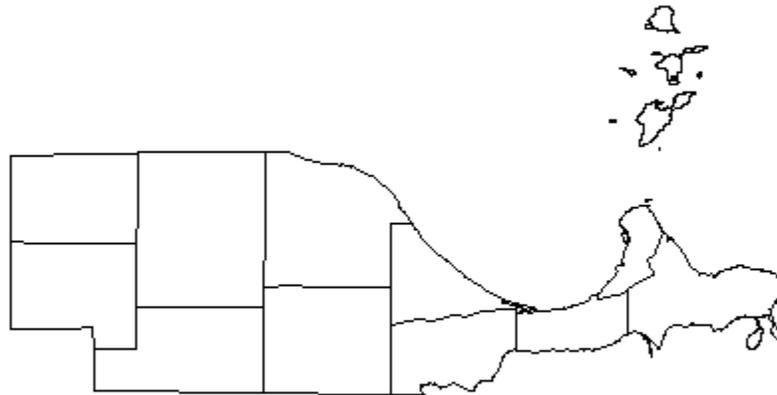


Ottawa County Engineer's Office

User Guide for

# Ottawa County Survey Data Map

**OTTAWA COUNTY**



**ENGINEER**

## Introduction:

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The Ottawa County Engineer's Office has been diligently working to better serve our constituents with access to our survey data. Over the years we have been scanning our documents and providing them via e-mail and in print for walk-ins, but have been searching for a way to provide this information via the internet at your fingertips. Two years ago, this office embarked on a Geographic Information System (GIS) project which will bring all of our scanned data together in one location that can be searched by just looking at a map. Recently, this office in conjunction with the Ottawa County Auditor's Office and the Ottawa County Sanitary Engineer's Office completed a project with Bruce Harris & Associates, Inc., that converted our geodatabase that will now allow us to provide you with a web based map that will accomplish our goal!

This is a brief instructional manual for the use of our web map. We sincerely hope that everyone who uses this web map finds it as useful as we intended, and that that it satisfies the needs of our constituents.

For additional information please contact:

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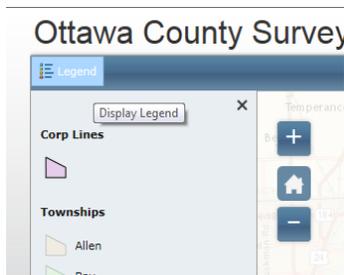
Hours: 8:00 a.m. – 4:30 p.m.

This map contains layers of data that were deemed most valuable and useful to provide to the public.

### **Layers that are contained in this map:**

<u>Layer Name:</u>	<u>Preset View:</u>	<u>Attribute Information:</u>
2014 Aerial Photos	(Automatic)	Viewing Only
Townships	(Automatic)	Viewing Only
Sections	(Automatic)	Viewing Only
Corporation Lines	(Automatic)	Viewing Only
Subdivisions	(Manual)	Contains Pop-up w/ Data and links
Surveys	(Manual)	Contains Pop-up w/ links
Parcels	(Automatic)	Contains Pop-up w/ Data and Links
Section Corners	(Manual)	Contains Pop-up w/ links
Benchmarks	(Manual)	Contains Pop-up w/ links

Some of the layers in the map are automatically turned on and off based on the level that the user is zoomed into the map. This function assists the user in locating a certain geographic area while zooming in and out. Layers automatically appear in the legend on the left hand side of the map as they are turned on and off. Should the map user wish to not see the legend, they can hide the legend by pressing the legend button in the menu bar.



### **Using Zoom within the Map**

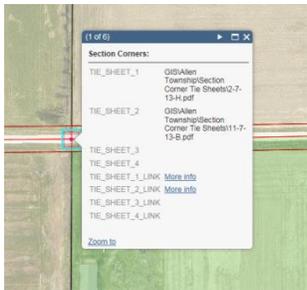
There are two ways to zoom in and out in the map. The first way is to use the + and – buttons in the map (see above illustration). These buttons will allow the user to zoom in and out on a point fixed in the center of the display. You will need to drag the map to make the area you are looking for near the center of the display to effectively use this method. The other option for zooming in and out is to use the scroll wheel on your mouse. This option will zoom at the location of your pointer on the map. Rolling the wheel forward zooms in and rolling the wheel backwards zooms out. The user can always zoom to the original extent by clicking on the home button (see above illustration).

From the original display, the user can zoom in and the Township Name, Section, Town and Range (T-S-T-R) label appears. This is an aid in helping the user find the desired

location they are searching for. Continue to zoom on the label using either of the two zoom methods and the Township Shading and T-S-T-R label disappears and the Aerial Photo and Parcel Layers appears. You can now zoom in to your desired location to view parcel lines and the aerial photo. Once these layers appear, the remaining four layers may be toggled on and off to view their respective information.

### Data Pop-Up Boxes:

When looking for information about a parcel, benchmark, section corner, survey or subdivision, the user will select the symbol they are interested in. When the user clicks on the symbol, a pop-up box appears. This pop-up box will contain information regarding the feature selected. If more than one feature is turned on the pop-up box will contain additional pages specific to each feature.

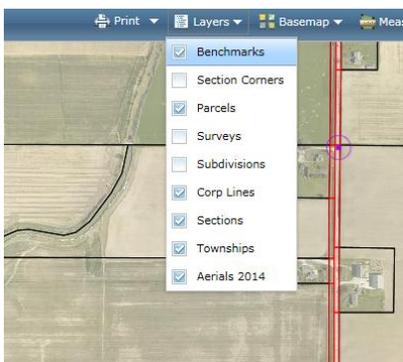


Example: In the diagram, the user is looking for section corner information and has the section corner layer on and the survey layer on. If the point selected touches data on any of those layers the pop-up box will contain a list of page numbers, in the upper left hand corner, in this case (1 of 6). Each page contains data for each specific object touched by that location. In this case page 1 contains the section corner data; page 2 contains

the survey data; pages 3 – 6 contain parcel data for each of the four parcels that have the common corner. The pages can be scrolled through by using the arrows that appear in the upper right hand corner of the pop-up box.

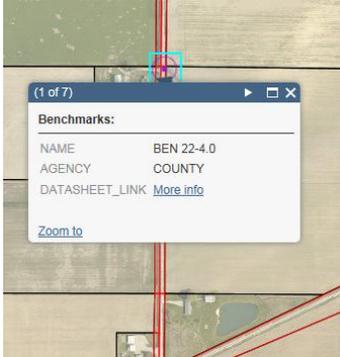
### Manual Layers:

To turn on a manual layer click the layers button and a fly-out menu appears. (The four manual layers are not checked) by default. The user may turn on the desired layer by clicking the check box next to the layer name. Notice how the symbols associated with the activated layer now appear in the legend.

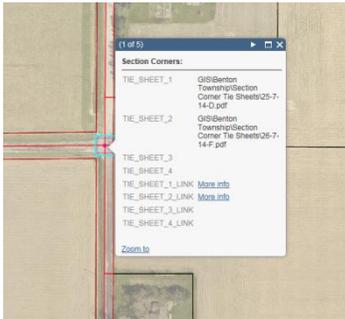


## Layers with Data Attributes:

As stated previously, certain layers within this map will provide the user with data about a feature (symbol) they select. This section will show Pop-Up windows for each of these layers:

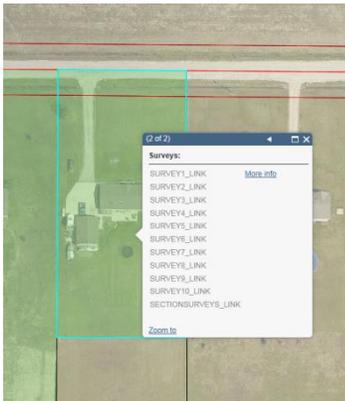


Benchmarks: This layer places symbols on the map at the locations of benchmarks set and or located by the Ottawa County Engineer's Office. The Pop-Up contains the benchmark name, agency that set the benchmark and a link to the datasheet. Click on the [More info](#) link to open the datasheet. The datasheet is a .pdf file that will open in a separate window and can be printed on the users printer.



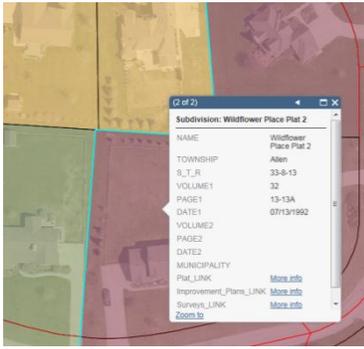
Section Corners: This layer places symbols on the map at the locations of section corner stones or other section corner moutmentation recovered or set by the Ottawa County Engineer's Office. As a section corner may be common to more than one section, multiple names will appear in the pop-up, each specific to it's respective section. Link(s) to the tie sheets also appear in the pop-up. Click on the [More info](#) link to open the datasheet. The

datasheet is a .pdf file that will open in a separate window and can be printed on the users printer.



Surveys: This layer places a shaded polygon over a parcel to indicate that a survey is on file in the Ottawa County Engineer's Office. Click on the shaded parcel to open the pop-up. You may need to use the arrow in the top right hand corner of the pop-up to get to the survey information. Click on the [More info](#) link to look at the survey on record. Depending on your browser, the drawing(s) may open automatically or download into the users download folder. The drawing(s) can be printed on the users printer.

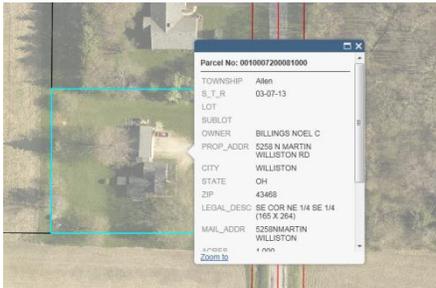
**\*Note\*** - In the case where individual surveys have not been linked, the link SECTIONSURVEYS\_LINK will take the user to a geographic specific directory where the surveys can be selected, viewed and printed.



**Subdivisions:** This layer places a shaded polygon over the limits of a subdivision. Each subdivision is shaded it's own unique color to differentiate adjacent subdivisions. Click on the shaded subdivision to open the pop-up. You may need to use the arrow in the top right hand corner of the pop-up to get to the subdivision information. To view the plat, click on the [More info](#) link next to Plat\_LINK. To view the improvement plans, click on the [More info](#) link next to Improvement\_Plans\_LINK.

To view surveys that have not yet been linked, click on the [More info](#) link next to Suveys\_LINK, (always check the surveys layer first when looking for surveys in subdivisions). Depending on your browser, the drawing(s) may open automatically or download into the users download folder. The drawing(s) can be printed on the users printer.

**\*Note\*** - In many cases there is more than one page for a plat or set of improvement plans. Clicking on these links will take the user to a directory where the plats and plans can be viewed and printed.



**Parcels:** This layer contains parcel data shared by the Ottawa County Auditor's Office. Click on the parcel of interest and a pop-up will open that contains limited information about the subject parcel. For additional data on the parcel the user may click on the [More info](#) link next to AUDITOR or TREASURER at the bottom of the pop-up to be re-directed to either the Ottawa County Auditor or Ottawa County Treasurer websites.

**\*Note\*** - Parcel information is shared by the Ottawa County Auditor's Office. For more information regarding a parcel, please use the website link or contact the Auditor's Office at (419) 734-6740.

## Additional tools:



### Print:

Selecting this tool will enable the user to print what is depicted on the screen. This print function has preset options. When the print button is clicked, the map will be printed to a .pdf or image file based on user selection. Once the file is generated, the print button will change to read printout the user can click the printout button to print the map to their printer.

### Basemap:

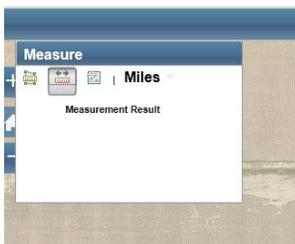
Selecting this tool will enable the user to change the basemap for viewing purposes. In the case the user wants to use a different basemap, the Aerials layer will need to be turned off and the view zoomed out to regenerate the basemap layer.

### Measure:

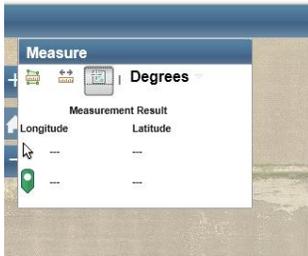
This is a very useful tool. The user may measure area, distances and latitude/longitude using this tool.



Area: The user may measure an area by selecting the button with the ruler surrounded by a green polygon. The user may change the units of the measurement by selecting the units button and clicking another unit on the flyout menu. Available options are: Acres, Square Miles, Square Kilometers, Hectares, Square Yards, Square feet and Square meters.



Distance: The user may measure a distance by selecting the button with the ruler with the green arrows. The user may change the units of the measurement by selecting the units button and clicking another unit on the flyout menu. Available options are: Miles, Kilometers, Feet, Meters, Yards and Nautical Miles.



Latitude / Longitude: The user may determine a Latitude and Longitude by selecting the button showing a page with crosshair cursor. When the user moves the mouse cursor over the map, the Latitude and Longitude will display in the measure window. The user may also bookmark a latitude and longitude by clicking on a specific point and placing the green bookmark symbol on the point. The result will display next to the bookmark icon in the measure window. The user may change the units of the measurement by selecting the units and clicking another unit on the flyout menu. Available options are: Degrees (decimal degrees) and DMS (degrees-minutes-seconds).