



City of Marlborough
Geographic Information Systems
135 Neil Street
Marlborough, MA 01752
(508) 624-6910

How to use the City of Marlborough's Interactive Mapping Website

<http://gis.marlbrough-ma.gov>

- Configure pop-up blockers to allow pop-ups on this site.
- You will need Adobe Acrobat Reader to use this site

The "I Agree" Page

Please take a moment to read the disclaimer and when ready click .
You will then be taken to a map of Marlborough and given tools to search for information.

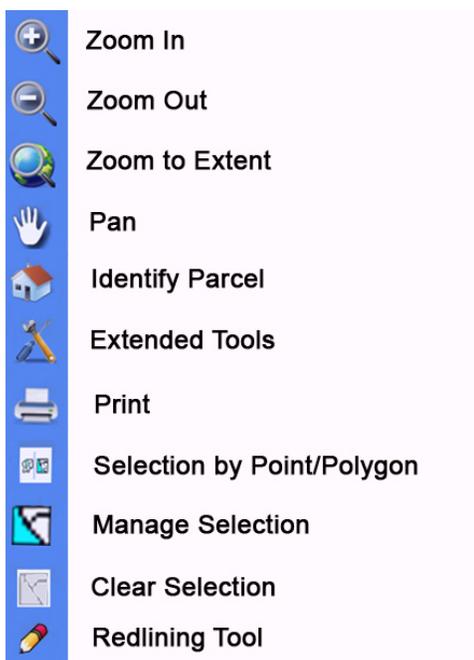
Examining the Page Layout

Let's begin by examining the general layout of the page. The main tool we will be using is the map search tool, located in the blue area at the top left of the screen.

Map Search
Parcel By Address
140 MAIN Find

You can use this search function to find a parcel by owner name, property address, parcel ID number or search for all properties on a particular street.

The other basic tools we will be using are located across the top of the screen. A brief synopsis of the tools is listed below.



Performing Searches

Begin a search by clicking the drop down menu in the blue area at the top left of the screen. You can perform searches by Owner Name, Address, Parcel ID or Road Name. Enter the necessary information in the box under the drop down menu and then hit the **Find** button.

All search results will be displayed in the window below the search box on the left side.

Map Search

Parcel By Owner

SMITH Find

Maps Results Selection Layers

Contains 50 parcel(s)

Clear Zoom to Selection Export

	SMITH ARTHUR F	
	69 BENJAMIN RD	
	45-13	
Zoom	Details	Zoom & Select
	SMITH BARBARA	
	42-44 NEIL ST	
	70-168	

To display the information about one of the returned selections, click “Details” for that record. A property details box will be displayed on the screen next to the property you have chosen to view.

Property Details

Owner Sales Assessment Tie Cards Links

GIS_ID: 45-13

Owner Name: SMITH ARTHUR F

Property Location: 69 BENJAMIN RD

Co-Owner: KATHRYN S SMITH

Owner Addr: 69 BENJAMIN RD

Owner City: MARLBOROUGH, MA 01752

Account Number: 3482

Highlight Add to Selection

Within the Property Details window, you have access to a variety of information about the selected property. There are several tabs to choose from:

“Owner” - Current ownership information (Note: Assessor’s data is updated around January 1st of each year)

“Sales” – Latest sale information according to Assessor’s records

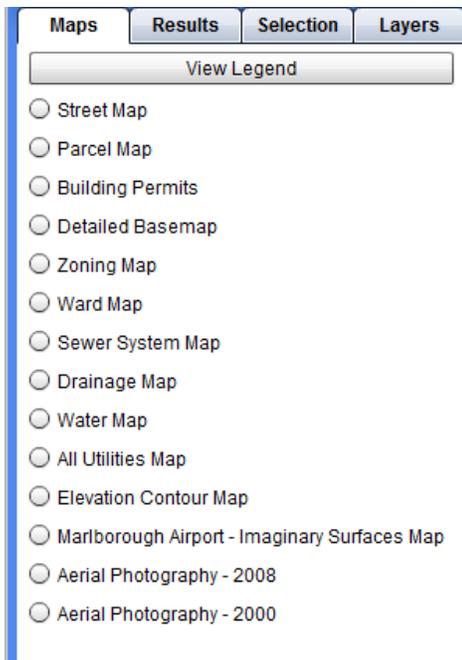
“Assessment” – Latest assessment data according to the City Assessor’s Office

“Tie Cards” – (Available for most properties) Links to water and sewer tie information

“Links” - Automatic links to selected property in either Google Earth, Microsoft Bing or to Vision Appraisal Assessor’s Information.

Quick Maps – Preset maps for your convenience

To make it as easy as possible to use the site, we have created a series “Quick Maps”. Over time, we have found that there are certain set types of mapping that people like to see. As a result, we have established an easy way to instantly display those maps. It usually works best to zoom to a particular location, or at least the general area you are interested in first. Then, select one of the maps listed on the left side of the page under the “Maps” tab. Click one of the radio buttons to display that map. Only one Quick Map can be displayed at a time. If you need to see additional layers not included in the Quick Map you have selected, you can add them individually by turning them on or off under the “Layers” tab to the right of the “maps” tab.



Identifying a property and accessing the details about that property

Start by zooming in to the general area that you are interested in. (Zoom is the default tool when you begin using the site) Once your area of interest is displayed on the screen and you can identify a property and view detailed information about it.

Click the  button to enable that tool. Now, click on a property and a new window will appear showing the various types of information available for the property you have clicked on.

Property Details				
Owner	Sales	Assessment	Tie Cards	Links
GIS_ID:	45-13			
Owner Name:	SMITH ARTHUR F			
Property Location:	69 BENJAMIN RD			
Co-Owner:	KATHRYN S SMITH			
Owner Addr:	69 BENJAMIN RD			
Owner City:	MARLBOROUGH, MA 01752			
Account Number:	3482			

Using the Extended Tools to Identify features, find Abutters, Measure and access Google and Bing Imagery



If you wish to identify individual features on the map, you can select the  tool. The cursor will now identify the next feature you click on. Once clicked, a window will appear with the specifics details displayed. If more than one feature is identifiable at the point you click, there will be a series of tabs across the top of the identify window. Just pick the corresponding tab for the feature you are trying to view details about.

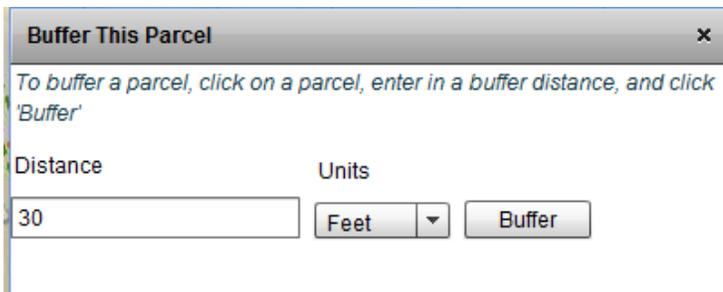
Drain Pipe	
Comments	
UpstreamIn	0
PlanName	L-181
Diameter	8
Shape Len	153.242458
Link ID	L-181
SHAPE Len	153.242458
Slope	0
Downstream	0
LabelType	2
Label	8" VCP
InstallDat	2/1/1989
Material	VCP

****Note:** If a feature is NOT identifiable, a blank box will appear. From time to time, an error message may also appear (see example below). Only certain layers have been enabled for the identify tool. Remember too that you should use

the  tool for identifying properties and the  tool for everything else.



To use the “Find Abutters” tool, click on the  button. A window will appear with a box for you to enter the distance around a property you would like to buffer.



Enter the distance, and then click on the parcel you are attempting to buffer. The parcel should become highlighted. Now, click the “Buffer” button. A list of results will be displayed on the left and also shown visually on the map. You can export these results as a Microsoft Excel spreadsheet or directly as mailing labels on Adobe PDF format.

You can measure objects and distances by clicking on the  button. You have three measurement options. You may measure by line, polygon or freehand. Select which option you desire and the result will be displayed in the measurement window.

Lastly, you can further examine a point of interest by clicking on the Microsoft or Google icons. By clicking the  button you will be brought to Microsoft’s Bing Maps site and automatically zoomed in to the point on the map that you clicked. Similarly, if you click the  button, you will be taken to Google’s Street View and located automatically. Please note that not all locations have Street View imagery available.

Additional Property Selection Tools

There are several additional selection tools available to you to select properties.



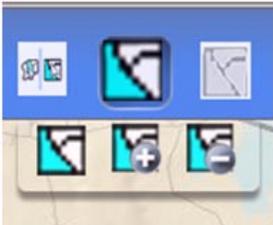
The “Spatial Select (Polygon)” icon will allow you to select parcels by drawing a polygon that encompasses those properties you wish to include in your selection set. The results will be displayed on the left and can be exported like an abutters list would.

The “Click to Select (Point)” icon allows you to select individual parcels with the selected parcel displayed on the left.

Once selected by either method, individual property details can be viewed by clicking the word “details” for the corresponding record in the list of selected properties.

Tools to Refine the Selection Set

There are several tools that will allow you to further refine your property selection.



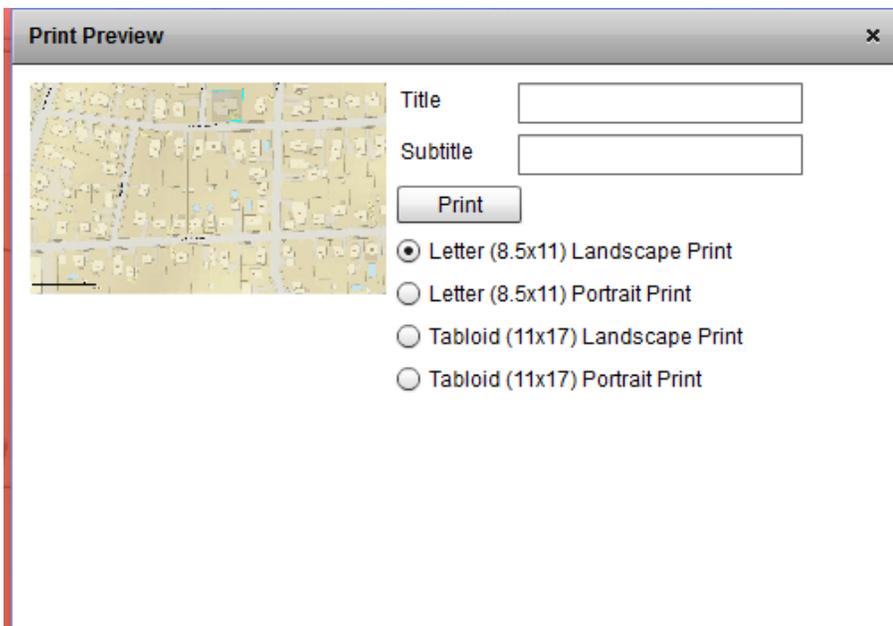
When selecting parcels, there may be instances where you either need to select additional properties to your desired group or take them away. There are tools that allow you to add, take away or start an entirely new selection set. To add parcels individually click the  button. You will now be able to add one property at a time to your group. To take a property away from the selected list, click on the  button. You can now remove one property at a time by clicking on that property in the map. Lastly, to start fresh, you can click the  button which will clear your list and let you start selecting again.

Adding Text and Custom Graphics to your Map

There is an additional feature call “Red Lining” that allows you to create custom graphics and text on the map for descriptive purposes. Select the  button to activate this tool.

Printing a Map You’ve Created

Part of the convenience of the interactive mapping service is the ability to print your own maps. By clicking the  button, you will enable the print function. After clicking the button, you will notice the screen change somewhat. A red box will appear over the map showing the area that will be printed. Be sure that the area you are interested is in the red shaded area. A dialogue box will also appear on the screen. This box allows you to set your printing preferences. In the “Title” field, you can name your map whatever you wish. There is also a “Subtitle” field under that which allows you to enter further identifying information about your print.



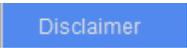
The screenshot shows a "Print Preview" dialog box. It features a small map preview on the left. To the right of the map are two text input fields labeled "Title" and "Subtitle". Below these fields is a "Print" button. At the bottom of the dialog, there are four radio button options for printing: "Letter (8.5x11) Landscape Print" (which is selected), "Letter (8.5x11) Portrait Print", "Tabloid (11x17) Landscape Print", and "Tabloid (11x17) Portrait Print".

Under the Title and Subtitle are several choices for printing. Specify the size and orientation of your map by checking the radio button next to the desired size and layout.

Once ready, push the “Print” button to produce your map.

Conclusion

We hope that you will find the website to be helpful in your property search and mapping needs. Please feel free to contact us with questions and comments.

By clicking on the  button in the blue bar at the bottom left of the screen you can contact Marlborough’s GIS Administrator via email.