Instructions for Using the Interactive Map:

Snohomish County Planning and Development Services (PDS) is pleased to offer this interactive map to our customers, partners, and stakeholders. The PDS Map Portal provides quick access to a wealth of planning-related information for unincorporated Snohomish County and using Map Themes, navigate through topics, such as Zoning, Future Land Use, Critical Area Regulations, Capital Facilities, and many more. The PDS Map Portal also offers a variety of built in tools for further exploration of data layers, as well as tools for searching, querying, creating, and editing features and annotation.

The Key Features for the PDS Map Portal are:

- **Search Parcels by Permit Number Tool**
  - This tool allows users to search parcels by specific permit within Snohomish County, using the integration of records and data from Snohomish County PDS's permit tracking database.

- **Search Parcels by Permit Type Tool**
  - This tool allows users to robustly search parcels by permit subtypes, Amanda folder types, permit status type and date ranges, using the integration of records and data from Snohomish County PDS's permit tracking database.

- **Search Sections (Township Section Ranges)**
  - This tool allows users to search by specific Township, Range or Section numbers within Snohomish County

- **Map Themes**
  - Data layers are organized by Planning and Development oriented topics, such as Zoning, Future Land Use, Critical Area Regulations, Capital Facilities and more.

- **Print Custom Maps**
  - This tool allows users to create their own customizable maps, using the numerous data layers from the PDS Map Portal. Users can customize their layout template, output format, resolution, map grids, scales as well as the ability to add a map name and notes.

- **Global Search**
  - Enables users to search certain features within the application, such as Address, City, and many more.
1. Welcome screen text and application instructional guide

2. Toolbox
   - When clicked, this button displays or hides the PDS Map Portal toolboxes. By default, the toolboxes tabs are hidden.

3. Overview Map
   - Shortcut tool for accessing Overview Map of current location in Snohomish County

4. Base Map box
   - Shortcut tool for accessing base maps

5. Map Layers
   - When clicked, this button displays a list of all layers found in the PDS Map Portal. You then have the option of turning layers on or off at will.

6. Map Information
   - Returns maps to the Welcome screen and application instructional guide
7. Quick Options
   - List of application shortcuts within the PDS Map Portal, which include:
     i. Sign in (Snohomish County Employees Only feature)
     ii. Open Project (Snohomish County Employees Only feature)
     iii. Save Project (Snohomish County Employees Only feature)
     iv. Save as Project (Snohomish County Employees Only feature)
     v. View Map Information
     vi. Find data on the map
     vii. Change the visibility of layers on the map
     viii. Return to the Initial Map View
     ix. Bookmark current map extent

8. Zoom Tool
   - Tool used for zooming in and out in the Map App. If your computer mouse has a scroll wheel, you can use this tool to accomplish the same thing.

9. Geolocation
   - Enables user to find current, track, or follow locations using GPS within the PDS Map Portal

10. Global Search
    - The Global Search feature, located in the upper right hand corner, enables users to search for certain features within the application.

11. X Y tool
    - Provides x, y coordinates for current map location (measured in feet) in the NAD83 Washington State Plane North FIPS 4601 coordinate system.

12. Scale Bar
    - Provides scale bar for map

13. Scale Ratio/input
    - Provides scale ratio as well as input for map

14. Sign In tool
    - If the user is a Snohomish County employee with a Snohomish County windows credentials, the user will have the ability to sign into the PDS Map Portal and then have the option to open, create and save versions of the PDS Map Portal for future use and updates
Map Layers Options

When you navigate to the **Map Layers** tab, you will notice your map will slightly change and have more options to navigate through. The basic framework is the same but you now have options to turn on/off map layers, change map themes, view legend information, and many more options.

1. This tool allows users to switch back and forth between Legend and Map Layer list panels

   ![Map Layers Tab](image)

2. **Map Theme window**
   - Data organized by PDS related topics and themes. This tool is further explained below.

3. **Transparency Tool**
   - Provides ability, when present, to make a layer or layers more or less transparent.
   - Slide to the left or the right to make a layer more or less transparent

4. **Expansion/ Collapse button**
   - When present, allows for groups of layers to be expanded or collapsed. Select the Expanded symbol to see what additional layers are present or Collapse to hide layers in the Map Layer list

5. **Visibility Toggle Button**
   - Toggle on or off to make selected layer visible/not visible on the map
   - **Tip:** turn off the layers you are not interested in to speed things up!
Map Themes

The Snohomish County PDS Map Portal interactive mapping application is organized by Map Themes. The Map Themes in this application are organized by Planning and Development oriented topics, from Zoning and Future Land Use to Critical Area Regulations and Public Facilities and more. The PDS Map Portal’s default theme is the Home Map Theme, which has parcels, township range, and several administration boundary layers. To view the other Map Themes, click on the Map Theme drop-down box in either your Layer Legend or in the Map Theme box in the upper right corner of the map. All Available Map Theme categories are shown below:

![Map Themes Diagram]

- Home
- All Available Layers
  - Agriculture
  - Critical Areas
  - Drainage Inventory
  - Land Use and Zoning Designations
  - Other Administrative Areas
  - Public Facilities/Public Infrastructure
  - Public Lands
  - Shoreline Management Program
  - Transportation Planning
  - Tribal Affairs

- PLSS Township Range Section Data
- Aerial Imagery
  - Elevation (Digital Elevation Model)
  - Snowload (lbs./sq. ft.)
- Steep Slopes (greater than 33 percent)
- Base Maps
  - Planning Base Map
Map Tips

When you click on the map within the PDS Map Portal, a pop-up window (Map Tip) may appear on screen with detailed information about the layers currently in view. Layer-specific information is displayed in this map tip and from here the user can navigate the map tip further with various tools, as explained on the next page. Note that not all layers have map tips in the PDS Map Portal but a large majority of them do have this feature enabled. (When you select to use a tool in the toolbar, these Map Tips are temporarily disabled. To reengage them, simply click the tool icon again (notice it will no longer be highlighted).

1. **Map Tip Selected Feature Details**
   a. Displays intuitive and detailed information about selected feature

2. **Property Account Summary**
   a. Link to Snohomish County Assessor’s Property Account Summary reports

3. **Permit Information**
   a. Link to Snohomish County PDS Permit and Project Activity table

4. **Run Parcel Report**
   a. Custom parcel report that highlights key features and information about the selected parcel
      b. Pressing this will trigger a report to generate (allow for 25-35 seconds) and will be downloadable PDF document when complete

5. **Where applicable, Google Street view image of parcel selected**

6. **View Additional Details tab**
   a. Displays more in-depth information about selected features
ADVANCED TOOLS

When the PDS Map Portal first opens, the Toolbar should open by default. At any time, you can open/close the Toolbar menu by hitting the Toolbox button. Listed below are the many tools, functions and options found inside the Toolbar menu inside the PDS Map Portal.

**Home Toolbox**

- **Basic Tools Tab:** basic tools for navigating and interacting with the PDS Map Portal
  - **Identify**
    - Identifies any layers when you click on and gives you information on selected feature as well as found results for that particular area
  - **Initial View**
    - Returns PDS Map Portal to initial, zoomed out county scale
  - **Share**
    - Share your current session of the PDS Map Portal via external sites such as Facebook, Twitter, LinkedIn, Google+ and email. When you Share your PDS Map Portal session, it will transmit your specific session settings (i.e. what layers you have turned on, layer visibility, scale, transparency settings, and theme choice) to any of those platforms; however, user created drawings and text will not be transmitted via the Share button.
  - **Print**
    - This tool allows users to create their own customized map in the PDS Map Portal. Users can select:
      - Print dimensions
      - Output format
      - Resolution
      - Presence of Grid lines
      - Map Scale
      - Map Name
      - Map Notes
• Bookmarks
  o This tool allows users to load “bookmarked” views of locations in the county. Scroll to the bottom of these pre-created bookmark views and the user will have the option to save a custom bookmark by using the “Bookmark Current Extent” option.

• Add Layers
  o Add Layers from ArcGIS online or other Snohomish County Map Service. Use the search function in this tool to see what layers can be brought into a PDS Map Portal session

• Upload Data
  o Use this tool to add data to the PDS Map portal. The tools supports file types such as csv, .xlsx, .xml, .shp, .gpx, or a .zip containing a FileGDB or shapefiles. Choose files to upload from your computer, and they will become temporarily available to your PDS Map Portal session

• Linked Maps
  o This tool allows you to open and display Google Street View and Bing Maps directly into your PDS Map Portal. The tool will place a blue marker in the center of your PDS Map Portal viewer that acts as the view point for Google Street View and Bing Maps. The tools synchs your movement and navigation around in the PDS Map Portal section of the viewer and applies it to the Google Street View and Bing Maps windows.

• Open other Interactive Maps
  o This tool displays all other interactive viewers that were produced or related to Snohomish County
    ▪ Currently, this includes links to the:
      • PDS iGallery
      • PDS Map Portal and Map Themes
      • PDS Active Project/Permits Map (coming winter/spring 2017)
      • River Atlas Map (open with Internet Explorer internet browser)
      • Stillaguamish River Clean Water District Map (open with Internet Explorer internet browser)
      • Surface Water Management Drainage Inventory Map
      • SR 530 Oso Slide Map (open with Internet Explorer internet browser)
Search Toolbox

- **Search by Permit Number**
  - Search by valid permit numbers and return results for property/properties associated with those permits

- **Search by Permit Type**
  - Search for properties by Permit Type, Subtypes, Status and range of dates.

- **Find My Address**
  - This tool helps users zoom to and locate their address within the PDS Map Portal. The user needs to enter a valid street address and then press the “search” button; once this occurs, the map will then return results for address that best match your search criteria within the viewer.

- **Find My Parcel**
  - This tool helps users zoom to and locate their parcel within the map app. The user needs to enter a valid parcel id number (PID) and then press the “search” button; once this occurs, the map will then automatically pan to that particular parcel within the viewer.

- **Search Sections(Township Section Ranges)**
  - Search by Townships, Range, and Section numbers

- **Open other Interactive Maps**
  - This tool displays all other interactive viewers that were produced or related to Snohomish County.
Find Toolbox

- Tools for measuring and querying data in the PDS Map Portal

Analysis Toolbox

- Tools for measuring, plotting, creating, exporting and editing data in the PDS Map Portal

Open/Save/Save as a Project (Snohomish County Employees Only feature)

*NOTE: Before a project can be opened/saved/saved as, the user must sign in with their Snohomish County windows credentials (Users without such credentials will not be able to sign in and use this tool). A user can sign in the PDS Map Portal by navigating to the “SIGN IN” button located on both the upper right-hand side of the PDS Map Portal Screen or within the “Quick Options” menu.

Once the user signs in with a Snohomish County login credentials, the greyed out “Open”, “Save” and “Save as” tools with light up and are now enabled for use.
To open/save/save as a Project, navigate to either the “Quick Options” menu or the “Project Tools” tab in the toolbar
Open a Project feature, where you can choose to open a previously saved project from the last saved state.
From the Open Projects menu, a user can filter project as well as sort by Project Name, date, created/modified and project creator.

Users can also toggle on the button to view either only projects that have been created by or shared with them, as well as the option to view all projects that have been saved by county employees.

**Save**

Save Project feature, where you can save the state of your PDS Map Portal viewer in a project. Saving your viewer session as a project file allows you the flexibility of
customizing your viewer the way you want (turn on only certain layers, zoomed into particular areas, adding drawings, text, custom shapefiles, or importing spreadsheets) and then returning to it later for further use and customization. Create a unique project name and a brief description and then press Save. Your project is now saved for future use and further customization!

- Save as
  - Save as Project feature, where you can save the state of your PDS Map Portal viewer in a new project.

- Once a project has been saved or saved as, this menu will pop up:
Your project has been saved.
To open this project, use the Open Project button. To share this project with others, use the Share button.
You can also copy and paste the following link into your browser to open this project:


- The “Share” button allows you to share your project to other Snohomish County staff while restricting them from users who don’t need to see your project.

- This menu will then display, listing several options for how to share or restrict access to your project.
This site senses your SNOCO windows credentials as well as contacts so you will be able to share with contacts and groups present in Snohomish county.

Once your desired group or contact has been found, select “ADD”
Once Added, you can select the amount of restrictions you would like placed on your project as far as who may view it and how they might be able to interact with it.

- **NOTE:** by default, the “EVERYONE” user (users that are able to sign into the site using their Snohomish County credentials) is set to none, meaning no other staff will see this site other than the ones you select to be added.

- If you want an internal staff member to have one time access to your site, utilize the “GUEST LINKS” tool at the bottom, that provides you with one-time View and Edit only link to your saved projects to share.

- Once you have set your project preferences and restrictions and select “SAVE SHARING” at the bottom of the window
  - This is where could also select the “STOP SHARING” option when you have decided to stop sharing access to your project file.

Guest Links
Guest links allow users who are not assigned project privileges to access the project.