

# Instructions for creating a scaled GIS property Map

- Open GIS mapping system. <https://gise3.glastonbury-ct.gov/Html5/Index.html?viewer=public>
- Click on "House Number Search" on the right side of the tool bar. The section to the left of the screen will update and have a box in it labeled "Street Name"
- Start typing the name of the street in the address you are looking for. As you type in the street name, a drop down menu will open. Click on the street name in that drop down menu to select it. Then click on the "Search" button. The section will update with a new box labelled "Address Number"
- Start typing the address number into the box and another drop down menu will appear. Click on the proper address number in the drop down box to select it and click on "Search". The property will appear in the map section to the right of the information section.
- In the map section, there is a blue box in the upper left corner that says "I WANT TO", Click on that box and a drop down menu will open. One of the selections in that menu will be "Print Map". Click on that selection. The information section to the left will update showing several drop down menus to configure a map of the property.
- The first menu is labeled "Select Layout" and is where you choose the paper size and orientation.
- The fifth drop down menu box is where you can select the scale of the map (usually 1"=40' is good). Pick the scale that shows enough of the property to draw, in detail, the scope of your project.
- Also at the bottom of the information section you will see "Lock Print Preview with Map" with a blue checkmark. Click on the blue checkmark to deselect this so you can position the property in the preview before continuing. (At this point, you can now click & hold on the map and drag the print window around the screen until you achieve your desired location)
- After you have made the selections in these menus, click on the "Print" box at the bottom of this section and the area will update.
- After the information section updates, it will say "Your File is Ready" To view the file, please click "Open File"
- A new screen will open with a PDF file of the map. You can now print the scaled map of the property in question. To Print the map and keep the scale size the same, you must print it at 100% (not "fit to page")
- draw your proposed project (deck, pool or generator etc.) to the scale chosen, scan and upload **WITH** your Permit application [www.citysquared.com](http://www.citysquared.com)