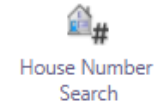


[How to determine if a Tree is Town-owned and/or located on a Conservation Easement Using the GIS System](#)

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.



The screenshot shows the web interface for the Town of Glastonbury GIS Viewer. At the top, there is a dark blue header with the town's logo and the text "Town of Glastonbury GIS Viewer - Public". To the right of the header is a search bar and a "Tool Labels" toggle. Below the header is a navigation ribbon with various tool icons. The "House Number Search" icon, which is a house with a hash symbol, is highlighted with a red rectangle. Below the ribbon is a map of the town of Glastonbury, showing its boundaries and surrounding towns like Hartford, East Hartford, Manchester, Bolton, Andover, Hebron, Marlborough, East Hampton, Portland, Rocky Hill, Wethersfield, Newington, and Berlin. The map is zoomed in to show a detailed view of the town's streets and green spaces. On the left side of the map, there is a sidebar with a "Home" button, a "Welcome to the Town of Glastonbury GIS Viewer - Public" message, a "CLICK HERE TO READ WHAT'S NEW" link, and a "Getting Started" section. Below that is a "Search for Information" section with two options: "House Number Search - search by property location" and "Owner Name Search - search by the property owners name". At the bottom of the sidebar, there is contact information for Jenna L. Gosselin, the GIS Coordinator, including her name, address, and phone number. The bottom of the map shows a scale bar and a "Basemap" button.

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.

Town of Glastonbury
GIS Viewer - Public

Getting Around Tools

Home Identify Print Plot Coordinates Share

Pan Zoom In Zoom Out Initial View Full Extent Previous Extent Next Extent

Owner Name Search House Number Search

Basic Tools Navigation Search Tools

Search for Parcel by Street Address

Enter the Street Name and Address Number of Property.

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

(Example: Main Street, 2155).

Street Name

Type in the Address Number you are searching for or if the Parcel has not been assigned a Address Number select Parcel Lot Number from list below.

Address Number:

Hartford East Hartford Wethersfield Newington

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

The screenshot displays the Town of Glastonbury GIS Viewer - Public interface. The top navigation bar features the town logo and title on the left, a search bar on the right, and a 'Tool Labels' toggle. Below this is a toolbar with categories: 'Getting Around' (Home, Identify, Print, Plot Coordinates, Share), 'Tools' (Pan, Zoom In, Zoom Out, Initial View, Full Extent, Previous Extent, Next Extent), and 'Search Tools' (Owner Name Search, House Number Search). The main map area shows a parcel with a yellow outline and labels for '2070' and '2068'. The left sidebar displays parcel details for GIS ID 41402068, owner name 'STASSEN MICHAEL J+JENNIFER H', and address '2068-2070 MAIN ST'. At the bottom left, a red arrow points to the 'Layers' tab in the bottom navigation bar.

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.

The screenshot displays the Town of Glastonbury GIS Viewer - Public interface. The top navigation bar includes the town logo and the title "Town of Glastonbury GIS Viewer - Public". Below the navigation bar are two tabs: "Getting Around" and "Tools". The "Tools" tab is active, showing various icons for navigation and search. The "Layers" panel on the left is expanded, showing a list of layers. The "Infrastructure" layer is unchecked, and the "Basemaps" layer is checked. Under "Basemaps", the "2019 Imagery" option is selected. A red box highlights the "Basemaps" section, and a red arrow points to the "2019 Imagery" option. The main map area shows an aerial view of a property with a yellow outline. The property is labeled with "2070" and "2068". The map also shows "MAIN STREET" and "WILLIAMS STREET WEST". The bottom of the screen features a search bar, a scale bar, and a status bar.

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

- The area INSIDE the property line is the property of the homeowner.
- The area OUTSIDE 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 TOWN.
- Please note, any tree which has a trunk either partially or fully crossing into the Town Right of Way is considered Town 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 Before 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).

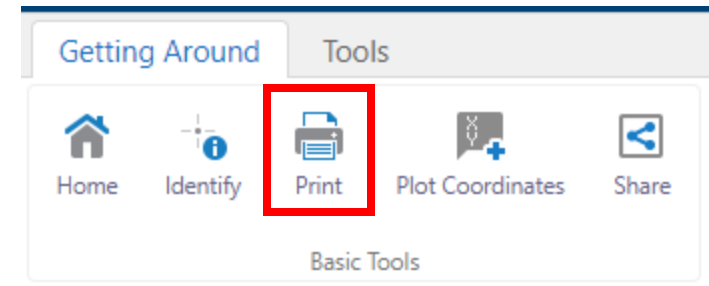
If the tree...

- **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 **NOT** 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**.

