



Conveniently, Civic Access provides the ability to leverage a map for creating records or even performing public records searches. Don't know what your address and/or parcel is? Map is for you. This guide will cover the GIS utilities available to find your address(es) and create records directly from the map.

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Creating a Record

The first section below will cover the various GIS tools available for selecting geographic regions from the map

1. Sign into Civic Access by clicking on the Login or Register link and then using credentials you previously setup (see appropriate guide for setting up your username and password)



2. Additional menu items will appear once logged in



3. Click the Map menu



4. Using your mouse scroll wheel or the zoom buttons in the lower right side of your screen, find the area where your address/parcel is located



- a. Alternatively, if the address or parcel number is available, use the search field in the upper left corner

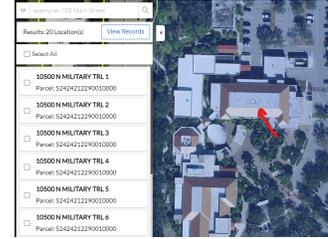


5. **OPTION 1** - Select the point tool from the map utilities menu in the upper right side of the screen



this tool is used for selecting a point on the map

- a. Clicking any point on the map will create a white point feature and display all addresses associated with the parcel where that point was placed



6. **OPTION 2** - Select the line tool from the map utilities menu

used for selecting multiple addresses/parcels using a straight or irregular shaped line



- a. Start the line by left clicking once to create a point
- b. Move the mouse to the position where the next point should be and click once
- c. Continue moving the mouse and clicking once for each position where the line needs to shift
- d. When the final position is reached double click to complete the line

- e. Completing the line will then display a list of all addresses associated with the parcels that the line intersected with



7. **OPTION 3** – Select the polygon tool from the map utilities menu

The rectangle and circle tools will also work in a very similar fashion to the polygon



- a. Start the polygon by left clicking once to create a point on the map
- b. Move the mouse to the position where the next point should be created and click once
- c. Continue moving the mouse and clicking once to create the outer boundaries of the polygon shape

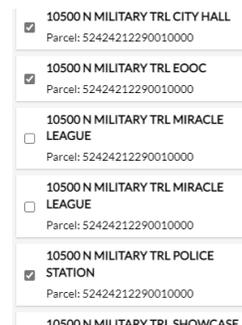
- d. When the polygon shape needs to be completed, simply click on the first point created
- e. Completing the polygon will then display a list of all addresses associated with the parcels that the polygon encompasses



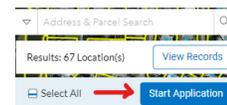
Creating Records from Map Selections

Once you have selected the addresses and/or parcels from the map, starting an application from these selections is straightforward

1. Check the box next to each address that should be included with the application



2. Click Start Application



3. Civic Access will redirect you to the Application Assistant screen

4. Search for or use the Show Categories option to find the desired application and click the Apply button



5. The Locations step of the application wizard will populate with the addresses selected from the map



6. Continue to complete your application

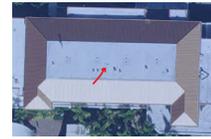
For further information on how to complete the application, please reference the appropriate guide in this series

Removing a Feature (Fixing a Mistake)

For further assistance with online services, please contact staff directly by calling: (561) 799-4243

If a point, line, or polygon was drawn on the map and needs to be removed, follow these steps for removing the feature and starting over with your selection(s)

1. Zoom in close enough to the map so you can accurately select the point, line, or polygon that was drawn



2. Select the Transform or Reshape tool from the GIS utility menu



3. Select the feature to be removed and a pop-up will be displayed on the map



- a. Additionally, the GIS utility menu will display the number of features that were selected



4. After all selections have been made, click the trash can found on the GIS utility menu



5. Use the Contacts tab to review all contacts associated with the permit case



All contacts listed as the "Applicant" will receive an electronic copy of the inspection report emailed to their address provided during application

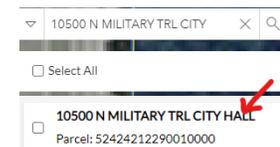
Searching for Existing Record

The map features of Civic Access can also be leveraged for performing basic search functions for existing records. These records are not comprehensive and only include what has been created since this system was introduced. If you are unable to find what you are looking for, please contact city staff to perform a public records search.

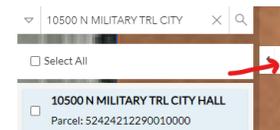
1. From the map menu, type the address in the search field and click the Enter key



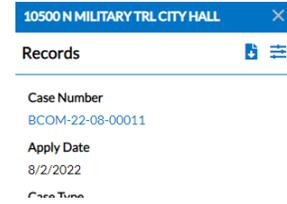
2. In the search results section, click the desired address



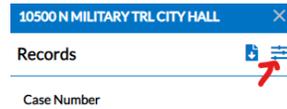
3. If the pop out window just to the left of the search results section initially displays as collapsed, click the right arrow



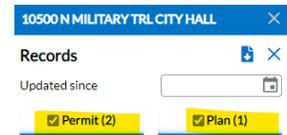
- The pop out window will display all records associated with that address in a scrolling fashion



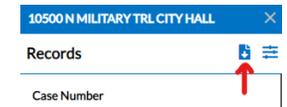
- Click the slider icon to further filter the result set by application type



- Deselecting one of the application type options will remove those items from the list



- Clicking the page with a down arrow button will allow for generating an exportable file



- After selecting, type a name for the file in the field provided and click Export



- Select Save As and choose a location on your machine to save the file