

## Tips for finding information on MapWashtenaw

Note: you must first have **Microsoft Silverlight** installed on your computer – it is a free download – search on any search engine and download it from the Microsoft site.

1. Navigate to <http://mapwashtenaw.ewashtenaw.org>
2. Read the disclaimer and click “Launch the MapWashtenaw Viewer”
3. Enter the address number and first few letters of the street name for the parcel in question and click the magnifying glass
4. Click once on the address on the left-side results bar (this will zoom to the parcel).

### To print a Property Sheet that includes the legal description, information about the property, assessed value, etc.:

1. Right click on the Address that shows up in the left bar.
2. Select “Show Feature Details”
3. In the box that pops up, select “Create a Report”
4. In the Feature Reports box that pops up, select “Property Sheet” as the Report Type and “PDF” as the Output format. Then click “Run Report”
5. Once the report has been run (this could take a few minutes), it will say that it is ready. Click “Download Report.”
6. The PDF file can be saved to your computer, printed, and/or e-mailed as an attachment.

### To find information on Soil Types:

1. Navigate to the parcel as above.
2. Click on the icon in the bottom left corner (looks like a pile of three colored pieces of paper)
3. Layers should be displayed – if it is the Legend, click “Show Layers”
4. Check the box next to “Natural Features”
5. A Soil Type will appear on the map. It will be a two- or three-letter code. The code can be written on the application and/or you can look up the type by code at the following site: <http://washtenawcd.org/az/soilwash.php>

### To print an image with topographical information:

1. Navigate to the property as explained above.
2. On the Layers screen, check the box next to “Topography” and make sure the slider is all the way to the right
3. Uncheck the boxes next to “Road Map” and “2010 Aerial Hybrid Map.” Zoom in or out to the desired scale using the + and – signs on the top left of the map.
4. Near the top of the map is a button that says “I want to...” – click the arrow on the right and select “create a printable map.”
5. Select the desired traits – note that you can either print the map as it is seen on screen or choose a different scale. A suggested title is the address of the parcel.
6. Click “Create File.”
7. Once it says the map is ready, click “Open File.” The PDF can be saved to your computer or printed on paper.

## Tips for finding information on MapWashtenaw

### To print an aerial image of the parcel and surrounding properties:

1. Navigate to the property as explained on the first page of this document
2. On the Layers screen, check the box next to “2010 Aerial Hybrid Map”
3. Make sure the slider next to “2010 Aerial Hybrid Map” is all the way to the right and that the boxes next to “Road Map” and “Topography” are unchecked.
4. Zoom in our out to desired scale using the + and – signs on the top left of the map
5. Near the top of the map is a button that says “I want to...” – click on the arrow to the right and select “create a printable map.”
6. Select the desired traits and enter a title – we suggest entering the address of the parcel, permit number, or other brief description. Note that you can either print the map as it is seen on the screen or select a different scale.
7. Click “Create File”
8. It will take a minute – once the map is ready, click “open File.” The PDF can be saved to your computer or printed.

### To find information on County Drains:

1. Click on the icon in the left bottom corner (looks like a pile of three colored pieces of paper)
2. Click on the box next to “Drains”
  - a. County Drains will appear as blue lines
  - b. County Rights-of-way will appear as red crosshatches
  - c. The name of the Drain should appear on the line; for more information on that Drain, right click on the line and select “what’s here” – click on the item in which you are interested and select “View Additional Details” in the box that comes up.