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## Online Mapping Common Tasks, Tips and Tricks

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## Contact Information

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<td>111 S Cherry Street, Ste. 3500</td>
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<td>Olathe, KS 66061</td>
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Mapper of the Day: (913) 715-1600
mapper@jocogov.org

AIMS Homepage: [http://aims.jocogov.org](http://aims.jocogov.org)
myAIMS Homepage: [http://ims.jocogov.org/myaims.aspx](http://ims.jocogov.org/myaims.aspx)
Johnson County Online Mapping Application

1. Map Interface
   - Google based mapping interface provides easy functionality and familiarity for users. Zoom in and out is available by mouse scroll wheel or the slider bar in the upper left of the map.

2. Search for Location
   - The search box will accept an Address, Owner Name, Prop Id, T-R-S, S-T-R, AIMS Map No. (and Quarter Section), Zip Code, City Name or intersection.
     - Examples:
       - NP00600000 0146
       - 111 S Cherry
       - Smith, John
       - 13-24-26
       - 26-13-26
       - K26
       - K26NW
       - 66213
       - Overland Park
       - 119th St and Strangline

3. Layers and Display Functionality
   - Layers are arranged into categories. To display a layer open one of the layer categories, put a check in the box next to the layer you wish to display. To view the legend for a layer or group of layers, click the "+" next to the layer.

   - Layer Transparency – use this slider bar to adjust the level of transparency or opacity of the layers visible on the map interface.

   - Imagery and Image Transparency – use these slider bars to change the year of the displayed imagery and the transparency to which the imagery appears.
4. Other Search Methods/Tools
   - Advanced Layers
     - Provides several additional layers including Proposed Zoning (for the cities of Overland Park, Gardner and parts of Olathe), Sales tax, mill levies and delinquent property taxes as well as various density map layers for crime, traffic and population.
   - Search Owner
     - Provides a name search for ownership (by owner or business name), wildcards (%) and (_) are accepted
   - Search Places
     - Allows users to search for any feature by name. For example, entering "Amber" will return any feature (plat, subdivision, apartment, etc.) that begins with the word Amber. Type ahead is implemented on this search as well.
   - Theme Searches – displays groups of related layers
     - Land Records – parcels, plats, etc.
     - Transportation/Transit – The Jo routes
     - Recreation – parks, trails, golf courses
     - Flood
     - Planimetrics – building footprints, contours, edge of pavement, water features
     - Utilities – for users with CUE access
     - Schools
   - Tools
     - Zoom to Alternate Map – provides links to open Bing and Google maps in the extent of the map shown.
     - Zoom to Coordinates – enter specific x,y or lat/long coordinates of a point
     - Metadata – provides information about the data provided

5. Mapping Toolbar
   - This tool bar contains the following tools for navigating and identifying within the map:
     - Zoom in – click and drag a box on the map to zoom in
     - Pan – This allow you to click and drag the map to the area/extent of your choice.
     - Identify – select appropriate option to identify a property or other feature (more on page 5)
     - Measure – click a point on the map to start measuring. As you click subsequent points, active segment, last segment and total distance will appear, along with bearing. (see page 8)
     - Draw Polygon, point, line – select the appropriate option and draw on the map. Double click to close polygon and area will be displayed.
     - Buffer – select a property or draw a point, line or polygon feature and use the buffer tool to draw a buffer and identify properties within the buffer. (see page 8)
     - Clear – use this tool to clear any features drawn on the map
     - Google Street View – this will identify areas where street view imagery is available. Click on a blue highlighted street to view the imagery for the area.
     - Oblique Imagery – When the map is zoomed in, this tool will become available and will open the Pictometry oblique viewer for the extent of the map area shown.
6. Advanced Functionality

- Bookmark – use this tool to save frequently visited map extents for easy future access.

- Save – this will save the current map extent on the screen as your default view

- Print – provides the choice of either landscape or portrait printing
  - The print button will copy the extent of the map and any layers that the user has active and create a printable map.
  - Users should click "No" at the security warning message
  - Follow the Printing tips and go to File>Print to print the map.

- Send – allows users to send a link by email to another user with the extent of the map (no additional layers are included)

- Link – provides the link to the map extent to include in an email as well as the html code to embed the map extent within a web page.
1. Searching the map

- Enter one of the following search criteria:
  - Address (111 S Cherry)
  - Property ID (DP36980000 0001)
  - Owner Name (Smith, John)
  - Township-Range-Section (TRS or STR)
  - AIMS Map Number (J13)
  - City (Olathe)
  - Zip Code (66001)
  - Intersection (119th St and Strangline)

  (Type-ahead functionality is available for the first 4 types of searches listed above. Once 3 characters are entered, the system will attempt to list all possible matches from which the user can select the correct option.)

- Once a selection is made, the map will zoom to the selected location and the Property Identify window will be displayed for property searches (Address or Property ID).

2. Using the Identify Tool

- The identify tool has 2 options, identify on a property or identify features from all visible layers (layers must be turned on in the layer list). Select the appropriate option from the dropdown on the tool and click within a property or on the map in the desired location to identify the features.

- The property identify window will provide an abundance of information about the property selected and is offered through a series of tabs (Property, Location, School, Plat, Legal, Docs (if available), Utilities and Images).
The identify window for other layers and features will return a window with information about any layer that is active on the map. Clicking on the name of each feature will open the details. The "Show" link will highlight the feature on the map and the "Pan To" link will zoom the map to that particular feature.

Information in the Property Identify Window

- This window contains a lot of information that is organized by Property, Location, School, Plat, Legal (short for Legal Description), Docs (if accessible), and Images. Note that Field Names are indicated on the left and the field values are indicated on the right. You will also notice that there are blue, underlined text, which indicate links to more information that will open in a new window. In addition, if you hover the mouse cursor over the links for codes, such as Class or Landuse, you will notice that the definition of that code will appear next to the mouse cursor.

- If you would like to view or print all of the property information on one page, you can do this by clicking on Print All. This will reformat all of the information, including the map, on one page and will open it up in a new window. To print the information, just click on the print tool in the browser.
3. **Printing**
   - The print button will copy the extent of the map and any layers that the user has active and create either a portrait, landscape or unformatted, printable page.
   - Users should click "No" at the security warning message.
   - Follow the Printing tips and go to File>Print to print the map.
   - The unformatted option is useful for saving the map as a jpeg or other file type to use in other documents or presentations. After selecting the Unformatted option, right click on the map and choose “Save Picture As” to save as another file type.

4. **How do I create a plot plan?**

This is best done directly from the AIMS Homepage:
- Enter an address or parcel ID in the address bar in the Quick Links Section on the homepage, select Plot Plan from the drop down menu and click Go.
- To create a plot plan in Online Mapping, search for the desired addresses using the Search for Location box. You will need to turn on the Parcels and Building Footprints (found under Planimetrics) layers. From here, you can follow the print directions above.
5. **Using the Measure Tool**
The measure tool is designed to show the user distances between defined segments. By selecting the measure tool and clicking around the map, the distance of the active segment, last segment and total measurement distances will be displayed, along with the bearing of the line being drawn.

![Image of Measure Tool](image1.png)

6. **Using the Buffer tool**
To create a buffer around a property or feature (by drawing a polygon, line or point), first identify the property in question or draw the feature and select the buffer tool. You can enter your choice of buffer distances (200 ft is default) and click the Go button. The red line will depict the actual buffer and the lighter blue parcels (if "Select Parcels in Buffer" check box is checked) are the parcels that would be affected by the buffer.

![Image of Buffer Tool](image2.png)
To view the utility layers in the Online Mapping Application, you must be logged in and have CUE access. These layers are available under the Utilities category and most lines and features can be found under the infrastructure heading. To expand the legend, click the (+) next to the heading.

To identify on a particular utility feature:
1. Turn on the utility infrastructure layers
2. Select the identify tool and choose "Identify all features"
3. Draw a box around the feature or features you’d like to select or click on an individual line or feature.
4. The identify window will appear and provide the detailed information about that feature or features.
Data Quality Stoplight

1. To get information on the utilities servicing an extent click the "Show Servicers for Extent" link under the Utilities Layer Heading.

2. View the service providers for the extent, any usage notes and a symbolization of the data quality and currency. A red light indicates we do not have data from the utility, a yellow light indicates it should be used with caution, and a green light indicates it is relatively current and accurate. This information is dynamic and will update automatically as the user pans the map.

Other Help Resources:
FAQ of Technical Issues and Common Questions (pdf document)
YouTube Help Videos on Specific Functionality
Direct link to Help Videos (for those without YouTube Access)