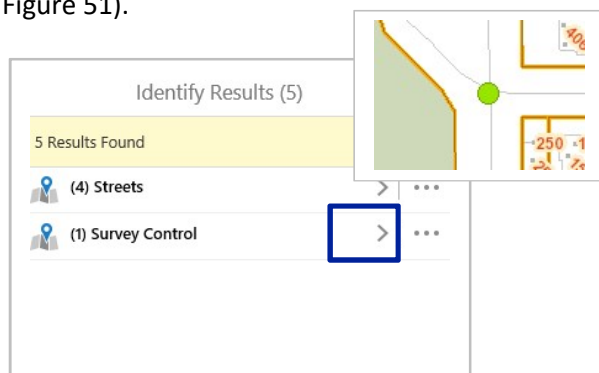
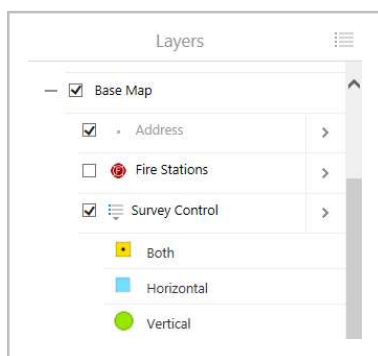


Figure 51. Survey Control Layer

3. The survey control point that was selected will then appear in the **Results** window.
4. Click/tap the **arrow**. Then select the link for **Survey Control Data Sheet** (see Figure 52).

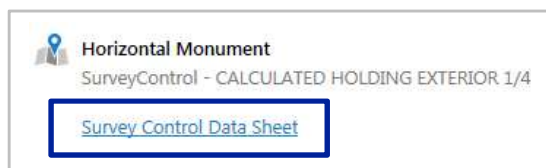


Figure 52. Survey Control Point Data Sheet Link

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

Survey Control Point Standard Data Sheet		City of Kirkland 1201 4th Avenue Kirkland, WA 98033-4103	Phone: 425-327-0800 Fax: 425-327-0807 info@cityofkirkland-wa.us
Designation:	39	History:	<input type="checkbox"/> PLSS Control: <input checked="" type="checkbox"/>
County/Municipality:	City of Kirkland	State:	WA Horizontal Control: <input checked="" type="checkbox"/>
			Vertical Control: <input type="checkbox"/>
Point ID #:	39	Geocode:	
Point Desig. Alias:	HI34	BLM Designation:	
NORTHING (ft.):	257146.871	Coord. System Zone:	4601
EASTING (ft.):	1304652.983	Horizontal Datum:	NAD 1983/91
NORTHING (m):	78378.523	Horizontal Method:	Calculation Method
EASTING (m):	397628.538	Horizontal Accuracy:	<=0.020m / 0.066ft.
Latitude:	47 41 48.4736	Horiz Calc By:	Triad
Longitude:	-122 11 50.2084	Horiz Calc Date:	1/26/2002
Scale Factor:	0.99996911	Meridian:	Willamette
Convergence:	-1.005575	Section:	S32 T26 N R 0 5 E
Combined Grid Factor:			
Feet Units:	U.S. Survey Foot	Horiz. Network Relationship:	L

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.



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



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).

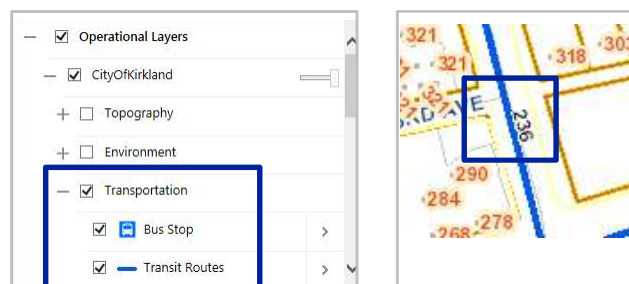


Figure 54. Transit Routes Data

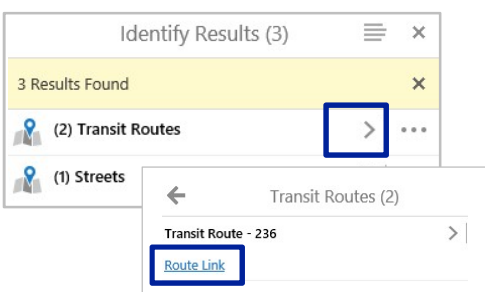


Figure 55. Transit Route Link

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).


Route	Kinggate Park & Ride 116th Way NE & NE 132nd St	124th Ave NE & NE 116th St	Kennmore Park & Ride NE Bothell Way & 73rd Ave NE	Joanitta NE 116th St & 98th Ave NE	Kirkland Transit Center Bay 3 3rd St & Park Lane	South Kirkland Park & Ride NE 38th Pl & 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 56. Metro Transit Information

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).

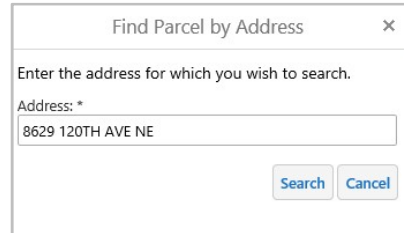


Figure 57. Address Search Tool



Figure 58. King County Assessor Link - List View



Figure 59. King County Assessor Site



Figure 60. King County Assessor Site and Grid Maps Link

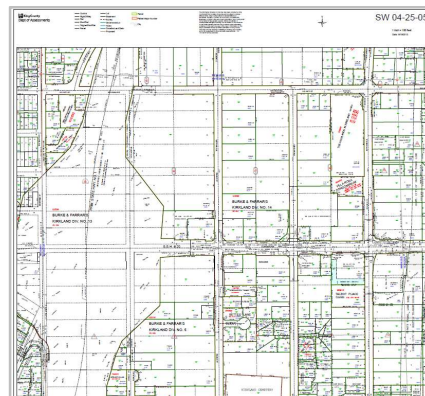


Figure 61. King County Assessor Grid Map

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, 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).

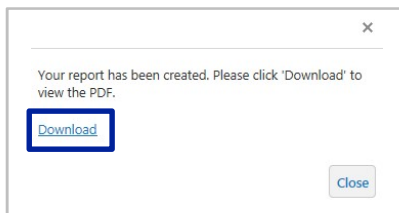


Figure 63. Download Parcel Report



Figure 62. Map Tips Window

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




Figure 64. Open or Save the Parcel Report

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 65.
ParcelReport.pdf

City of Kirkland Property Information Report		Date: July 20, 2018
Information Provided by King County Assessor's Office		
Parcel (PIN):	388508355	
Lot Size(sq.ft.):	164500	
Year Built:	1984	
Present Use:	172	
Building Size(gross sq.ft.):	70258	
Land value:	\$13,862,500.00	
Improvement value:	\$13,920,800.00	
Grid:	F4	
Quarter Section-Section-Township-Range:	SW-55-T2S-R5	
		
Information Provided by the City of Kirkland		
Site Address:	123 5TH AVE	
Zoning:	PLA 7A,High Density Residential	Neighborhood: Norkirk
Located Within Houghton Community Council Disapproval Jurisdiction:	NO	
Seattle City Light Easement:	NO	
Design District:		
Overlay:		
Sewer District - verify that you are a current customer of:	City of Kirkland	
Water District - verify that you are a current customer of:	City of Kirkland	
Wind Exposure: C		
Information Provided by the City of Kirkland regarding MAPPED Environmental Areas		
Drainage Basin:	Moss Bay,Secondary Basin	
Is this property within 300 feet of wetland shown on GIS?	NO	
Is this property within 125 feet of a stream shown on GIS?	NO	
Is this property within shoreline jurisdiction and within 250 feet of a wetland shown on GIS?	NO	
Shoreline Environment:	NA	
Landslide:	Moderate	
Seismic:	YES	
Floodplain:	NO	
Bald Eagle Protection Area:	NO	
<small>Produced by the City of Kirkland. © 2018 City of Kirkland. All rights reserved. No warranties of any sort, including but not limited to accuracy, fitness, or merchantability, accompany this product.</small>		
<small>The information above is from the City of Kirkland's geographic information system (GIS), which has been developed from a wide variety of sources including King County Department of Assessments property records. For the property described in this report, a site visit or more detailed technical review by city staff may reveal conditions not shown in the city GIS.</small>		

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).

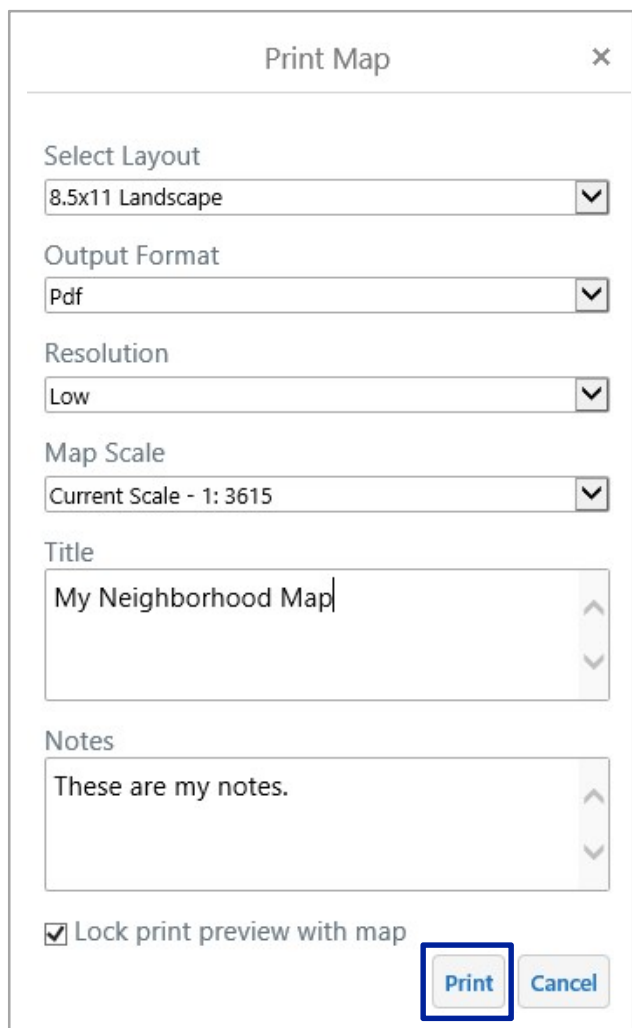


Figure 66. Print Map – Create File

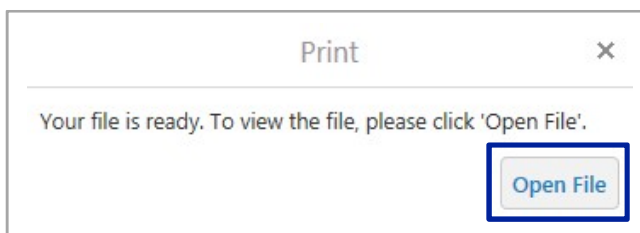


Figure 67. Print Map – Open File

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).

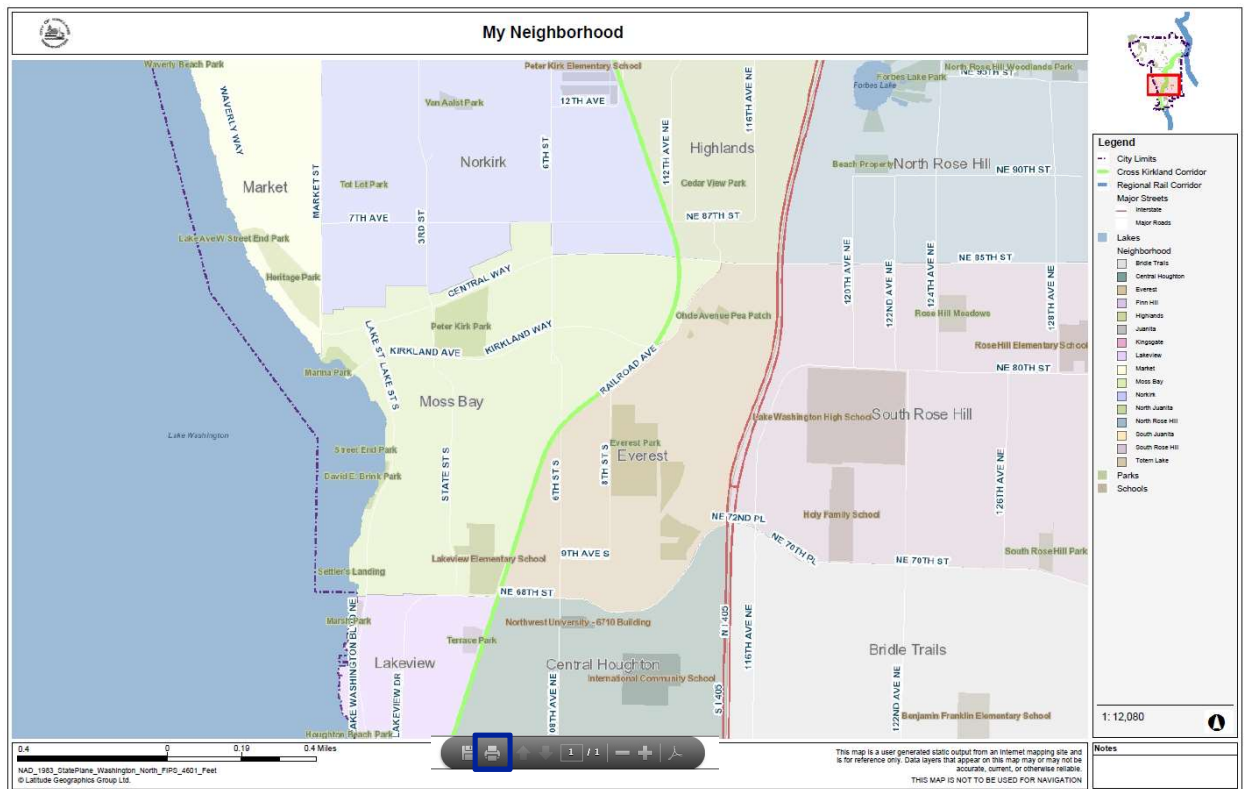


Figure 68. PDF Map

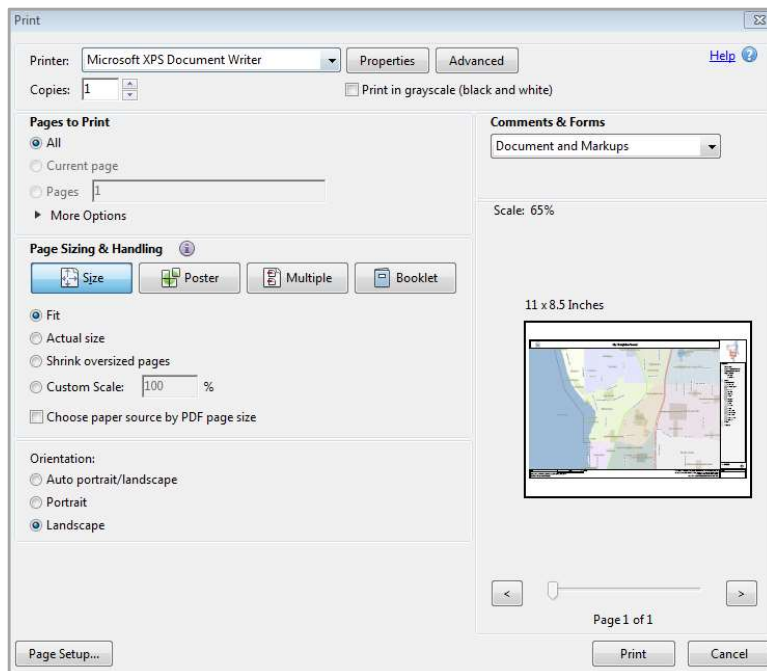


Figure 69. Print Dialog

Smartphone

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.

[Table of Contents](#)

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).

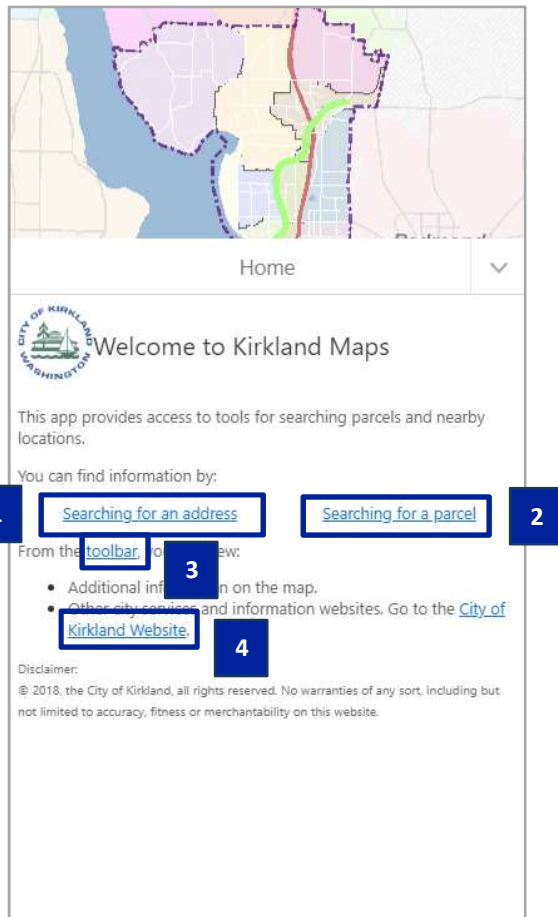


Figure 70. Smartphone Home Screen

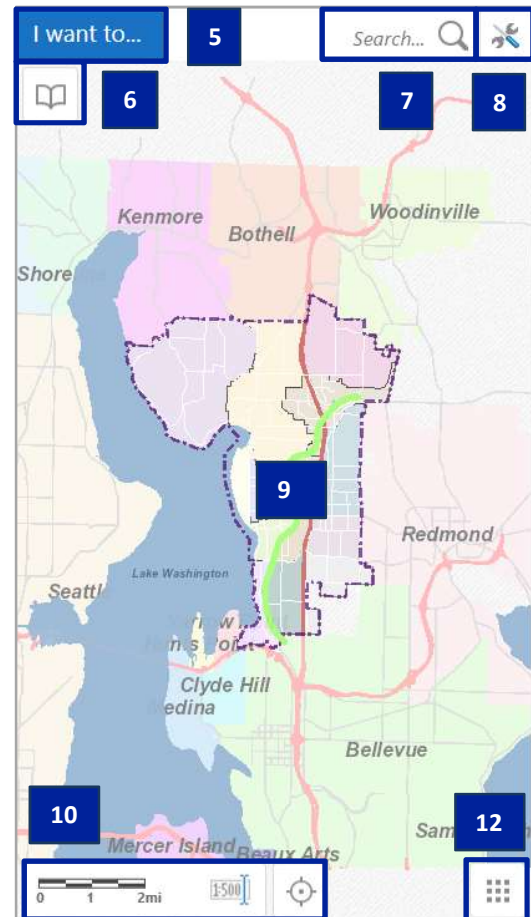


Figure 71. Smartphone Main Screen

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

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).

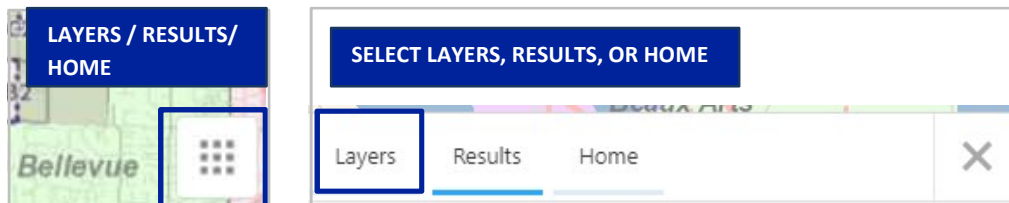


Figure 72.
Smartphone
Layers / Results
/ Home Button

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.

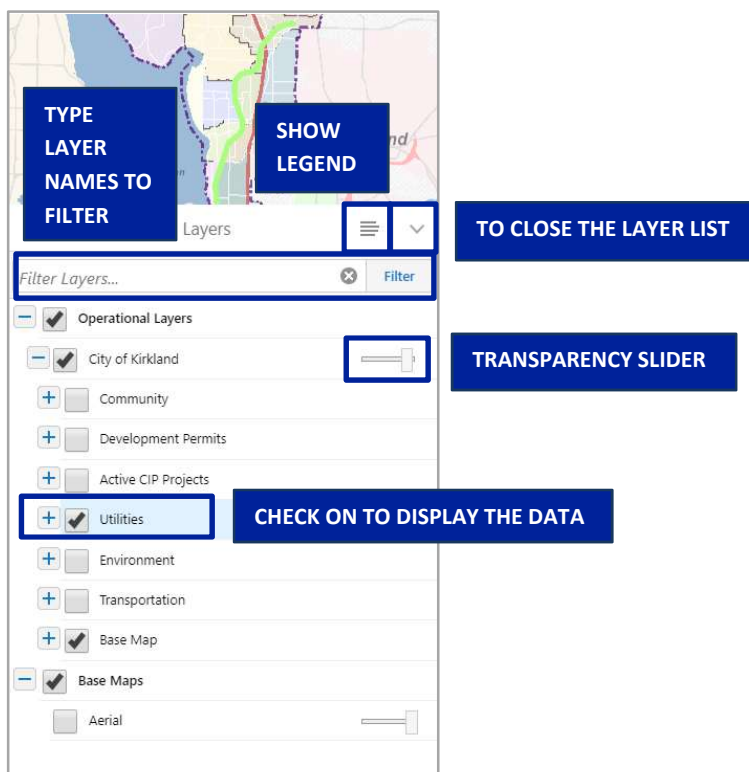


Figure 73. Layers List

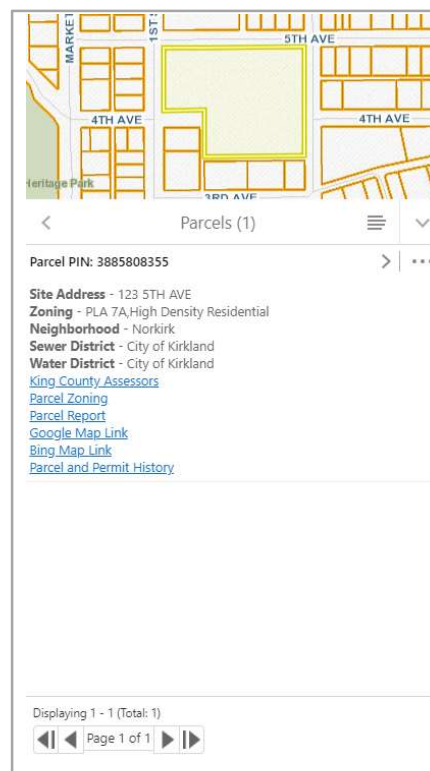


Figure 74. Results List

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).

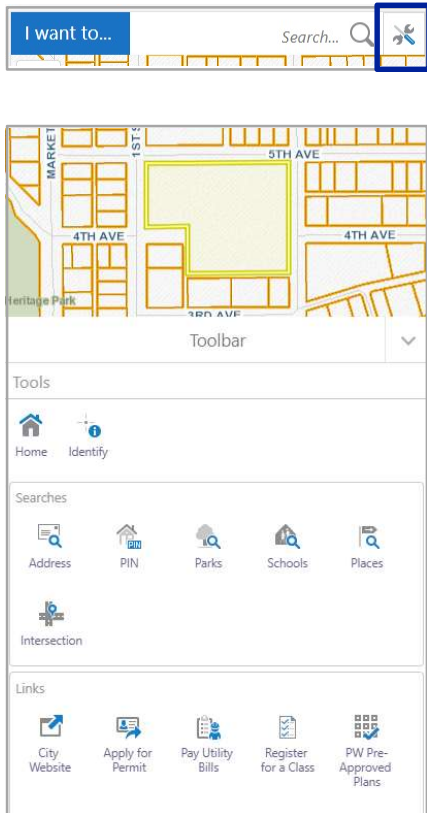


Figure 75. Tools Button



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).

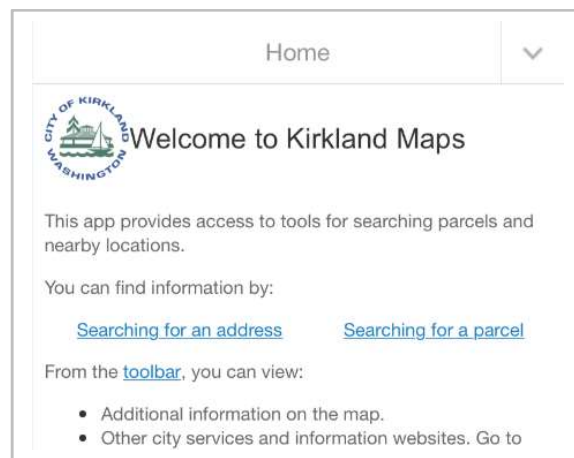


Figure 76. Home Button and Home Screen

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).



Figure 77.
Identify
Tool

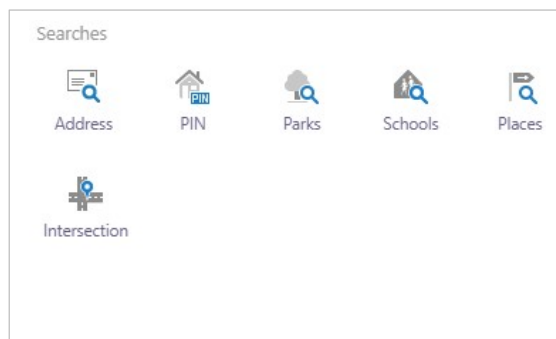


Figure 78. Search Tools

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).

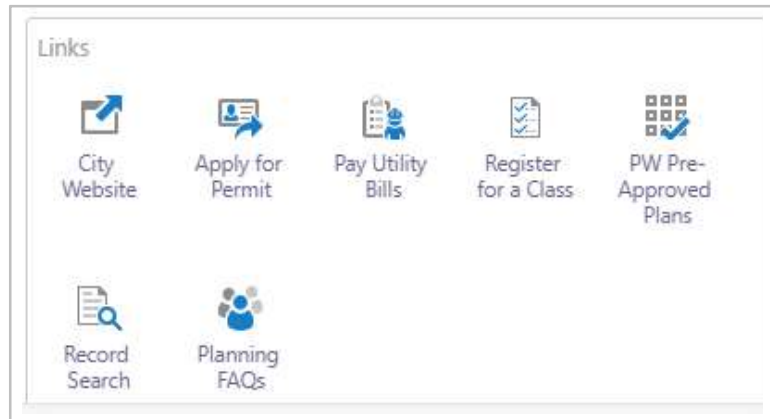


Figure 79. Links button

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

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).

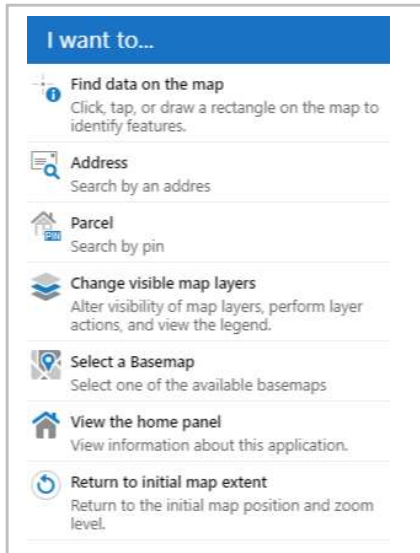


Figure 81. I Want to... Menu

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).

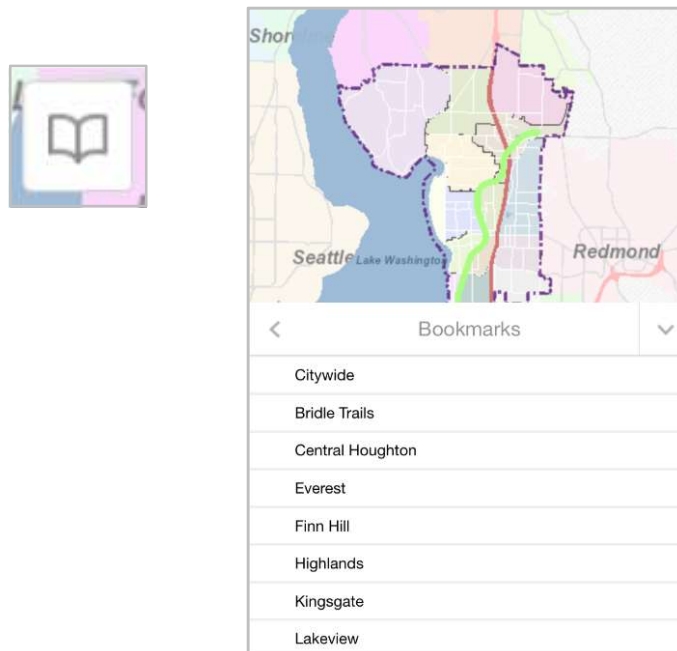


Figure 82.
Bookmarked
Locations

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).

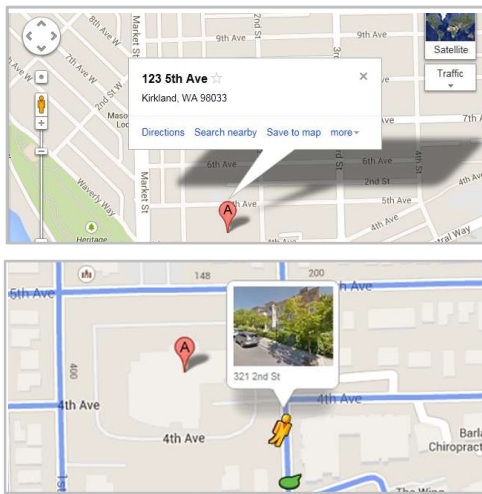


Figure 84. Google Link

- **Bing Map Link:** Allows you to view your location at a specific point in Bing Maps or Bird's Eye View (see Figure 85).

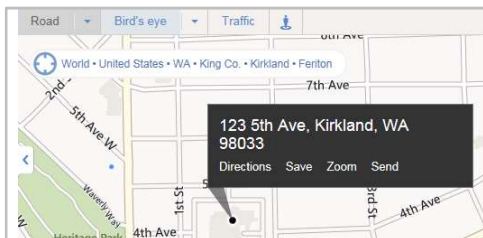


Figure 85. Bing Map Link

- **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).



Figure 83. Parcel and Permit History

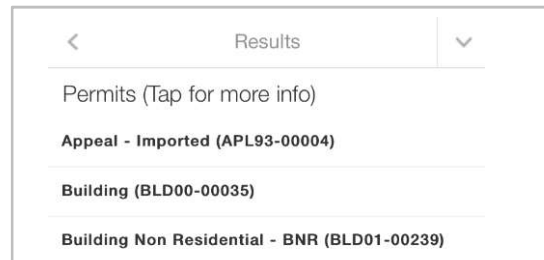


Figure 86. Results – List of Permits

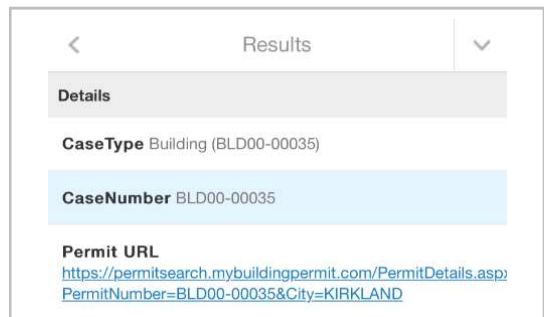


Figure 87. Results – Permit Information

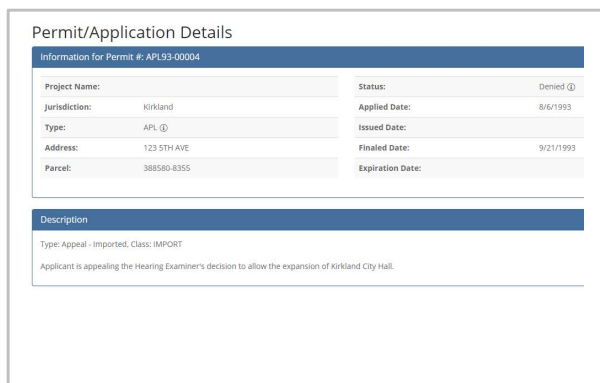



Figure 88. MyBuildingPermits.com

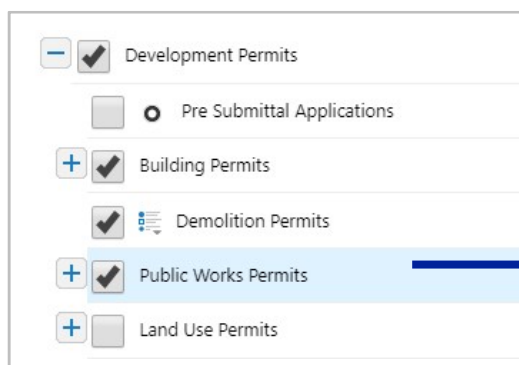
Sample Mapping Exercises – Smartphone


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.



 Tap the + plus sign to expand the layer groups. Uncheck or check layers to turn them off or on. The checked layers will be displayed on the map window.

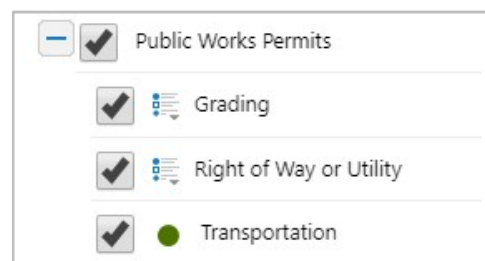



Figure 89. Permit Layers

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.

[Table of Contents](#)

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).

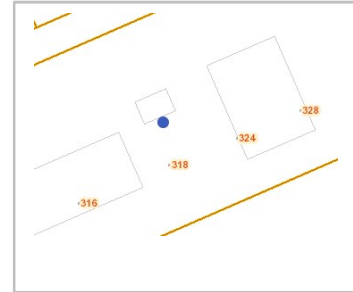


Figure 90. Identify Tool



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).

Figure 91. Permit Information Link

3. A new window will appear with the permit details from **MyBuildingPermit.com** (see Figure 92).

Permit/Application Details

Information for Permit #: BSF16-09636

Project Name:	Status:	Revision in Review ⓘ	
Jurisdiction:	KIRKLAND	Applied Date:	11/30/2016
Type:	BSF ⓘ	Issued Date:	4/6/2017
Address:	144 6TH AVE	Final Date:	
Parcel:	388580-8035	Expiration Date:	4/6/2019

Description

Type: Building Single Family - BSF, Class: New
The TILT: Construct New SFR

Documents

People

Reviews and Activities

Conditions

Figure 92. Permit Information

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 94. Permit List

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

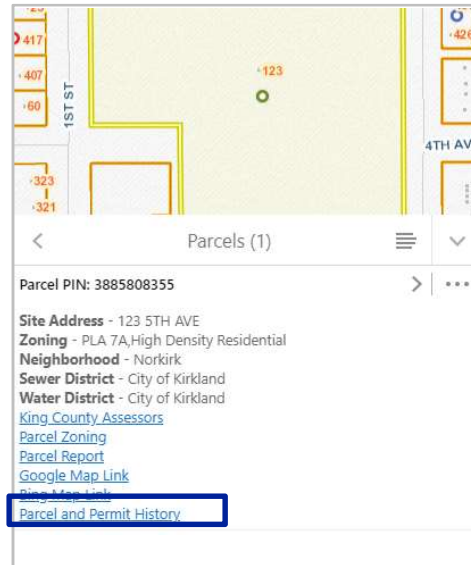


Figure 93. Parcel and Permit History Link

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

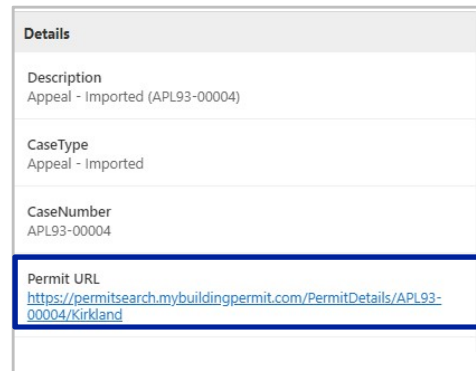


Figure 95. Permit URL

5. A new window with the permit details will appear (see Figure 96).

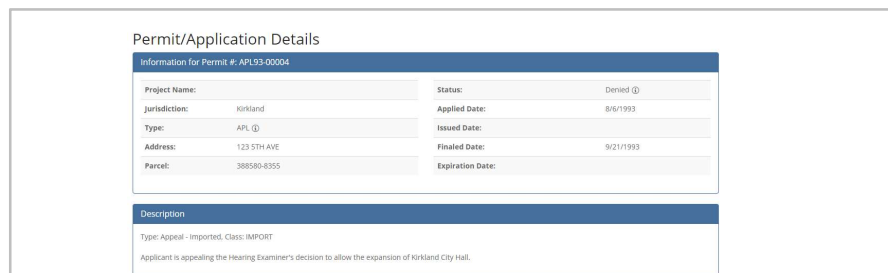


Figure 96. Permit information from MyBuildingPermit.com

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

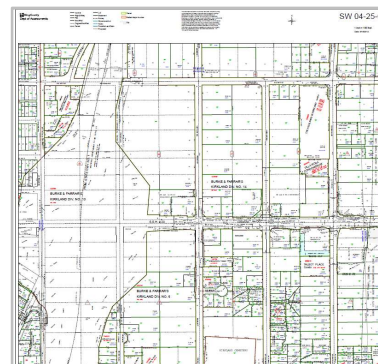


Figure 101. King County Assessor Grid Map

[Table of Contents](#)

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).

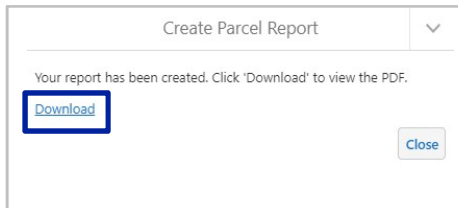


Figure 103. Download Parcel Report

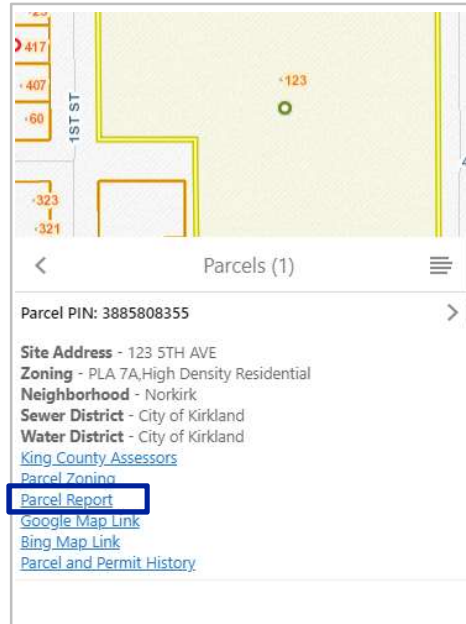


Figure 102. Map Tips Window

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

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

Figure 104.
ParcelReport.pdf

City of Kirkland Property Information Report		Date: July 31, 2018
Information Provided by King County Assessor's Office		
Parcel (PIN):	3885808355	
Lot Size(sq.ft.):	164500	
Year Built:	1984	
Present Use:	172	
Building Size(gross sq.ft.):	70258	
Land value:	\$13,982,500.00	
Improvement value:	\$13,920,900.00	
Grid:	F4	
Quarter Section-Section-Township-Range:	SW-SS-T2S-R5	
Information Provided by the City of Kirkland		
Site Address:	123 5TH AVE	
Zoning:	PLA 7A, High Density Residential	
Neighborhood:	Norkirk	
Located Within Houghton Community Council Disapproval Jurisdiction:	NO	
Seattle City Light Easement:	NO	
Design District:		
Overlay:		
Sewer District - verify that you are a current customer of:	City of Kirkland	
Water District - verify that you are a current customer of:	City of Kirkland	
Wind Exposure: C		
Information Provided by the City of Kirkland regarding MAPPED Environmental Areas		
Drainage Basin:	Moss Bay, Secondary Basin	
Is this property within 300 feet of wetland shown on GIS?	NO	
Is this property within 125 feet of a stream shown on GIS?	NO	
Is this property within shoreline jurisdiction and within 250 feet of a wetland shown on GIS?	NO	
Shoreline Environment:	NA	
Landslide:	Moderate	
Seismic:	YES	
Floodplain:	NO	
Bald Eagle Protection Area:	NO	
<small>Produced by the City of Kirkland. © 2018 City of Kirkland. All rights reserved. No warranties of any sort, including but not limited to accuracy, fitness, or merchantability, accompany this product.</small>		
<small>The information above is from the City of Kirkland's geographic information system (GIS), which has been developed from a wide variety of sources including King County Department of Assessments property records. For the property described in this report, a site visit or more detailed technical review by city staff may reveal conditions not shown in the city GIS.</small>		