

Wheatland County MuniSight ES Help Guide

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Please note MuniSight ES or WebMap is a web based program and is dependent on an internet connection to work. The slower the internet connect, the slower the program will work.



When data is loading on the map an Updating Map Icon will display in the bottom right hand corner of the map and on your mouse cursor. Please wait until the data has fully loaded before interacting with the map again.

Please note, users on a slower internet connection will notice a longer delay loading data.

1.0 Navigation Tools

The navigation tools in MuniSight ES are located in the toolbar and allow users to easily move around the map.



Zoom In

Use this tool to zoom in a pre-defined amount and see a smaller area in more detail.

CLICK once on the tool icon to zoom in.

The center of the original map will be the center of the new map.



Zoom Out

Use this tool to zoom out a pre-defined amount and see more of the map, but in less detail.

CLICK once on the tool icon to zoom out.

The center of the original map will be the center of the new map.



Zoom Box

Use this tool to zoom in to a user-defined rectangle and see just that area in more detail.

- 1) CLICK on the tool icon.
- 2) CLICK once on the map to specify the first corner of the zoom box.
- 3) PULL the cursor out to make a box.
- 4) CLICK again to specify the opposite corner.

The map will zoom in to fit the rectangle.



Zoom to Full Extent

Use this tool to zoom in or out and see the entire municipality sized to fit in the map frame.

CLICK once on the tool icon to municipality to the map frame.



Zoom to Nominal Map Scale

Use this tool to zoom in or out to a pre-defined scale that will provide an adequate amount of detail.

CLICK once on the tool icon to zoom to the nominal scale.

The center of the original map will be the center of the new map.



Pan

Use this tool to shift the map in any direction.

- 1) CLICK on the tool icon.
- 2) CLICK and DRAG your cursor on the map to shift the map in the desired direction.

It may take a moment for the map to reload.

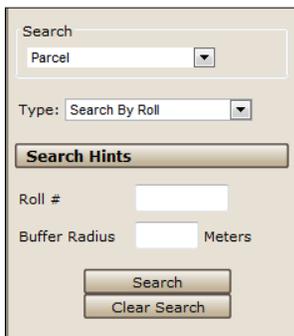
2.0 Finding a Property

The easiest way to find a property in MuniSight ES is to use the search tools. Users can search for a property based on Roll (Parcel Search), Legal Location or Address (civic or rural). To use one of the search tools, SELECT the Search tab on the Side Frame.



2.1 Parcel Search

Use this search to find a parcel by its tax roll number or provincial LINC number. CLICK Search Hints at any time to see instructions on how to use the search.



The form contains the following elements:

- A search dropdown menu currently set to "Parcel".
- A "Type:" dropdown menu currently set to "Search By Roll".
- A "Search Hints" button.
- A "Roll #" input field.
- A "Buffer Radius" input field followed by the text "Meters".
- "Search" and "Clear Search" buttons.

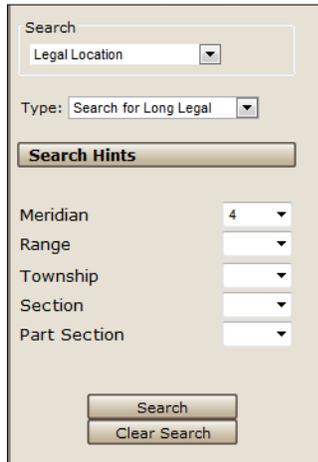
- 1) SELECT Parcel from the search dropdown menu.
- 2) SELECT either Search by Roll or Search by LINC from the type dropdown menu. *Hint: Your roll number is displayed on your Combined Assessment and Tax Notice on the left hand side.*
- 3) ENTER the roll number in the Roll # field (or LINC in the LINC# field).
- 4) CLICK Search.

The parcel you selected will be in the center of the map and highlighted in green.

2.2 Legal Location Search

Use this search to find a parcel or area by its legal description. You can search by two types of legal descriptions: short legal and long legal. Short legal is the Plan, Block, Lot of a property. Long legal is the meridian, range, township, section and part section. CLICK Search Hints at anytime to see instructions on how to use the search.

2.2.1 Long Legal



- 1) SELECT Legal Location from the search dropdown menu.
- 2) SELECT Search for Long Legal from the Type dropdown menu.
- 3) SELECT the Meridian, Range, Township, Section and Part Section from the corresponding dropdown menus.
You must enter a value for meridian, range, township, and section. Entering the Part Section value is optional. If you cannot find the legal description in the dropdown boxes, then it does not exist in the municipality.
- 4) Click Search.
The parcel you searched for will be in the center of the map.

2.2.2 Short Legal



- 1) SELECT Legal Location from the search dropdown menu.
- 2) SELECT Search for Short Legal from the Type dropdown menu.
- 3) If you know the plan number, ENTER it in the Plan field. If you do not know the plan number, CLICK the Select Plan hyperlink.
The Select Plan hyperlink will open a new window that allows you to search for a plan. You can select from a list of plans or you can search for a plan based on the numbers it starts with or the numbers it contains. Once you find the plan you want, click on it and it will automatically be sent to the Plan field in the Search tab.
- 4) If you know the block and/or lot number, ENTER them into the Block and Lot fields. *The Block and Lot numbers are optional.*
- 5) CLICK Search.
The plan, block or lot you selected will be centered on the map and highlighted in green.

2.3 Rural Address Search

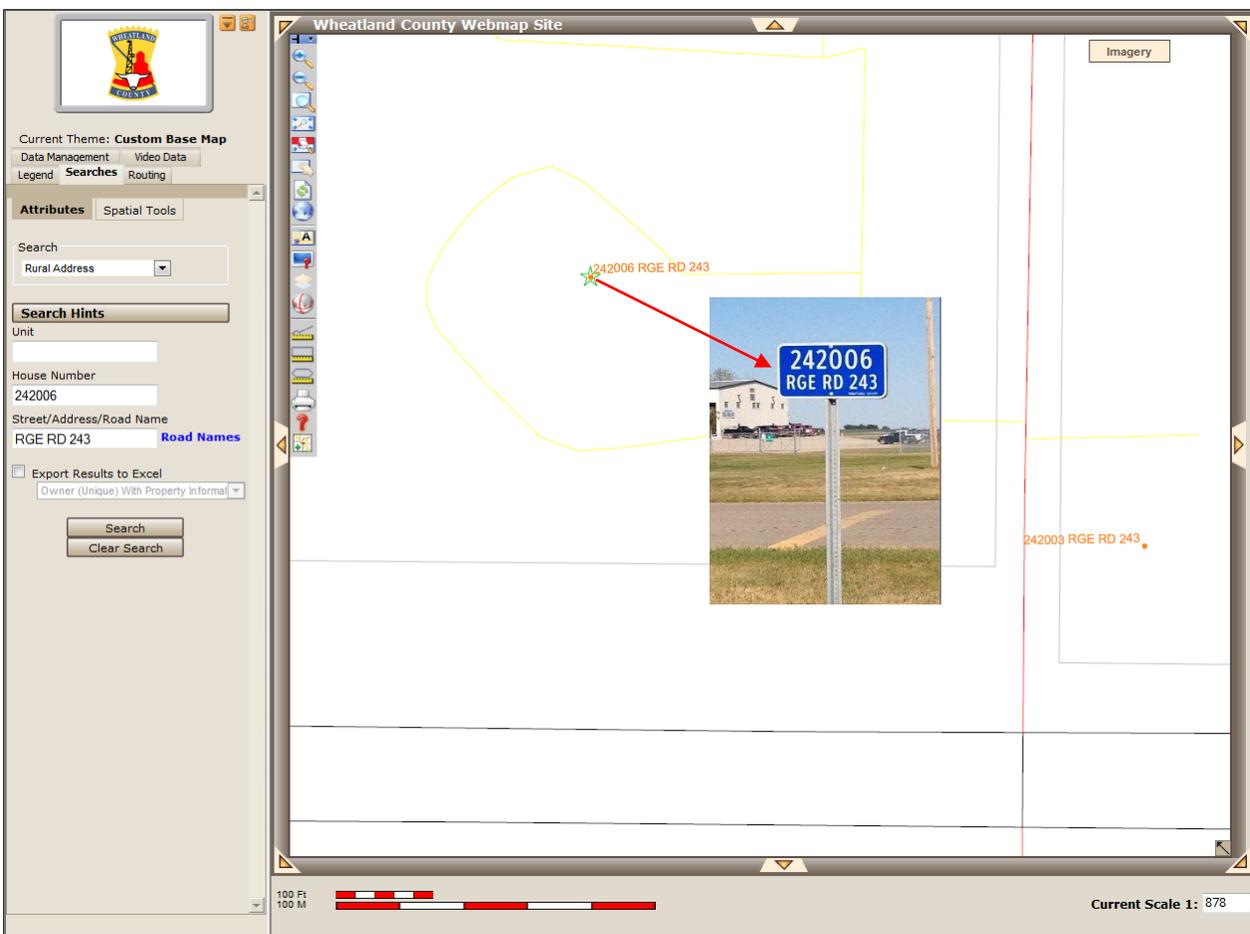
Use this search to find a parcel by its address (rural or civic). CLICK Search Hints at anytime to see instructions on how to use the search.

- 1) SELECT Rural Address from the search dropdown menu.
- 2) If applicable, ENTER a Unit Number.
- 3) ENTER the house number.
- 4) If you know the Street Name, ENTER it in the Street/Address/Road Name field. If you do not know the street number, CLICK the Road Names hyperlink.

The Road Names hyperlink will open a new window that allows you to select from a list of roads. Once you find the road name you want, click on it and it will automatically be sent to the Street/Address/Road Name field in the Search tab.

- 5) CLICK Search.

If no address match is found, a list of closely matching addresses will be listed.



3.0 Viewing a Property Assessment

Navigate to the parcel that you would like to see the property assessment for. You can navigate using the navigation tools or by searching for the parcel. Once you have found the parcel, CLICK once on the parcel. This will bring up Cadastre Information Window.



To view the assessment report, SELECT the Summary or Improvement Report hyperlinks. These will bring up the actual assessment reports in a new window.

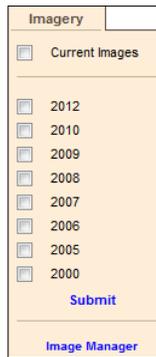
Wheatland County		Summary Report	
		Year of General Assessment: 2012	
Roll: 6508020	Legal: 9712454 2 SE-16-24-24-4	Land Area: 40.00 Acres	
Address: Southeast Portion		Subdivision: RURAL AREA OF COUNTY	Zoning: A-G Agriculture General
Market Land Valuation		Site Area: 40.00 Acres	
Improvement Valuation		Floor Area	Built
Main Level & Conc. Slab	WHEATLAND COUNTY ADMINISTRATION	1,445 Sq Feet	2000
Detached	Garage	108 Sq Feet	2005
Main Level & Conc. Slab	PUBLIC WORKS SHOP	28,801 Sq Feet	1999
Main Level & Conc. Slab	SALT BLDG	600 Sq Feet	1999
Main Level & Conc. Slab	AGRICULTURAL SERVICE BOARD SHOP	5,760 Sq Feet	1999
Main Level & Conc. Slab	FIRE SUPPRESSION BUILDING	1,822 Sq Feet	1999
Main Level Structure	Frame & Fabric Buildings	9,600 Sq Feet	2008
Assessment Totals			
Tax Status	Code	Description	Assessment
E	155	MUNICIPALITY LAND & IMP EXEMPT-EX	4,366,420
Grand Totals For 2012			4,366,420

Wheatland County		Residential Rate Payer Report	
		Year of General Assessment: 2012	
Roll: 6508020	Legal: 9712454 2 SE-16-24-24-4	Land Area: 40.00 Acres	
Address: Southeast Portion		Subdivision: RURAL AREA OF COUNTY	Zoning: A-G Agriculture General
WHEATLAND COUNTY ADMINISTRATION BUILDING			
Area: 1,445 Sq Feet	Year Built: 2000	Main Level & Conc. Slab	
Garage			
Area: 108 Sq Feet	Year Built: 2005	Detached	
Quantity: 108 R2	Base Floor -- Concrete		
108 R2	Electrical -- Wiring		
PUBLIC WORKS SHOP			
Area: 28,801 Sq Feet	Year Built: 1999	Main Level & Conc. Slab	
SALT BLDG			
Area: 600 Sq Feet	Year Built: 1999	Main Level & Conc. Slab	
AGRICULTURAL SERVICE BOARD SHOP			
Area: 5,760 Sq Feet	Year Built: 1999	Main Level & Conc. Slab	
FIRE SUPPRESSION BUILDING			
Area: 1,822 Sq Feet	Year Built: 1999	Main Level & Conc. Slab	
Frame & Fabric Buildings			
Area: 9,600 Sq Feet	Year Built: 2008	Main Level Structure	
Assessment Totals			
Tax Status	Code	Description	Assessment
E	155	MUNICIPALITY LAND & IMP EXEMPT-EX	4,366,420
Grand Totals For 2012			4,366,420

4.0 Viewing Aerial Photos

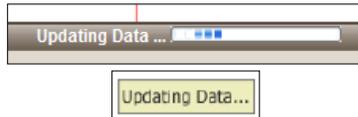
To view the latest aerial photos **CLICK** the Imagery button in the top right hand corner of the map.

To turn the aerial photos off, **CLICK** the Imagery button again.



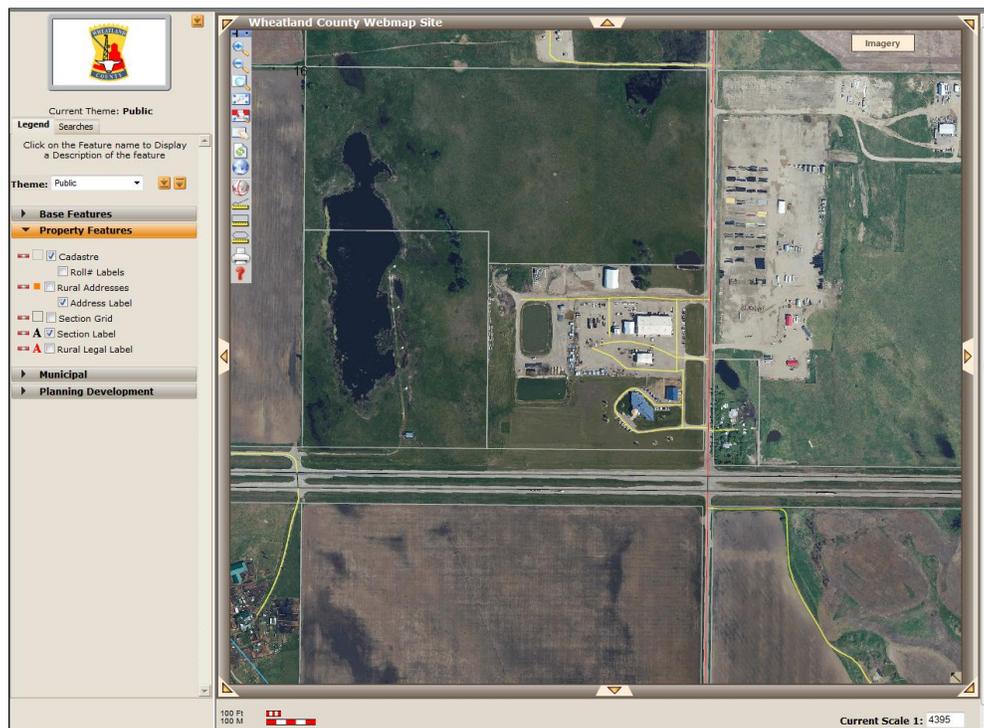
To view historical images, **HOVER** your mouse over the Imagery button, **SELECT** the year you are interested in and **CLICK** Submit.

To turn the aerial photos off, **DESELECT** the checkbox and **CLICK** submit.

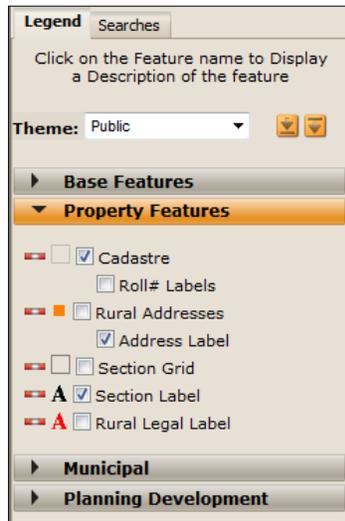


Due to the size of the aerial photos, it may take them a bit to load. When data is loading on the map an Updating Map Icon will display in the bottom right hand corner of the map and on your mouse cursor. Please wait until the data has fully loaded before interacting with the map again.

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5.0 Adding/ Removing Features from the Map



The user can control what features are displayed on the map by using the legend in the side frame.

When there is a checkmark in the checkbox it means that the feature is turned on.

To add a feature to the map SELECT the checkbox next to the feature in the legend.

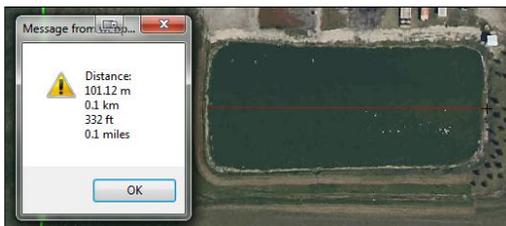
To remove a feature from the map DESELECT the checkbox next to the feature in the legend.

6.0 Using the Measuring Tools

There are three measuring tools located in the toolbar: Measure Line Distance, Calculate Rectangular Area and Calculate Irregular Polygon Area.



Measure Line Distance



Use this tool to calculate the distance between two or more points on the map.

- 1) CLICK once on the tool icon.
- 2) Click once on the map to start the line.
- 3) Click again for each point along the line. You need a minimum of two points to measure a line.
- 4) DOUBLE CLICK to end the measurement.

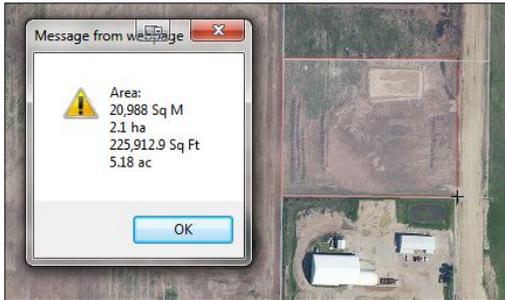
The distance in meters, kilometers, feet and miles will be displayed in a new window.



To remove the red-lining left by the measurement tool, SELECT the refresh button from the toolbar.



Calculate Rectangular Area



Use this tool to calculate the area of a user-defined rectangle.

- 1) CLICK once on the tool icon.
- 2) CLICK once on the map to indicate the first corner of the rectangle.
- 3) PULL the cursor out to create the rectangle. *The rectangle will display on the map in a transparent red.*
- 4) CLICK to finish the rectangle.

The area in square meters, hectares, square feet, and acres will be displayed in a new window.



To remove the red-lining left by the measurement tool, SELECT the refresh button from the toolbar.



Calculate Irregular Polygon Area



Use this tool to determine the area of a user-defined irregularly shaped area.

- 1) CLICK once on the tool icon.
- 2) CLICK once on the map to indicate the start of the area.
- 3) PULL the cursor out to create the area. *The area will display on the map in a transparent red.*
- 4) CLICK once for each corner of the polygon. You need a minimum of three points to calculate a polygon.
- 5) DOUBLE CLICK to finish the area.

The area in square meters, hectares, square feet, and acres will be displayed in a new window



To remove the red-lining left by the measurement tool, SELECT the refresh button from the toolbar.