How to determine if a Tree is Town-owned and/or located on a Conservation Easement Using the GIS System
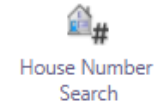
Step 1: Open the GIS website in your internet browser (www.glastonbury-ct.gov/GIS). A disclaimer message window will pop up upon landing on the website. Please Click 'OK' to open the program. (You may have to scroll down a little to get to the 'OK' button).

Step 2: Click on the 'House Number Search' button in the upper right of the navigation ribbon.

House Number Search

Step 3: Enter parameters for where the tree is located:

• In the STREET NAME field, slowly type the Street NAME where the tree is located. (Do not include the # yet). As you type, a street list will appear directly below. Click the desired street name to populate the field. Click 'Search' (directly below).

• Type the NUMBER in the Address Number field and again, select from the list to populate the Address Number field. Click Search below the fields you just populated. This will then zoom to the parcel.

Step 4: Click the "Layers" tab towards the bottom middle of the Parcel Data pane.

Step 5: Filter the Layers View to display trees on the property. Scroll down through the filter options. In addition to what's already selected (Parcel Labels, Glastonbury Streets, and Property), Click the + next to Basemap and check the circle next to: "2019 Imagery" on the bottom left of the screen to turn on the aerial, or click the Basemap bottom (red arrow in the picture below) to turn on the aerial. Uncheck the box next to "Infrastructure" to turn off layers. You will now see a property line around the property as well as an aerial view of the parcel including your home, trees, etc. in the map viewing pane.

Step 6: Review the map – identify the tree you are inquiring about and determine its ownership.

- The area <u>INSIDE</u> the property line is the property of the <u>homeowner</u>.

- The area <u>OUTSIDE</u> the property line and along the street is the Town Right of Way and therefore any trees located within this area are owned by the <u>TOWN</u>.

- Please note, any tree which has a trunk either partially or fully crossing into the Town Right of Way is considered <u>Town</u> property. For example, in the photo pictured to the right, the tree trunk crosses the property line into the Town Right of Way and is therefore considered Town property.

Identifying if a Tree is Located within a Conservation Easement <u>Before</u> Tree Pruning or Removal

If the tree you're inquiring about is on your private property and you would like to remove or prune it, you must first also verify that it is **NOT** located within a conservation easement. To do this, keep all of the Layer filter settings established in the preceding instructions but this time, check the box next to "Zoning / Regulatory Layers" as well. Click on the + next to Zoning / Regulatory Layers and uncheck the "Build Zones" layer.

A conservation easement will display on the map as an area with a dotted green outline and green trees within the boundaries (pictured at right).
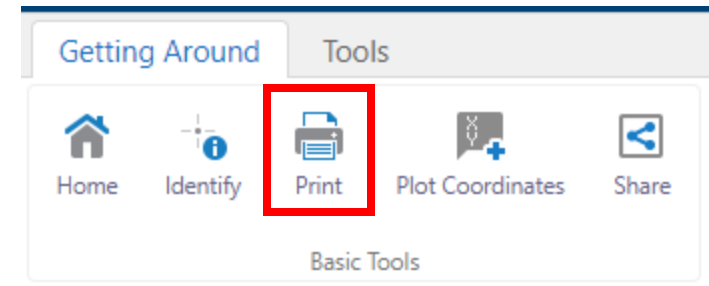
If the tree…

- **IS** located within a Conservation Easement, please call the Town Environmental Planner to discuss before taking action at **(860) 652-7514**. Tree trunks that are partially or fully on the easement line are considered within the easement.
- Is **<u>NOT</u>** located within a conservation easement and is within the bounds of your property line (not in the Town Right of Way or a neighboring property), you may proceed with removing or pruning the tree at your discretion.

Printing your Map

If you would like to print the map to for future reference, or save it as a PDF to your computer, click the "I Want To" menu button in the top left-hand corner of the map view or the Print button on the basic tool. Select "Print Map" at the bottom from the menu (pictured at right). Click Print again at the bottom of the next screen. Click the "Open File" button and then either Print or Save as PDF.

Helpful Tips:

If you need to return to your initial view, click the "I Want to…" menu and click on "Change Visible Map Layers" to return to the filter Layers view.

For questions or troubleshooting with the GIS, please contact Engineering at **(860) 652-7735**.