

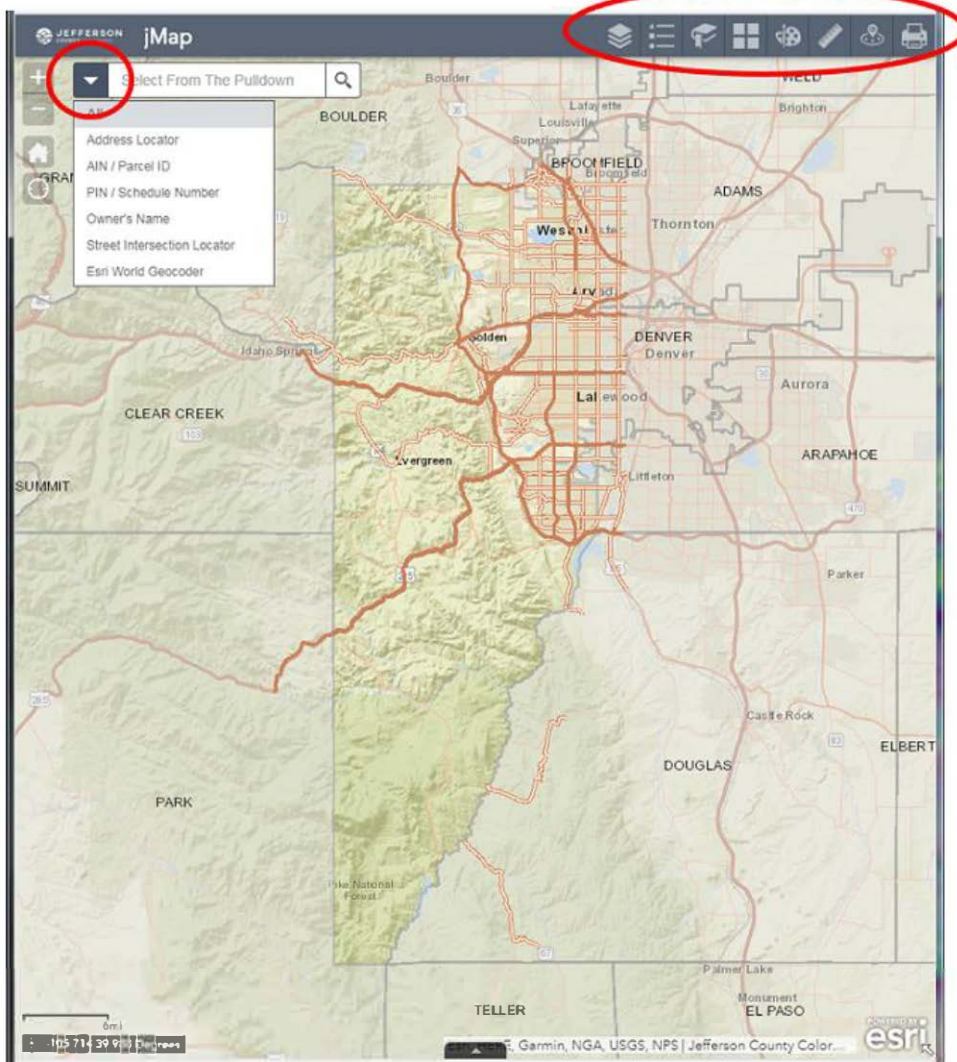
Welcome to Jefferson County Online Mapping. Below are descriptions of how to use the search function and the tools.

- For questions concerning Zoning see the [Planning and Zoning](#) Division page or contact them [online](#)
- For questions concerning property contact the [Assessor's Office](#) (303) 271-8600
- Requests for plats or other records contact the [Clerk and Recorder's Office](#) (303) 271-8121

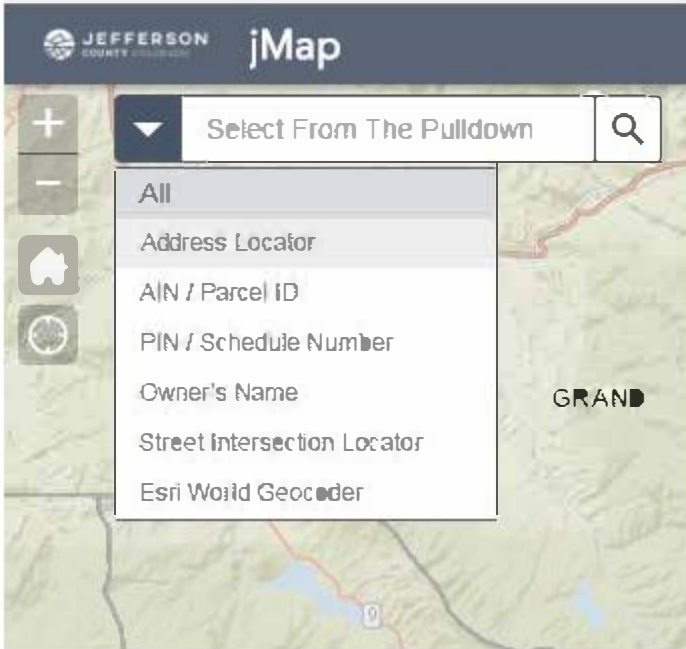
Help

- For questions about the functionality of the map contact [IT Services GIS](#) (303) 271-8887

Search is in the upper left and Tools are in the upper right



Search - use the Pull Down to select the type of search



Tool Bar

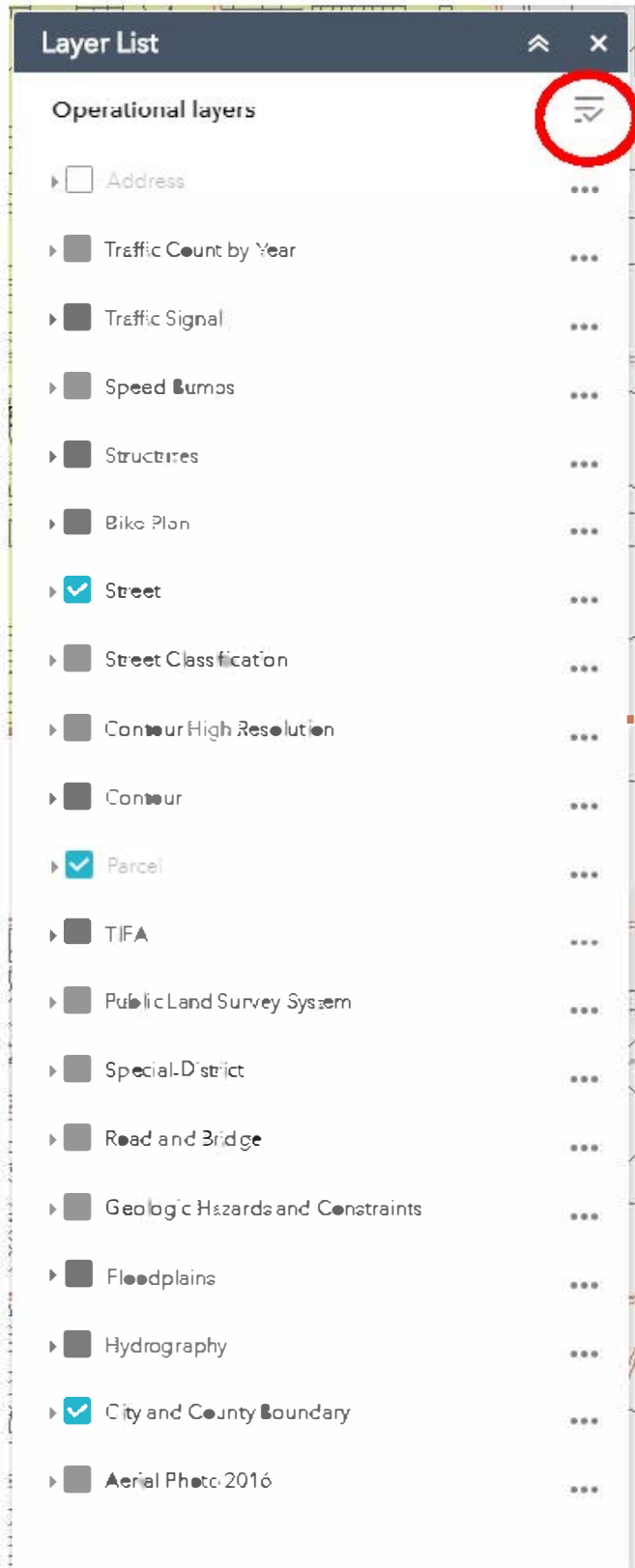


1. Help
2. Layer List (turn on/off layers)
3. Legend
4. Bookmark
5. Background Map
6. Draw and Buffer
7. Measure
8. Property Report
9. Print

2. Layer List

- There is a hidden menu at the top right.
- Turn layers on/off by checking the box to the left of the layer name.
- Use the small triangle to the left of the check box to expand the contents. Many layers contain additional sub-layers.
- Use the three dots to the right to choose: zoom to the layer, change transparency, or to rearrange order.

NOTE: Some layers *only* turn on when the map is zoomed in enough.



3. Legend

This will show the icon/color of layers turned on

4. Bookmark

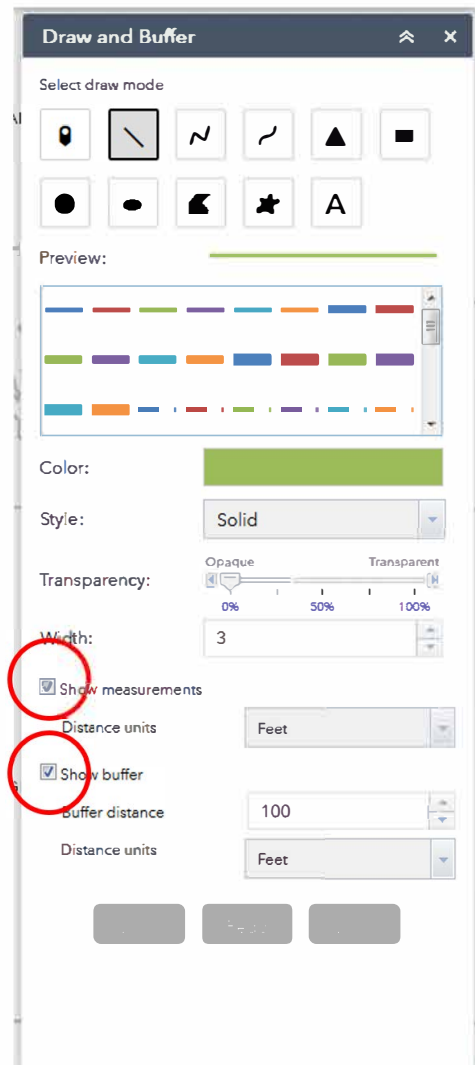
The bookmark will save the extent of the map and which layers are turned on. Select "Add". You can rename the bookmark. To delete a bookmark, hover over the icon then select the "X"

5. Background Map

The user may change the background map. You may notice differences between the county layers such parcels, streets, park boundaries, etc. and the background map. The background maps are commercial products that may be older and out of date.

6. Draw and Buffer

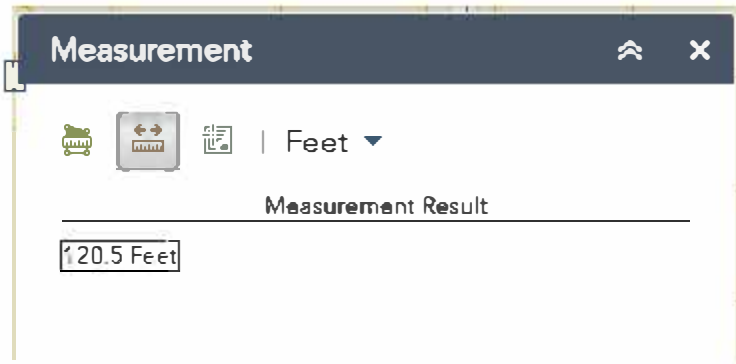
1. Select draw mode (point, line, shape, or text)
2. Select icon, color, style, size or width, and transparency
3. Optional (red circle): Show measurements - select units
4. Optional (red circle): Show buffer - enter buffer distance, select units



7. Measurement

The measurement tool is NOT survey quality and should not be considered a precise tool.

Select the icon for area, distance, or location then select the unit. Left mouse click on the map to create a measurement. The results will be displayed in the window.

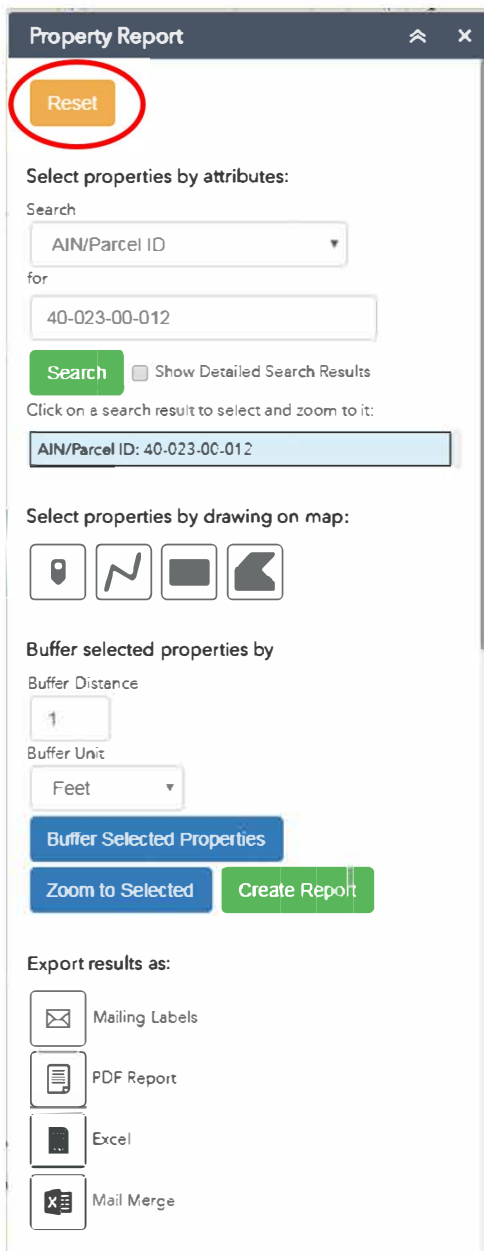


8. Property Report

- Use this tool to create a list of property addresses. Use a buffer distance of 1 foot to select adjacent properties.
- Reset is the orange button at the top.
- Select using search or by using the select options to draw on the map.
- Enter a buffer distance and buffer unit.
- Select the Buffer Selected Properties (blue button) - scroll down to see a preview of the list.
- Create Report.

You may export the results as Mailing Labels, PDF, Excel, or Mail Merge.

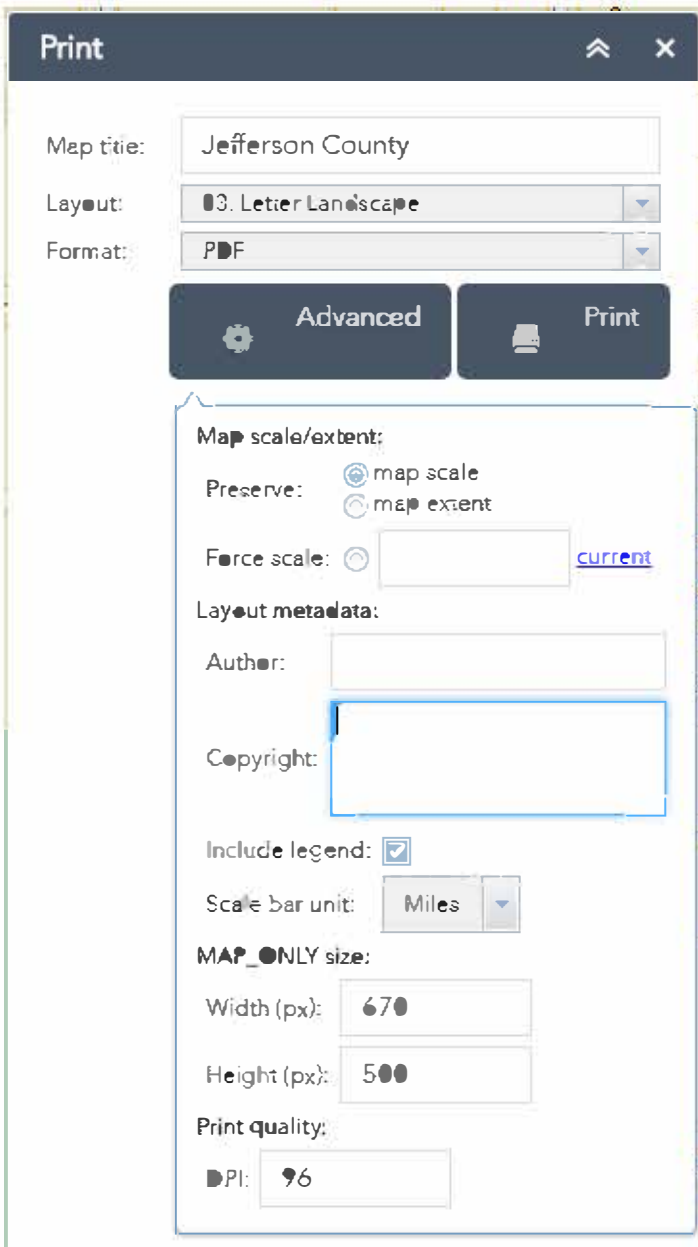
NOTE: The report will not export if the browser pop-up blocker is on.



9. Print

- The default title is "Jefferson County" this can be changed.
- Select Layout (size, orientation, with or without a legend). If you have a lot of layers turned on, the legend may not fit.
- Format - the default is PDF other options are available.
- Advanced offers additional customization:
 - Preserve map scale, map extent, or force a map scale.
 - Enter Author.
 - Copyright and legend checkbox have been disabled.

- Scale bar units.
- MAP_ONLY is a screen shot of the map, it is a choice under Layout. Its width and height can be customized.
- Print quality in Dots Per Inch (DPI).



Print

Map title: Jefferson County

Layout: 03. Letter Landscape

Format: PDF

Advanced **Print**

Map scale/extent:

Preserve: map scale map extent

Force scale: [current](#)

Layout metadata:

Author:

Copyright:

Include legend:

Scale bar unit: Miles

MAP_ONLY size:

Width (px): 670

Height (px): 500

Print quality:

DPI: 96