

HOW TO USE THE ZONING VIEWER

Information: This application is intended for use in determining the current zoning on any property within Shawnee County, Kansas. Zoning is regulated by the Metropolitan Planning Department. They may be contacted at (785) 368-3728 with questions.

Disclaimer:

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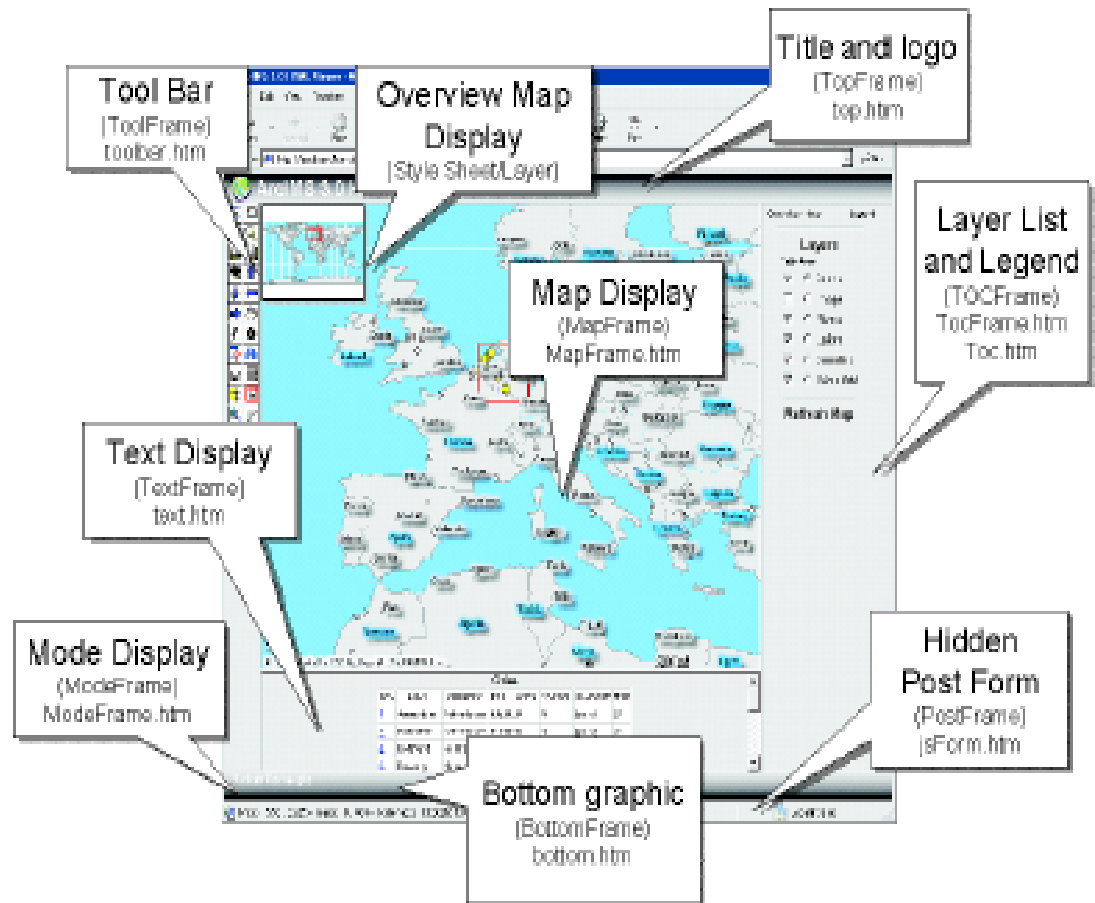
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HOW TO USE THIS APPLICATION

THE SCREEN LAYOUT



Title and Logo


The Top Frame is across the top of the viewer and displays the title logo.

Map Display and Overview Map



The Map Frame displays the map image. The OverView Map tool on the toolbar toggles the visibility (turns the overview map on or off).

Tool Bar


The Tool Frame contains a panel of buttons (toolbar) used to select the current Viewer tool.

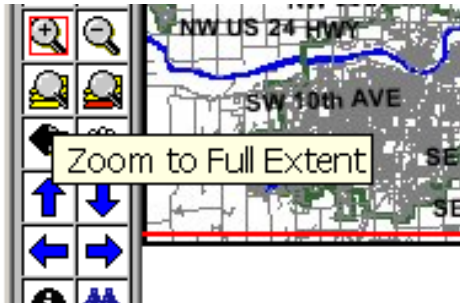
Toggle Overview Map - Click the icon  to turn off and on the overview map (small map in upper left corner).




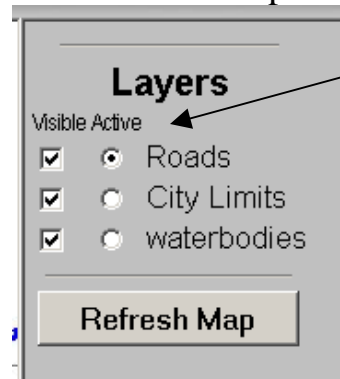
Zoom In or Out - click the icon  to zoom in on the map. When you click it makes the tool active. Move your mouse onto the map in the area you want then either click and keep clicking until you are zoomed in to the level you want or click and hold the left mouse button and drag a “box” around the area you want to zoom to and release. To zoom back out use the  tool and either left click or drag a box.




Zoom to Full Extent – click the icon  zoom to the “extents” of all layers in the map. The extent is the out boundaries of the map. In this application the full extent will be the Shawnee County limits.



Zoom to Active Layer – click the icon  zoom to the “extents” of the active layer. The active layer is the layer that has the “Active” button depressed. For




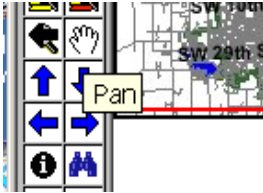
most layers the extent is also Shawnee County. Remember that the layers and legend are toggled with the toggle layers / legend button. 

Zoom to Previous Extent – use this tool to zoom “backwards”. 

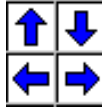


If you zoom in to far or out to far you can use this tool to return to your last extent.


Pan – use this tool  to “move” the map around so that the center of the map is where you want it. Put the hand on the map click and hold the left mouse button and “drag” the map to where you want it. When you release the button the map will redraw.




Pan North, South, East or West –





use this group of tools to move the map around as needed. The map will move in the direction of the arrow that you click on.


Identify Tool- use this tool  to list information about the “active” layer. For example go to the layers list and make the Zoning layer active by clicking in the active column. Then click on the identify tool to make it active. Next move into the map and click on an area of interest. The results will display at the bottom in the text area.


		R1		
Zoning				
Rec	ZONE_COV	#SHAPE#	#ID#	
1	R1	[polygon]	4933	


Find Tool - use this tool  to locate features such as parcel owner by name. First make the feature you want to search active. When you click on the tool you will get an input box at the bottom of the screen. Type in the text you want to search on and click find text. **NOTE: THIS TOOL IS CASE AND SPELLING SENSITIVE.** To use this tool you will need to know how the text is listed **exactly.** For example CITY OF TOPEKA will bring back several choices, where as topeka or City of Topeka will not return any values.

Measurement Tool and Set Units Tool – These two tools work together. Set the measurement units first using the set units tool  when you click on this tool it opens a box at the bottom of the screen. Pick the units you want to use (feet, miles, meters, or kilometers) feet is default. Then click set units. To measure distances you will use the distance tool  This tool measures two things the segment length and the total length. It keeps these in boxes at the top left portion of the



screen. Start by placing your mouse cursor on the map at the point where you want to start. Left click, move your mouse to the next point and left click and so on. It will keep track of the total distance in the units you set and also the segment lengths. To clear it use the clear selection tool  or pick another tool.

Clear Selection Tool – use this tool  to clear selections or to clear the displays in the various text boxes that open with the identify, find, distance and locate address tools. Just left click on the icon and it will clear the display.

Locate Address Tool – use this tool  to locate a property within Shawnee County. You can locate a property two ways. First is using the parcels layer. This uses a single field address. Left click on the locate address tool and a dialog box will pop up at the bottom of the screen.



Make sure that Parcels is selected in the layers field and click on the select layer. Next type in the address in the box in the lower right corner. Use the complete address such as 215 SE 7th St Do NOT use punctuation and make sure you include the direction (NE, NW, SE, SW, etc.) and make sure you put the street suffix such as ST, CT, AVE, LN. Kansas Ave is the dividing line for East West streets and 1st Avenue is the dividing line for North South Streets. Kansas Ave is listed as N or S Kansas Ave and First Ave is listed as E 1st Ave. Every other street should be NE, NW, SW, SE. Also be aware that some other cities in Shawnee county have streets

named the same as Topeka, so it is possible to match an address in another city beside Topeka, so make your selections carefully.




The second way to locate an address is by the roads layer. Select Roads and pick select layer. There are two options , an address can be located by putting the address in the street box i.e., 215 SE 7th St or a street and cross street can be used, such as SE 7th ST and SE Quincy St (in the cross street). As in the other example make sure to use the complete street name including direction, name and suffix. When the application locates the address it will put a yellow marker with the address noted on the map it will look something like this:



If more than one result is listed to pick the address that you want just click on the number to the left of the address in this case the number [1](#) . If the roads layer is used it will put the address marker on the map on the street close to where the actual address would be. If the Parcels layer is used, it will put the address marker on the property itself.

Printing a map

To print a map of the location you are interested in use the printer icon 

Make sure you are zoomed into the location of interest and you have all the layers you want to be visible turned on. Left click the printer icon and a dialog in the bottom part of the screen will appear. Fill in the map title if you want and click print “CREATE PRINT PAGE” (you might need to use the scroll bar to the right in order to see this button). Once you click the create button a new page will pop up. Use you Internet explorer printing options to set the printer , page size and orientation, number of copies, etc.