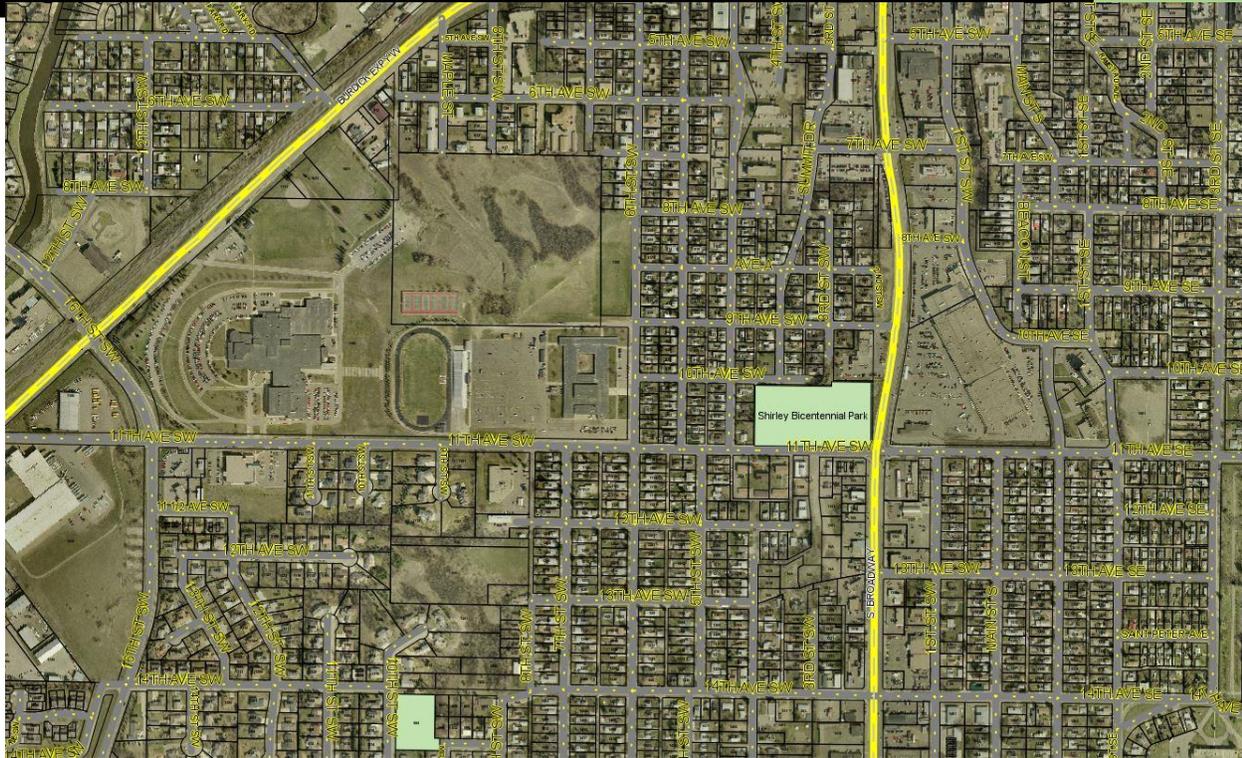


CITY OF MINOT

GIS PROPERTY MAP



**Learn how to navigate the City's
GIS Property Map and use it to
your benefit.**

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GIS COORDINATOR

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What is GIS?

GIS stands for Geographic Information System. In a general sense, the term describes any information system that integrates, stores, edits, analyzes, shares, and displays geographic information for informed decision making

GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends.

It can help you answer questions and solve problems by looking at your data in a way that is quickly understood and easily shared.

What Type of Information Can You Find On The Property Map?

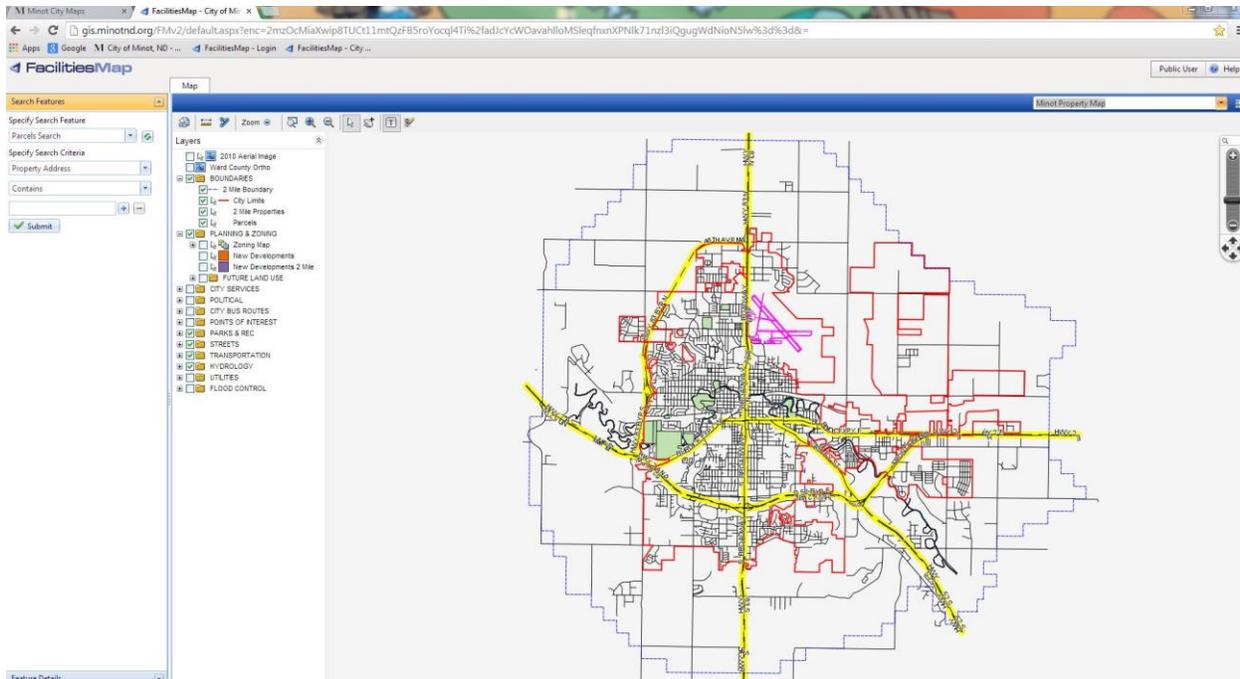
There is quite a bit of information on this map for the public. Besides getting property information there is future flood control information, elevations, aerial imagery, city limits and 2 mile jurisdictions, alderman info, future land use designs, city services, voting information, utilities, parks and recreation info, and points of interest (i.e. shopping, churches, education, etc..) with links to their websites.

****One must remember that all dimensions, descriptions, measurements, boundaries, documents and data contained in the Property Map are included for general information only. No warranties or covenants are made or given by the City of Minot. Users must confirm the accuracy of the information with official records, and/or by survey.**

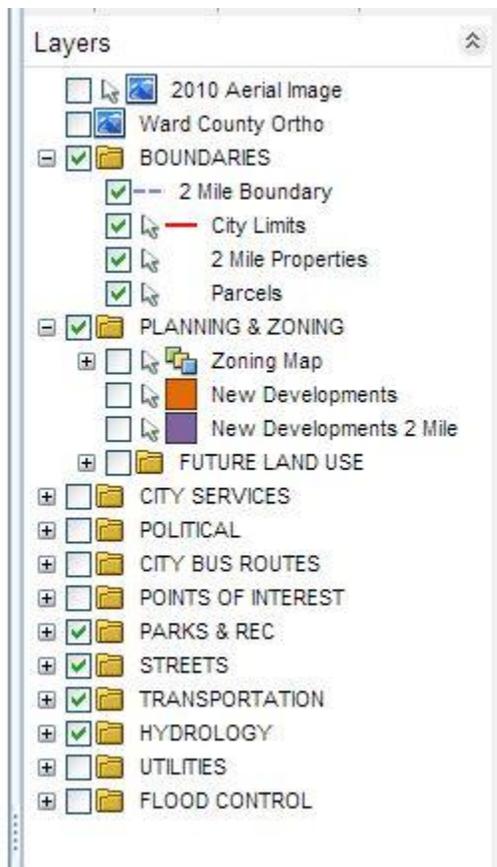
Where Do You Find Minot's GIS Property Map?

The Property Map is located on the City of Minot's webpage. It can be accessed by going to www.minotnd.org and hover over the Government tab at the top of the page. Then under Departments click on "Engineering", then "GIS" and then "City of Minot GIS Website". Or you can go directly to <http://gis.minotnd.org>

When it loads it should look like the picture below.



THE LEGEND

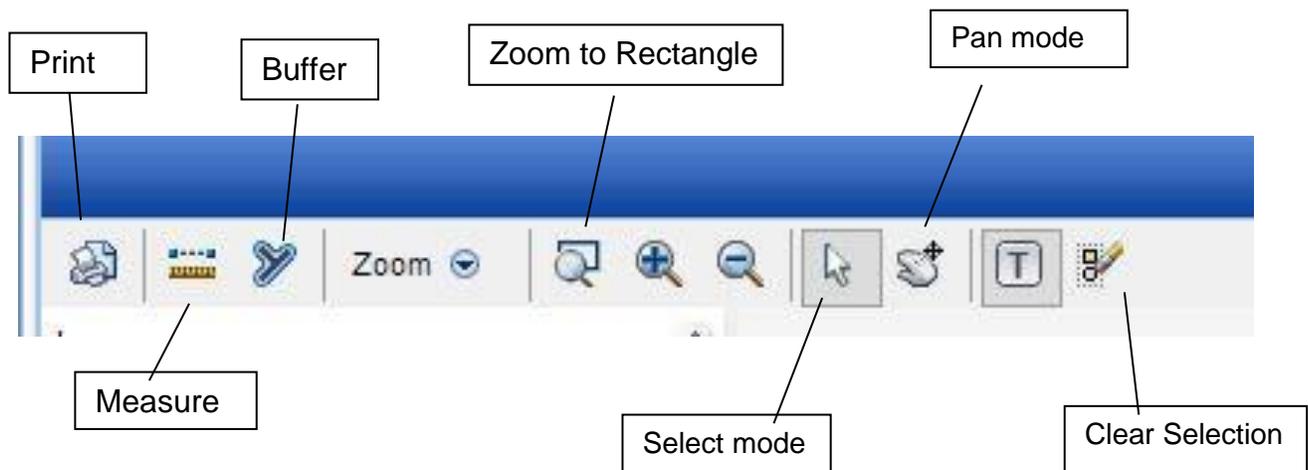


In order to view a layer, the box next to the layer must be checked as well as any folders it may be in.

Folders have a + next to them. By clicking on the + you can expand the folder to see more layers within it or the styling of the layer. In the example on the left, the BOUNDARIES and PLANNING & ZONING folders have been expanded.

Sometimes layers in the legend will not appear until you are zoomed in close enough. The contour layer is set up this way.

THE TOOLBAR



ZOOM TO RECTANGLE

This tool is the easiest way to zoom into a general area if you know about where you want to be. You just click on it and then in the map you click and hold to drag out a rectangle of the area you want to zoom to.

PAN MODE

Pan Mode allows you to grab the map and pull it around while holding down the left mouse key.

SELECT MODE

This is the tool you must have in order to get information off the map. Using this tool to click on a parcel, street, bus route, school, etc.. will display any information available on that object.

CLEAR SELECTION

Clicking this will deselect anything that is selected (or highlighted in blue).

MEASURE

The Measure tool allows you to measure a segment(s) in feet or miles

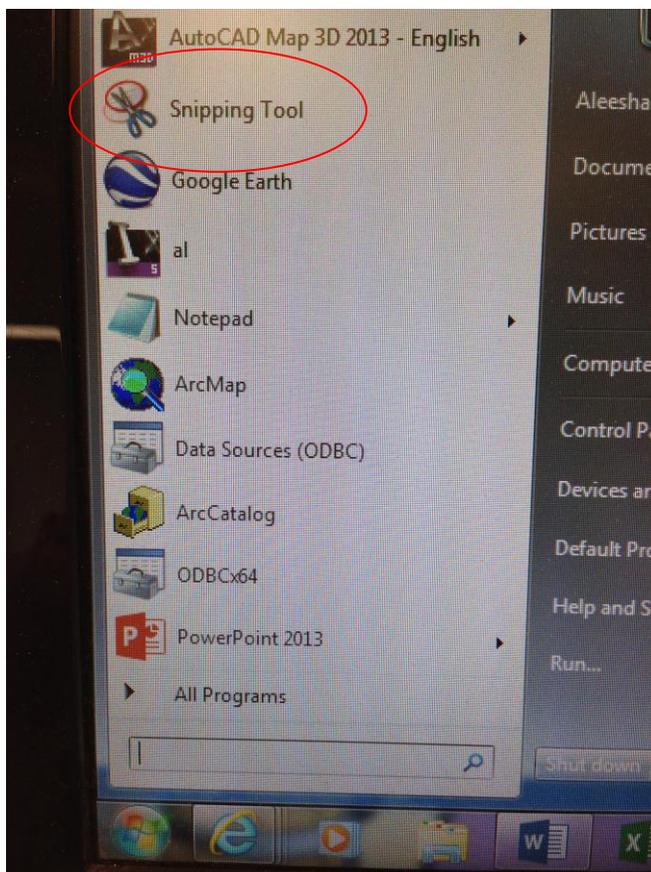
BUFFER

The Buffer tool allows you to draw a buffer around an object. You must first select the object with the Select Mode and then click the Buffer tool to choose the distance and styling of your buffer.

PRINT (QUICK PLOT)

You can print the map portion (no object information) by using this button. Click on the Print button to bring up the Quick Plot Menu. You can give a title to your map if you wish. Check the Advanced Options button and then in the scaling menu, choose 1:500 (this usually produces the best result). Then click Generate. It should generate a preview of your map. Then click Print at the bottom of the preview box.

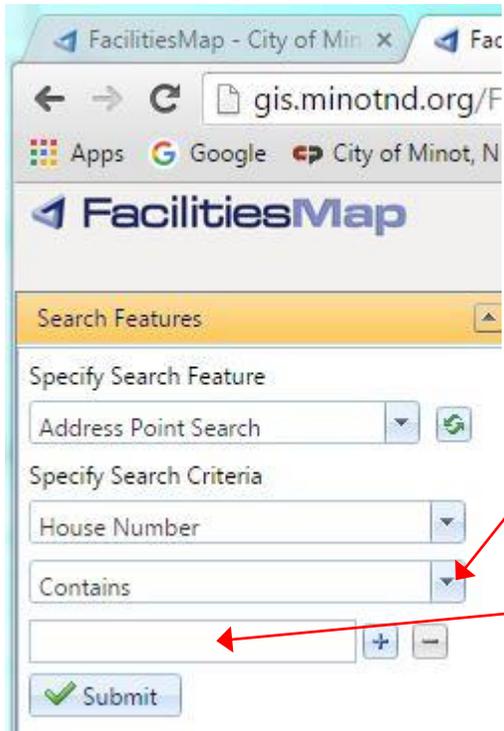
If you want to print the object information with the map, you have to use the Snipping tool in the Start menu of your computer (see below).



Once you click on the Snipping Tool, your screen will gray out and then you can drag a rectangle around the information you would like on your map (including the object information). It is like making a screenshot.

Once you have drawn the rectangle, a preview of your “snip” will appear. Save this somewhere as a jpeg. Then close the snip preview box. Browse out to wherever you saved the jpeg and open it. It is just like printing a picture now.

HOW TO SEARCH BY AN ADDRESS



FacilitiesMap - City of Minot

gis.minotnd.org/F

Apps Google City of Minot, ND

FacilitiesMap

Search Features

Specify Search Feature

Address Point Search

Specify Search Criteria

House Number

Contains

Submit

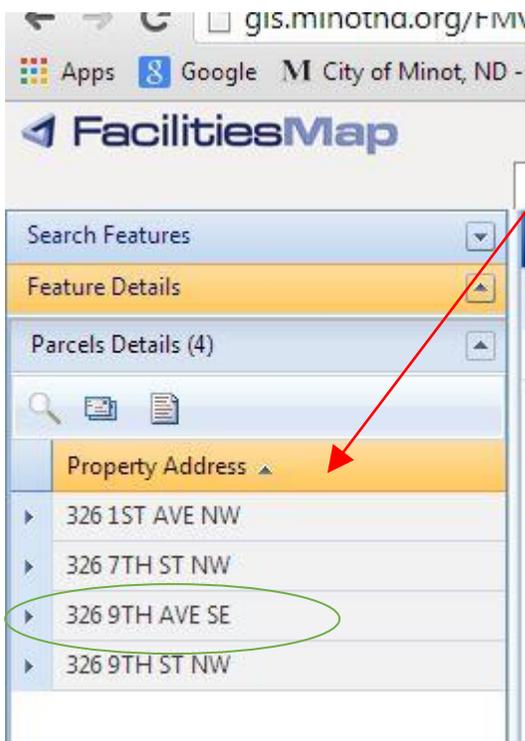
When the map opens, the default search settings will appear for an address search. (see image on left)

****Searches are space sensitive – it must be an exact match.**

Here we are searching for an address point, it is best to enter the house number only.

Change the box that says “Contains” to “Starts With” or “Equal To”.

Then enter the house number (use 326 as an example) in the box below it and hit Submit.



gis.minotnd.org/FM

Apps Google City of Minot, ND

FacilitiesMap

Search Features

Feature Details

Parcels Details (4)

Property Address

- 326 1ST AVE NW
- 326 7TH ST NW
- 326 9TH AVE SE
- 326 9TH ST NW

The results from the address search are now shown under the Feature Details tab.

To zoom into the parcel on the map you must click directly on the address. Let's click on 326 9th Ave SE.

Now click on the parcel where the address point is highlighted. You should now have the parcel details showing on the left hand side and the parcel itself should be highlighted in blue.

The screenshot shows the FacilitiesMap web application interface. On the left, the 'Parcels Details (4)' sidebar is expanded to show the following information for the selected parcel:

Property	Value
Parcel ID	MD24.038.000.0020
Property Address	326 9TH AVE SE
Owner	NELSON, MICHAEL & POLSKA
Owner Address	326 9TH AVE SE
Owner City	MINOT
Owner State (2)	ND
Owner Zip	58701
Legal	CHARLEBOIS ADDITION BRT 13, 14 BLOCK 5 LOT 2
Sq Ft	8208.00
Zoning	R-1
Evacuation Zone	N/A
Alderman	LARRY FREY
Alderman (2)	DAVID LEHNER
Voting Id	1-8
District	3rd
Poll Location	FIRST ASSEMBLY OF GOD
Plat Scan	http://www.minotnd.org/plat/Addition Brittnis Rearrangement Block 5.pdf
Plat Scan 2	.

The main map area displays a grid of parcels. The parcel at 326 9th Ave SE is highlighted in blue. The map includes street names such as 9th Ave SE, 10th Ave SE, 3rd St SE, and 4th St SE. A 'Layers' panel on the left lists various map features like Contours, Aerial Image, Boundaries, and Planning & Zoning.

Let's take a closer look at the details of the parcel at 326 9th Ave SE

Parcels Details (4)

Property Address ▾

326 1ST AVE NW

326 7TH ST NW

326 9TH AVE SE

Property	Value
Parcel ID	MI24.038.000.0020
Property Address	326 9TH AVE SE
Owner	NELSON, MICHAEL & POLSFUT, SHANON D
Owner Address	326 9TH AVE SE
Owner City	MINOT
Owner State (2)	ND
Owner Zip	58701
Legal	CHARLEBOIS ADDITION BRIT 13, 14 BLOCK 5 LOT 2
Sq Ft	8208.00
Zoning	R-1
Evacuation Zone	N/A
Alderman	<u>LARRY FREY</u>
Alderman (2)	<u>DAVID LEHNER</u>
Voting Id	1-B
District	3rd
Poll Location	FIRST ASSEMBLY OF GOD
Plat Scan	http://www.minotnd.org/pc/Addition Brittins Rearrangement Block 5.pdf
Plat Scan 2	-

326 9TH ST NW

As you have probably noticed, some of the information is cut off and illegible.

To view all the information in its entirety, simply click on the **View Parcel Report** button.

FacilitiesMap

Map Data

Parcels Report (1)

Parcel ID	Property Address	Owner	Owner Address
MI24.038.000.0020	326 9TH AVE SE	NELSON, MICHAEL & POLSFUT, SHANON D	326 9TH AVE SE

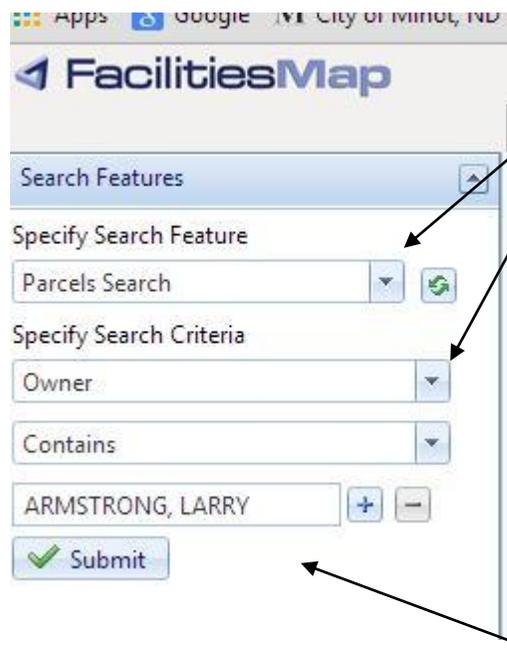
The Parcel Report is now visible and the parcel information is seen in its entirety.

To return to the map, simply click on the **Map** tab at the top of the report.

Some information is written in blue and underlined. This information is hyperlinked so you can click on it to find out more info. It can be accessed from either the map or the Parcel Report.

Click on the link for the Plat Scan to access the Plat map.

HOW TO SEARCH BY OWNER NAME



The screenshot shows the 'FacilitiesMap' search interface. Under 'Search Features', 'Parcels Search' is selected. Under 'Specify Search Criteria', 'Owner' is selected. The search criteria dropdown is set to 'Contains'. The search input field contains 'ARMSTRONG, LARRY'. A 'Submit' button is visible at the bottom.

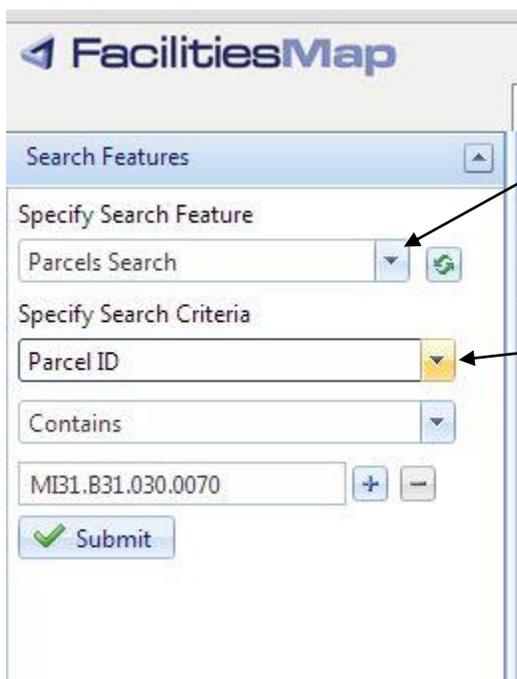
To do a search by Owner Name, change the Search Feature to Parcels Search and the Criteria to Owner

You can search by last name only but if the last name is common it might help narrow down the number of results by adding a first name in the search.

Let's try searching for properties owned by Larry Armstrong.

Enter the last name first, followed by a comma and then the first name. **Case is not important.** Click Submit.

HOW TO SEARCH BY PARCEL ID



The screenshot shows the 'FacilitiesMap' search interface. Under 'Search Features', 'Parcels Search' is selected. Under 'Specify Search Criteria', 'Parcel ID' is selected. The search criteria dropdown is set to 'Contains'. The search input field contains 'MI31.B31.030.0070'. A 'Submit' button is visible at the bottom.

*If you want to search for a parcel in the 2 mile jurisdiction, you would have to change the Search Feature to "Two Mile Parcels Search" If it is in city limits, do not change.

Next, change the Search Criteria to Parcel ID.

Type in the Parcel ID. All ID #s in city limits begin with MI and follow this format:

MI00.000.000.0000

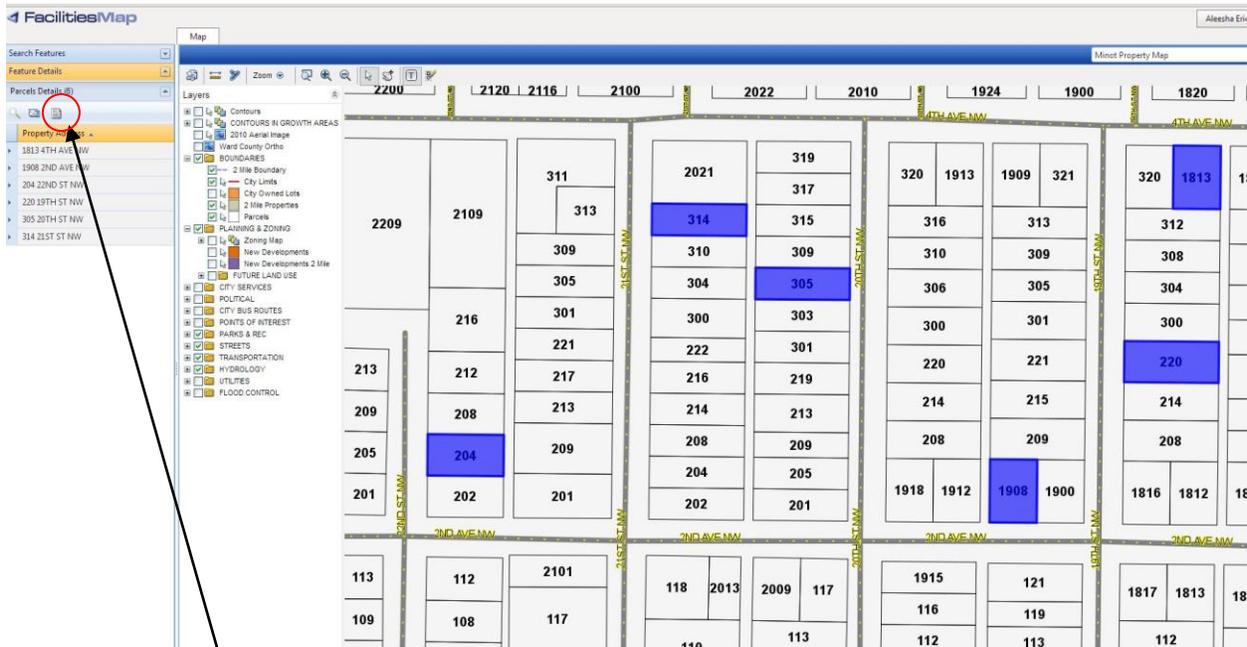
* If searching for a parcel in the 2 mile jurisdiction, the Parcel ID's have the same format as city ID's, except the first two letters will change depending on which Township it is in.

CREATING AN EXCEL SPREADSHEET REPORT

If you should happen to want a report with all the information for several objects (or even just 1 object), it is not too difficult to produce.

For example, there may be 6 different properties that you would like to compare for sq. footage and zoning purposes.

First you need to select the properties you would like in the report. Once you select one property, you will need to hold down the SHIFT key while selecting any other properties to add to the report. In the example below, I have selected 6 different properties.



Next you will click on the View Parcels Report button

The information for all selected properties now shows in the report (see below).

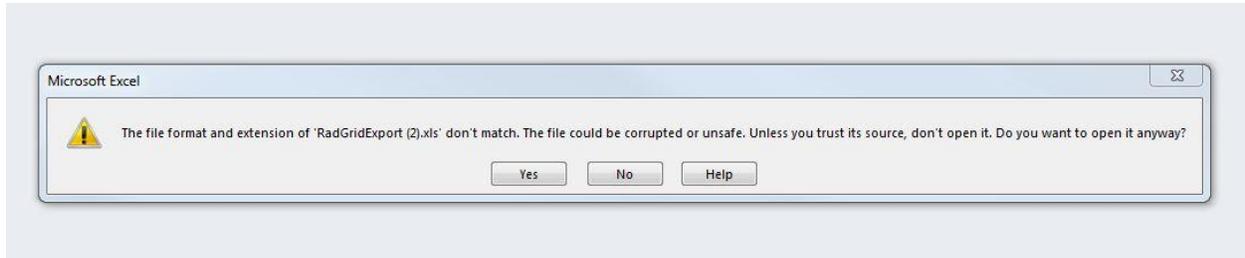
To export to an Excel Spreadsheet, click on the first Excel button on the toolbar.

The screenshot shows the 'Parcels Report' table with the following data:

Parcel ID	Property Address	Owner	Owner Address	Owner City	Owner State (2)	Owner Zip	Legal
M122.115.010.0242	1813 4TH AVE NW	WUNDERLICH, ISAAH A & MOYA, LORI A	1813 4TH AVE NW	MINOT	ND	58703	GARDEN VALLEY ADDITION EAST 1/2 LOTS 23 & 24 BLOCK 1
M122.115.020.0121	1908 2ND AVE NW	ANDERSON, MYRON & MARION E	1908 2ND AVE NW	MINOT	ND	58703	GARDEN VALLEY ADDITION LESS EAST 75' LOTS 11 & 12 BLOCK 2
M122.405.010.0060	204 22ND ST NW	CARLTON, DAVID E	204 22ND ST NW	MINOT	ND	58703	SUN VALLEY ADDITION LOT 6 BLOCK 1
M122.115.010.0181	220 19TH ST NW	MAGNUSSON, HARLOW G & PAULINE	220 19TH ST NW	MINOT	ND	58703	GARDEN VALLEY ADDITION NORTH 25' LOT 17 & SOUTH 35' LOT 18 BLOCK 1
M122.115.030.0050	305 20TH ST NW	HAWK, KEVIN & KRISTI NICHOLS-	305 20TH ST NW	MINOT	ND	58703	GARDEN VALLEY ADDITION LOT 5 BLOCK 3
M122.115.030.0220	314 21ST ST NW	KOLAND, DAVID J & MARY ANN	165 MAIN ST	GARRISON	ND	58421-1730	GARDEN VALLEY ADDITION LOT 22 BLOCK 3

A red circle in the top toolbar highlights the first Excel button.

It should then download to your computer. If you try to open it, you may get a similar error message:



Ignore the message, click "Yes" and the file should now open in Excel where you can delete columns, add columns, or edit it however you would like.