

# Property Profile User Guide

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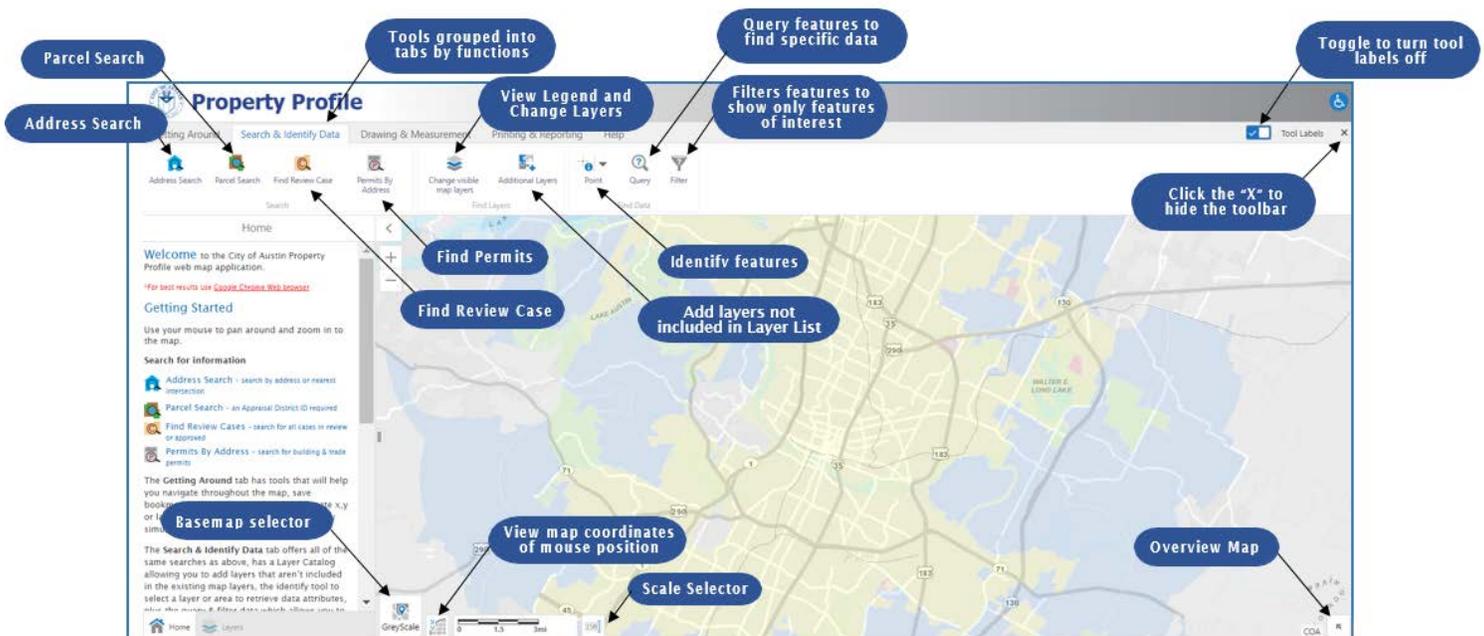
**DEVELOPMENT WEB MAP TO PROPERTY PROFILE CHEAT SHEET ..... 41**

The Property Profile allows you to find a wealth of information related to development for any property within the City’s jurisdiction.

## Anatomy

### Screen Layout

The Property Profile is comprised of three main sections: The Toolbar, the Side Panel, and the Map. At the top of the viewer you can see the Toolbar, where you will find tools that will help you use your map. The map information is displayed in the Side Panel. Specifically, it displays Address Details, the Layer List, as well as Selection Results and interfaces for various tools and processes. Within the map you can zoom in and out, change the basemap or scale, determine map coordinates, & view an Overview Map.



## Navigation – The Getting Around tab

### Navigation Tools

The “Getting Around” tab is where you’ll find the tools to help you find your way around the map.

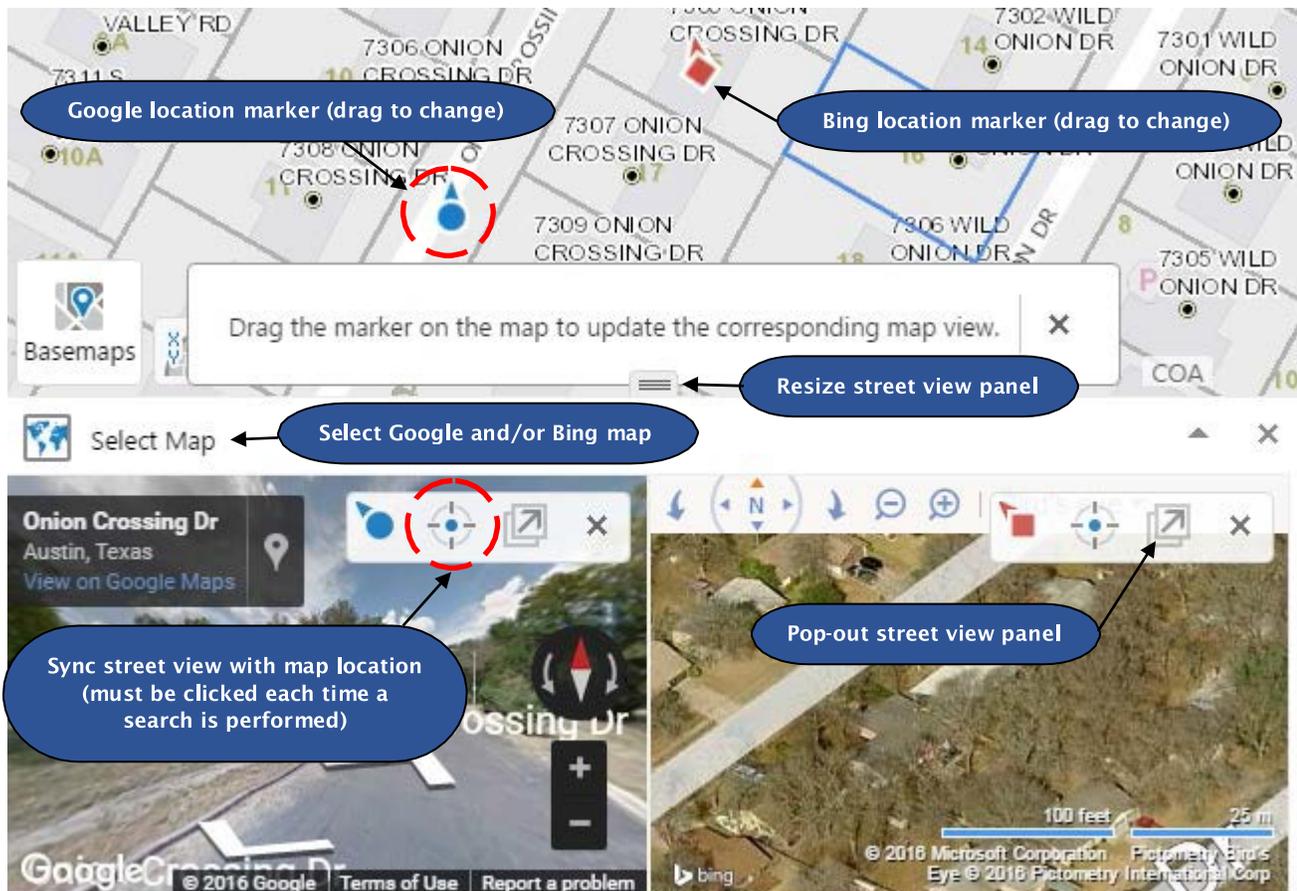
Use this tool...	To

 Pan	To <b>Pan</b> the map, click on it and drag in any direction. Use the Pan tool to return to panning when you have used other tools. Instead of the tool, you can also press and hold the left mouse button to pan around the map.
 Zoom In	To <b>Zoom in</b> click and hold down the left button on the mouse then drag the rectangle around the area of interest on the map. You may also use your mouse wheel to zoom in or out.
 Zoom Out	To <b>Zoom out</b> click and hold down the left button on the mouse then drag the rectangle around the area of interest on the map. You may also use your mouse wheel to zoom in or out.
 Full Extent	A quick & easy way to zoom out to the view the <b>Full Extent</b> of the Greater Austin Area.
 Initial Extent	Return to the original view (extent) of the map when it was opened.
 Previous Extent	Return to the <b>previous view</b> (extent) of the map.
 Next Extent	After using previous view, jump forward to the <b>next view</b> again.
 Home	Displays the Property Profile introductory page in the side panel.
 Bookmarks	To add a <b>Bookmark</b> for the current extent, click the plus+, enter a name, and then click ok. To jump to a previously added <b>bookmark</b> click the plus + and select the previously saved bookmark.
 Plot Coordinates	From the dropdown box choose the Coordinate System, State Plane or WGS. Enter Coordinates manually to find them on the map.
 Street View	Drag the marker on the map to view a Google <b>Street View</b> for the location.

## Using street views



Google Street View and Bing Maps can be accessed from the *Street View* icon, located in the “Linked Maps” section of the “Getting Around” tab. **Click *Street View*** and Google Street View will open in a new panel below the map. **Click *Street View*** after an address search and the panel will open to the address. If not, when the panel first opens, it will start in a default location, regardless of where the map is zoomed. In order to update the panel to match the current map location, the user should **click** the crosshair icon  in the toolbar at the top right of the street view panel. At that point, a marker  will appear on the map indicating the street view location. The marker can be dragged to change the location. If a new search is performed, the crosshair icon will need to be clicked again to update the street view.



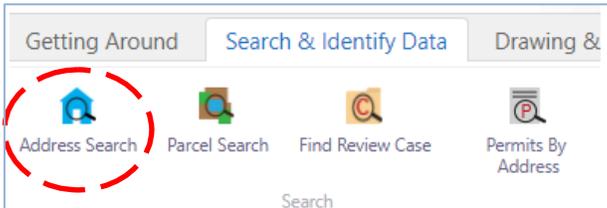
Bing Maps may be opened alongside, or instead of, Google Street View by checking it on in the  **Select Map** drop down menu. If Bing Maps is open, the Bing Maps marker  will display on the map.

The street view panel can be resized by dragging the  icon, made full screen by clicking the  icon (click  to return to half screen), popped out into a new tab by clicking the  icon (click  to pop back in), and closed by clicking the  icon.

## Searches

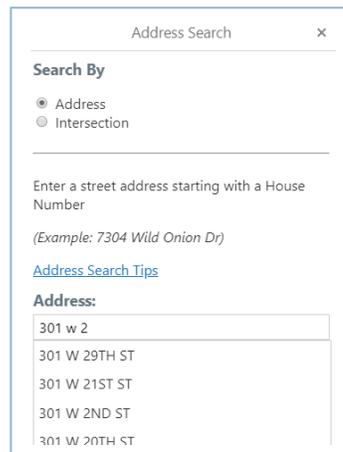
### Address Search Tool

This tool allows you to search for a street address or street intersection. To get started click on the *Address Search* tool.

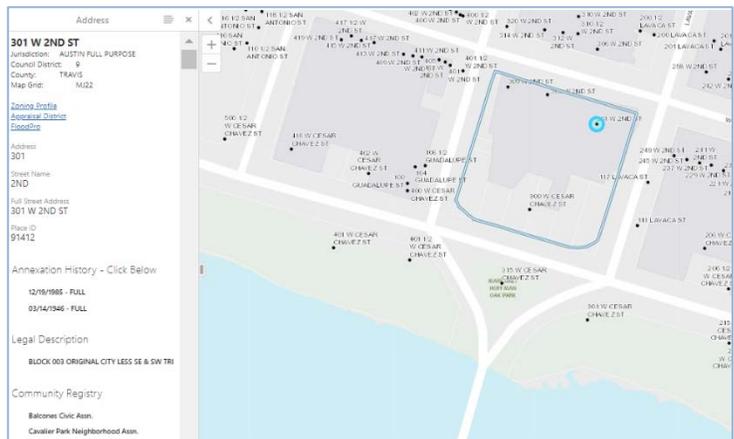


#### Search by street address

Choose the “Address” button in the “Search by” box. This search type allows you to enter a valid street address. As you type in the box a list of valid addresses and street names appears. Choose the desired address and click **Submit**.

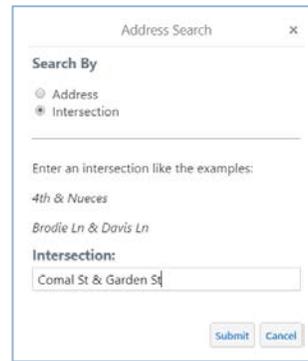


Click **Submit** and the application will zoom to the address location. The selected address point property boundary will be highlighted in blue. The side panel will display details about the selected property. The user may see some intermediate data in the side panel before the final result is rendered.

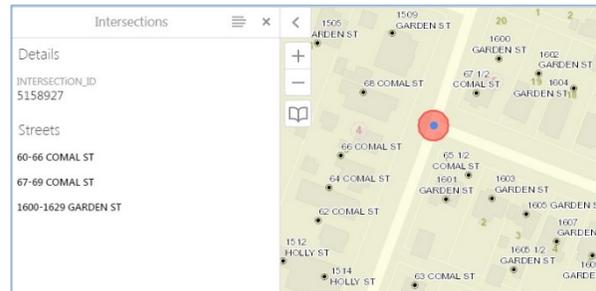


## Search by intersection

Choose the “Intersection” button in the “Search by” box. This search type allows you to enter a street intersection. For example, Comal St & Garden St (You may also use “@” or “and” for the search.)

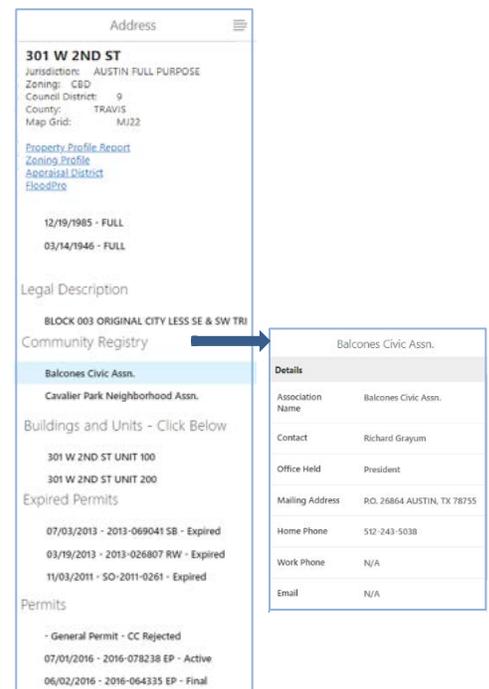


When an intersection is entered the application will zoom to the intersection point and list its Intersection\_id and the address ranges of the street segments in the side panel.



## AddressDetails: The Results

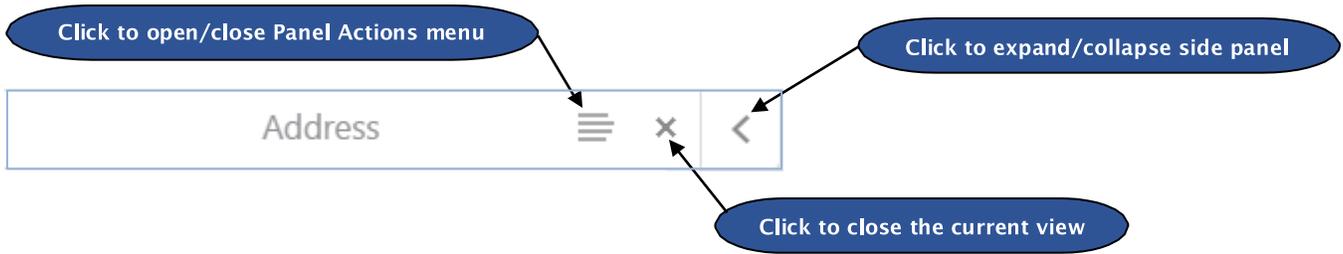
After an address search is performed the address is selected in the application and its details are displayed in the side panel. Among the items returned are hyperlinks to the Property Profile Report, Zoning Profile tool, the Appraisal District website, & the FloodPro application. Also included is information about the Annexation History, Legal Description, Community Registry, existing Building and Units, Expired Permits, and Permit History for the address. Clicking on any of the bolded records will provide additional information.



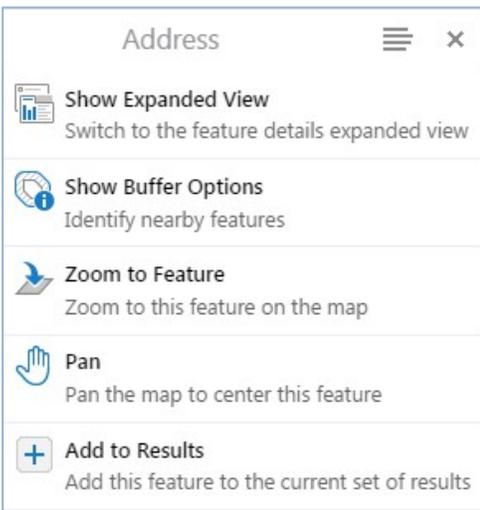
Balcones Civic Assn.	
<b>Details</b>	
Association Name	Balcones Civic Assn.
Contact	Richard Grayum
Office Held	President
Mailing Address	P.O. 26864 AUSTIN, TX 78755
Home Phone	512-243-5038
Work Phone	N/A
Email	N/A

## AddressDetails: PanelNavigation

There are several navigation options located at the top of the side panel that will change where this information is displayed.



### Panel Actions Menu



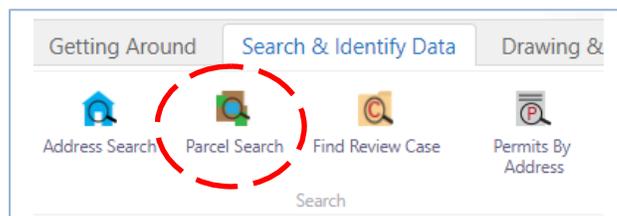
There are five options in the Panel Actions menu, located above the address details in the side panel.

“Show Expanded View” can be selected to collapse the side panel and open a tabbed table within the bottom half of the screen.

“Show Buffer Options” allows you to set a buffer around an object that you have selected in your results panel. The buffer can be used to capture features that are within the set area. For more information see “Buffering a feature”.

## Parcel Search Tool

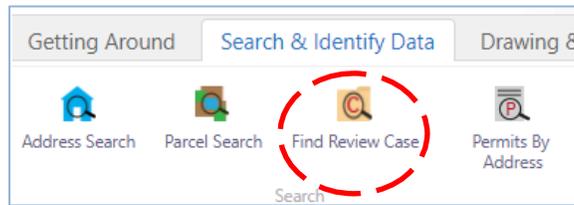
This tool allows you to search for an Appraisal District Geographic ID from Travis and a Property ID for Williamson, Hays, or Bastrop County. To get started click the *Parcel Search* tool.



From the “Select an Appraisal District” box click the down arrow to show all of the Appraisal Districts. Choose the County of choice and enter the Geographic ID for Travis or the Property ID for Williamson, Hays, or Bastrop. The autocomplete will assist with locating the number. Click **OK**. The map display zooms to the specified Appraisal District parcel.

## Find Review Case Tool

This tool allows you to search for a Development Review Case. To get started click on the *Find Review Cases* tool.



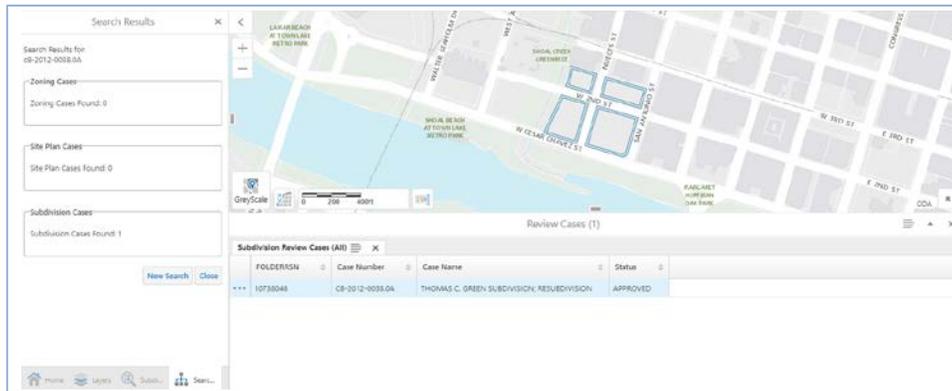
This search option allows you to select from four search types.

### Case Number Search

This search type allows you to enter any case number.

Click **Submit** and the side panel will list the number of Review Cases with the searched Case Number. The map will zoom to the footprint of the returned cases. The Review Case results will display in the table underneath

the map. Click on a record in the table and it will highlight and zoom to that case. Click on “Austin Build + Connect hyperlink in the left hand panel to go to the Case Information in the [Austin Build + Connect website](#).

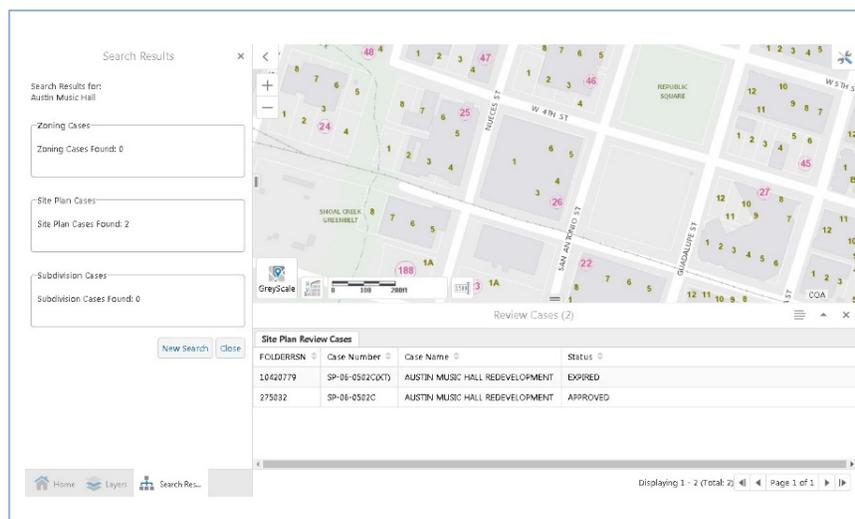
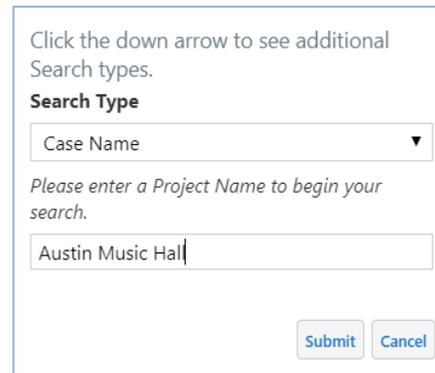


### Case Name Search

This search type allows you to enter any Project Name.

Click **Submit** and the side panel will list the number of Zoning Cases, Site Plan Cases and Subdivision Cases with a Case Name that contains the text typed in the search window.

The map will zoom to the footprint of the returned cases. The Review Case results will display in the table underneath the map, organized by Case Type tabs. Click on a record in the table and it will highlight and zoom to that case. Click on Austin Build + Connect hyperlink in the left hand panel to go to the Case Information in the [Austin Build + Connect website](#).



## Address Buffer Search

This search type allows you to enter any street address and select a buffer distance of 250, 500 or 1000 feet.

Click **Submit** and the application will zoom to the address location. The selected property boundary will be outlined in blue and the buffer will be colored in red. The side panel will display additional information about the selected property, including a link to the property details on the Appraisal District website. The Review Case information located within the buffer will display in the table underneath the map, organized by case type tabs. Click on a record in the table and it will highlight and zoom to that case. Click on Austin Build + Connect hyperlink in the left hand panel to go to the Case Information in the [Austin Build + Connect website](#).

Click the down arrow to see additional Search types.

**Search Type**

Address Buffer ▼

Enter a street address starting with a House Number. (Example: 310 San Antonio St)

[Address Search Tips](#)

310 SAN ANTONIO ST

Distance to Buffer Selected Address

250 ft ▼

[Submit](#) [Cancel](#)

TCAD Parcel: 0206010102

TCAD Parcel: 0206010102

Hyperlinks

TCAD Property Website

Parcel ID: 0206010102

Property ID: N/A

Zoning Review Cases	Site Plan Review Cases	Subdivision Review Cases	
Folder RSN	Case Number	Case Name	Status
10133953	C14-2009-0122	Green Wastewater Treatment Plant Redevelopment	Approved
299034	C14-09-0165	CONDOS AT 3RD AND HUACES	Approved

Displaying 1 - 2 (Total: 2) | Page 1 of 1

## FolderRSN Number Search

This search type allows you to enter any AMANDA folder RSN number.

Click **Submit** and the side panel will list the number of Zoning Cases, Site Plan Cases and Subdivision Cases with the searched FolderRSN number. The map will zoom to the footprint of the returned cases. The review case results will

Click the down arrow to see additional Search types.

**Search Type**

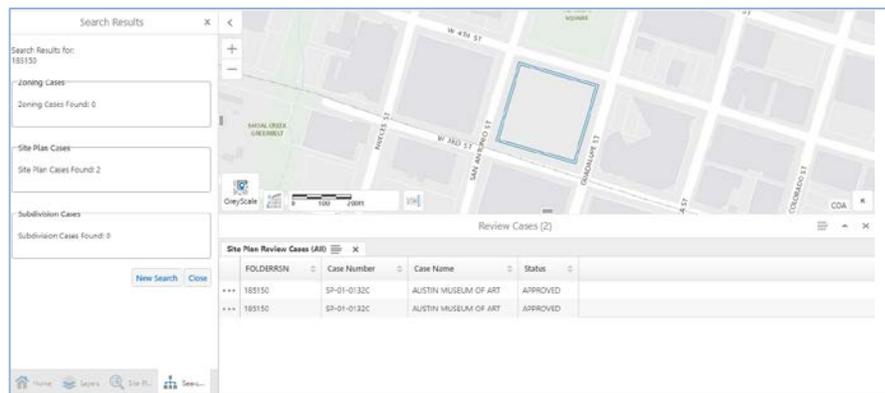
Folder RSN ▼

Please enter a FolderRSN to begin your search.

Start typing a Folder RSN

[Submit](#) [Cancel](#)

display in the table underneath the map, organized by case type tabs. Click on a record in the table and it will highlight and zoom to that case. Click on Austin Build + Connect hyperlink in the left hand panel to go to the Case Information in [Austin Build + Connect website](#).



### Permits by Address Tool

This tool allows you to locate permits by searching for an address. You may also search for permits within a buffer distance of 250, 500, or 1000 feet of an address by clicking on the “Buffer Distance box”.

Find Permits ✕

Enter a street address starting with a House Number.  
(Example: 310 San Antonio St).

Permits issued prior to 2006 and other permit types will be listed under the “Other Permits” tab

[Address Search Tips](#)

Address: \*

Buffer Distance:

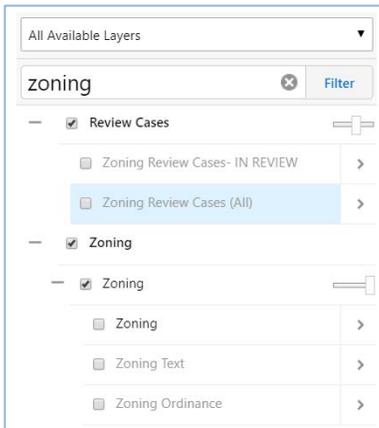
Click **Next** and the results will display in a table underneath the map, organized by permit type. Permits prior to 2006 & permit types that aren’t included in the tabs will be in the “Other tab”. Within a permit tab click on a column heading to sort alphabetically or numerically. The Austin Build + Connect link field will link to additional information on the [Austin Build + Connect website](#).

Issued Building Permits	Issued Electrical Permits	Issued Mechanical Permits	Issued Plumbing Permits	Other Permits	Addresses	
<a href="#">Austin Build + Connect link</a>	Permit Type	Permit Number	Permit Location	Status	Issue Date	Final Date
*** <a href="#">Permit Details</a>	Building Permit	2006-026335 BP	301 W 2nd St	Final	Jun 4, 2006 7:00 PM	Dec 12, 2006 6:00 PM
*** <a href="#">Permit Details</a>	Building Permit	2006-026860 BP	301 W 2nd St Unit 100	Final	Aug 23, 2006 7:00 PM	Jan 11, 2007 6:00 PM
*** <a href="#">Permit Details</a>	Building Permit	2009-064550 BP	301 W 2ND ST UNIT 2006	Withdrawn	Jun 17, 2009 7:00 PM	Feb 6, 2012 6:00 PM
*** <a href="#">Permit Details</a>	Building Permit	2015-018562 BP	301 W 2ND ST BSD	Final	Feb 19, 2015 6:00 PM	Apr 26, 2016 7:00 PM

# Exploring Data

## Finding a layer in the Layer List

Layers can get buried in folders within folders and become hard to find.

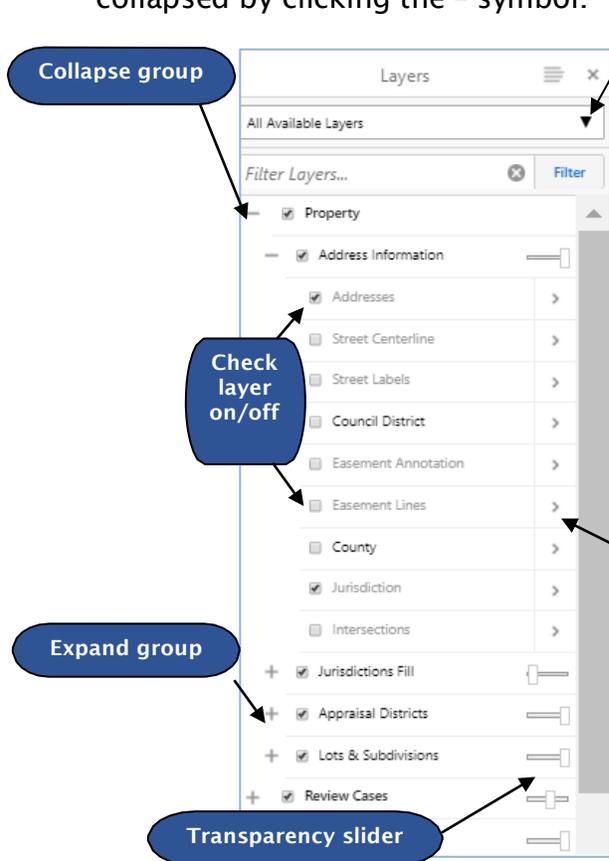


Type what you are looking for in *Filter Layers* search bar. (i.e. “zoning” shown in the screenshot). It will show you all layers that have the word “zoning” and the folder they are in. To return to the main Layer List click the **X**.

## Changing visible map layers

The toolbar includes the option, *Change visible map layers*. When selected, this option opens a list of all of the map layers in the side panel.

The layers are organized into groups. Each group may be expanded by clicking the + symbol and collapsed by clicking the - symbol.



The visible layers can be controlled using the check box to the left of the layer name. Check the box to turn the layer on and uncheck the box to turn the layer off. A Layer Theme can also be selected from the drop down box above the list. Each theme has a pre-selected set of visible layers.

### Perform layer actions

Additional layer actions can be performed using the controls on the right side of the layer list. The arrow opens a menu with two options, “Zoom to full extent” and “Zoom to visible scale”.

Click to open zoom options menu

#### Zoom to full extent

This option will zoom out to the full footprint of all of the data in the layer.

#### Zoom to visible scale

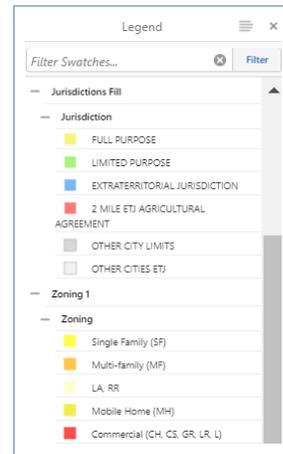
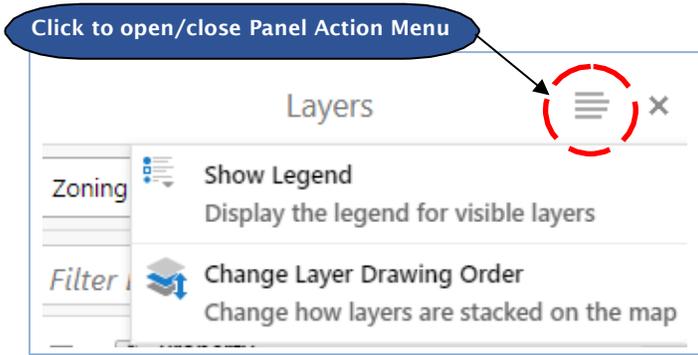
If a layer is not visible at a certain scale, its name

will be greyed out. This option will zoom to the next closest scale where the layer is visible.

The Transparency Slider adjusts the opacity for a group of layers. Drag the slider to the left to increase transparency and drag the slider to the right to reduce transparency.

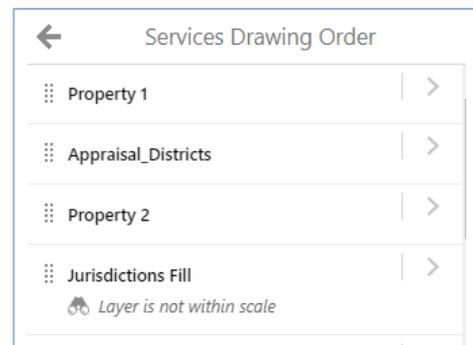
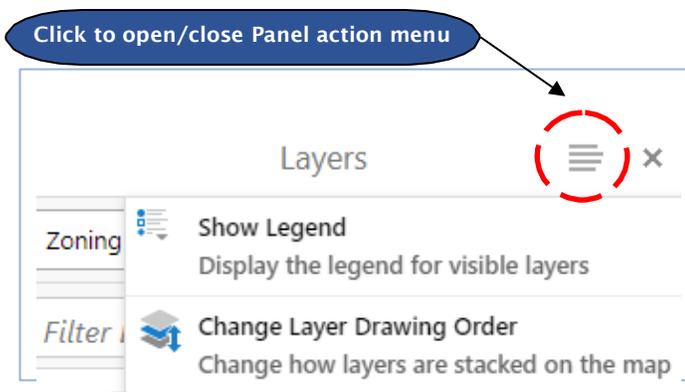
### Viewing Legend

The “Show Legend” option can be accessed from the Panel Actions Menu, located above the Layer List in the side panel. When the “Show Legend” is selected, the layer list will be replaced by a legend which displays symbols and descriptions for the visible layers within the Layer List.



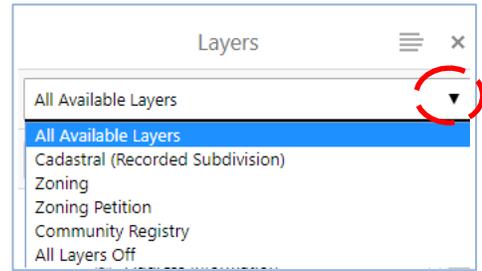
### Changing Layer Drawing Order

The order of layers listed in the Layer List determines how layers are drawn on a map. The layers listed at the top will draw over the layers below them. You can change how they are stacked on the map by going to the Panel Actions Menu and choosing “Change Layer Drawing Order”. Reorder the layers by grabbing and clicking on the  next to the layer, holding down the left mouse button and dragging the layer to the desired location.



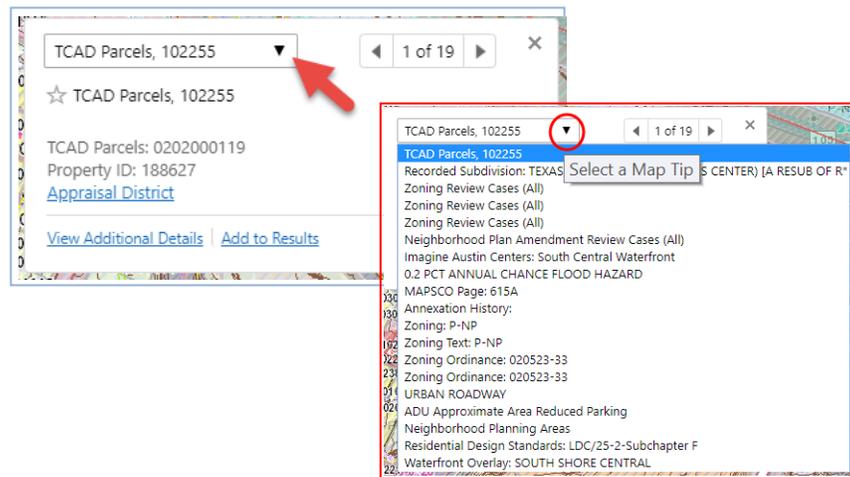
## Changing Layer Themes

Located at the top of the Layer List are groups of layers called “Layer Themes”. Clicking on the dropdown will give you a list of pre-configured groups of layers. Choosing one of these will automatically turn on the predefined layers for that theme. If the “All Available Layers” theme is selected, the Layer List will be reset to default in which all layers will be available. The jurisdiction and address layers will be turned on. The “Cadastral” theme turns on Jurisdiction types, Recorded Subdivision, Lot IDs, Block IDs and Lot lines. The “Zoning” turns on the addresses, Lot Lines, and Base Zoning Districts. The Zoning Petition theme includes Addresses, Council District, Jurisdiction, Appraisal District data, & Zoning Review Cases. The Community Registry theme turns on Addresses, Council District, & the Community Registry layers. If the “All Layers Off” theme is selected, all of the layers will be turned off. Additional themes may be added to the drop down list in the future.

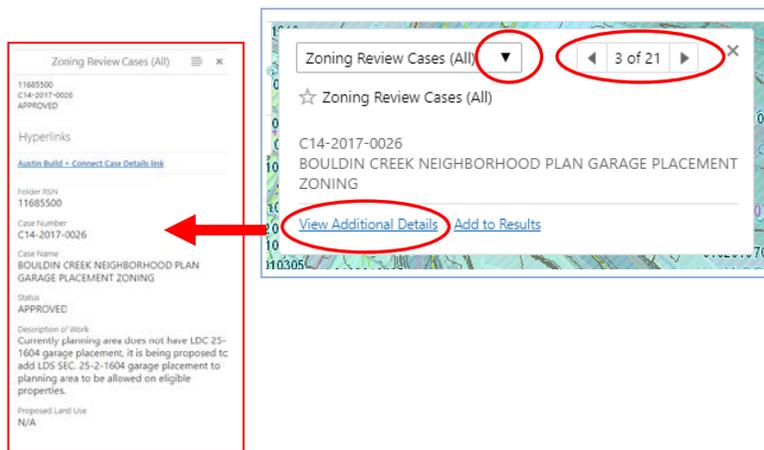


## Map tips

A single, left click on a location results in an informational popup called a Map Tip. It briefly lists layer information for the layers that are turned on for the chosen location. To get a quick overview of the layers and layer results click the drop down box,

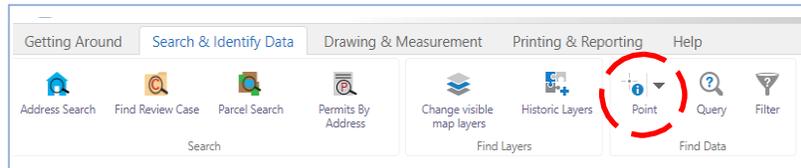
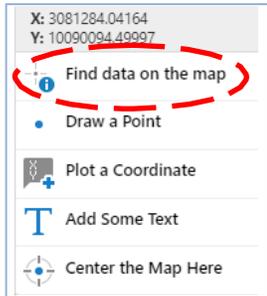


Use the drop down arrow or directional arrows on the popup to change the information on the screen. Click on View Additional Details within the popup to get a complete list of the feature’s information for the layer. The details will display in Side Panel.



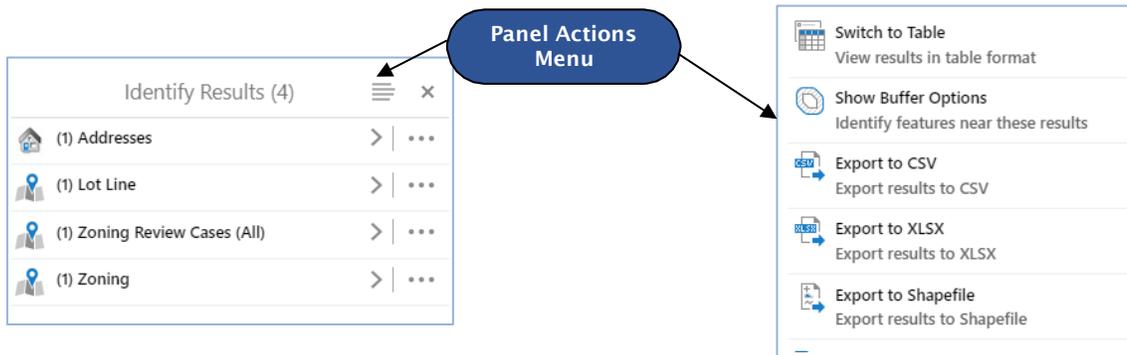
## Identifying Features (Seeing Attribute Information)

To find information about a feature in your map display turn on the layers of interest and right click on the map and choose “Find data on the map”. A list of information about the feature appears in the Identify Results panel at the left of the screen. Alternatively, click the *Identify* tool on the “Search & Identify Data” tab and then click on a feature.



## Exporting data (Attribute Information) by csv, Excel, or GIS Shapefile

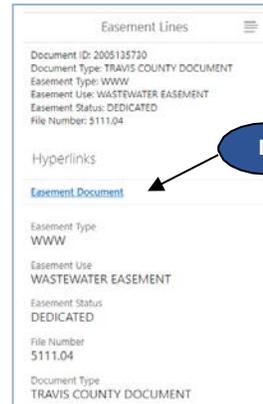
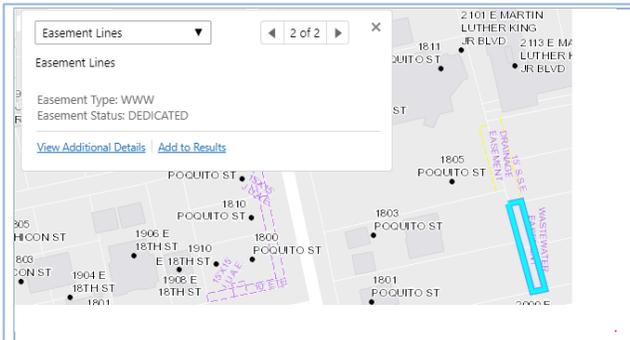
Once you have the results in the side panel click on the Panel Actions Menu and choose to export to csv, Excel, or GIS Shapefile.



## Easements

\*Please note, not all easements for a property have been mapped.

From the toolbar click on “Change visible map layers”, turn on the Easements Lines and Easement, Annotation layers. Locate the desired easement. Click on the easement a box will popup providing information about the easement. Click “View Additional Details” for more information and a hyperlink to the easement documentation. Not all easements have documents attached, if there is not a document id/file number then there is not a linked record.

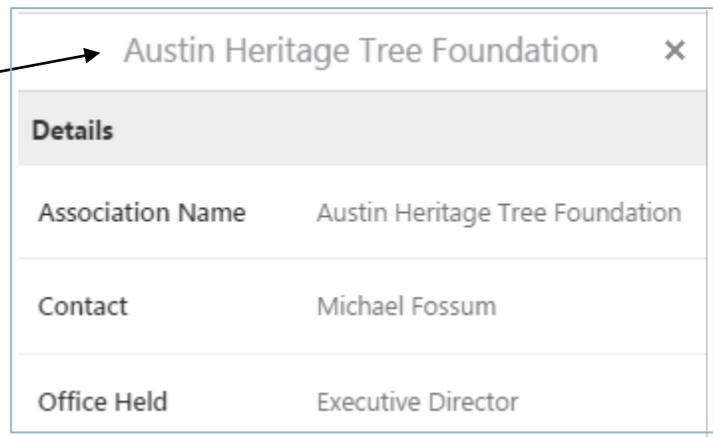
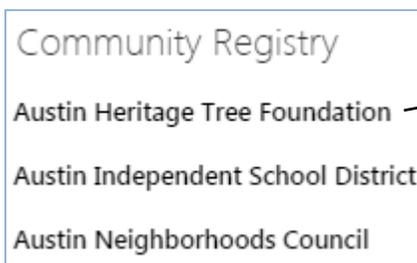


Document hyperlink

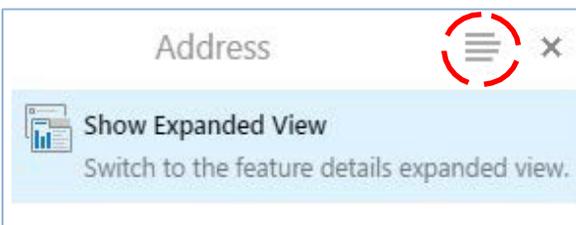
## Finding Community Registry information

### Search by Address

Community Registry information for any property is available through the “Address Search” option on the toolbar. Enter the property address, and a list will be returned of all of the Community Registries that the property is a member of. This list will be located in the side panel.



You can click on each community registry name to display details about that Community.



You can also view extended Community Registry information by opening the Panel Actions Menu at the top right of the side panel and selecting “Show Expanded View”. This will open a window in the bottom half of the screen with a tab that lists all of the Community Registries and their details in a table.

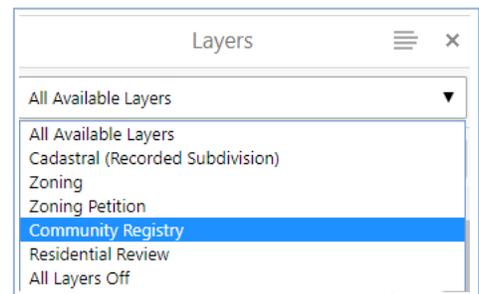
Description	Details	Annexation History - Click Below	Legal Description	Community Registry	Expired Permits	Permits
Association Name	Contact	Office Held	Mailing Address			
Austin Independent School District	Beth Wilson	Assistant Director of Planning Services	1111 WEST 6TH STREET SUITE B-320 AUSTIN, TX 78703			
Austin Neighborhoods Council	Mary Ingle	President	P.O. BOX 301975 AUSTIN, TX 78703			
Bike Austin	Mercedes Feris		1000 BRAZOS ST STE 100 AUSTIN, TX 78701			

### Search by Location

To Search for Community Registry Information by location Click “Change Visible Map Layers” icon on the “Search & Identify Data” tab.

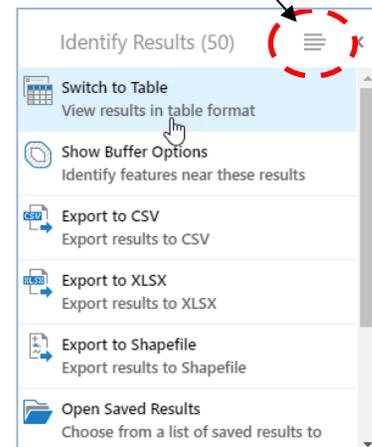


From the Layer Theme box Choose “Community Registry Layer Theme.”



Zoom to location and Click on the “Point” icon dropdown box under the “Search & Identify data” tab, choose Polygon. Start drawing the desired area by clicking on the map, double click to finish the polygon. A List of Community Registry Organizations will appear in the side panel.

**Panel Actions Menu**

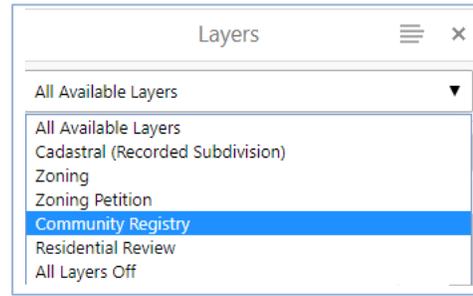


To download the list go to the Panel Action menu and choose the desired export.

## Buffer Search by Review Case

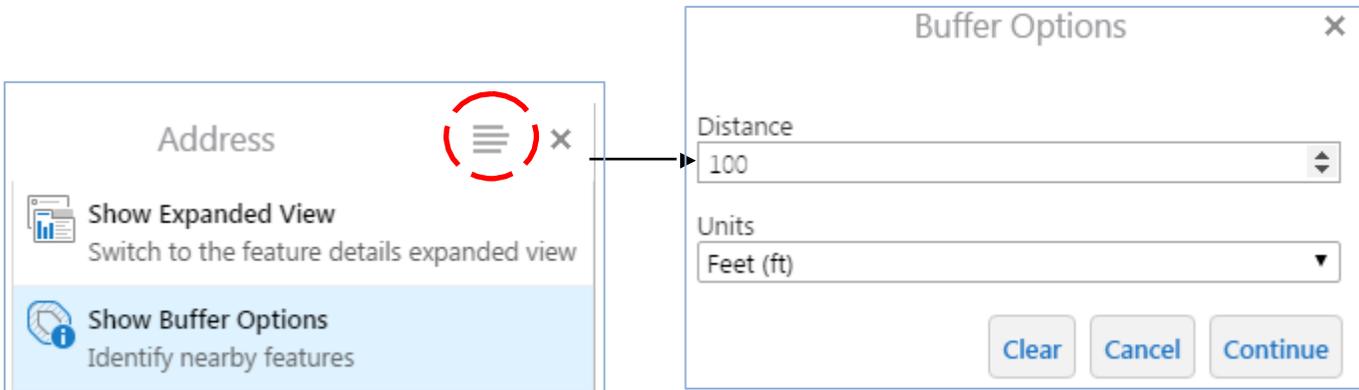
To Search for Community Registry Information by location

Click “Change Visible Map Layers” icon  on the “Search & Identify Data” tab.



From the Layer Theme box Choose “Community Registry” Layer Theme.

Click the “Find Review Case” icon  and type in the Case Number (or choose another Case search type from the dropdown box) Click on the case to zoom to the location. Select the Panel Actions Menu icon  at the top right of the side panel. When “Show Buffer Options” is selected from the menu, the user will be able to enter a buffer distance and buffer unit.



When **Continue** is pressed, the buffer operation will be executed, and the side panel will list all of the features that fall inside of the buffer area. Note: features must be checked in the Layer List in order to show up in the list of buffer results. If desired, the user may click on one of these features in order to select it and perform a buffer on it.

## Buffering a feature

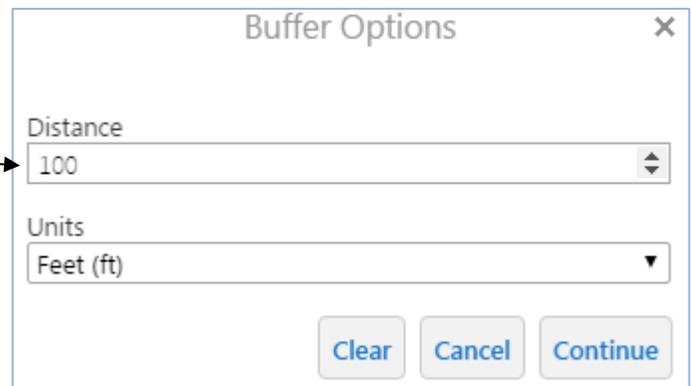
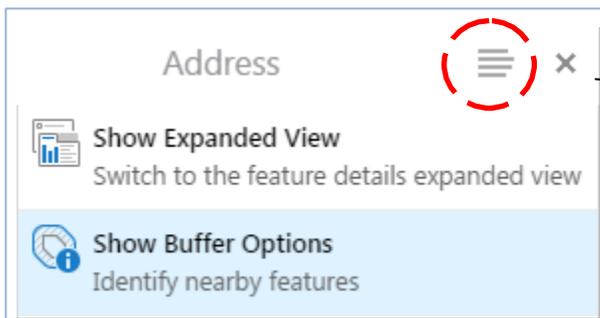
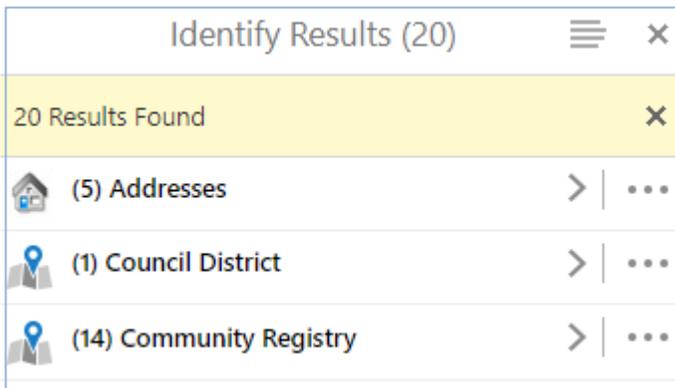
When a feature is selected in the application, that feature may be buffered by using the “Show Buffer Options” tool in the Panel Actions Menu. For instance, after performing an *Address Search*, the user can select to then buffer around the address to find features that fall within the buffer.

## Buffering from the Panel Actions Menu

The Panel Actions Menu may be opened by clicking the  icon located at the top right of the side panel or the bottom panel. When “Show Buffer Options” is selected from the menu, the user will be able to enter a buffer distance and buffer unit.

The Identify Results will appear in the Side Panel. Click on Community Registry to view the list.

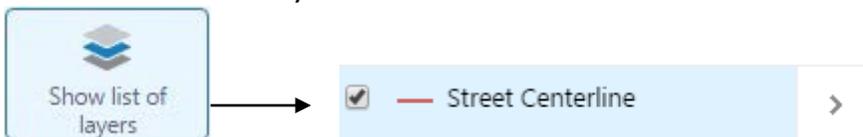
Click on the Panel Action menu  and choose “Export to XLSX” to export to Excel.



When the **Continue** is pressed, the buffer operation will be executed, and the side panel will list all of the features that fall inside of the buffer area. Note: features must be checked in the Layer List in order to show up in the list of buffer results. If desired, the user may click on one of these features in order to select it and perform a buffer on it.

For example, the following workflow can be executed in order to buffer a street segment:

1. Perform an Address Search and wait for the application to select the address point.
2. Click “Show list of layers” in the main toolbar and check on the Street Centerline layer.



3. Click the **X** to dismiss the layer list and return to the Address Details.
4. Perform a buffer on the address point by selecting “Show Buffer Options” from the panel actions menu, enter a buffer distance and unit and click **Continue**.

- Click on a Street Centerline feature in the list of results to select it.



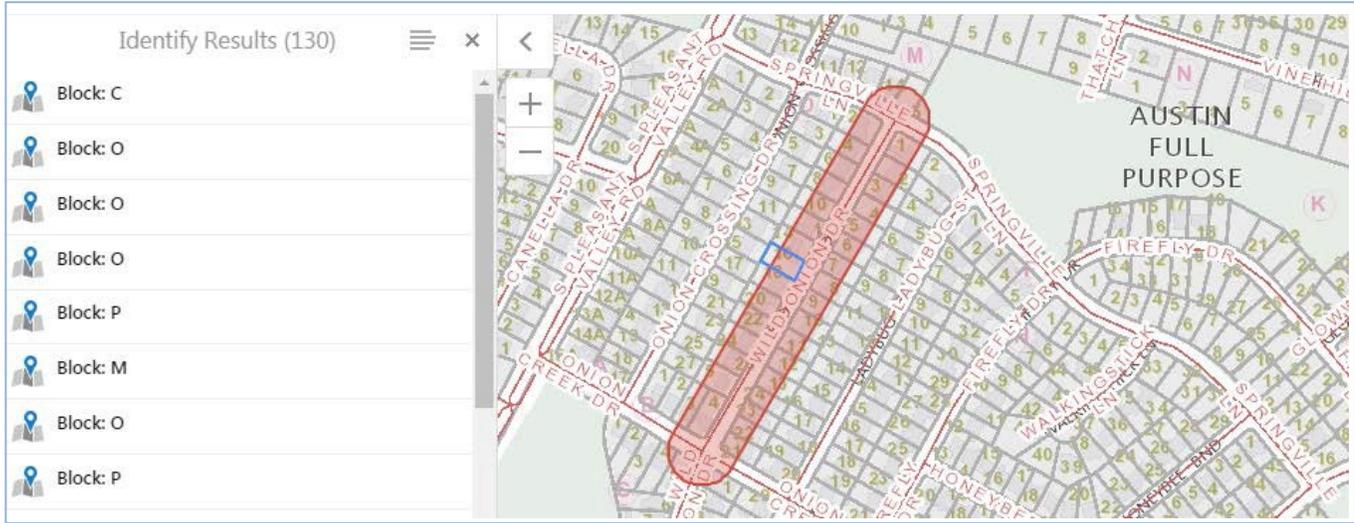
Street Centerline ☰

Description  
7201 - 7415 WILD ONION DR

Details

SEGMENT\_ID  
2027546

- Perform a buffer on the street centerline by selecting “Show Buffer Options” from the panel actions menu, enter a buffer distance and unit and click Continue.



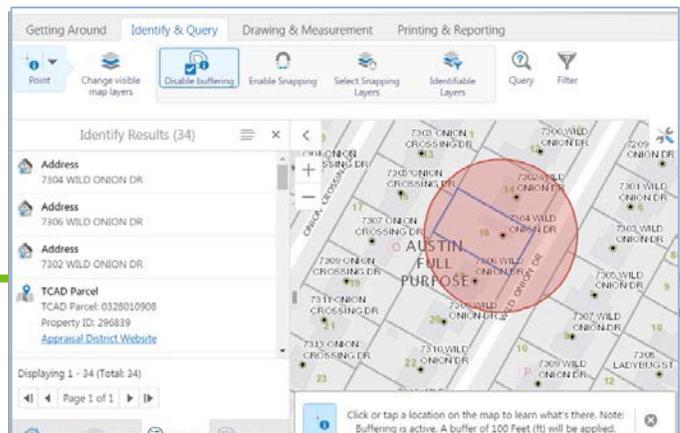
### Buffering using the identifytool

The *Identify* tool is available in the “Identify & Query” toolbar tab. The *Identify* tool allows the user to select features by drawing a shape. By default, the shape is a point, but it may be changed to freehand, line, polygon or rectangle. After the shape is drawn on the map, all the features that lie below it will be selected and listed in the side panel. The *Identify* tool also has an “Enable buffering” option, which allows the user to enter a buffer distance and unit. The buffer area will be added to the identify shape when the shape is drawn on the map.



For example, the following workflow can be executed in order to buffer an address point:

- Perform an Address Search and wait for the application to zoom to the address point.
- Switch to the “Search & Identify Data” toolbar tab and click on the *Point Identify* tool.
- Click on the “Enable buffering” option, enter a buffer distance and unit, and click **Continue**.
- Click on the address point on the map to perform the buffer on the point. All

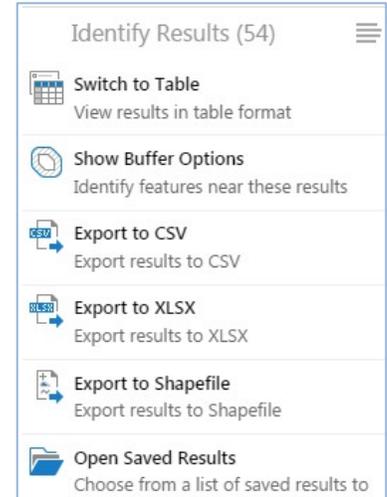


selected features in the buffer area will appear in the side panel.

### Exporting buffer results

After the buffer is performed, the side panel will list the features that fall within the buffer area, and the Panel Actions Menu will contain new options, including:

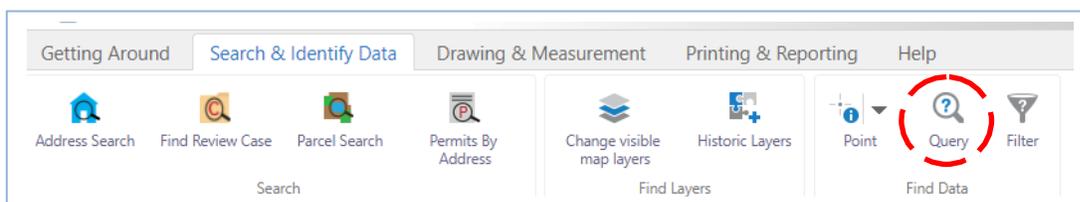
- “Switch to table” (opens the list in a table below the map)
- “Export” the list to a comma delimited text file, excel spreadsheet or GIS Shapefile
- Save the list, open a previously saved list, and combine lists



### Querying features of interest

The query tool selects target features on a map based on specific attributes. Typically query tools are used to select a specific group of a map feature. Map features consist of points, lines, & polygons.

First, make sure the layer you want to query is turned on and is zoomed into the area of interest, then select the *Query* icon, under the “Search & Identify Data” tab.



Once selected a query table will appear on the left side of the map panel over the Layers List

The 'Query' dialog box is shown with the following fields and options:

- Data Source:** 2010 Census Blocks
- Map Area:** All
- Find results in 2010 Census Blocks where:**
  - All of the following must be true
  - At least one of the following must be true
- Condition:** Block contains [ ]

Annotations with arrows point to:

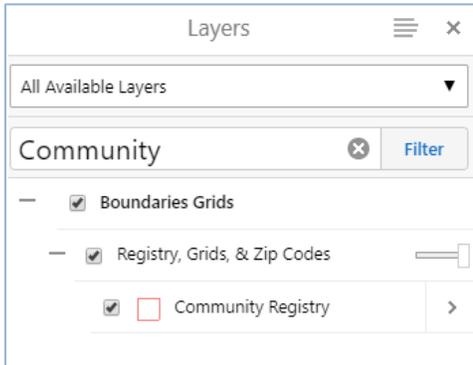
- The 'Data Source' dropdown: Select the map feature you wish to query from the “Layers” dropdown list.
- The 'Map Area' dropdown: Choose the map area, “All” queries all data, current extent queries items in the current map extent.
- The condition dropdowns: This is a list of three drop down lists containing fields from

the attribute table of the chosen layer. The first box is where you select your targeted field. The next drop down is the field that determines the operations of the query. Operations consist of “contains”, “does not contain”, “starts with”, “ends with”, “=”, or “!=” The last blank on the right is where you input the unique value that you want to search for. Hit the Search button and the map will display.

## Querying Features within another feature

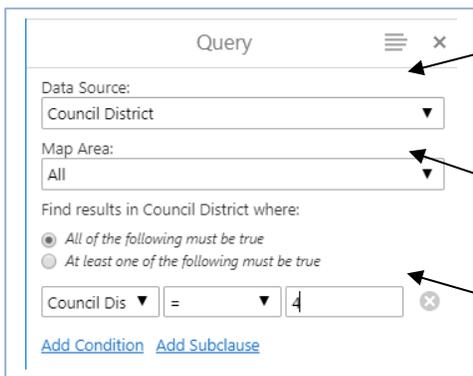
(Example: Find Community Registry info within Council District 4)

Select the *Change visible map layers* icon from the “Search & Identify” tab.



Turn on the layers for Community Registry and Council Districts by typing “Community” in the filter layers box, check the box; do the same for Council Districts.

Click the Query tool located on the “Search & Identify” tab.

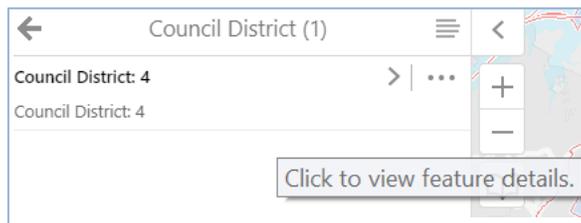


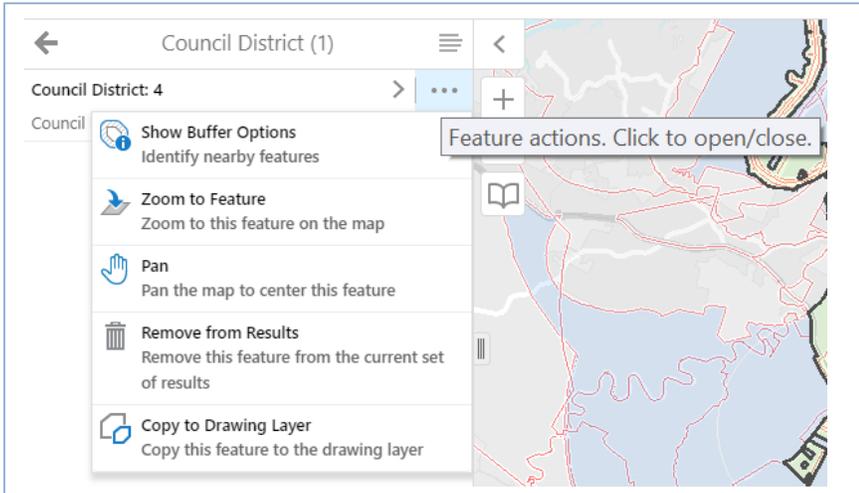
Select the map feature you wish to query from the “Layers” dropdown list. (in this case Council District)

Choose the map area, “All” queries all data, “Current Extent” queries items in the current map extent.

This is a list of three drop down lists containing fields from the attribute table of the chosen layer. The first box is where you select your targeted field. The next drop down is the field that determines the operations of the query. Operations consist of “contains”, “does not contain”, “starts with”, “ends with”, “=”, or “!=” The last blank on the right is where you input the unique value that you want to search for. For this example, choose “Council District” “=” “4” Hit **Search** and the map will display the Council District.

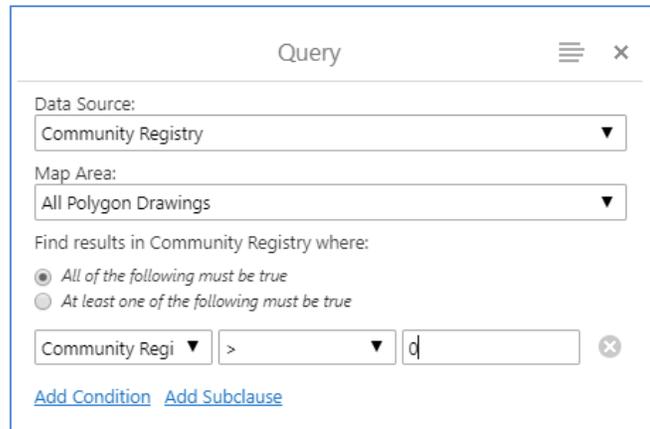
Click on the result in the side panel to highlight the location.





Click the “Feature Actions” icon  select “Copy to Drawing Layer” from the list, this will ensure the Council District 4 polygon remains on the screen and when you do the next query the results will be isolated to that selection.

Click the Query tool again, select the “Community Registry” (or desired layer) from the drop-down Data Source bar. Select “All Polygon Drawings” from the drop-down under Map Area. Under the “Find results in Community Registry where” select “Community Registry ID”, select “>” from the second box and “0” in the third box. Click **Search**.

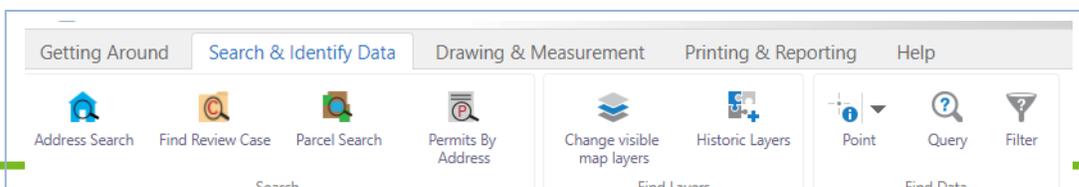


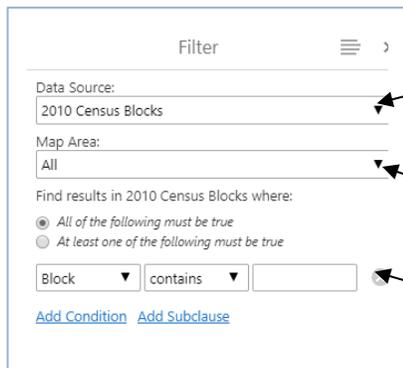
The results appear in the side panel, to see all of the results select “Switch to Table” from the Panel Action Menu  located in the upper right hand corner of the side panel. To export the table click the Panel Action menu, in the upper right corner of the table. Select “Export to XLSX”. Click OK, then click OK again when the box appears that says “Download .xlsx file”. The exported file will appear at the left-hand bottom of your screen.

### *Filtering out select features*

The filter tool eliminates or “filters” all other features that fall outside of the filter’s parameters. Filter eliminates clutter within a data set and allows you to focus on the specifics of your map search.

Similar to the *Query* tool make sure the layer you want to filter is turned on and is zoomed into the area of interest, then select the *Filter* icon, under the “Search & Identify Data” tab





Select the map feature you wish to filter from the “Layers” dropdown list.

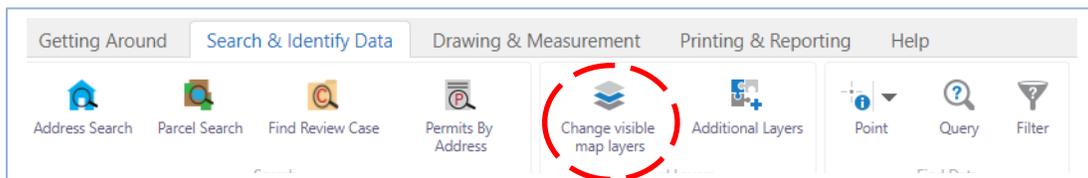
Choose the map area, “All” filters all data, current extent filters items in the current map extent.

This is a list of three drop down lists containing fields from the attribute table of the chosen layer. The first box is where you select your targeted field. The next drop down is

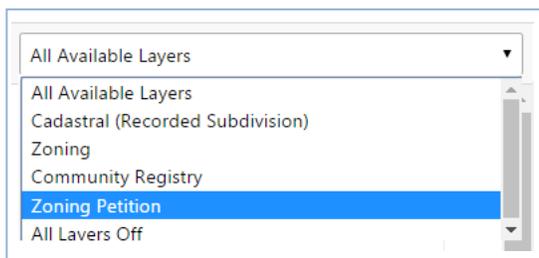
the field that determines the operations of the filter. Operations consist of “contains”, “does not contain”, “starts with”, “ends with”, “=”, or “!=”. The last blank on the right is where you input the unique value that you want to search for. Hit the Search button and the map will display only the items you have filtered.

## Creating a Zoning Petition buffer

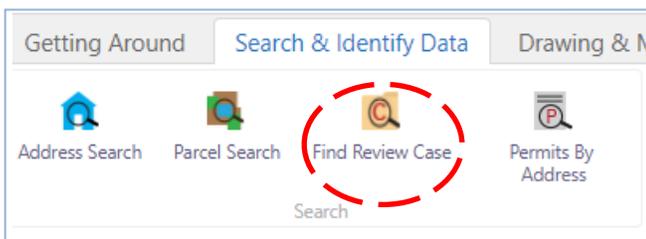
In Property Profile you can create a 200’ buffer and find the parcels within the buffer. To get started click on the *Change visible map layers* tool located under the “Search & Identify Data” tab. This option opens a list of all the map layers in the side panel.



From the Layer Theme dropdown box choose “Zoning Petition”



Next click on the *Find Review Case*.



This search option allows you to select from four search types

Choose the preferred search type, enter the case information, and click **Submit**.

Click the down arrow to see additional Search types.

**Search Type**

Case Number ▾

Please enter a Case Number to begin your search.

Review Case Search ×

GIS information on cases prior to 2005 may not be available. However, non-GIS case data may be available by searching at [AB + C Connect](#). Missing GIS information may be added as resources allow by sending a request to [PropertyProfile@AustinTexas.gov](mailto:PropertyProfile@AustinTexas.gov).

Click the down arrow to see additional Search types.

**Search Type**

Case Number ▾

Case Number  
Case Name  
Address Buffer  
Folder RSN

Click **Submit** and the side panel will list the number of Review Cases with the searched Case Number. The review case information with the Case Number entered will display in the table underneath the map. Click on the case and the map will zoom to the footprint of the returned case, the details appear in the left panel.

Description  
259534  
C14-05-0165  
Approved

Hyperlinks

Case Details

Details

Folder RSN  
259534

Case Number  
C14-05-0165

Case Name  
CONDOS AT 3RD AND NUECES

Status  
Approved



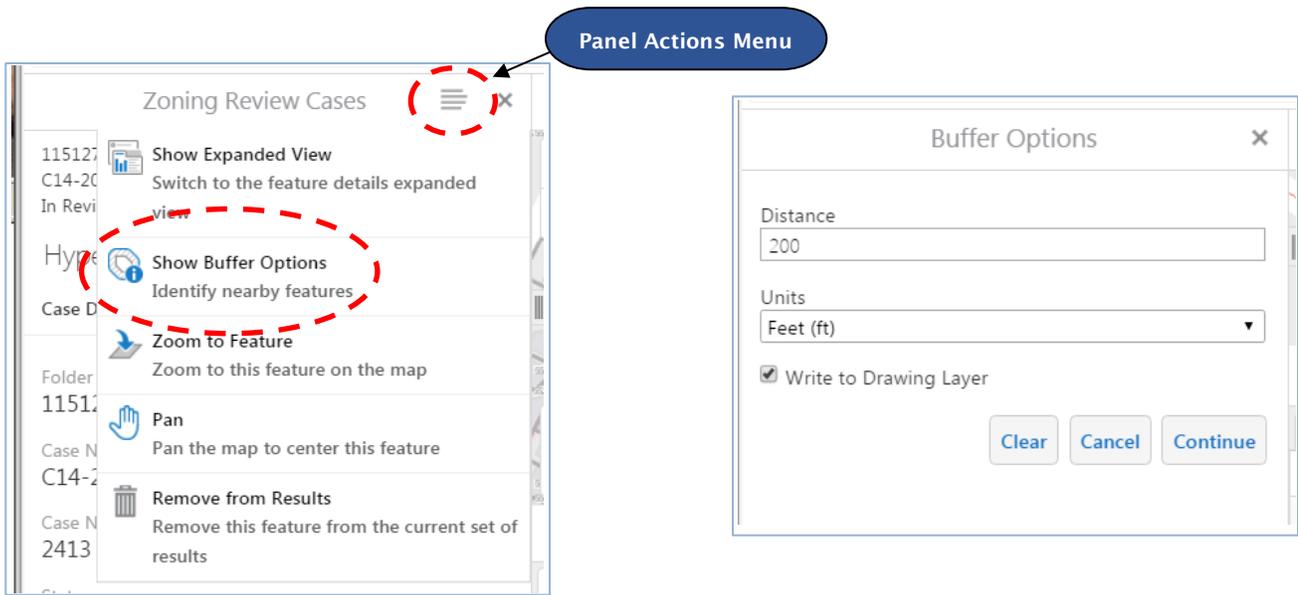
Basemaps

0 50 100ft

Review Cases (17)

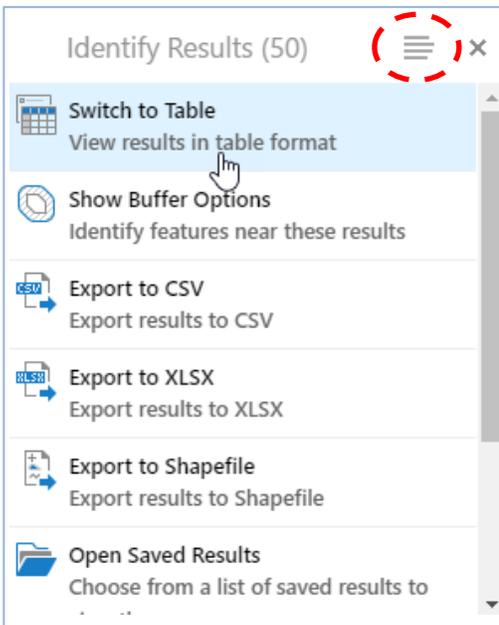
Zoning Review Cases		Site Plan Review Cases		Subdivision Review Cases	
Folder RSN	Case Number	Case Name	Status		
10153853	C14-2008-0122	Green Wastewater Treatment Plant Redevelopment	Approved		
259534	C14-05-0165	CONDOS AT 3RD AND NUECES	Approved		

Open the *Panels Action Menu* on the side panel and select “Show Buffer Options”. Enter “200” as the buffer distance. Check the “Write to Drawing Layer” box to save the buffer boundary to your map and click **Continue**.



Click **Continue**, the buffer operation is executed and the side panel will list all the features that fall inside of the buffer area.

On the side panel click on the Panel Actions Menu and choose “*Switch to Table*” to view the records below the map or to select your export option to download the data.



If you want to create a PDF map of the buffer area, see the [Creating a custom map](#) to guide you through the process.

## The Tool Bars

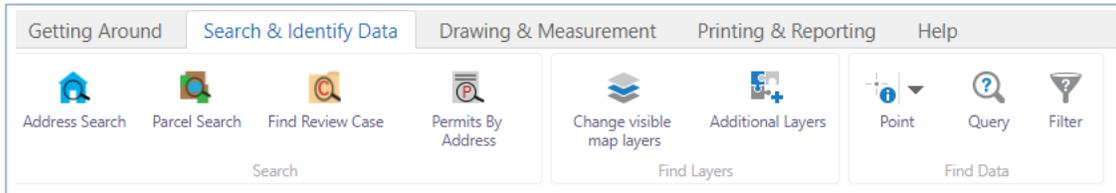
The toolbar includes five tabs which group the tools by function. The tabs include “Getting Around”, “Identify & Query”, “Drawing & Measurement”, and “Printing & Reporting”.



Quick tip: Check the Tool Labels box to turn off the tool labels.

## Search & Identify Data Toolbar

The “Search & Identify Data” tab on the toolbar contains the primary options for interacting with the application, including various search methods and performing feature identification, filtering & querying. The side panel will open automatically, when necessary, to display additional information.



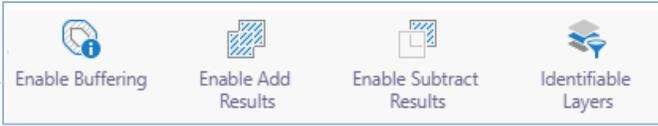
Use this tool...	To
Address Search	Open a specialized <b>Address Search</b> tool in the side panel. Type in an address (or a portion of the address) and click <b>Next</b> .
Parcel Search	Search Appraisal District data with a Geographic or Property ID. For a <b>Parcel Search</b> choose the county and type in the ID.
Find Review Case	Select from one of four specialized search tools. <b>Find Review Cases</b> based on <b>Identify Tools</b> .
Permits By Address	<b>Identify</b> data at a particular <b>point</b> anywhere on the map. All the features beneath the point you click are listed in the Results List. Locate permits by searching for an address with the <b>Permits By Address</b> .
Change visible map layers	<b>Identify</b> features by <b>drawing a shape</b> of your choice. All the features that intersect with the shape drawn are listed in the Results List. Open the <b>Change visible map layer</b> in the side panel where you can change the visible layers and view the legend.
Historic Layers	<b>Identify</b> features by <b>dragging a line</b> in any direction on the map. All the features that intersect with the line you draw are listed in the Results List. View <b>Additional Layers</b> not in the Layers list, Historical Aerials, Tree Canopies, Contours, & Parallels.
Point	<b>Identify</b> features by <b>drawing a polygon</b> over an area on the map. All the features beneath the shape you draw are listed in the Results List. Open a sub menu to pick an identify tool. Note: The <b>Identify</b> tool will only list features which are checked on in the “visible map layers” list.

 **Rectangle**  
Identify features by drawing a **rectangle** over an area on the map. All the features beneath the shape you draw are listed in the Results List. If you click on the map, instead of drawing a rectangle, the tool performs a Point identify.

Identify Tool Options

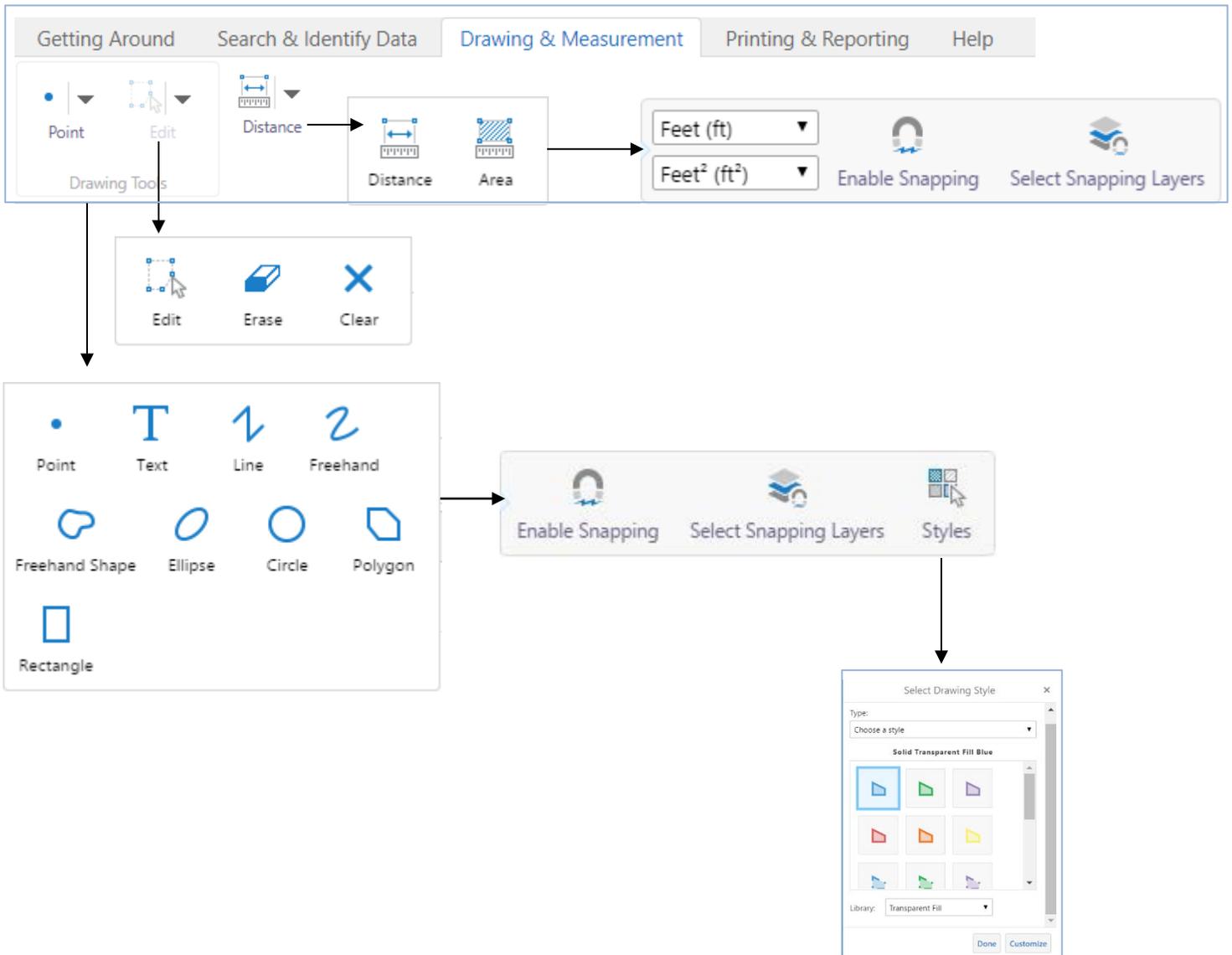
 **Enable buffering**  
Add a buffer area around each area you identify.

 **Point**    **Query**    **Filter**  
... polygon tool to other features on the map.



 <p>Select Snapping Layers</p>	<p>Select which layers to allow snapping. It is a good idea to limit these layers.</p>
 <p>Identifiable Layers</p>	<p>Select which layers to identify.</p>
 <p>Query</p>	<p>Open the <b>Simple Query Builder</b> in the side panel. The Simple Query Builder makes it possible to specify a search by layer, field, and values. It is also possible to add multiple conditions to a search. Note: the result of the query is displayed in the side panel. It does not affect what is shown on the map.</p>
 <p>Filter</p>	<p>Open the <b>Simple Filter Builder</b> in the side panel. The Simple Filter Builder makes it possible to specify a filter by layer, field, and values. It is also possible to add multiple conditions to a filter. Filters exclude data from the map, making it easier to focus on the data that is most important. Note: the filter effects the data that is shown on the map and the list of results in the side panel after a query, identify or buffer operation.</p>

# Drawing & Measurement Toolbar

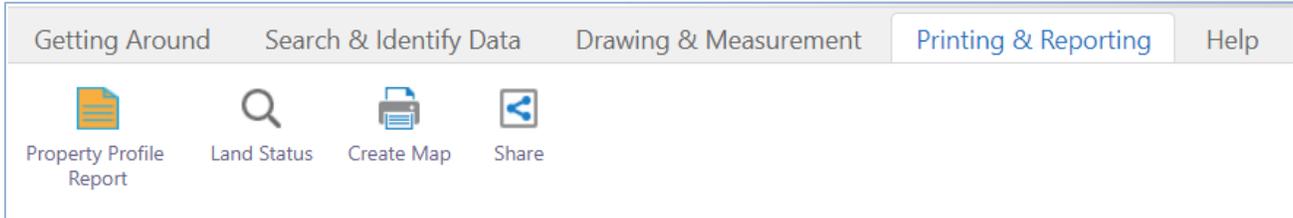


Use this tool...	To
 Point	Open a sub menu to pick a draw tool.
 Distance	Measure distance on the map by drawing a segmented line. Click or tap to draw a line, click again for measurement. Double-click/tap to finish and get a total measurement of entire line.
 Area	Measure an area of the map by drawing a shape. Click or tap to draw a multi-sided shape and find area. Double-click/tap to finish.
 Edit	Open a sub menu to pick an edit drawings tool.
<b>Draw Tools</b>	
 Point	Draw a <b>Point</b> on the map.
 Text	Add <b>Text</b> to the map. Click on the map and type the text.
 Line	Draw a straight <b>Line</b> or click to change the line and draw in a new direction. Double-click to stop drawing.
 Freehand	Draw a <b>Line freely</b> on the map in any direction by dragging the mouse.
 Freehand Shape	Draw a <b>Polygon freely</b> on the map in any direction by dragging the mouse.
 Ellipse	Draw an <b>Ellipse</b> on the map. Drag in different directions to change the shape and size of the ellipse.
 Circle	Draw a <b>Circle</b> on the map. Drag into the center or outwards to change the size of the circle.
 Polygon	Draw a <b>Polygon</b> on the map, clicking to change direction. Double-click to stop drawing.

 Rectangle	Draw a <b>Rectangle</b> on the map. Click and drag across the map.
Draw Tool Options	
 Enable Snapping	Snap the drawing tool to other features on the map.
 Select Snapping Layers	Select which layers to allow snapping. It is a good idea to limit these layers.
 Styles	Select from a menu of styles for the active draw tool.
Measure Tools	
 Distance	<b>Measure distances</b> on the map by drawing a segmented line. You will be able to specify measurement unit in the options menu.
 Area	<b>Measure an area</b> of the map by drawing a shape. You will be able to specify measurement unit in the options menu.
Measure Tool Options	
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">         Feet (ft) ▼       </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">         Feet<sup>2</sup> (ft<sup>2</sup>) ▼       </div>	Change the <b>unit</b> of measurement on tool to other options like Yards, Meters, Nautical Miles etc.
 Enable Snapping	Snap the measurement tool to other features on the map.
 Select Snapping Layers	Select which layers to allow snapping. It is a good idea to limit these layers.
Edit Drawing Tools	
 Edit	<b>Edit</b> any text or drawing added to the map. You can rotate and scale shapes and move individual vertices. You can also edit text labels by clicking on them and typing over original text.
 Erase	<b>Erase</b> drawings from the map one at a time by clicking on each one.

 Clear	<b>Clear all</b> the drawings on the map at the same time.
--	--

## Printing & Reporting toolbar



Use this tool...	To
 Property Profile Report	Generate a land use report for a specified property.
 Land Status	<i>Coming soon....</i>
 Create Map	Open the <b>Create Map</b> dialog box where you can select the Layout, Output Format and Scale to print the map.
 Share	Allows a user to send a link to their map view, including location and layers turned on. However, it will not show any labels or measurements created.

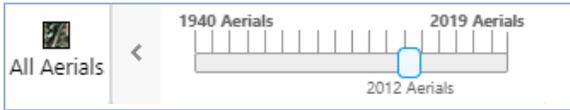
## Map Tools

In addition to the toolbar, there are extra tools located in and around the main map. These tools include the *Base Map Selector*, *X/Y Coordinate Conversion tool*, *Scale Bar and Scale Zoom function*, & *Overview Map*.

### Base Map Selector



This tool allows for selecting from a collection of base maps. The GreyScale base map is used by default. When the tool is clicked, it expands to show all of the base map options. In addition highlighting the major roads in yellow, the Street Map colors the parks and rivers. The Aerials base map displays the aerial imagery collected by the City. If the Aerials base map is selected, a slider will open which can be moved to change to a different imagery year. The year listed below the slider indicates the year of the aerial photo displayed.



### *X/Y Coordinate Conversion tool*



This tool allows for viewing the x/y coordinates of any point on the map. When the tool is clicked, it expands to show the coordinates at the position of the mouse cursor. As the mouse is moved, the coordinates will change. By default, the tool uses the same coordinate system as the base map, which is typically Texas Central State Plane with units in feet. The coordinate system can be changed by clicking on the small black arrow ▲ next to the coordinate system name. Select the WGS coordinate system to view latitude and longitude (lat, lon) coordinates

### *Scale Bar*

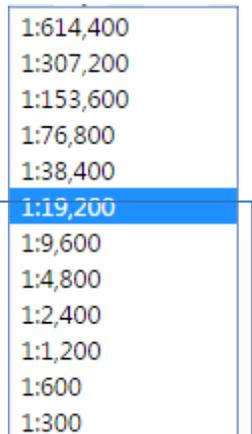


The *Scale Bar* is divided into parts and labeled with its ground length. When zoomed out to larger scales, it will show distance in miles. When zoomed in to smaller scales, it will show distance in feet.

### *ScaleZoom*



This tool allows for changing the zoom ratio, or zoom level, of the map. When the tool is clicked, it expands to show the currently selected zoom ratio. The drop down box can be opened to view the list of all City of Austin zoom levels. These are the same zoom levels used when the plus / minus zoom symbol are pressed. The difference is that the Scale Zoom tool allows the user to select from any zoom level at once instead of cycling through them in order. This capability can come in handy because some map layers are only visible at specific zoom levels in the list.



## How to find the Overview Map

This tool provides an overview of where, within greater Austin, the map is focused. In order to launch the overview map, click on the arrow  located on the bottom right corner of the screen. A small box will display a map with a blue rectangle which indicates the part of Greater Austin you are currently viewing. To remove the overview map simply click on the  arrow again.

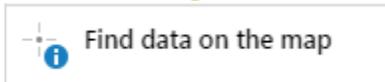


## Right-click Context Menu

There are 5 tools available from a pop-up menu that opens by right-clicking on the map. When the map is right-clicked, a green pin  will appear at the position of the click. The top of the right-click menu will show the x,y coordinates in the chosen coordinate system at that position.

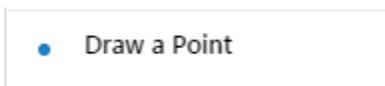
X: 3112657.93260  
Y: 10035572.76805

### Finding data on the map



Right click on the map and choose the *Find data on the map* tool functions like the *Identify* (point) tool on the toolbar. It will list all the visible features that are located beneath the green pin in the Identify Results list on the side panel

### Drawing a Point



Right click on the map and choose the *Draw a Point* tool functions like the *Draw* (point) tool on the toolbar. It places a blue point on the map at the position of the green pin.

### Plotting Coordinates



Right click on the map and choose the *Plot a Coordinate* tool will place a black-call out box on the map which lists the map coordinates at the position of the green pin. If this tool is used more than once, the call-out boxes will be numbered in order of placement.

### Adding Text

**T** Add Some Text

Right click on the map and choose The *Add Some Text* tool functions like the *Draw (text)* tool on the toolbar. It allows you to type some text which will be placed on the map at the position of the green pin.

### Centering Map

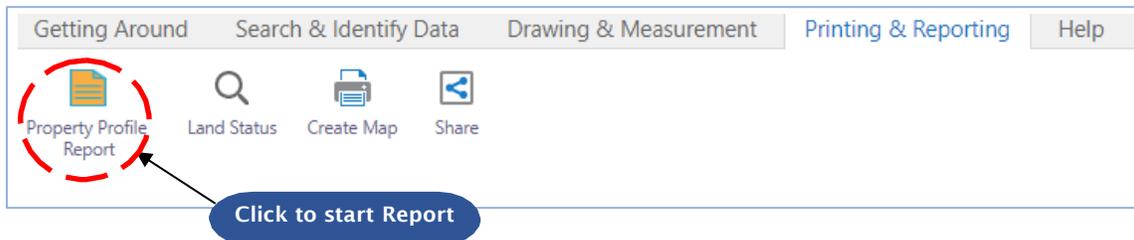
 Center the Map Here

The *Center the Map Here* tool will re-center the map at the position of the green pin.

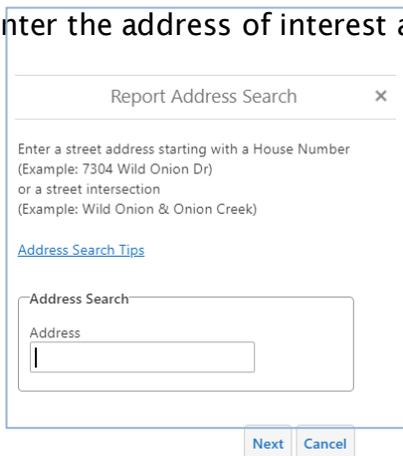
## Printing & Reporting

### Preparing a Property Profile Report

The report tool pulls a comprehensive list of planning related data for a specified property. Click the “Printing & Reporting” tab, then click “Property Profile Report”.

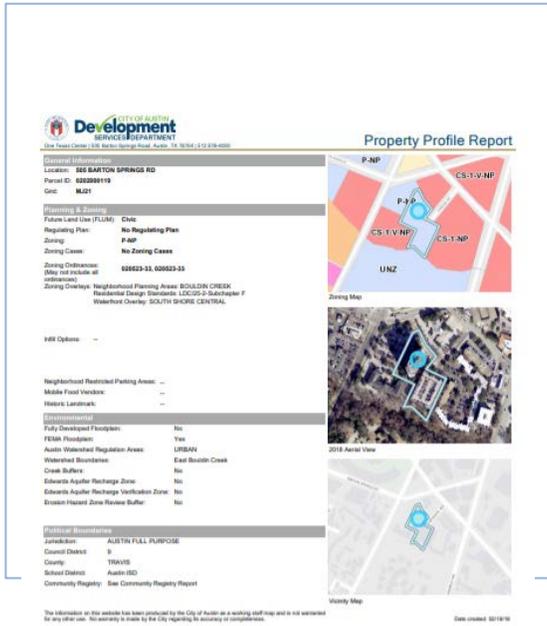
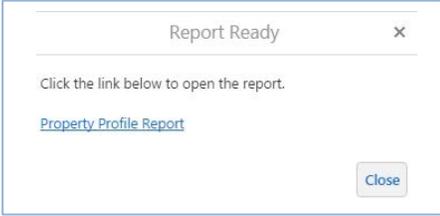


the Enter the address of interest and click **Next**. The application will zoom to the address entered. The user may see some intermediate images on map before the final report is generated.



Once the report is generated, click on the hyperlink in the side panel. The report will appear on a new tab as a PDF document. The user can save or print the report from the new tab.

Click hyperlink



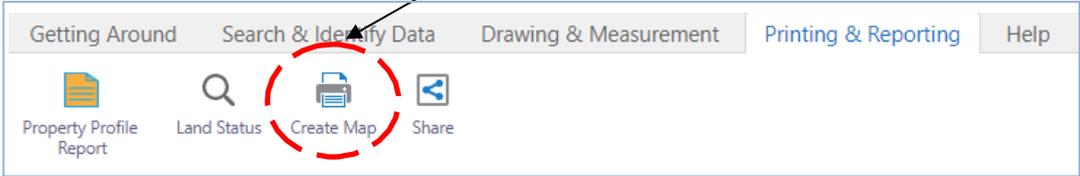
### Creating a custom map

First locate the area of interest by centering the map on the desired location. Then turn on the layers you want to display from the **Layers list**. Add graphics or measurements from the **“Drawing & Measurement”** tab. Add labels by right clicking on a location and choosing



Once you have added the desired information, click on the Printing & Reporting tab and press the **Create Map** tool.

Click to Create Map



There are a variety of options to tailor your map.

**Page Layout-** Select 8.5" x 11", 8 1/2" x 14" or 11" x 17"

**Output Format-** Choose pdf, jpeg, or png

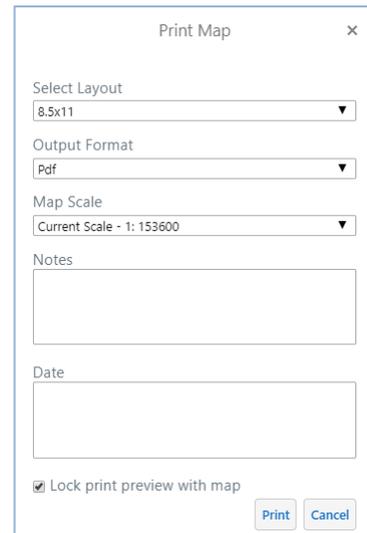
**Map Scale-** Choose scales from 1:300 to 1:153,600

**Notes-** Add notes to the map

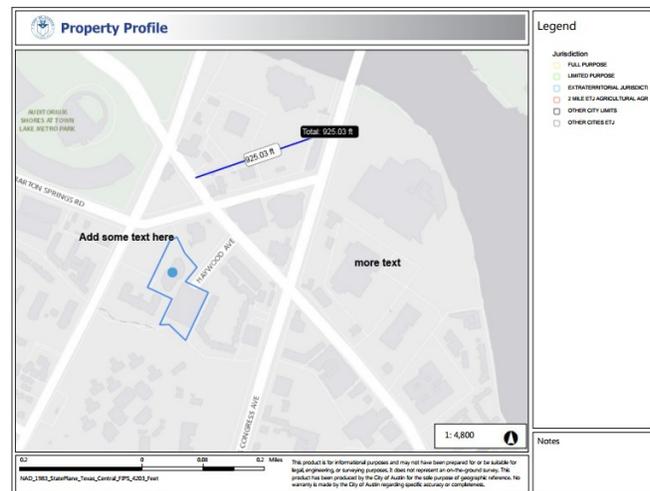
**Date-** Add a date to the map

**Lock print preview-** The pink box shows the area to be printed. The *Lock print preview with the map* checkbox allows you to lock or unlock the preview area on the map.

The locked mode will keep your print area in place, unlocked will allow you to shift what will print. To relocate the print area pan around the map until you get the desired location.



Press **print** to generate the map. Press **Open file** to download the map, and then click on **Download** to open the pdf. From here you can either download or print the map. To ensure that the map prints out in color either print directly from the pdf or from the map preview screen click Control+shift+P. This will take you directly to the print dialog box where you can go to image options and uncheck *Xerox Black and White*.

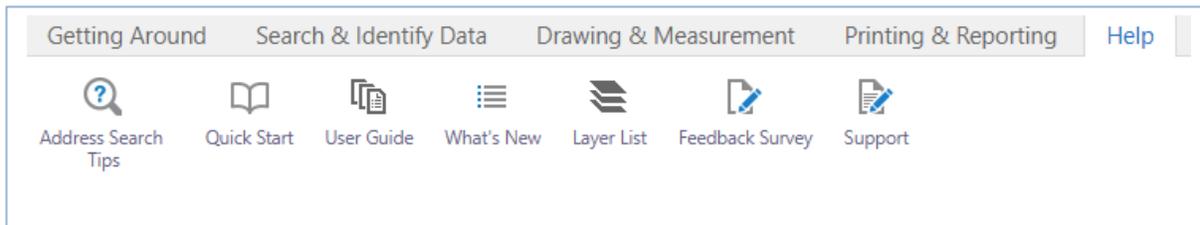


# Tips and Shortcuts

## General Keyboard Shortcuts

To do this...	Press...
Pan the map	Arrow Keys
Navigate forward through the page's components	TAB
Navigate backward through the page's components	SHIFT + TAB
Move Aerial Base Map slider	Arrow Keys

## Help



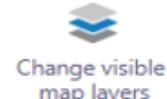
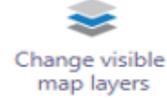
Use this tool...	To
 Address Search Tips	Open the <b>Address Search Tips</b> webpage with instructions for creating good inputs to the Address Search tool.
 Quick Start	See a quick overview of the application.
 User Guide	Open the application <b>Help Document</b> .
 What's New	See a list of new features and functionality.

 Layer List	See a comprehensive list of the layers in the application.
 Feedback Survey	Provide feedback.
 Support	Get the email address for help or to provide comments.

## Development web map to Property Profile Cheat Sheet

Development Web Map	Property Profile		
	Toolbar tab	Tool	Additional Instructions
Search Type - Address	Search & Identify Data	 Address Search	
Search Type - MAPSCO	Search & Identify Data	 Query	Use dropdown arrow next to Data Source in the Query panel to select "MAPSCO Page." Set the condition above the "Add Condition" link to read "Mapsco Page"+"contains." Click in the box next to "contains" and select a Mapsco Grid Number from the list that appears.
Search Type - CityGrid	Search & Identify Data	 Query	Use dropdown arrow next to Data Source in the Query panel to select "City Grid". Set the condition above the Add Condition link to read "Grid"+"contains." Click in the box next to "contains" and select a City Grid Number from the list that appears.
Search Type - TCAD Parcel	Search & Identify Data	 Parcel Search	Select Appraisal District (County), then enter the property's Geographic ID or Property ID.
Search Type - Review Case	Search & Identify Data	 Find Review Case	
Map Tools - Map Pan	Getting Around	 Pan	
Map Tools - Identify	Search & Identify Data	 Point	Default Identify Tool is POINT. Click the dropdown arrow to use other geometries to identify features.

Map Tools - Zoning Profile	Search & Identify Data	 Address Search	A link to the Zoning Profile for the address will appear after you do an address search.
Map Tools - Geo Profile	Printing & Reporting	 Property Profile Report	Enter address
Map Tools - Community Registry	Search & Identify Data	 Address Search	Click on the organization name that appears in the Community Registry list after you search by an address.
Map Tools - COA Controls	Search & Identify Data	 Change visible map layers	Type "survey" in the Filter box in the Layers panel, then check the Survey Monuments layer
Map Tools - Easement/DocLinks	Search & Identify Data	 Change visible map layers	Type "easement" in the Filter box under the Layers panel, then check the Easement Lines layer to turn it on. Zoom in if necessary, then click an easement. Any documents pertaining to the easement will be available as hyperlinks.
Map Tools - x,y Converter	Bottom of Screen	 Plot a Coordinate	
Map Tools - Label	Drawing & Measurement	 Text	
Map Tools - Map Layers	Drawing & Measurement	 Change visible map layers	
Map Tools - Measure	Drawing & Measurement	 Distance	
Map Themes - Base Map	Search & Identify Data	 Change visible map layers	Click on All Available Layers in the drop down under the Layers panel.

Map Themes - Cadastral	Search & Identify Data		Click on Cadastral in the drop down under the Layers panel.
Map Themes - Zoning	Search & Identify Data		Click on Zoning in the drop down under the Layers panel.
Map Themes - Aerials	Bottom of Screen	See User Guide Basemap Selector, Appendix II	
Scales	Scale Bar is at Bottom of Screen	See User Guide Basemap Selector, Appendix II	Click on the scale input box icon  to <input type="text"/> scale; choose new scale and click Go.
Print Map	Printing & Reporting	 Create Map	You may adjust the Page Layout, Output Format, Map Scale and add notes.
Map Layers	Search & Identify Data		Change Drawing Order by clicking the Panel Actions Menu  next to the Layers panel.
Map Legend	Side Panel Layer List		Show Legend by clicking the Panel Actions Menu  next to the Layers panel.