

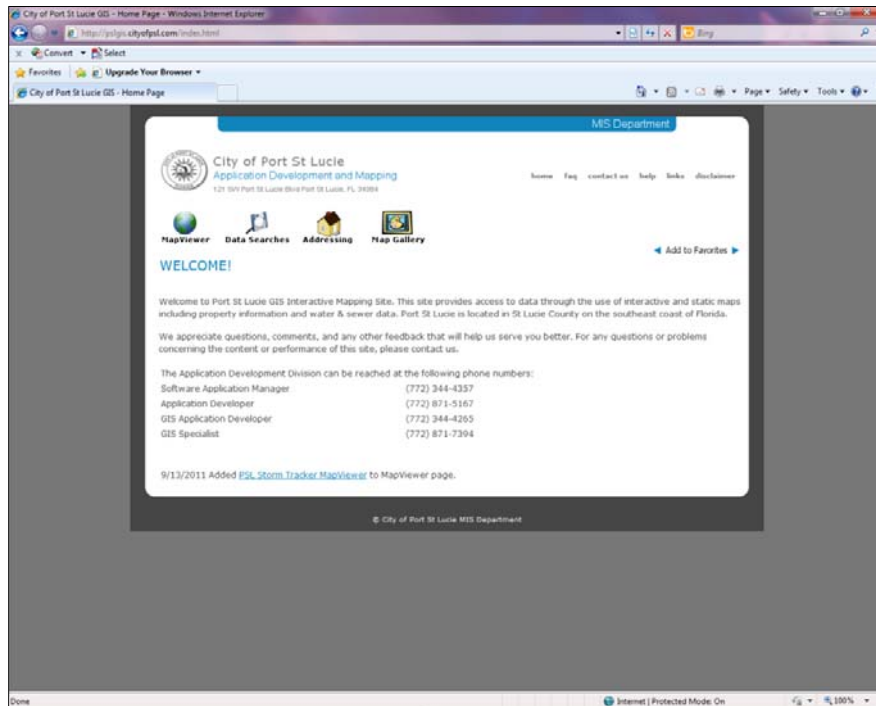
Geographic Information Systems Website Training Manual

Revised: September 2011

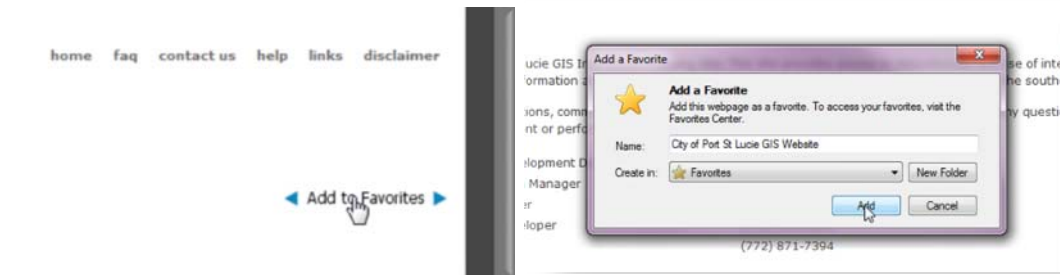
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WELCOME TO THE GIS WEBSITE TRAINING MANUAL!

The link for the website is <http://pslgis.cityofpsl.com>. It will take you to the main page shown below:

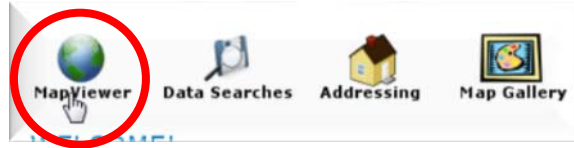


You can save this link for easy access in the future. To save this into your Favorites, click on the **Add to Favorites** link to the right of the main screen. The menu box will display. Click on the **Add** button when you are done.

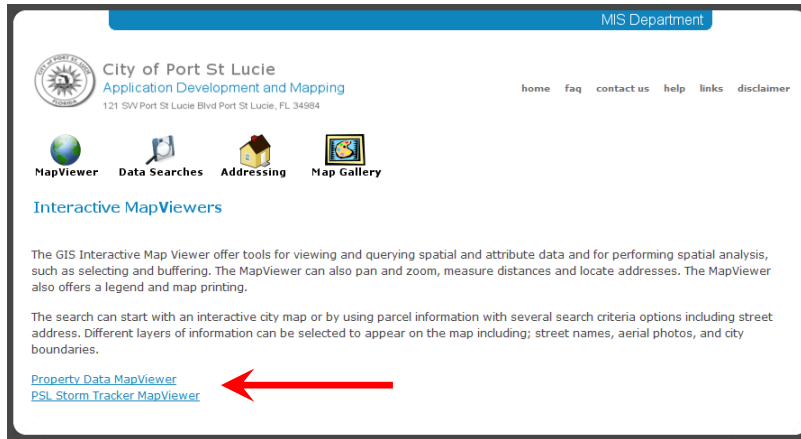


On the main page there are links to the MapViewer, Data Searches, Addressing and our Map Gallery. Let us begin with the MapViewer.

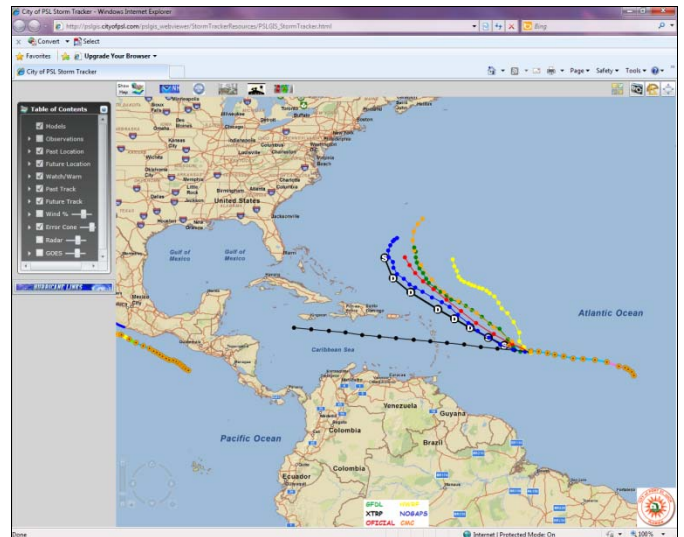
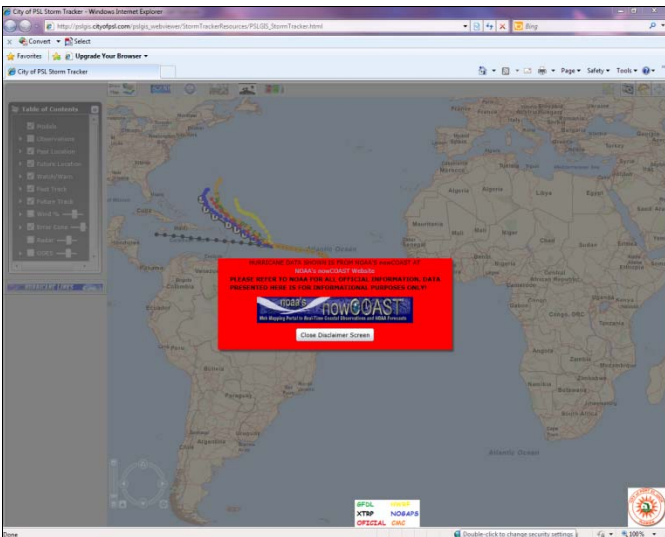
MAPVIEWER HELP





After clicking on the **MapViewer** icon, it takes you to the Interactive MapViewers page, and at the bottom there are two links.

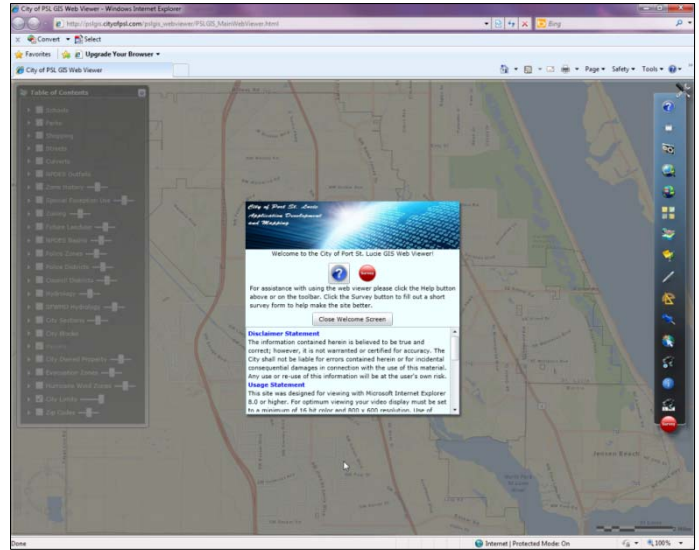


The lower link is the **PSL Storm Tracker MapViewer**, which takes you to a map that displays a storm's path, if one should be in the forecast. The information on the map comes from NOAA's **nowCOAST** Website. A disclaimer screen displays prior to viewing the map. On this disclaimer screen you can click a link that will take you to the nowCOAST Website. Close this disclaimer screen when you are ready to view the map.

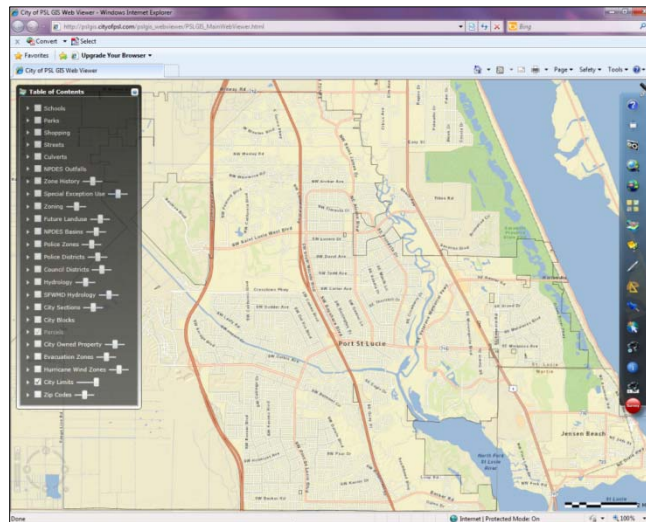




The upper link is the **Property Data MapViewer**. Clicking on this link takes you to the interactive map, which opens in another window. Before you can view the map a Welcome screen displays with a menu box in the center. Here you can use the Help feature, fill out a survey, and read the disclaimer statement, usage statement, privacy statement, and accessibility statement.

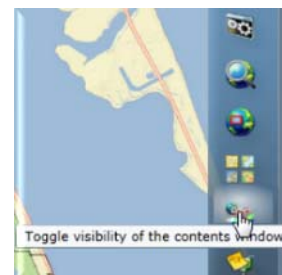
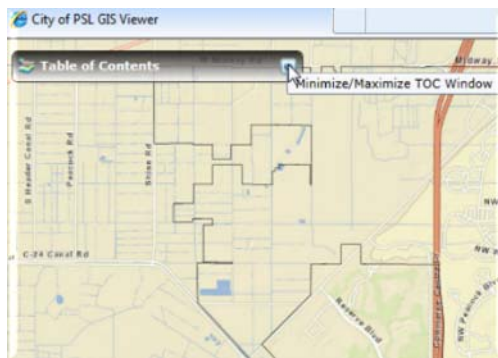
If you click on the **Help**  button, it will take you to the HELP dialog box, which gives detailed information about each item in the Tools toolbar located on the right side of the map. Clicking the **Survey**  button will take you to the MapViewer survey. If you want to go directly to the map, click on the **Close Welcome Screen** button.



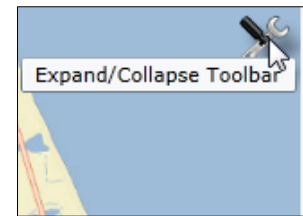
After closing the welcome screen, the map will display without the aerial as the default:




The menu on the left side of the screen is the Table of Contents, where you have choices of additional items you want displayed on the map. Click the box next to each item in order to activate it. There are several items within the table of contents that have transparency bars  **City Sections**  next to them. When you move the slider right or left, you allow more or less color/shading to cover the map. To hide the table of contents menu box, click the globe in the right corner of the TOC menu box. To close the TOC menu completely, click on the **contents** button in the toolbar on the right of the screen.

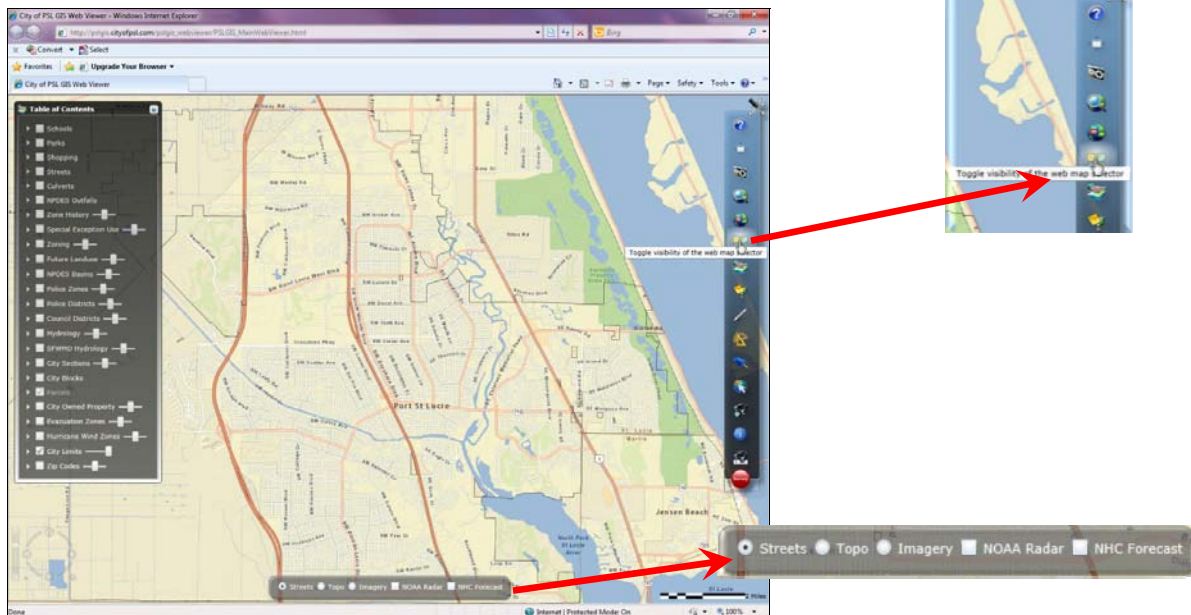


The toolbar to the right of the screen can also be hidden, by clicking on the wrench/screwdriver at the top of the toolbar.

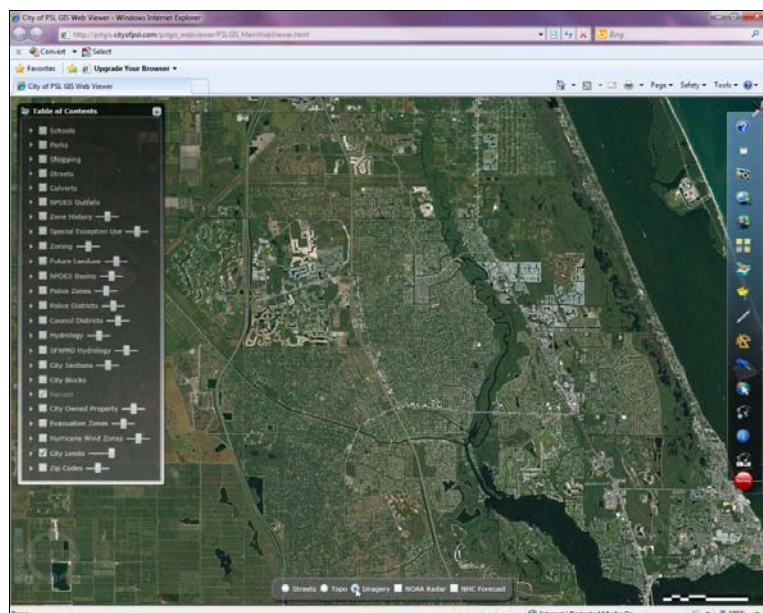


The next section will look at this toolbar in more detail. Only the tools used most often will be discussed in this manual. For more information on these and any of the other tools, click on the **Help**  button at the top of that toolbar.


If you would like the aerial to display, click on the **web map selector**  button. The toolbar will display at the bottom of the screen:

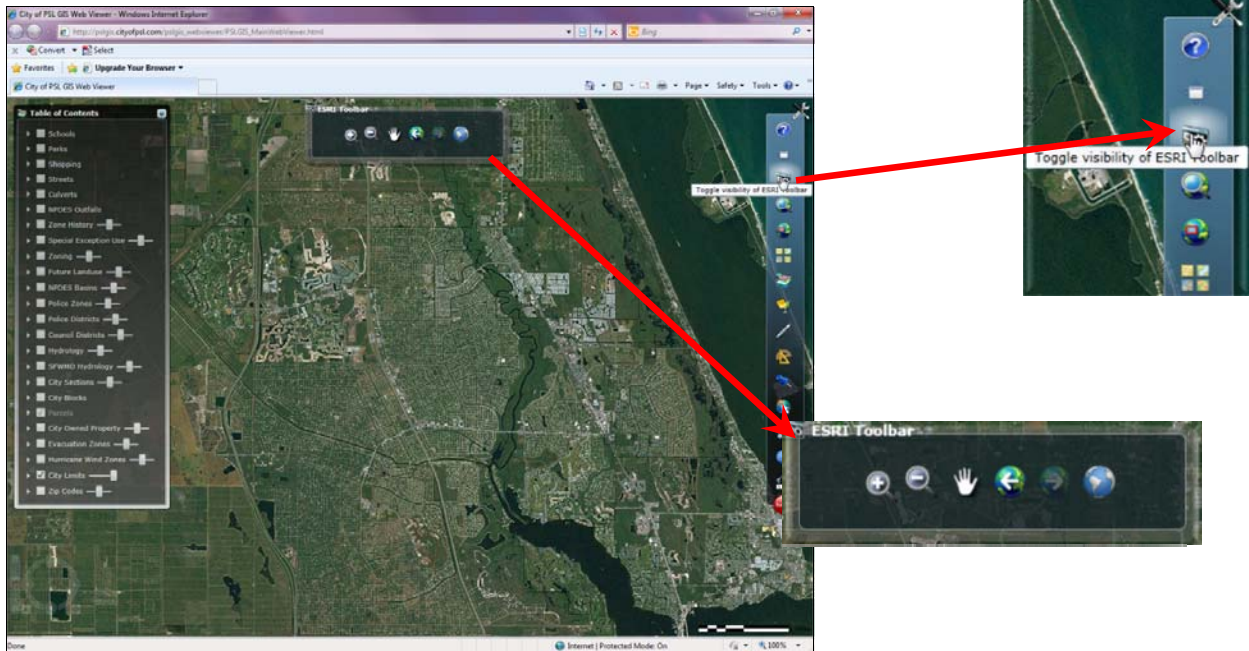


On that toolbar click on the **Imagery** radio button. Give it a moment to load and the map will look like this:




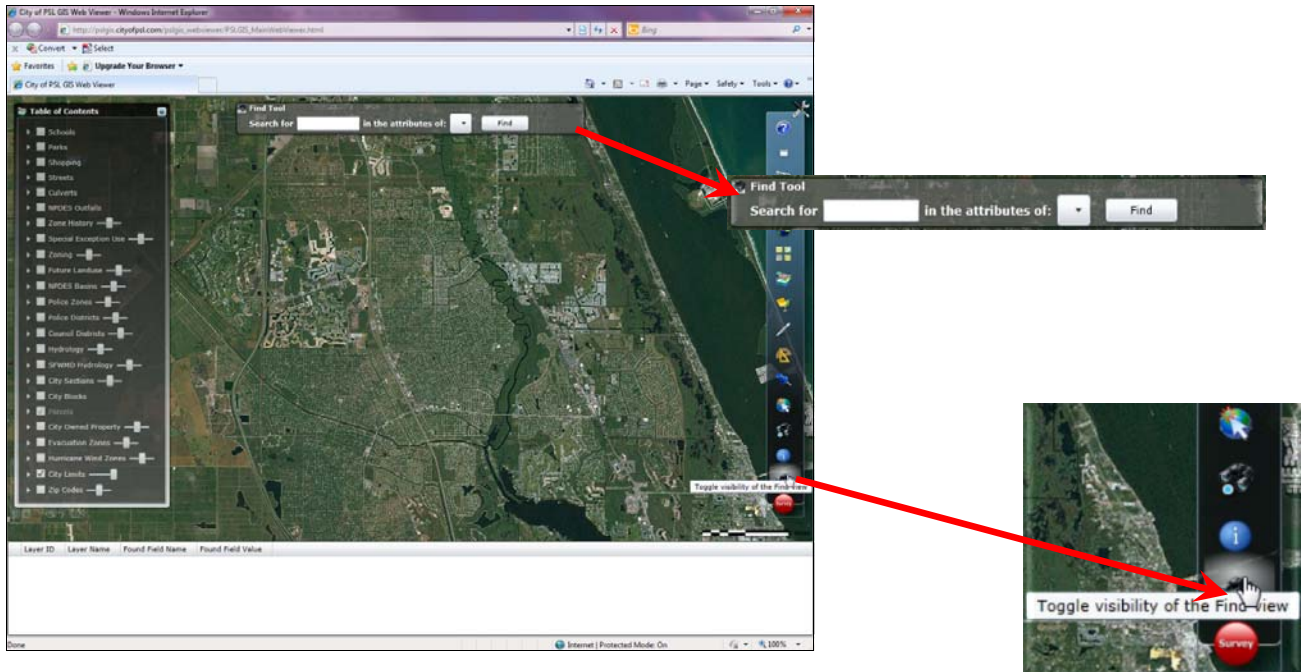
Click on the web map selector button again to close the toolbar.

The next button to discuss is the **ESRI toolbar**  button, which allows you to zoom in or out, pan, go to the previous or next extent, or full extents. The toolbar will display at the top of the screen:



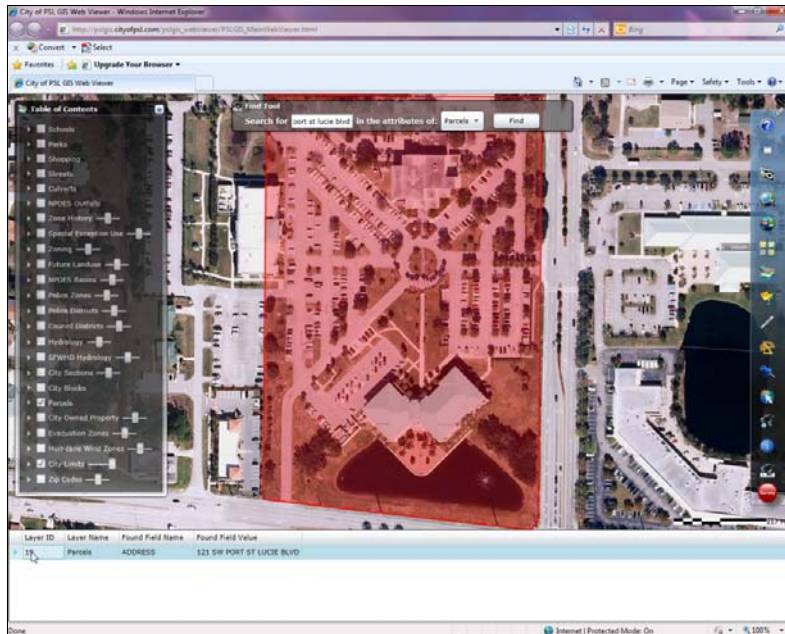
Click on the ESRI toolbar button again to close it when you are done.

To search for addresses click on the **Find**  button. Two toolbars will display: one at the top, and one at the bottom of the screen:

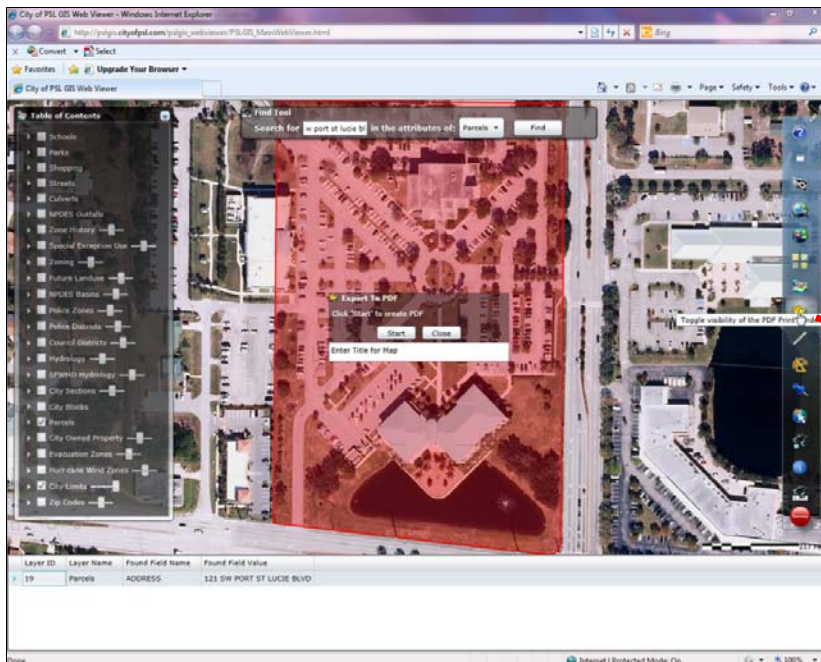


In the top toolbar, next to **Search for**, type in the address information (ex: 121 SW Port St Lucie Blvd, leaving out any punctuation). Go to the dropdown next to **in the attributes of**, and choose where the system can find

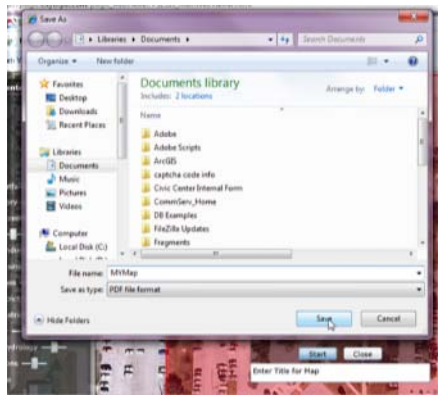
the address (ex: Parcels). Click the **Find** button to begin the search. After a moment the bottom toolbar will display the address information you requested. Click once on the address and the map will zoom to that location:



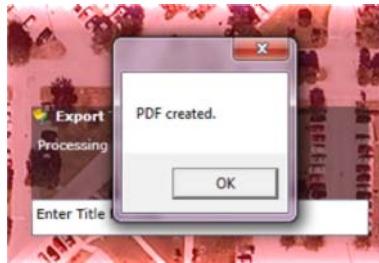
If you decide you want to print the map, click on the **PDF Print window**  button. The **Export To PDF** menu will display:




Click the **Start** button to begin the export and save process. Name the map, open the correct folder location to save the map, and then click **Save** when complete.

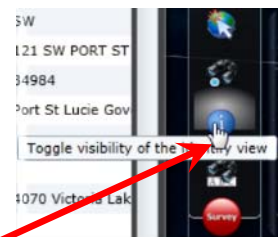
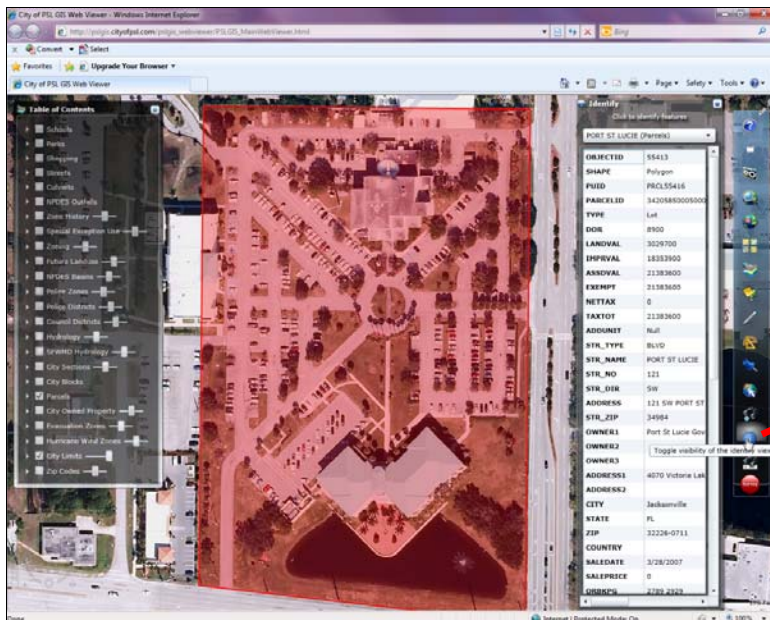


After a few moments of processing a menu box with **PDF created** will display:



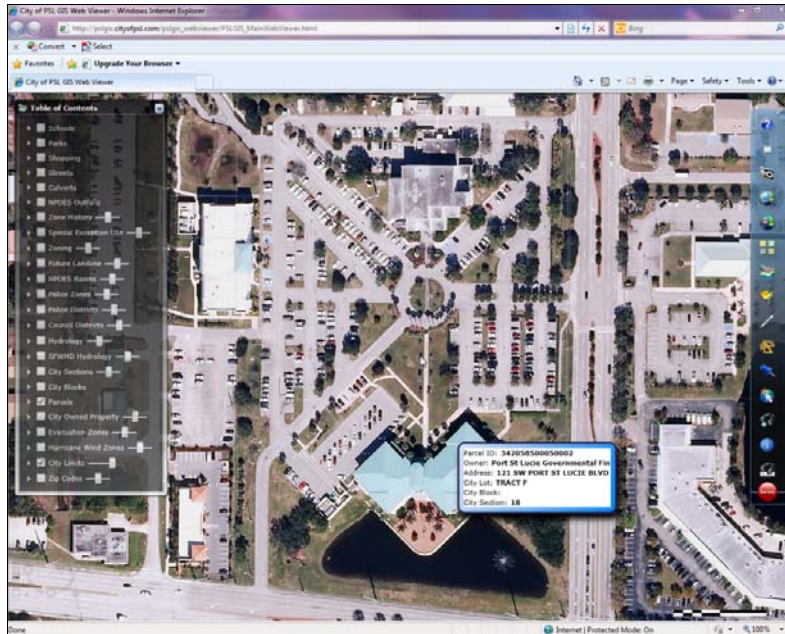
Click **OK**.

Click the **Close** button to close out of the Export To PDF menu. Click on the Find button again to close the toolbars and get rid of the highlighting on the parcel. Another way to view information about a parcel is to first have the parcel in question already displayed on the screen. Then click on the **Identify view**  button. Click once on the parcel, and after a few moments parcel information will display:



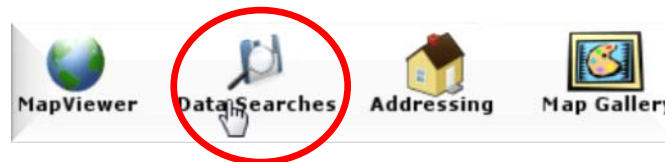
Scroll through the list to view all of the parcel information. Click on the Identify view button again to close the toolbar and get rid of the highlighting on the parcel.

A way to see basic parcel information without using any of the toolbar buttons previously discussed is to place your mouse over the parcel (without clicking on it) and basic information will display:



The next section will discuss the different database searches available.

DATA SEARCHES HELP



Clicking the Data Searches icon will take you to another screen, which displays links allowing you different ways to obtain the addressing information you are looking for. We will go through each link separately.

Property Information Search

The Property Information Search gives you the ability to find information about a parcel/lot in Port St Lucie. Information includes owner, address, land values, land use and zoning designations, council districts, etc. Filling in as much information as you have available will help to better complete the search.

All the search fields will accept wild card (%) searches except for the following: Street Direction, Street Type, Council District, Land Use, Zoning and Value.

The search results can be sorted by Parcel#, Owner or Address by clicking on one of the radio buttons:

Sort Results By:
 Parcel# Owner Address

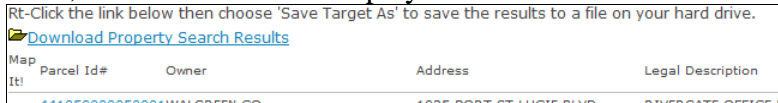
The sort type must be selected BEFORE the search is conducted.

You also have the option to save any search results that are generated. Activate this checkbox PRIOR to

Create a Comma-Separated Text file to download
This file can be opened in an Excel spreadsheet. (Must be checked before search is conducted.)



beginning your search: After you process your search, the results will be saved to a text file, which can be opened in MS Excel (.csv).

One you run the search, the results list will display on the screen. A link for the Excel spreadsheet is located at

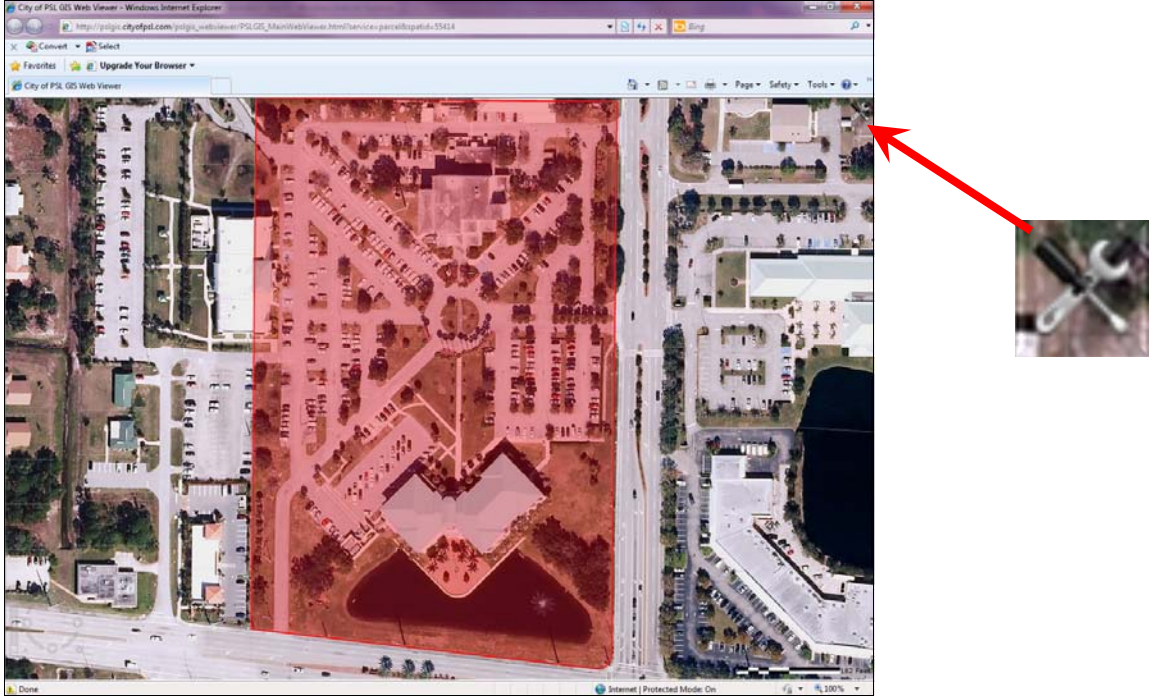



the top of the list: Right-click on the link and choose **Save Target As**, and then save the file to the location of your choosing (ex: your C drive or My Documents folder). Once it has been saved, you can open the file to view the information. Below is a portion of an example showing what it might look like:

PARCEL_ID	DOR_CODE	LANDVALUE	IMPRVALUE	ASSOVALUE	EXEMPTION	NETTAXABLE	TAXABLETOT	ADDUNIT	STR_TYPE	STR_NAME	STR_NO	STR_DIR
4.4105E+14	1100	678300	2366400	2971397	0	2971397	3044700	N/A	BLVD	PORT ST LUCIE	1025	N/A
4.4105E+14	1600	649900	1677400	2327300	0	2327300	2327300	N/A	BLVD	PORT ST LUCIE	1080	N/A
4.4105E+14	1600	649900	1677400	2327300	0	2327300	2327300	N/A	BLVD	PORT ST LUCIE	1080	N/A
4.4105E+14	2200	468900	851400	955658	0	955658	1320300	N/A	BLVD	PORT ST LUCIE	1080	SE
4.4105E+14	2600	316200	149900	466100	0	466100	466100	N/A	BLVD	PORT ST LUCIE	1090	SE
3.42253E+14	1600	3332400	2064000	5396400	0	5396400	5396400	N/A	BLVD	PORT ST LUCIE	1101	SE
4.4116E+14	2300	327200	392500	719700	0	719700	719700	N/A	BLVD	PORT ST LUCIE	1164	SE
4.4116E+14	1600	708100	690200	1398300	0	1398300	1398300	N/A	BLVD	PORT ST LUCIE	1164	SE
3.42253E+14	1700	133500	216000	349500	0	349500	349500	N/A	BLVD	PORT ST LUCIE	1202	SE
3.42253E+14	1700	133500	216000	349500	0	349500	349500	N/A	BLVD	PORT ST LUCIE	1202	SE

On the Search Results screen there are different ways to retrieve the information within the list: **MapIt!** , clicking on the parcel id#, or print  the information.

Clicking on the MapIt! button will send you directly to that parcel on the map. When the map displays, by default the Table of Contents or Toolbar will NOT be open. If you would like to view them, click on the Toolbar icon in the top right corner of the map:



From there, click on the **Table of Contents**  button, where you can choose other items to display on the map (street names, zoning, etc.).

Clicking the parcel id# will take you to the Specific Parcel Details page, which lists information about the parcel. While you have the Specific Parcel Details page open, clicking on the **Print**  button in the upper right corner will allow you to print a copy of that page:

Specific Parcel Details	
Parcel Id#	342058500050002
Property Address	121 SW PORT ST LUCIE BLVD
Alternate Property Address	N/A
Unit#	N/A
Subdivision	PORT ST LUCIE-SECTION 18
Lot	TRACT F
Block	N/A
Section	18
Legal Description	PORT ST LUCIE-SECTION 18- TRACT F (14.49 AC) (MAP 44/09N) (OR 2789-2929)
Primary Owner	PORT ST LUCIE GOVERNMENTAL FIN
Secondary Owner	N/A
Third Owner	N/A
Address 1	4070 VICTORIA LAKES DR SOUTH
Address 2	N/A
City	JACKSONVILLE
State	FL
Zip Code	32226-0711
Country	UNITED STATES



Alternate Address Search

This search is mainly used for corner lot searches, but it can also be used to search for any other parcel within the city. The search criteria are the address, lot, block, and section. Any or all of these fields can be filled out in order to begin the search. You also have the option to save your search results to a text file, which can be opened in MS Excel. This option must be checked PRIOR to beginning the search. Please review the information under Property Information Search if you need more details.

Alternate Address Search
Alternate Addresses database is updated daily.

Create a Comma-Separated Text file to download
Must be checked before search is conducted

Address

Lot

Block

Section

Once you run the search the results list will display, allowing different options to retrieve the information: MapIt!, click on the address, or print the information. MapIt! and printing work the same as previously discussed in the Property Information Search section. Clicking on the address will display a page broken up in two parts – Specific Lot/Block/Section Details, and Specific Parcel Details:

Specific Lot/Block/Section Details	
Property Address	601 SW WHITMORE DR
Alternate Property Address	1598 SW BAYSHORE BLVD
Unit#	
Project Name	
Lot	1
Block	621
Section	13
Specific Parcel Details	
Parcel Id#	34205602240000
Property Address	601 SW WHITMORE DR
Alternate Property Address	1598 SW BAYSHORE BLVD
Unit#	N/A
Subdivision	PORT ST LUCIE-SECTION 13
Lot	1
Block	621
Section	13
Legal Description	PORT ST LUCIE-SECTION 13- BLK 621 LOT 1 (MAP 44/06N) (OR 2652-584)
Primary Owner	CABLE HOLDCO EXCHANGE II LLC

Specific Parcel Search

The Specific Parcel Search allows you to find information about a parcel/lot in Port St. Lucie based on the parcel id#. When entering the parcel id, do NOT use any hyphens. The wildcard (%) is also not allowed.

Specific Parcel Search

Enter a specific parcel id#. No wildcard searches allowed. Parcel id# must not contain any hyphens.
Example: 342062007770000

Parcel Id#

Once you run the search, the Specific Parcel Details page will display, showing details about the parcel. Within this page you also have the option of using MapIt!, or you can print the Details page. An example of this page is shown in the previously discussed Property Information Search section.

Commercial Permit Review Tracker

The Commercial Permit Review Tracker gives you information about departmental reviews done on commercial projects prior to issuance of a commercial building permit. Using a Planning & Zoning Project ('P') number, project name, or the address, are ways to retrieve this permit information.

Once you run the search the results list will display. Each review is listed by department. Each listing shows dates of when it was received, approved, picked up, any rejections, any resubmittals, and also the initials of the reviewer.


Commercial Permit Review Tracker
This system tracks departmental reviews.

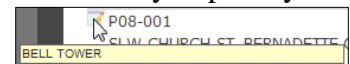
Project#

Project Name

Address

2 Record(s) Found						
Planning & Zoning Department						
Project Information	Received	Approved	Initials	Picked Up	Rejected	Resubmitted
<input checked="" type="checkbox"/> P08-001 SLW-CHURCH-ST. BERNADETTE CATHOLIC CHURCH 350 NW CALIFORNIA BLVD	3/24/2010	3/24/2010	TK	3/24/2010		
<input checked="" type="checkbox"/> P08-001 SLW-CHURCH-ST. BERNADETTE CATHOLIC CHURCH 350 NE CALIFORNIA BLVD	10/1/2010	10/11/2010	TK			
2 Record(s) Found						
Engineering Department						
Project Information	Received	Approved	Initials	Picked Up	Rejected	Resubmitted
<input checked="" type="checkbox"/> P08-001 SLW-CHURCH-ST. BERNADETTE CATHOLIC CHURCH 350 NE CALIFORNIA BLVD	10/19/2010	10/22/2010	CC	10/28/2010		
<input checked="" type="checkbox"/> P08-001 ST. BERNADETTE CATHOLIC CHURCH 350 NW CALIFORNIA BLVD	9/25/2008	10/14/2008	CC	10/14/2008		
1 Record(s) Found						
Building Department						
Project Information	Received	Approved	Initials	Picked Up	Rejected	Resubmitted
<input checked="" type="checkbox"/> P08-001 ST. BERNADETTE CATHOLIC CHURCH 350 NW CALIFORNIA BLVD	10/14/2008	12/31/2008				

Next to each entry there is a Notes  button, where there might be additional information. If you place your mouse over this button (without clicking on it) you will be able to view the notes.



Water and Sewer Assessments Search

This search allows you to find assessment information on your property or other properties within the city.

All the search fields will accept wild card (%) searches except for the following: Street Direction, Street Type, Assessment District.

The search results can be sorted by Parcel#, Owner, Address or Assessment District by clicking on one of the radio buttons. The sort type must be selected BEFORE the search is conducted. You also have the option to save your search results to a text file, which can be opened in MS Excel. This option must be checked PRIOR to beginning the search. Please review the information under Property Information Search if you need more details.

Water/Sewer Assessments Search

Sort Results By:
 Parcel# Owner Address Assessment District

Create a Comma-Separated Text file to download
This file can be opened in an Excel spreadsheet. (Must)

Parcel# Owner

Address Subdivision

House# Direction

Street Type

Lot Block

Section Assessment District

Once you run the search the results list will display, allowing different options to retrieve the information: MapIt!, click on the parcel id#, click on the address, or print the information. MapIt! and printing work the same as previously discussed in the Property Information Search section.

Clicking on the parcel id# will bring you to the Specific Parcel Details of the property. An example of this page is shown in the previously discussed Property Information Search section. Clicking on the address will take you to a split page, which displays the Specific Parcel Details, along with a breakdown of the water/sewer amounts:

Specific Parcel Details	
Parcel Id#	342011100000000
Assessment District	SAD1 PHASE 2
DOR Code	9100
Future Land Use	N/A
Zoning	N/A
Lot	N/A
Block	N/A
Section	N/A
Property Address	131 SW PORT ST LUCIE BLVD


	Water		Sewer	
	ERC	Rate	ERC	Rate
Backbone	0.00	\$0.00	0.00	\$0.00
Local	N/A	N/A	N/A	N/A
Lateral	0.00	\$0.00	0.00	\$0.00
Total	0.00	\$0.00	0.00	N/A
Total Assessment			\$0.00	
Total Prepay			\$0.00	
Total Yearly			\$0.00	
Total 20 Year			\$0.00	

Water and Sewer Assessments Search (Utilities Only!)

This search is used by Utilities and requires a login and password. The Water and Sewer Assessments Search helps to find total assessments and assessment breakdowns for properties. These assessments reflect the preliminary rolls of each Phase/Area.

Login Required

This is a password restricted area. You must have a valid username and password.

 Username

Password

All the search fields will accept wild card (%) searches except for the following: Street Direction, Street Type, Assessment District.

The search results can be sorted by Parcel#, Owner, Address or Assessment District by clicking on one of the radio buttons. The sort type must be selected BEFORE the search is conducted. You also have the option to save your search results to a text file, which can be opened in MS Excel. This option must be checked PRIOR to beginning the search. Please review the information under Property Information Search if you need more details.


Once you run the search the results list will display, allowing different options to retrieve the information: MapIt!, click on the parcel id#, click on the address, or print the information. MapIt! and printing work the same as previously discussed in the Property Information Search section.

Clicking on the parcel id# will bring you to the Specific Parcel Details of the property. An example of this page is shown in the previously discussed Property Information Search section. Clicking on the address will take you to a split page, which displays the Specific Parcel Details, along with a breakdown of the water/sewer amounts. An example of this is shown on the previous page.

Culverts Search (Public Works Only!)

Login Required

This is a password restricted area. You must have a valid username and password.

 Username

Password

This search is used by Public Works and requires a login and password. The Culverts Search helps to find out the status and location of culverts located in the city. A picture of the culvert can also be viewed in this search.

Public Works Culverts Search

Sort Results By:
 Facility Id Category Culvert Condition

Create a Comma-Separated Text file to
 Must be checked before search is conducted

Facility Id


Category

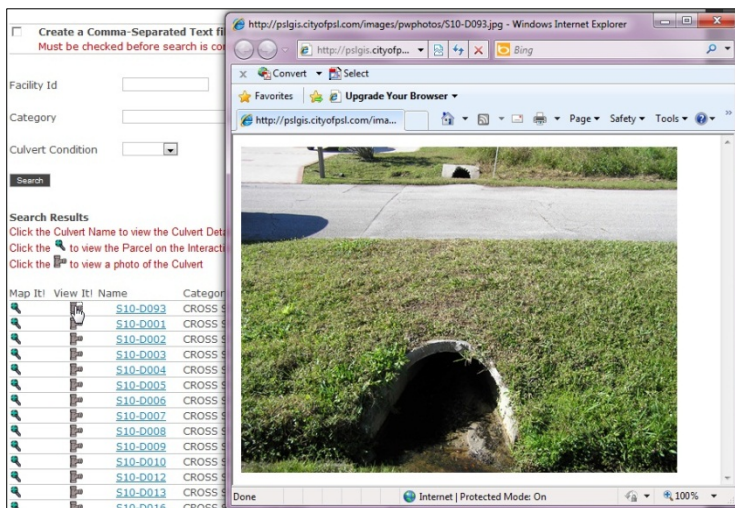
Culvert Condition

The search results can be sorted by Facility Id, Category, or Culvert Condition by clicking on one of the radio buttons. The sort type must be selected BEFORE the search is conducted. You also have the option to save your search results to a text file, which can be opened in MS Excel. This option must be checked PRIOR to beginning the search. Please review the information under Property Information Search if you need more details.

Once you run the search the results list will display, allowing different options to retrieve the information: MapIt!, View It! to see a picture of the culvert, click on the Facility Id link, or print the information. Printing works the same as previously discussed in the Property Information Search section. Clicking on MapIt! takes you to the overall city map, displaying blue location dots of all the culvert pipes you had in your initial search. When you place your mouse over any blue dot, a picture of that culvert pipe will pop up:



Another way to view the picture is by clicking on the  button under View It! in the search list. This will open the picture on another page:




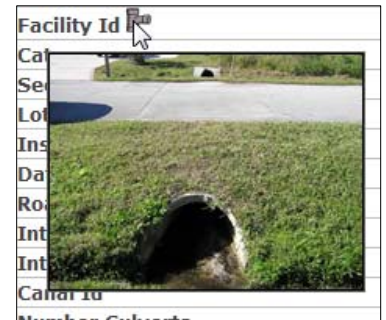
When you click on one list it will take you to Details page, which concerning the specific search results:

[Return to Search Results](#)

Specific Culvert Details	
Facility Id	S10-D093
Category	Cross Street Culvert
Section	10
Lot/Block	58,32/33 Blk 530/543
Inspector	JV
Date Inspected	2/6/2006
Road Crossed	Seahouse Dr
Intersecting Road	Crowberry Dr
Intersecting Road	
Canal Id	
Number Culverts	1
Culvert Material	RCP
Culvert Size(in)	14X23
Culvert Length(ft)	44
Culvert Condition	Exc
Number Miters	2
Miter Condition	Good
Number Inlets	0

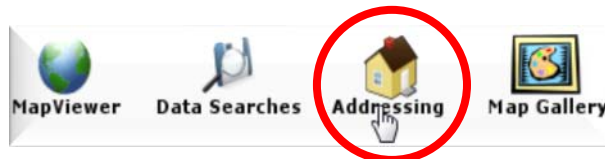
of the Facility Id's in the Specific Culvert contains all information culvert chosen from the

From here you can get a quick view of the culvert pipe by placing your mouse over the  button (without clicking on it), next to Facility Id:



The next section will discuss what is available under the Addressing icon.

ADDRESSING HELP



When you click on the Addressing icon it will take you to the Addressing main page, where it gives a brief breakdown of responsibilities of the Addressing Technician:

Addressing

GIS is responsible for the following tasks related to addressing in the City of Port St Lucie:

- Assign all new addresses for the entire city.
- [Research problem or questionable addresses](#) located within the city limits.
- Correct/Change any necessary addresses.
- Provide correct address information to other government agencies, utilities and private companies. (Property owner names are **not included** with this information.)

If you have any questions pertaining to addressing in the City of Port St Lucie, please contact the [GIS Addressing Technician](#).

If you have a problem with a particular address, or if you have any questions about an address, click on the link that is located in the second bulleted item. When you click on it, it takes you to another screen where a form will display:

Report an Addressing Error

For any questions or problems concerning residential or commercial addressing, please complete and submit our form.

Contact Information
 First Name Last Name Day Phone# E-Mail

Address Information
 Parcel Id#
 House# Direction Street Type
 Subdivision Lot Block Section

Additional Address or Location Information

Problem Information
 No Address Wrong Address Other
 Problem Description

Fill out the form with as much information you have available, and then click the Submit button. This information will be sent directly to the Addressing Technician. ***Please allow at least 24 hours for a response, in case there may be additional research required for your request.***

If you have a general question and do not want to fill out the form, you can click on the link at the bottom of the main Addressing page, which will allow you to send an email directly to the Addressing Technician: [please contact the GIS Addressing Technician.](#) ***Please allow at least 24 hours for a response, in case there may be additional research required for your question.***

Finally, a brief overview about the Map Gallery icon.

MAP GALLERY HELP



Clicking on this icon will take you to the Map Gallery, where the page is filled with single page maps and map books. Clicking on each map icon will allow you to either download the map to your hard drive, or to print a copy of the map. Each map is updated regularly, and the latest date is shown below each icon.

If you need a map that is not listed in the gallery, click on the Map Request link [complete the Map Request form.](#), located at the top of the Map Gallery page, to fill out the Map Request Form.

Map Request Form

- All map orders must be paid in advance.
- Please complete the Map Order Form and mail it with your payment.
- Make check/money order (US dollars) payable to **City of Port St Lucie.**
- Mail order form and payment to:
 City of Port St Lucie
 MIS
 121 SW Port St Lucie Blvd
 Port St Lucie, FL 34984
- You will be notified when your order is ready for pick-up. All map orders must be picked up at the GIS office located in the City Hall building.

Requestor Information	
Name	<input type="text"/>
Company Name	<input type="text"/>
Address	<input type="text"/>
Phone#	<input type="text"/>
E-Mail Address	<input type="text"/>
Map Request Description	
<input type="text"/>	
<input type="button" value="Submit"/>	
If you have any questions, please call (772)871-4357 or e-mail hmelton@cityofpsl.com .	

Please note that there is a fee for each map request, and will need to be paid PRIOR to the request being filled. The latest prices are displayed above the form. Once your request has been completed, you will be contacted when it is ready for pick-up.