

# Town of Glastonbury, CT - GIS Viewer

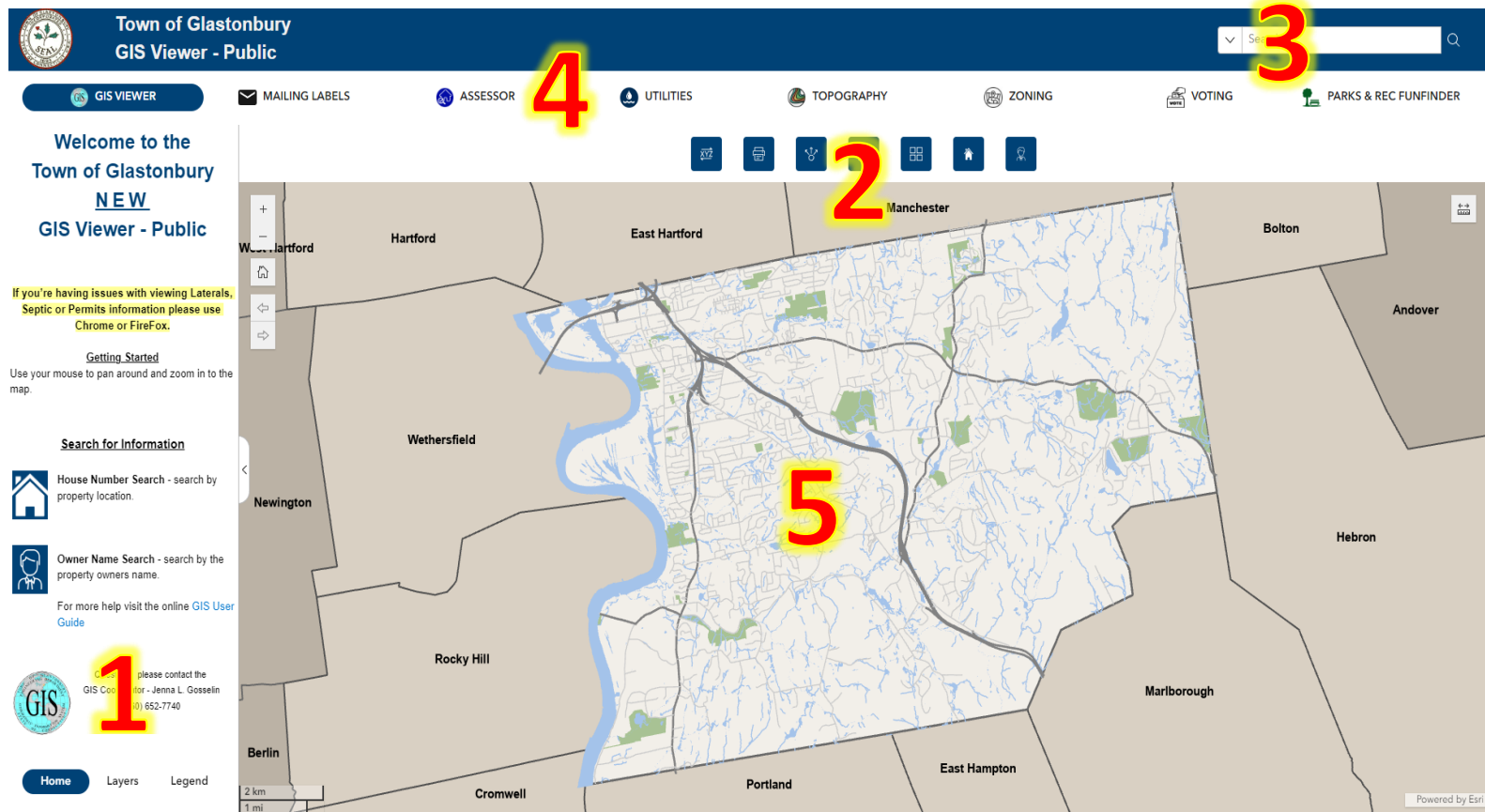
## Help Document

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# 1. Site Interface



The bulleted list below provides a general description of the User Interface. More Detailed description will follow later in this document.

1. **Home / Layers / Legend:**
  - a. **Home** - General Welcome tab
  - b. **Layer List** - is to enable end users to turn layers on and off, in other words, control the visibility of layers. When a layer is turned off, it does not show on the map.
  - c. **Legend** - displays labels and symbols for layers in a map.
2. **Widgets Tool Bar:** The Toolbar contains the tools that control how you interact with the map.
3. **Search Bar:** Allows users to search for Addresses, Street Name and Assessor Account Numbers.
4. **Department Pages:** individual pages have unique layers for that department's needs. Note, the same layer is found on the main GIS Viewer Page.
5. **Map:** The overall map view that the user interacts with.

## 2. Home / Layers / Legend

Every time the GIS Viewer is open on the left side of the screen you will see the Home, Layer, Legend tabs.

- Home Tab** is a welcome screen when general information.
- Layer Tab** is where users will turn on and off layers. Select pre-set layer themes and search for a particular layer. See below, on what you can do on the *Layer Tab*.
- Legend Tab** shows descriptions and symbols that are in the map for a better understanding of it

### Welcome to the Town of Glastonbury NEW GIS Viewer - Public


If you're having issues with viewing Laterals, Septic or Permits information please use Chrome or FireFox.

**1**


Getting started

Use your mouse to pan around and zoom in to the map.

Search for Information




**House Number Search** - search by property location.



**Owner Name Search** - search by the property owners name.

For more help visit the online [GIS User Guide](#)



Questions please contact the  
GIS Coordinator - Jenna L. Gosselin  
(860) 652-7740

[Home](#) [Layers](#) [Legend](#)

> ☐ Utilities ...

> ☒ Parcel Data ...

> ☒ Streets ...

> ☐ Topography ...

> ☐ Zoning / Regulatory Layers ...

> ☐ Parks and Trails ...

> ☐ Natural Resources ...

> ☐ Soils ...

> ☐ Health Service ...

> ☐ Voting Information ...







> ☐ MS4 Permit Compliance ...

> ☒ Infrastructure ...


#### Infrastructure

Utility Poles, Towers and Lights

Type







-  Utility poles without street light
-  Utility pole with street light
-  Light Pole
-  Transmission or Cellphone Tower
-  Electric Box
-  Traffic signals

#### Railroad





#### Walls

Type

-  Headwall
-  Retaining wall
-  Stone Wall (not retaining)
-  Wall
-  Wall in urban area for sitting
-  Wingwall

#### Fence

Type

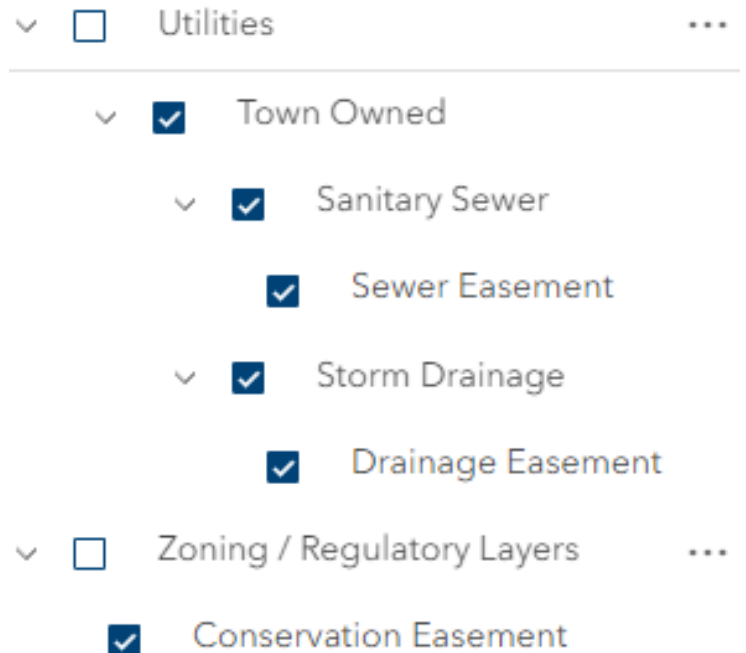
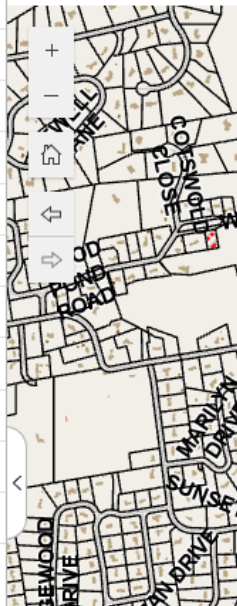
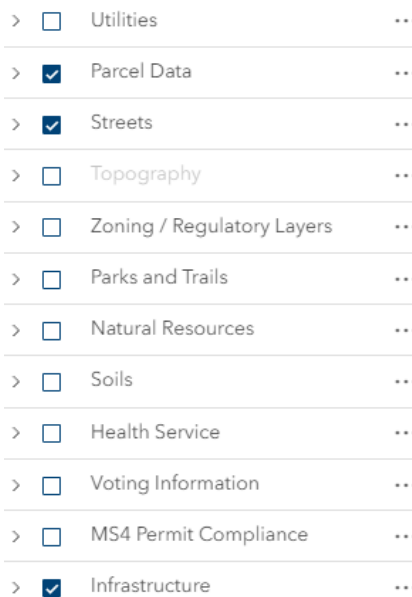
-  Fences
-  Guardrail along road

[Home](#) [Layers](#) [Legend](#)

[Home](#) [Layers](#) [Legend](#)

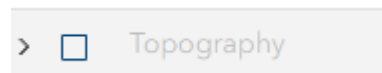
## Layer Tab

- 1) **Filter Layers....**: In this section you can type in what layer you are searching for so you can turn on or off. Type what you're looking for in the *Filter Layer* bar see example below (highlighted in yellow).

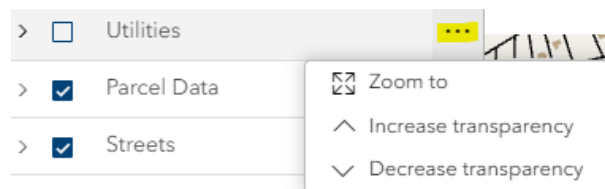


- 2) **> or v Sign**: click on the right arrow (>) to expand or the down arrow (v) to collapse the dataset.

**NOTE:** Layers with light gray means that there is a zoom extent set. Zoom in to visible range to view data. Example of layer with zoom extent set:



- 3) **3 Dots (...) Next to Layer Header**: You can change the transparency of the layer that is being displayed on the map.
- 4) **On and Off Layer**: click on the box next to the name so you can turn the layer off or on.



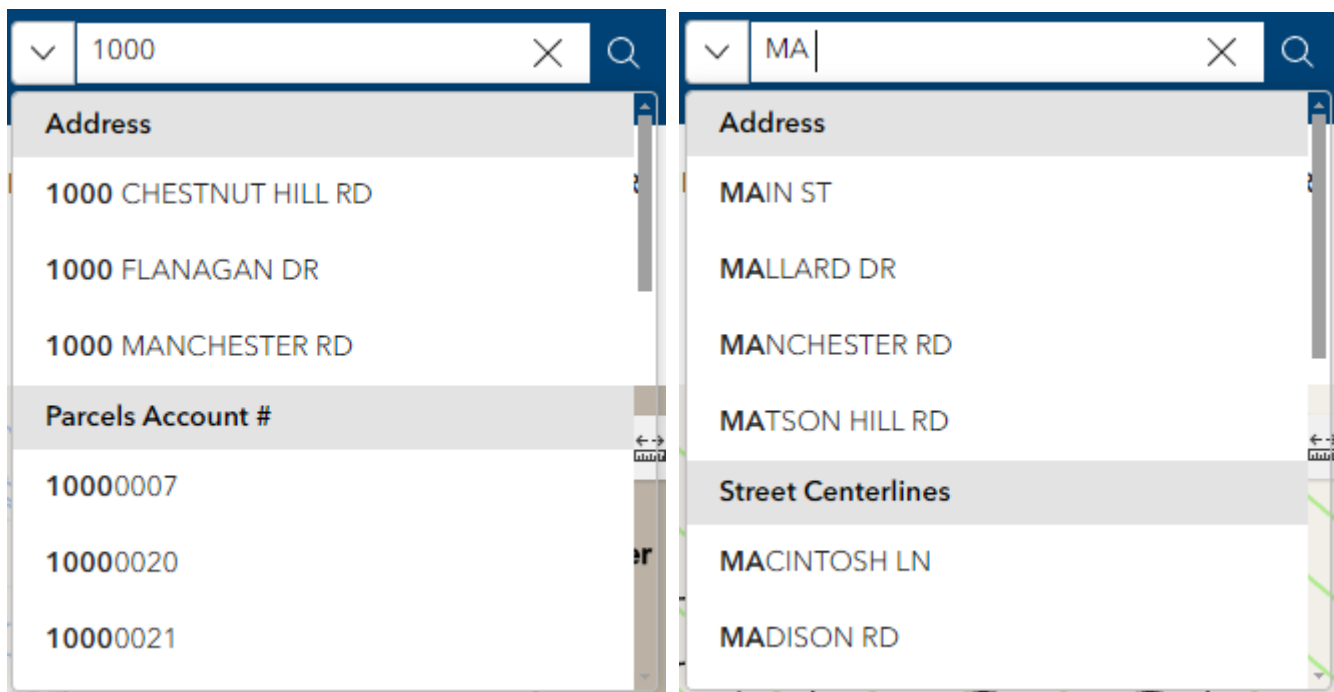
### 3. Searching

There are different ways that you can search for items in the GIS Viewer. Below are directions on how to use these tools.

- 1) **Global Search:** feature enables end users to search for features. Global Search searches Addresses, Street Names Parcel and Condo Assessor Account Numbers. Global Search can search multiple sources. If a particular feature is returned by more than one source, it appears more than once in the results list.

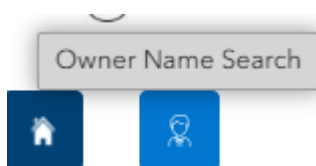
Global Search bar is in the upper right corner of the Viewer.

When searching it does not have to be the full name for the tool to work.



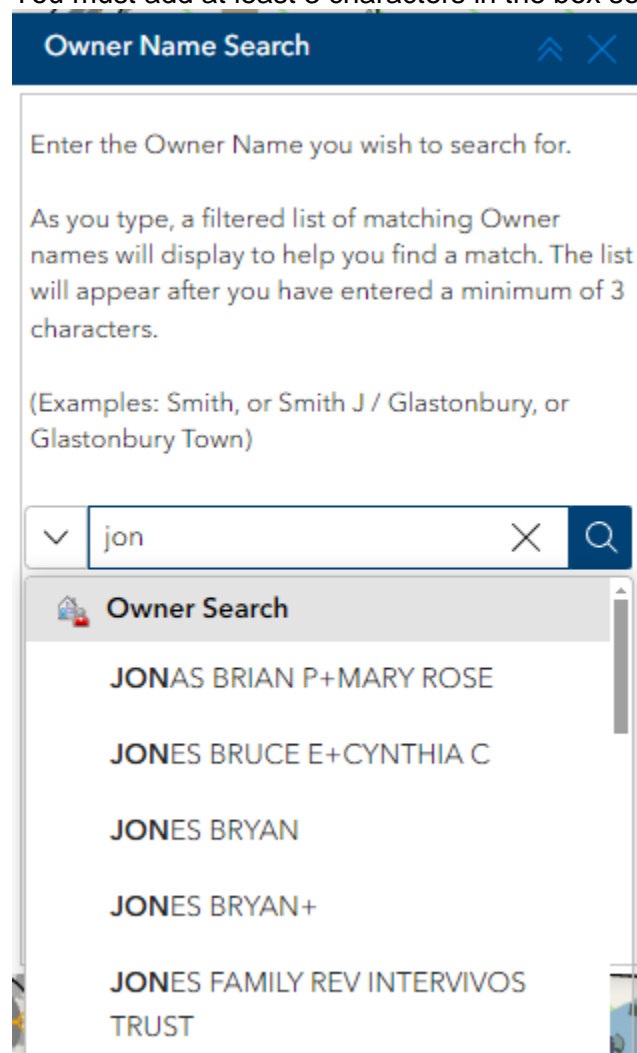
Click on the result you want so you can view more information and the application will zoom to that selected item.

- 2) **Owner Name Search:** This button lets you search by the property owner's name.



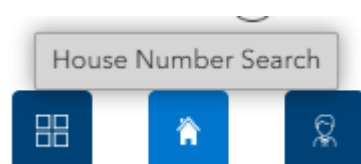
Click on the "Owner Name Search" button in the map widget bar. On the right side of the screen the "**Owner Name Search**" window will open.

In **Owner Name Search...** box start entering the last name of the Homeowner or Co-owner. You must add at least 3 characters in the box so the automatic list will populate.



Click on the Owner Name that you're looking for and the application will zoom to that property and the Information popup window will show up.

**3) House Number Search:** This button lets you search by mailing address.



Click on the "House Number Search" button in the map tool bar. On the right side of the screen the "**House Number Search**" window will open.

House Number Search

Enter the Address Number then Street Name of Property.

As you type, a filtered list of matching Address will display to help you find an exact match.

(Examples: 2155 MAIN ST)

Address Search...

In **Address Search...** box start entering the building *Number* then the *Street Name*. You need to type in 2 characters in the search box for the search tool to start automatically populating.

House Number Search

Enter the Address Number then Street Name of Property.

As you type, a filtered list of matching Address will display to help you find an exact match.

(Examples: 2155 MAIN ST)

62

62 ACCORNERO LN

62 APPLEWOOD LN

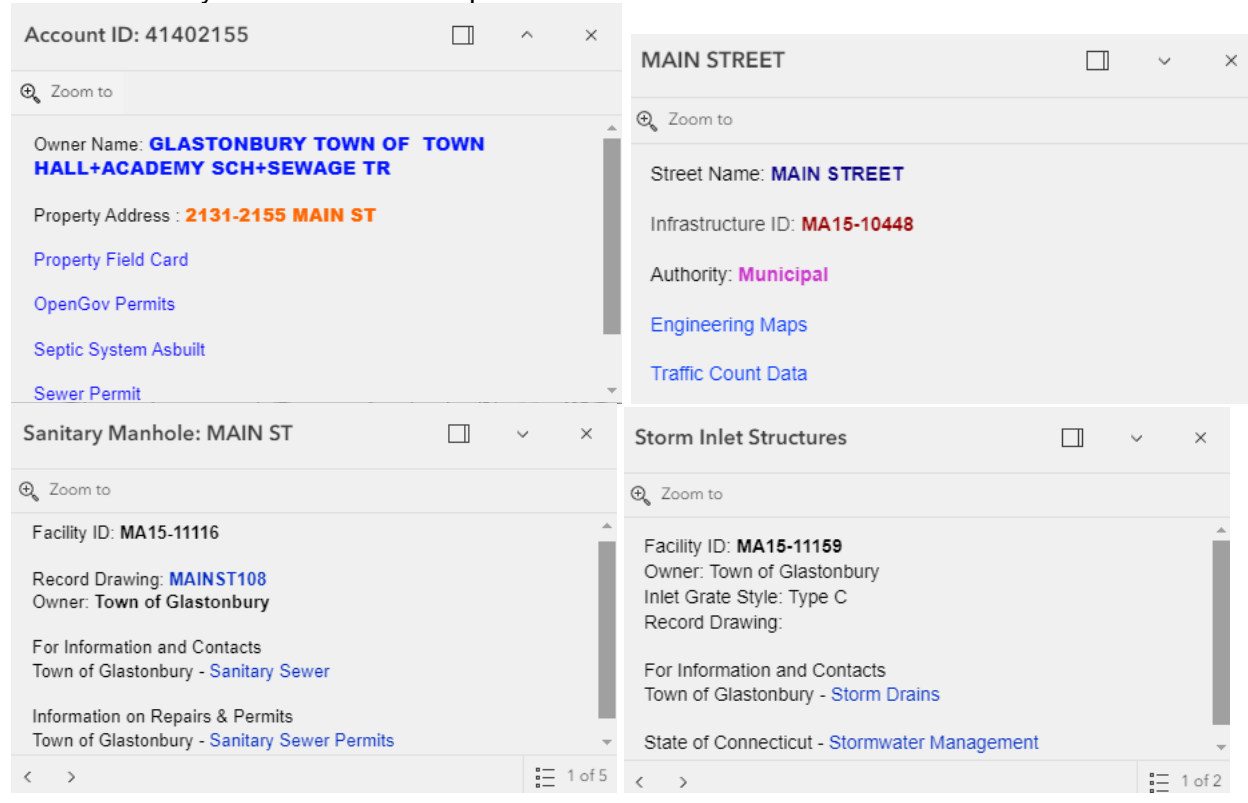
62 BACK LAND RD

62 BARRINGTON WAY

Click on the Address you're looking for from the drop-down search results. Once you click on the address the application will zoom to the results and the associated popup window will show up.

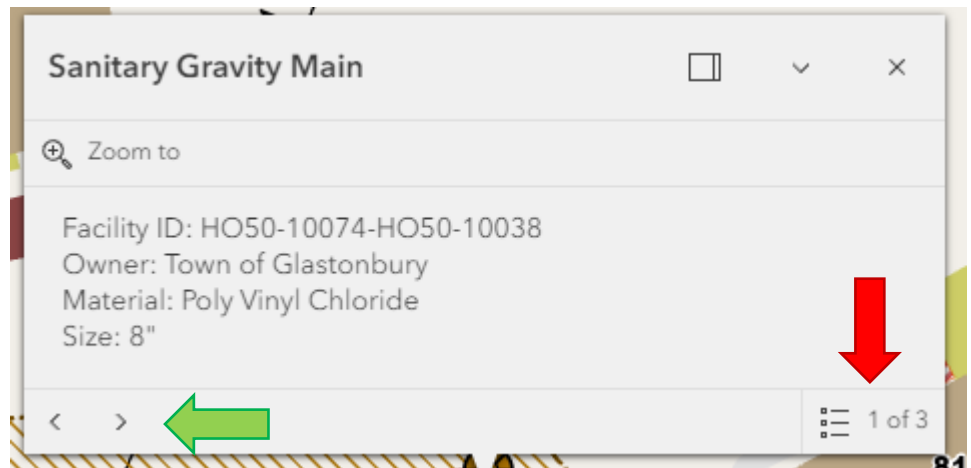
## 4. Pop-up Windows

In this application information will be represented in pop-up windows then being stationary to a side of the screen. Depending on what is selected the window will have specific information and links for that layer. See some examples below.



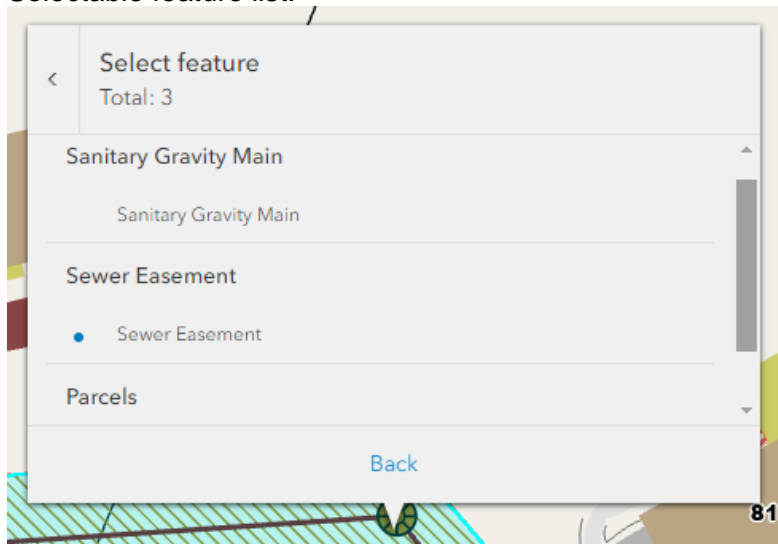
## 5. Identify Items

To view information about an item no tool is needed any more, all you need to do is click on the item on the map. The pop-up window will then show up. If the window doesn't come up that means that identifying information is not available. If there are multiple items identified it will show in the lower right corner. (green arrow) Use the arrows < > to scroll through them. You can click on the 1 of X (red arrow) and it will give you a list of the items that have been identified, just click on the item to view the information.



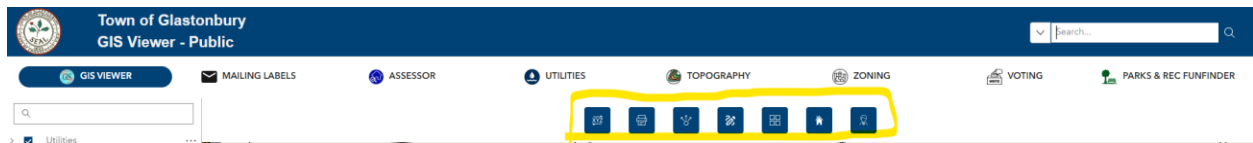


Selectable feature list.

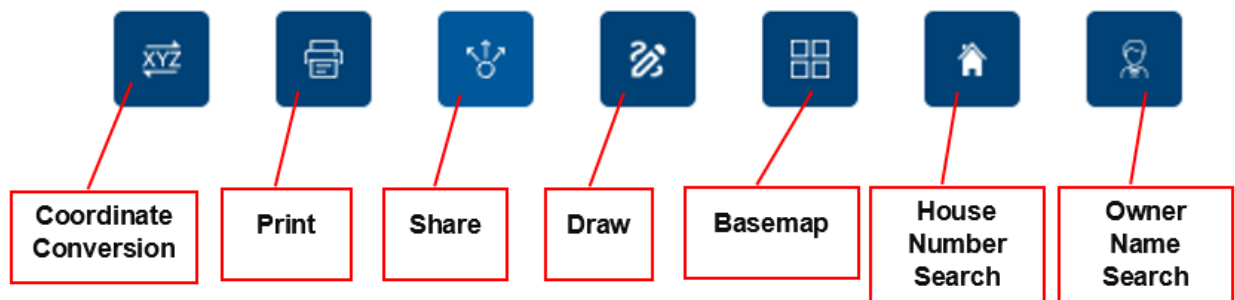


## 6. Widget Tool Bar

This is located at the top center of the page.

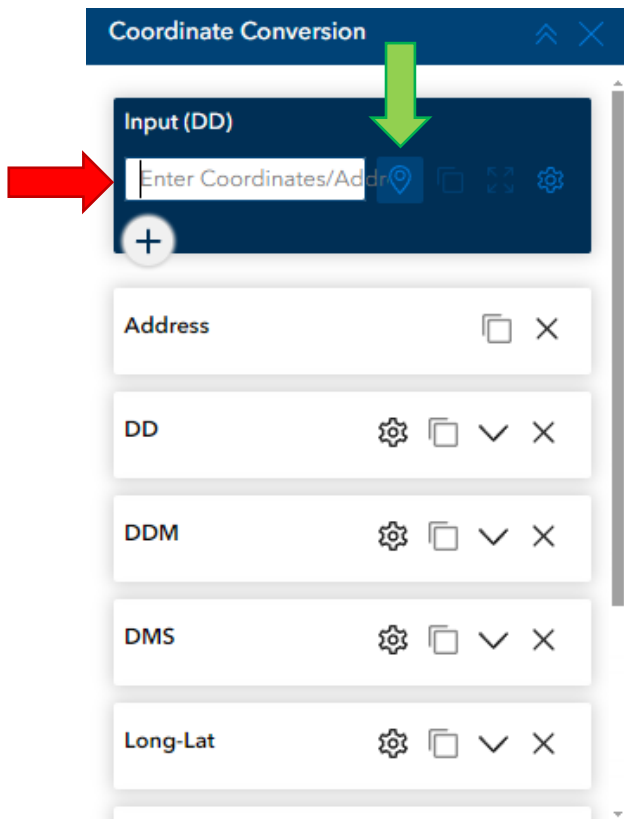


What widgets are available!



- a) **Coordinate Conversion Widget:** this widget use different coordinate systems to pinpoint places on the earth. For example, one system might use decimal degrees (DD) and another system might require the same location to be specified in Military Grid Reference System (MGRS). The Coordinate Conversion widget allows you to input coordinates using one coordinate system and output to different coordinate systems using multiple notation formats.

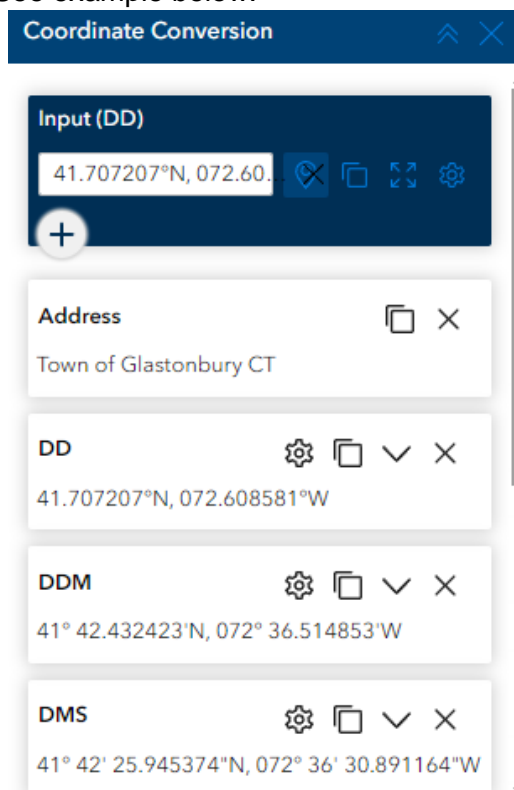
#### How to use...



If your looking for a XY for an address or a specific item on the map. Can search by address location or Add Point.

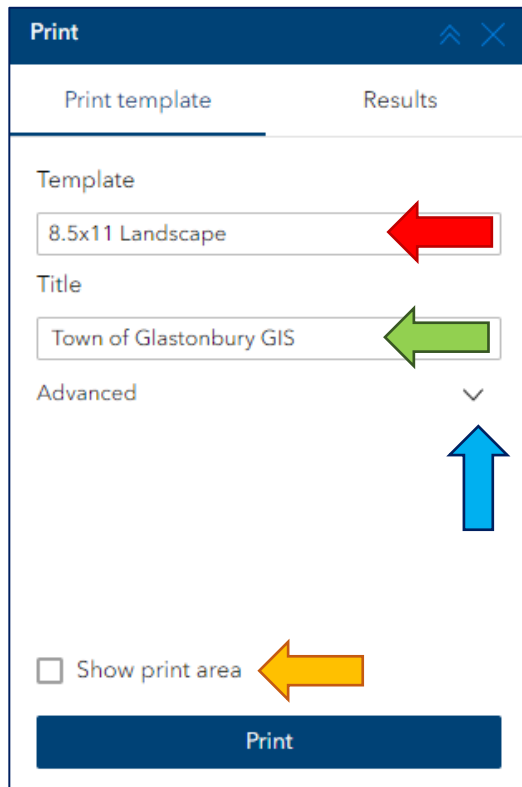
In the Enter Coordinates/Address box (red arrow) you can add a building address or latitude or longitude. You can also find coordinate information by clicking on the Add Point button (green arrow). Once you have the Add Point selected click on the map to get XY information.

See example below.



- b) **Print Widget:** this widget allows you to print web maps and includes options for previewing extents, selecting layouts, and more.

### How to use...



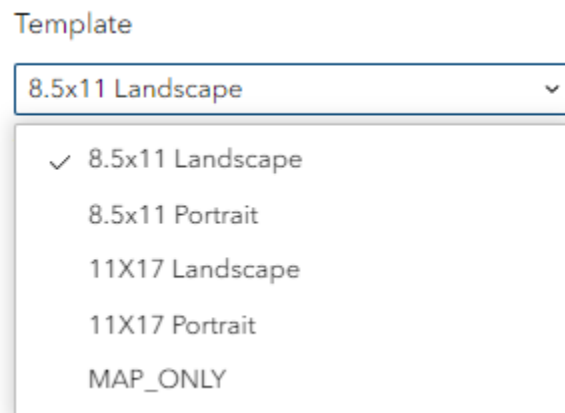
The screenshot shows the 'Print' widget interface. It has a dark blue header with the word 'Print' and a close button. Below the header are two tabs: 'Print template' (active) and 'Results'. Under the 'Print template' tab, there are three sections: 'Template' with a dropdown menu showing '8.5x11 Landscape' (indicated by a red arrow), 'Title' with a text input field containing 'Town of Glastonbury GIS' (indicated by a green arrow), and 'Advanced' with a dropdown arrow (indicated by a blue arrow). At the bottom, there is a checkbox labeled 'Show print area' (indicated by an orange arrow) and a large blue 'Print' button.

**Template** (the red arrow) in the picture is where you'll select what size map template you want your PDF to display. There are 5 options to choose from. See picture below.

**Title** (the green arrow) in this box you will type in the title you want to give your map. By default, the title will say "Town of Glastonbury GIS".

**Advanced** (the blue arrow) more print settings. See more on this below.

**Show Print Area** (the orange arrow) click in the box next to the text to show on the map what area is being printed in the PDF map.



This image shows a close-up of the 'Template' dropdown menu. The menu is open, showing a list of options: '8.5x11 Landscape' (selected with a checkmark), '8.5x11 Portrait', '11X17 Landscape', '11X17 Portrait', and 'MAP\_ONLY'.

Advanced ^

Map printing extents

☒ Current map extent

☐ Current map scale

☐ Set map scale

Layout options

☒ Include north arrow

Scalebar unit Feet

Print quality

96 DPI

**Map printing extents**—Choose how to calculate the map's printed extent.

- **Current map extent**—Use the Map widget's current view.
- **Current map scale**—Use the Map widget's current scale.
- **Set map scale**—Provide an exact scale.

**Include North Arrow** – check this on to have north arrow in the pdf map and uncheck to remove it from the map.

**Scalebar Unit** – change your scalebar units to Miles, Kilometers, Meters, or Feet.

**Print quality**—Set the print resolution. DPI stands for Dots per Inch, referring to the number of ink droplets a printer will produce per inch while printing an image. The more dots of ink per inch the picture have, the more detail you will see when printed.

- c) **Share:** widget allows end users to share the app by posting it to a social media account, sending an email with a link, or embedding it in a website or blog. It also provides a URL and QR code of the app. It shares the entire app. You can share links that include URL parameters, meaning the links can open the app to certain pages, have certain features selected, and more. To add a Share widget, drag it anywhere on a page and use either pop-up or inline style to fit your app design.







Share ^ X

https://arcg.is/1zPO8r

☒ Short link

☒ Include URL parameters

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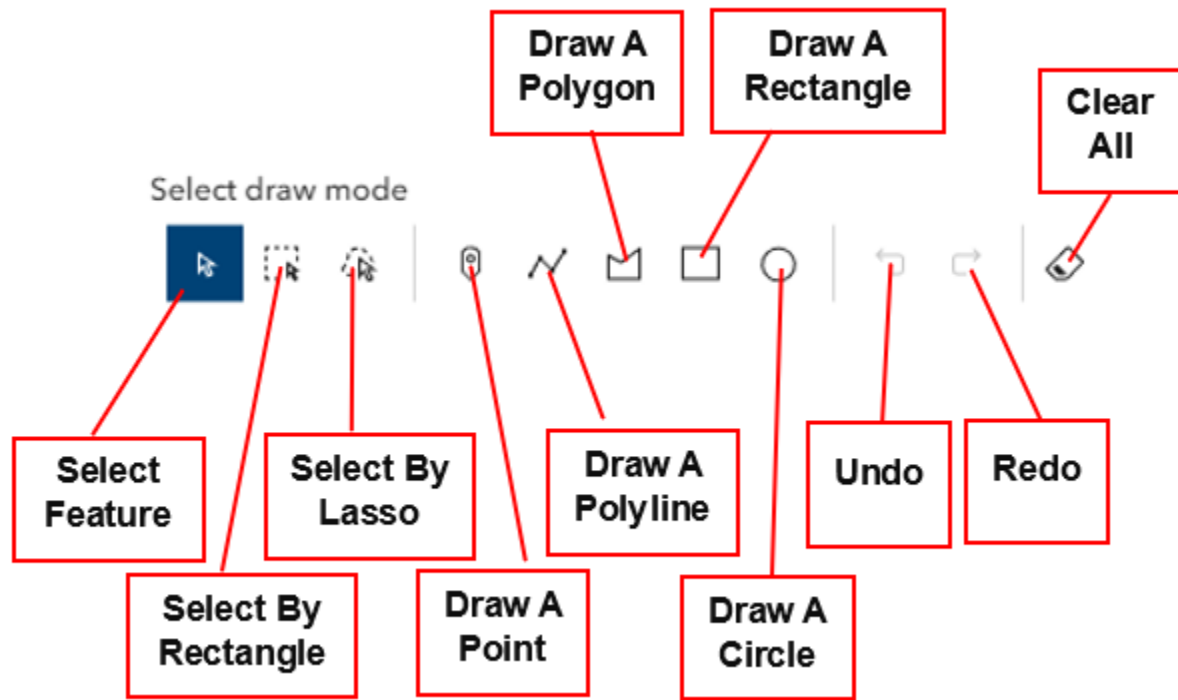
     

**Short link**—Generate a short URL that links to the experience.

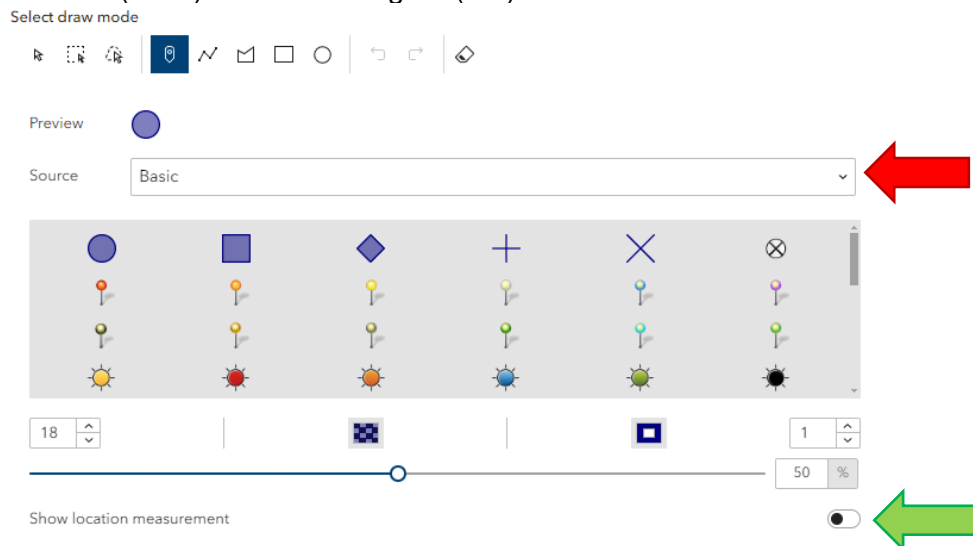
**Include URL Parameters**—Include any active URL parameters in the URL to be copied. Uncheck the box to share the experience's original URL without parameters.

- d) **Draw:** widget allows users to create simple graphics for points, lines, and polygons on a web map. Users can add measurements to drawn graphics for coordinate position, length, perimeter, and area.

How to use...



- Points—Customize size, fill color, outline color, outline width, and fill transparency. Only the size setting is available for picture point symbols.
  - Source (red arrow) for points only, select from a list of categories containing premade symbols. Different symbols are available in each category.
  - Turn on **Show location measurement** (green arrow) to include degree minute second (DMS) or decimal degree (DD) measurements.



- Polylines—Customize width, dash type, color, and transparency.
  - Turn on **Show length measurement** (red arrow) to include kilometer, meter, mile, or feet measurements.

Select draw mode



Preview



Show length measurement



Unit

Kilometers

- Polygons, rectangles, and circles—Customize fill color, outline color, outline width, and transparency.

Select draw mode



Preview



Show area measurement



Show perimeter measurement



*Polygons, Rectangles, and Circles, turn on **Show area measurement** (red arrow) to include square kilometer, square meter, hectare, acre, square mile, or square feet measurements. Turn on **Show perimeter measurement** to include kilometer, meter, mile, or feet measurements.*

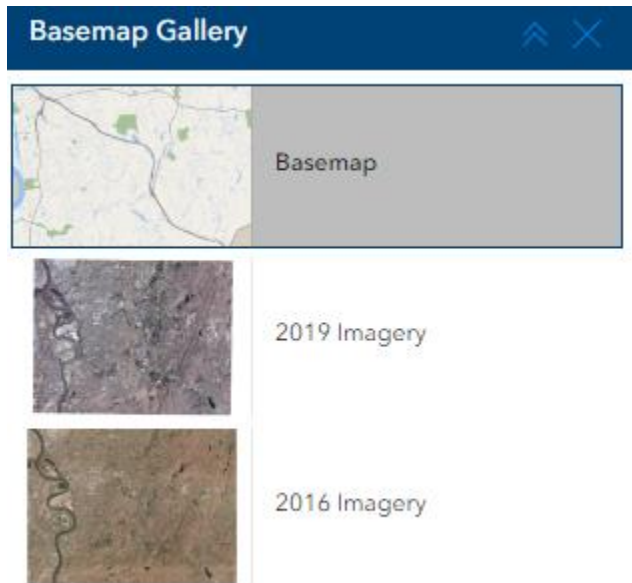


- **Undo and Redo**—Undo or redo actions. These buttons are based on the actions performed using the widget.



- **Clear all**—Remove all drawn features from the currently active web map.

- e) **Basemap Gallery:** lets you control which basemap that you want to use in the application



**How to use...**

Clicking the Basemap Gallery widget displays all the basemaps configured for this widget. Clicking a basemap thumbnail sets it as the active basemap for the app. Click the x in the upper right corner of the Basemap Gallery window to close it.

- f) **House Number Search** and **Owner Name Search:** for more information on these widgets see the beginning of this document. (Pages 5 -7)



- g) **Navigation on the Map**



**a. Zoom Slider:** Click the zoom slider button Zoom Slider to zoom in ( + ) or out ( - ) on the map. (red arrow)

**b. Home Button:** zooms the map to the initial map extent. (orange arrow)

**c. Extent Navigate:** allows you to navigate the map to its previous or next extent. (blue arrow)

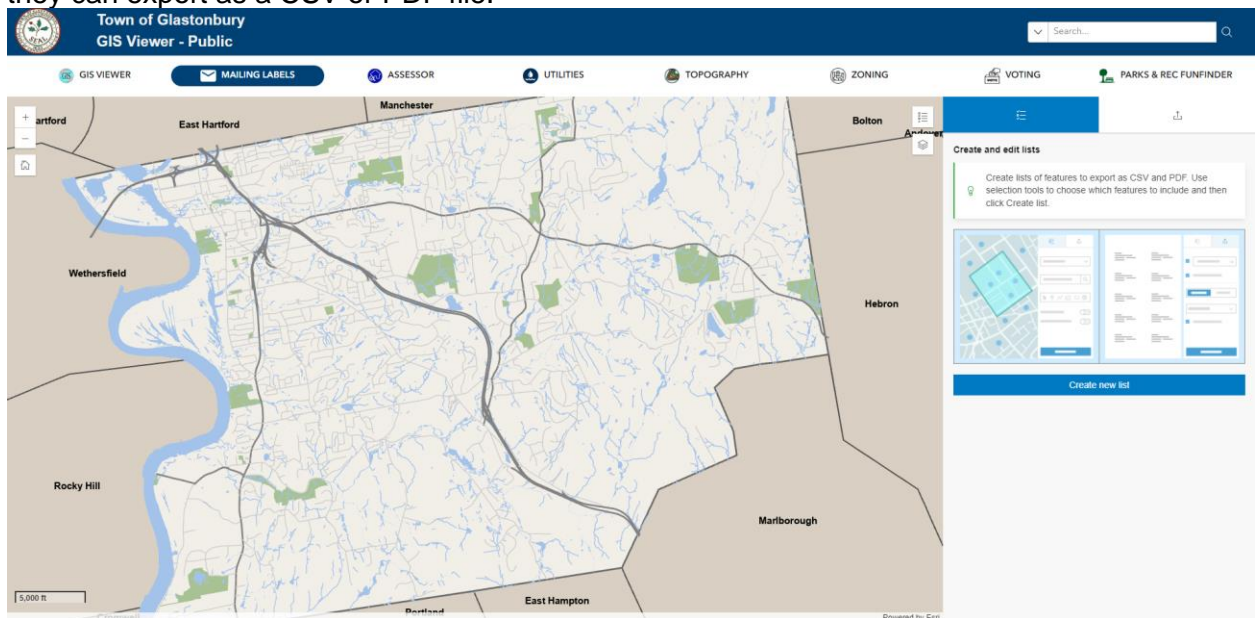
## 7. Department Pages

Individual pages have unique layers for that department's needs.



Assessor, Utilities, Topography, or Zoning have the same Widget Tool Bar, but each department has their own specific layers that work with the department needs.

- a) **Mailing Labels Page:** allows users to create a list of selected features that they can export as a CSV or PDF file.

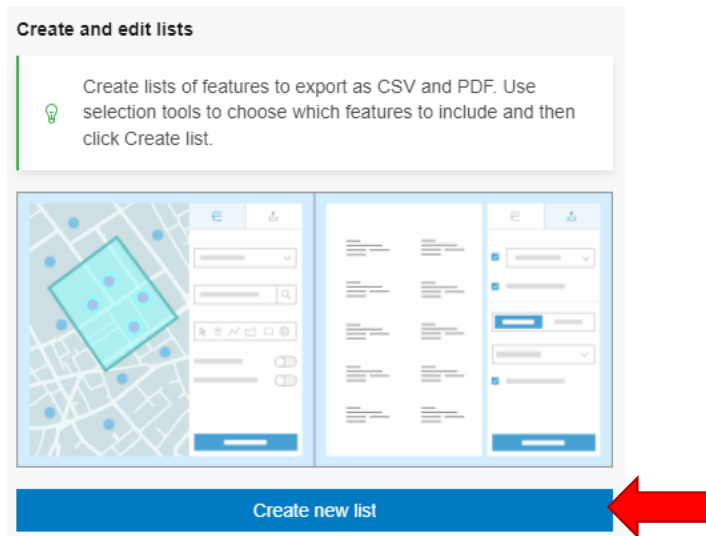


### How to use...

To generate lists of features to export, an input layer must be defined. The pop-ups of the features in the input layer are used in the exported CSV or PDF file. Once the layer is defined, a user can select features to include in a list.

Click on "Create New List" to start.



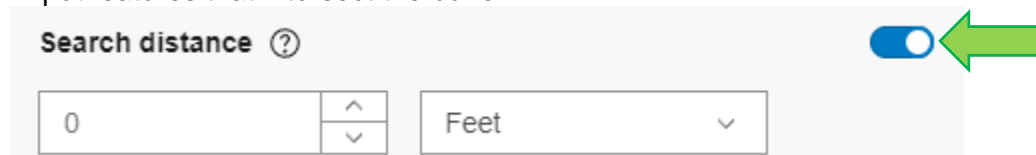


There are two methods for selecting features to add to lists in Public Notification: **search** and **sketch**.

- **Search** - (red arrow in the picture below) uses the search widget in the panel where users can enter addresses or points of interest. Once a location is returned, they can create a search radius using miles, kilometers, meters, and feet to add features within the buffer. Set up feature search in the app configuration to use attributes from a layer in the map to search for specific features.



- **Sketch** - (blue arrow in the picture above) uses a basic set of drawing tools for drawing a point, line, rectangle, or polygon. The drawn graphics are used to select features from the input layer that intersect.
- **Search Distance** – (green arrow) defines a distance for a search buffer that will select input features that intersect the buffer.



## Example of Address Search Mailing Labels:

GIS VIEWER

MAILING LABELS

ASSESSOR

UTILITIES

TOPOGRAPHY

ZONING

VOTING

PARKS & >

Create new list

Select features from the input layer to add to your list. Draw with sketch tools, specify a search distance, and use features from another layer to select overlapping features.

Input layer

Parcels

2155 MAIN ST, GLASTONBURY

X

Q

Search distance ?

500

Feet

Use layer features ?

16 selected features

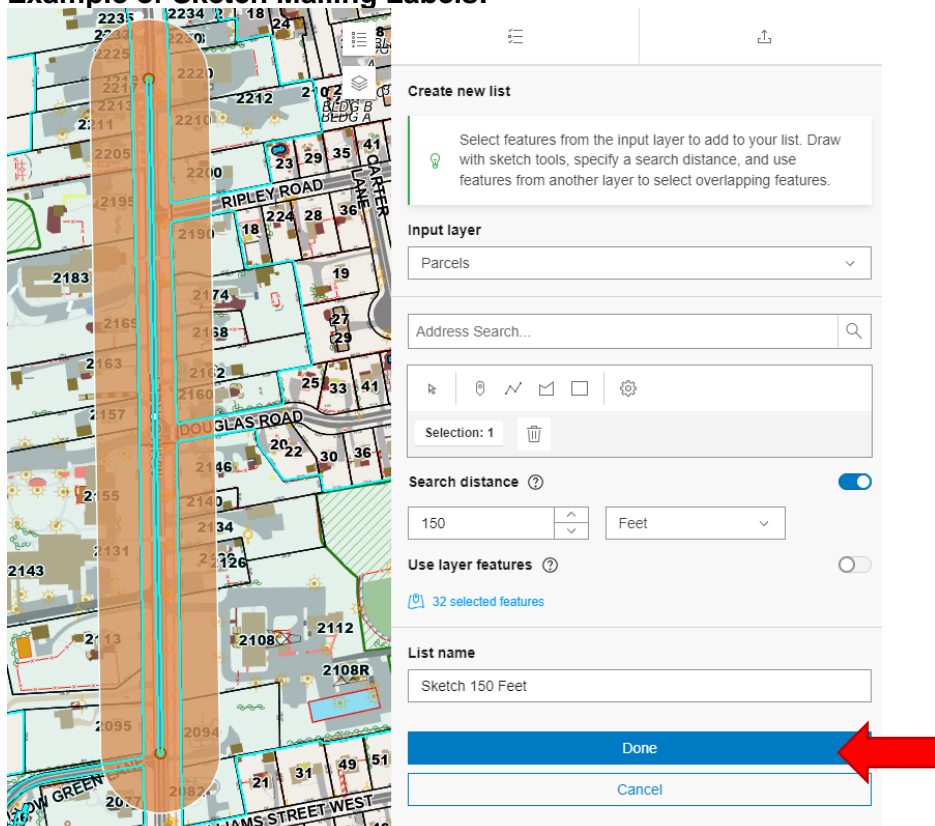
List name

2155 MAIN ST, GLASTONBURY 500 Feet

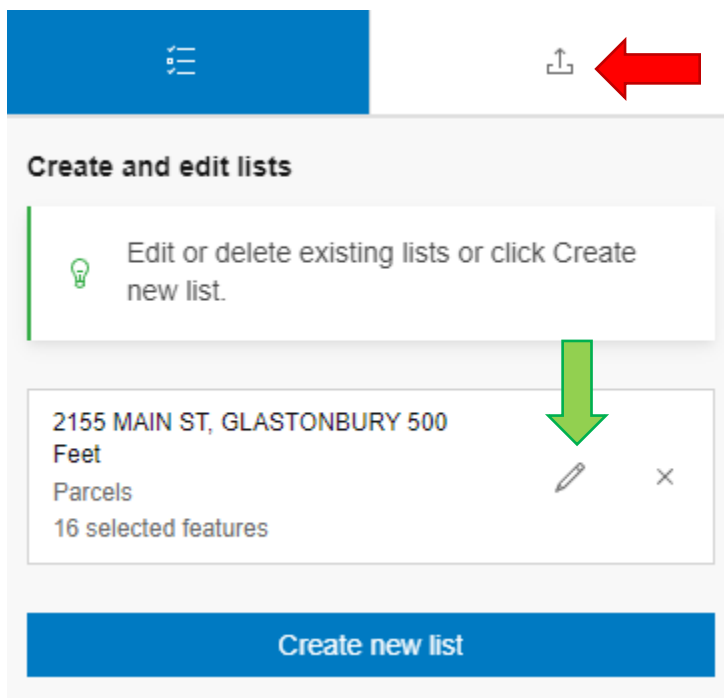
Done

Cancel

## Example of Sketch Mailing Labels:



Once you have your location and buffer area defined click on the Done (red arrow in the picture above)



When you see this window click on the **Export** tab (red arrow). You can edit your mailing list on this page before you can export. Click on the pencil (green arrow) to edit your mailing list.

To export the lists of features that are created in the app, use the **Export** button at the top of the app panel.

- In the export panel lists can be exported to a **PDF** or **CSV** file (red arrow).
- If there are multiple lists, users can choose which lists to include in the export and remove duplicates if the same feature exists in the lists. (green arrow)
- **Format options:** different template options for PDF and CSV. (blue arrow)

Format options

30 per page | 2-5/8 x 1

6 per page | 4 x 3-1/3

10 per page | 4 x 2

14 per page | 4 x 1-1/3

20 per page | 4 x 1

30 per page | 2-5/8 x 1

60 per page | 1-3/4 x 2/3

80 per page | 1-3/4 x 1/2

- You can add a title and image of the map to your mailing labels list that can be included in the PDF export. (orange arrow)

Export

Select lists to include in the exported file.  
Export lists as CSV and PDF.

**My lists**

☒ 2155 MAIN ST, GLASTONBURY 500 Feet  
Parcels  
16 selected features

☐ Remove duplicates: 2 duplicates ?

PDF CSV

**PDF Options**

☒ Results

Format options

30 per page | 2-5/8 x 1

☐ Title

☐ Map

Export

Go to page 21 to see examples of the mailing list and map.

## Example of mailing labels map and mailing labels.

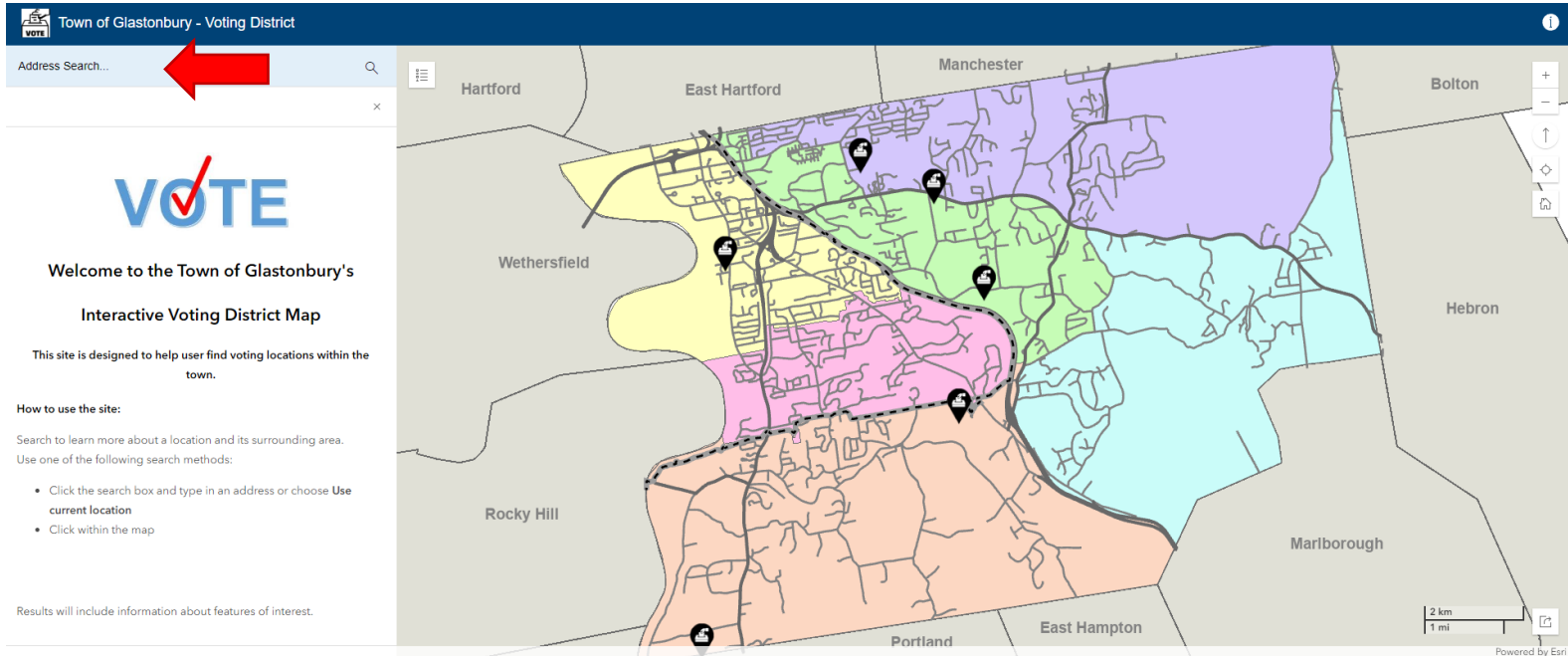
	<p>MORWAY THOMAS SPERRY 2071 MAIN ST GLASTONBURY CT 06033-2203</p> <p>BRUCIATI BENJAMIN PETER 28 WILLIAMS ST W GLASTONBURY CT 06033-2213</p> <p>MARINA MARY HELEN+ 34 WILLIAMS ST W GLASTONBURY CT 06033-2213</p> <p>KELLEY ROBERT E JR+DIANA L 38 WILLIAMS ST W GLASTONBURY CT 06033-2213</p> <p>GALVIN J ROBERT LU+PATRICIA A 2060 MAIN ST GLASTONBURY CT 06033-2202</p> <p>PAGLIUGHI JOANN 31 WILLIAMS ST W GLASTONBURY CT 06033-2212</p> <p>KUMAR ARUN+ 49 WILLIAMS ST W GLASTONBURY CT 06033-2902</p> <p>DOWD JEFFREY J+JENNIFER A 51 WILLIAMS ST W GLASTONBURY CT 06033-2212</p> <p>BIANCARDI DARIA 55 WILLIAMS ST W GLASTONBURY CT 06033-2212</p> <p>MELOCOWSKY STEVEN 2130 MAIN ST GLASTONBURY CT 06033-2283</p>	<p>HAFEEZ IMRAN 2160 MAIN ST GLASTONBURY CT 06033-2206</p> <p>COOK JIMMY LU+FRIDUND ROBERT S+ 25 DOUGLAS RD GLASTONBURY CT 06033-2219</p> <p>WAYNER ANDREW W 53 DOUGLAS RD GLASTONBURY CT 06033-2219</p> <p>DAVIS KAREN DEBRUIN 2162 MAIN ST GLASTONBURY CT 06033-2206</p> <p>CENTRE SQUARE CONDOMINIUM 26-29 CARTER LN GLASTONBURY CT 06033</p> <p>LEVINE MARTIN L+ROBIN SAVITSKY 19 CARTER LN GLASTONBURY CT 06033-2217</p> <p>MEADOWS WILLIAM H 2213R MAIN ST GLASTONBURY CT 06033-2210</p> <p>LANGMAID JOHN A B+KATHERINE A BERRY 2200 MAIN ST GLASTONBURY CT 06033-2207</p> <p>GOODIN RONALD P+ELIZABETH L 2056 MAIN ST GLASTONBURY CT 06033-2202</p> <p>DANNEHY NORA R 2168 MAIN ST GLASTONBURY CT 06033-2206</p>	<p>ZLATKUS RICHARD+LIZABETH H 2174 MAIN ST GLASTONBURY CT 06033-2206</p> <p>LEI ASSOCIATES LLC 1 MERCHANTS PLZ STE 701 BANGOR ME 04401-8304</p> <p>GLASTONBURY TOWN OF C/O FACILITIES DEPT GLASTONBURY CT 06033-6523</p> <p>GLASTONBURY TOWN OF C/O FACILITIES DEPT GLASTONBURY CT 06033-6523</p> <p>GLASTONBURY TOWN OF C/O FACILITIES DEPT GLASTONBURY CT 06033-6523</p> <p>SNYDER JOANNE B 2163 MAIN ST GLASTONBURY CT 06033-2208</p> <p>MKP ASSOCIATES LLC 243 INJUN HOLLOW RD HADDAM NECK CT 06424-3023</p> <p>LEPORE NANCY H 2205 MAIN ST GLASTONBURY CT 06033-2210</p> <p>BRUBAKER WAYNE P+PATRICIA S 2195 MAIN ST GLASTONBURY CT 06033-2210</p> <p>WILLOW GREEN CONDOMINIUM 10-29 WILLOW GREEN LN GLASTONBURY CT 06033</p>
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**b) Voting District Page:** This site is designed to help users find voting locations within the town.

**How to use the site:**

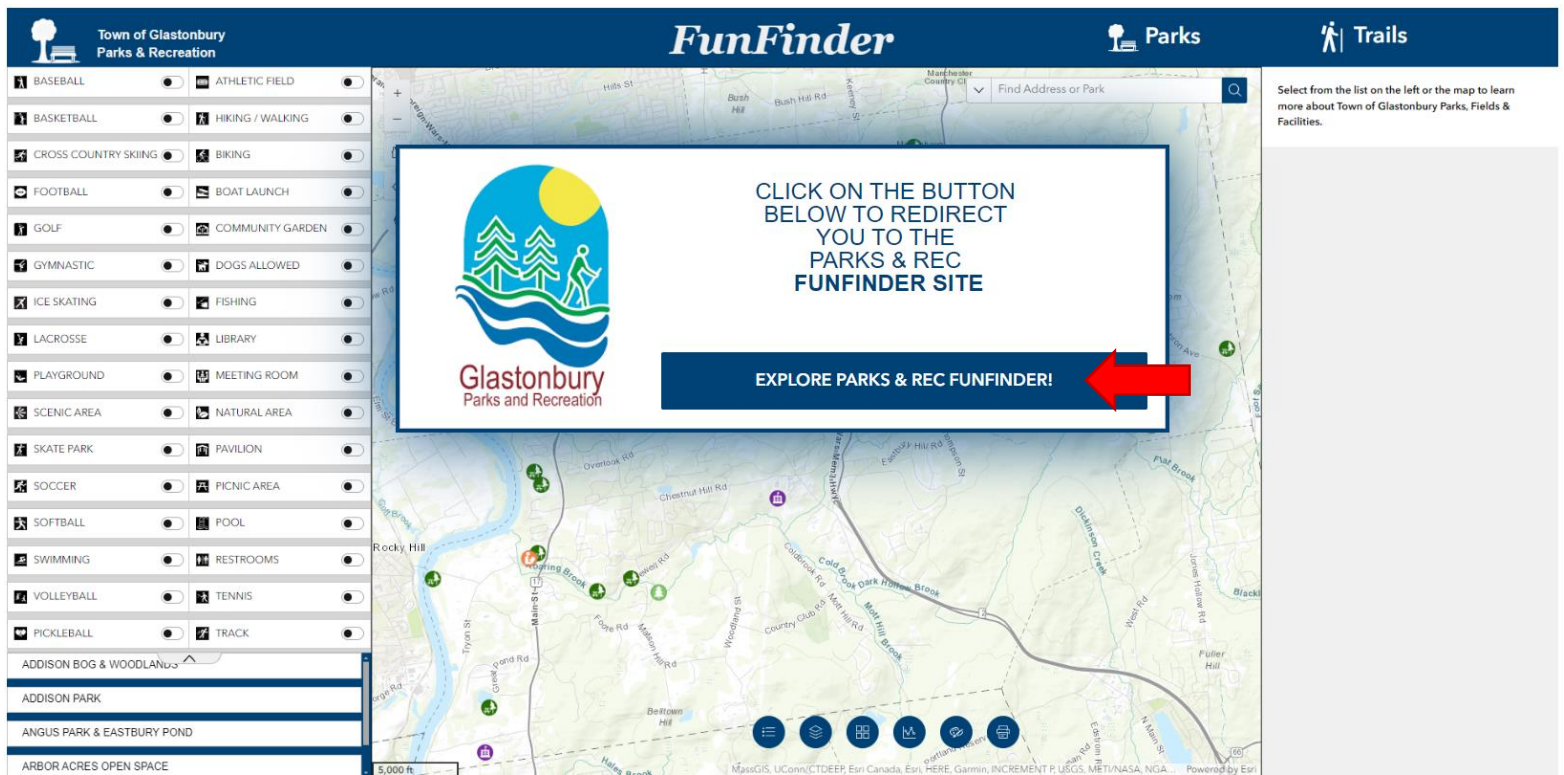
Search to learn more about a location and its surrounding area. Use one of the following search methods:

- Click the **Address Search** box and type in an address or choose Use current location (red arrow)
- Click on the map to find the Voting District.





c) **Parks & Rec FunFinder Page:** this is a Park and Recreation page to find Parks and trails (town trails, walking trails and bike trail).



Any additional questions or comments please contact the GIS Coordinator Jenna Gosselin at [Jenna.Gosselin@Glastonbury-CT.gov](mailto:Jenna.Gosselin@Glastonbury-CT.gov) OR (860) 652-7740