

Tax Parcel Viewer

Help Documentation

Tax Parcel Viewer is an interactive GIS web application for searching property ownership and tax assessment information in Forsyth County, NC.

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Explanation of Tools



Search by – use to search for property using various parameters



Map Layers – use to turn map layers on and off – layers shown in light gray are scale dependent and will only be visible when box is checked AND when you zoom in on the map



Displays the Map Legend – will display all active map layers



Mailing Labels – use to generate mailing labels for property owners in a given area



More – click to see more tools



Imagery Change Over Time (aka Swipe Tool) – use to see changes in land use on aerial imagery for two different time periods – *accessed via the More button*



Change Basemap – use to change between topographic (default) basemap and streets basemap – *accessed via the More button*



Print Map Only – use to print – *accessed via the More button*



Print Report (map and info) – use to print a map with report– *accessed via the More button*



Measure – use to measure distances and areas or to locate coordinates



Draw – use to draw various shapes or add text to the map



Share My Map – use to create a link to share your map extent via email or social media

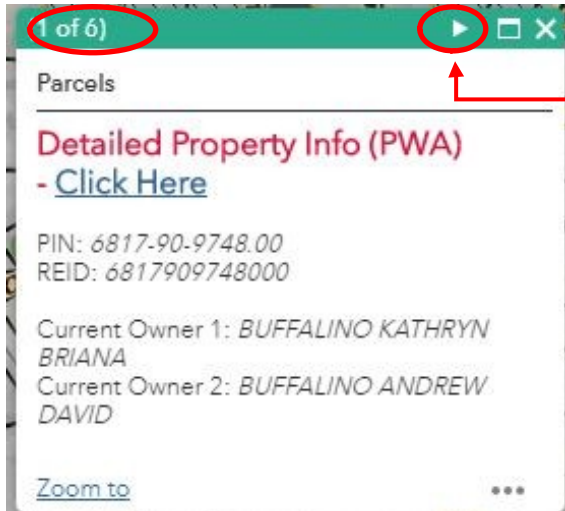


Default Extent – use to zoom back to full extent of Forsyth County

[Tax Office](#) [Register of Deeds Lookup](#) [Tax Bill Pay/Lookup](#) [PWA \(Detailed Property Info\)](#)

External Web Links – use to go to other related web sites

The map is interactive. You may click any of the features on the map to display information about that feature. If more than one feature is present at the location you clicked, you will be given a right facing triangle to click to go to the information of the next feature.



Click right facing triangle to display attributes of the next map feature.

TIPS

– use % as a wildcard when searching – for example searching for an address of **1022 % main st** will yield results, but entering **1022 main st** does not

- when searching for address, do not enter the street type, rather enter the street without the type or use the street type abbreviation as shown in the table below

Street Type	Type Abbreviation	Street Type	Type Abbreviation
Alley	ALY	Place	PL
Avenue	AVE	Parkway	PKWY
Boulevard	BLVD	Plaza	PL
Crossing	XING	Ramp	
Commons	CMNS	Road	RD
Circle	CIR	Ridge	RDG
Court	CT	Run	RUN
Cove	CV	Row	ROW
Drive	DR	Square	SQ
Expressway	EXPY	Street	ST
Highway	HWY	Trace	TRCE
Lane	LN	Trail	TRL
Loop	LOOP	Terrace	TER
Park	PARK	Way	Way
Path	PATH		

Search by



Click on the Search by tool

This will open the Search by panel for you to choose how you want to search for property information

Search by

Search by	Results
Owner Name	Select to search by property owner
Parcel Number	Select to search by parcel number
REID	Select to search by REID
Address	Select to search for official address
BlockLot	Select to search by Block and Lot

Example – Search by Owner Name



Click on the Search by tool

, the click on Owner Name. The following will appear in the left panel.

Search by

Search by **Results**

← Owner Name

Query criteria

Enter Current Owner Name

Smith John

Spatial filter

Return features within full extent of the map

Apply

Enter owner name (last name followed by first name) – You may enter only part of the name (ie last name only).

The search automatically defaults to searching all of Forsyth County for the owner name you enter.

Click Apply once you have entered the name you want to search for.

Here is a result after searching for owner name **SMITH JOHN**. The map will automatically zoom to the selected properties and show them in red.

The screenshot displays a search results interface. At the top, there is a green header with the text "Search by". Below this, a search bar contains the text "Owner Name _Query result". To the right of the search bar is a button with three dots, labeled "Feature Actions button (See page 7)". Below the search bar, the text "Number of features found: 25" is displayed. The results list shows three entries, each with a red outline and a link to "Detailed Property Info (PWA) - Click Here". The first entry has a parcel number of 6876-05-9836.00 and REID: 6876059836000. The second entry has a parcel number of 6855-10-3861.00 and REID: 6855103861000. The third entry has a parcel number of 6867-93-5237.00 and REID: 6867935237000. A scroll bar is visible on the right side of the results list, labeled "Use the scroll bar to navigate to all search results." A red line indicates that clicking anywhere within the results area will zoom to the specific property on the map.

Search by

Results

Owner Name _Query result

Feature Actions button (See page 7)

Number of features found: 25

Parcels

Detailed Property Info (PWA) - [Click Here](#)

Parcel Number: 6876-05-9836.00
REID: 6876059836000

Current Owner 1: Smith John B
Current Owner 2: Smith Patricia

Parcels

Detailed Property Info (PWA) - [Click Here](#)

Parcel Number: 6855-10-3861.00
REID: 6855103861000

Current Owner 1: Smith John D
Current Owner 2:

Parcels

Detailed Property Info (PWA) - [Click Here](#)

Parcel Number: 6867-93-5237.00
REID: 6867935237000

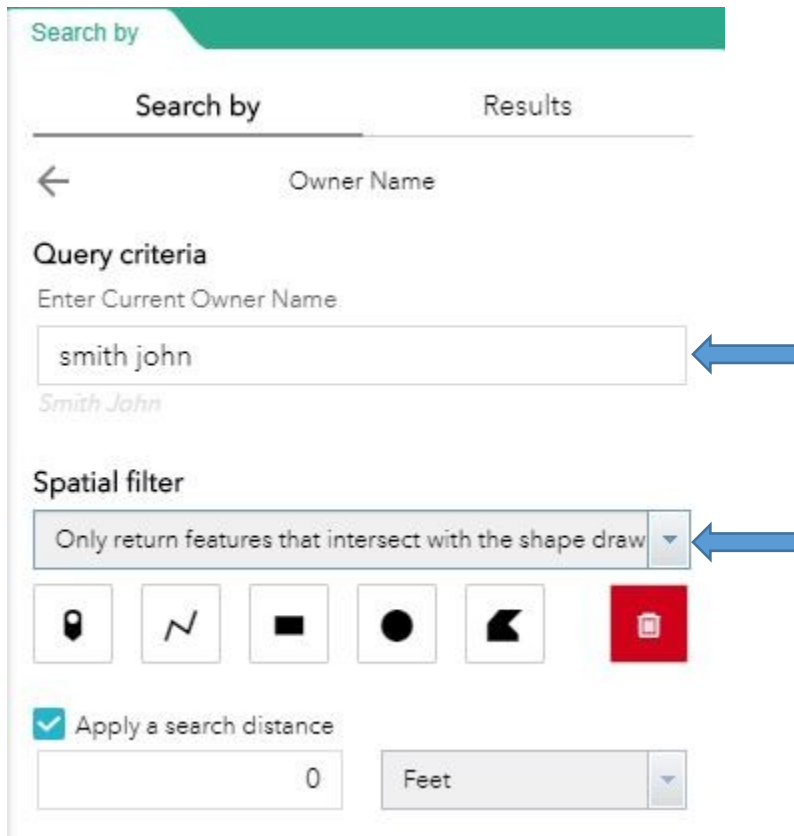
Current Owner 1: Smith John Daniel
Current Owner 2: Smith Laurie O

Use the scroll bar to navigate to all search results.

Click anywhere within this area to zoom to the specific property on the map.

Example – Search by Owner Name within a specific area on the map

Click on the Search by tool , then click on Owner Name. The following will appear in the left panel.



The screenshot shows the 'Search by' panel with the 'Owner Name' tab selected. The 'Query criteria' section has a text input field containing 'smith john' and a dropdown menu showing 'Smith John'. The 'Spatial filter' section has a dropdown menu set to 'Only return features that intersect with the shape draw'. Below this are six drawing tool icons: a point, a line, a rectangle, a circle, a polygon, and a red square. At the bottom, there is a checkbox labeled 'Apply a search distance' which is checked, followed by a text input field containing '0' and a dropdown menu set to 'Feet'.

Enter owner name (last name followed by first name) – You may enter only part of the name (ie last name only).

Change the Spatial Filter to only return features that intersect with the shape drawn on the map.

Use any of the drawing tools on the map to specify the area you are interested in searching in. You may apply a buffer if you choose (works best for a point location).

Apply

Click Apply once you have entered the name you want to search for.

All other searches work in a similar fashion. It is important to remember when searching for a Parcel Number to enter the number in the following manner #####-##-#####.## (you may enter in part of the parcel number to get a larger selection of parcels if desired).

Feature Actions Button – Additional Functionality

The screenshot shows a search interface with a 'Search by' field containing 'Owner Name _Query result' and a 'Results' tab. A dropdown menu is open, displaying the following actions:

- Zoom to
- Pan to
- Flash
- Export to CSV file
- Export to feature collection
- Export to GeoJSON
- Statistics...
- Save to My Content
- View in Attribute Table
- Remove this result

Each action is linked to a descriptive box on the right:

- Zoom to**: Zoom to property on map
- Pan to**: Pan to property on map
- Flash**: Flash property on map
- Export to CSV file**: Export results to CSV file – can be opened in most spreadsheet programs
Note: Can only export 1000 records at a time. If more than 1000 records, consider searching sales based on location or other map layer
- Export to feature collection**: See statistics of search results (such as average grade percentage, average sq ft, etc)
- Export to GeoJSON**: View search results in table format – can export to CSV from table as well
- Statistics...**: View search results in table format – can export to CSV from table as well
- Save to My Content**: When finished with a given search result, remove it from the application
- View in Attribute Table**: When finished with a given search result, remove it from the application
- Remove this result**: When finished with a given search result, remove it from the application

Mailing Labels

You may generate mailing labels of property owners. To do this,

Click on the Mailing Labels tool



Enter an address or draw a shape on the map to select the appropriate parcels. You may also apply a buffer to your given address or shape drawn on the map.

You may choose the format you would like for the mailing labels to be generated; csv file or pdf.

The screenshot shows the 'Mailing Labels' tool interface. It includes a search bar with the text '388 Lewisville Trails Rd, Lewisville, Nc' and a magnifying glass icon. Below the search bar are icons for point, line, polygon, and area selection. A checkbox labeled 'Apply a search distance' is checked, with a value of '500' and a unit of 'Feet'. Below this is a dropdown menu for 'Addressee Layer' set to 'Parcels - Mailing Labels'. Another dropdown menu for 'Format' is set to 'Comma-separated values'. At the bottom, a message says '25 addressees found; do you want to continue?' and a 'Download' button is visible. Blue arrows point from text boxes on the right to specific UI elements: 'Enter an address' points to the search bar, 'Or Draw a point or shape on the map' points to the selection icons, 'Apply a buffer distance if desired' points to the search distance controls, 'Choose file format for mailing label output' points to the format dropdown, and 'Press download once desired records have been selected' points to the download button.

Mailing Labels

Select or search for a feature in the map

388 Lewisville Trails Rd, Lewisville, Nc X Q

Enter an address

Or Draw a point or shape on the map

☒ Apply a search distance

500 Feet

Apply a buffer distance if desired

Addressee Layer

Parcels - Mailing Labels

Format

Comma-separated values

Choose file format for mailing label output

25 addressees found; do you want to continue?

Download

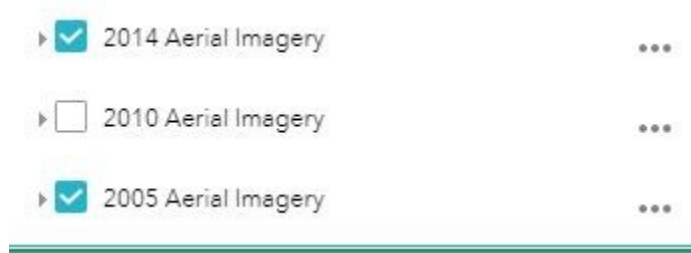
Press download once desired records have been selected

Note – if the number of records exceeds 30 and you choose to PDF Label 30 per page, multiple PDF files will be generated based on the number of records divided by 30.

For example, if you have a total of 93 records selected, the 4 PDF files will be generated; 3 files containing 30 records (mailing labels) each and the fourth page containing the remaining 3 records (mailing labels).

Imagery Change Over Time

You may look at two different years of aerial imagery to look for changes in property/land use. To do this, first make sure you have two years of aerial imagery turned on the Map Layers.



Then, click on the More button , then click the Imagery Change Over Time tool .

Once the map layers draw, your map screen will be split into two sections with a line separating the two. Click and hold down the Swipe Handle and slide it side to side to see the change in imagery.



Change Basemap

You may change the basemap from the default (topographic) to a Streets basemap and back again if you choose.

Click on the More button



, then click on the Change Basemap tool



Change Basemap



Streets



Topographic

Simply click on the basemap you would like to change to.

Note – changes in the basemap will only be reflected when the map is zoomed to full extent  or if all aerial imagery layers are turned off in the Map Layers.

Drawing Tools



The Drawing Tool will allow you to draw a point, line or shape on the map as well as add text.

The screenshot shows the Drawing Tools panel with two sections. The top section, titled 'Drawing Tools', contains a 'Select draw mode' area with icons for point, line, polygon, freehand, triangle, rectangle, circle, ellipse, sector, star, and text. A red bracket groups these icons with the annotation 'Select what you want to draw'. The bottom section, also titled 'Drawing Tools', contains a 'Preview' area with a grid of colored shapes, a 'Color' selector, a 'Transparency' slider (0% to 100%), an 'Outline color' selector, an 'Outline width' input (set to 2), a 'Show area measurement' toggle (checked), a 'Unit' dropdown (set to Acres), a 'Show distance measurement' toggle (unchecked), and 'Undo', 'Redo', and 'Clear' buttons. A red bracket groups the 'Preview' area, 'Color', 'Transparency', 'Outline color', and 'Outline width' settings with the annotation 'Choose the appearance of what you draw'. Another red bracket groups the 'Show area measurement', 'Unit', 'Show distance measurement', and 'Undo', 'Redo', 'Clear' buttons with the annotation 'Determine if you want to show measurements of what you draw'.

Select what you want to draw

Choose the appearance of what you draw

Determine if you want to show measurements of what you draw

Go to map and click where you want to begin drawing and draw your feature.

Measure Tools



The Measuring Tools will allow you to measure distance, area or determine coordinates on the map.

Measure Tools



Determine coordinate location – click this then click location(s) on the map – results displayed in Measure Tools window.

Measure distance of a line(s) – click this then click beginning and end points on the map – results displayed in Measure Tools window.

Measure area – click this then click beginning point and subsequent points on the map – double-click to end – results displayed in Measure Tools window.

Share My Map

You can share your map extent with others via email or select social media. Click the Share My Map tool



The Share My Map window will open and a web link will be created. You will be given the option of how you wish to share this link.

Share My Map

Share a link to this app

http://arcg.is/1TLGey

Link options



Embed this app in a website

<iframe width="300" height="200" frameborder="0" scrolling="no" allowfullscreen src="http://arcg.is/1TLGey"></iframe>

Embed options

Web link to map extent

Choose to share via email or select social media

Code is also created if you wish to embed your custom map in another website

Print Map Only

The Print Map Only Tool does not print directly to a printer, rather it creates a file which you can save on your computer and print from there. Click the Print Map Only Tool  to print your map.

Print

Map title: Forsyth County Sales

Layout: Letter ANSI A Landscape

Format: PDF

 **Advanced**  **Print**

Choose your print layout

Choose file type to be created

Click Print to generate file

Click Advanced for more options

 **Advanced**  **Print**

Map scale/extent:

Preserve: ☒ map scale ☐ map extent

Force scale: ☐ [current](#)

Labels:

Show labels: ☒

Layout metadata:

Author: Forsyth County Tax Adm

Copyright:

Include legend: ☒

Scale bar unit: Miles

MAP_ONLY size:

Width (px): 670

Height (px): 500

Print quality:

DPI: 96

Advanced options

Once Print has been clicked, a file will be generated and listed in the Print window. Click on the file to open, save and/or print the file. Clicking on Clear Prints will remove all print files from the list in the Print window.

Print

Map title: Forsyth CountyTax Parcel Viewer

Layout: Letter ANSI A Landscape

Format: PDF

Advanced

Print

1.  Forsyth CountyTax Parcel Viewer

Clear prints

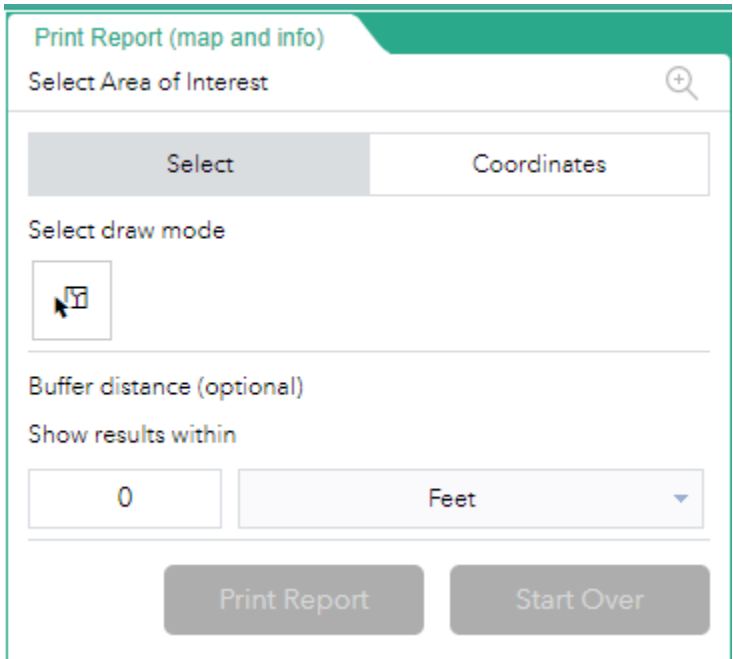
Click Print to generate file

Click on file to open, save and/or print

Click Clear Prints to remove print files from list

Print Report (map and info)

The Print Report Tool generates a map which includes a report of the data features that are selected while using the tool. Click the Print Report Tool  to print your map.



Print Report (map and info)

Select Area of Interest

Select Coordinates

Select draw mode

Buffer distance (optional)

Show results within

0 Feet

Print Report Start Over

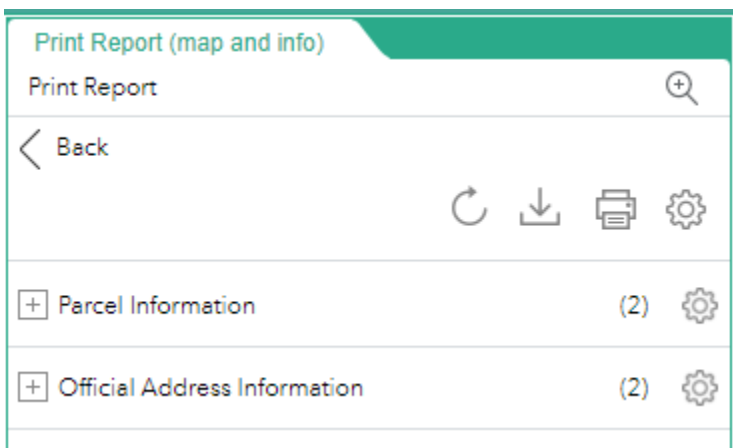
Choose Select or Coordinates to set the method that you desire to use to focus the map area with.

Click Select by Rectangle to drag a selection box around features to be included in the report.

Set an optional buffer distance for your report selection if desired.

Click Print Report to proceed to the next step.

Once the report area has been determined using the select rectangle or coordinates method and Print Report has been clicked, a new tab will open that displays how many records will be included in the report and some additional options to download, print, or customize the report.



Print Report (map and info)

Print Report

Back

Refresh Download Print Settings

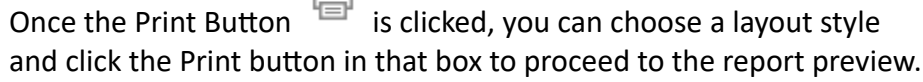
+ Parcel Information (2) Settings

+ Official Address Information (2) Settings

Refresh, download, print, or choose units for the report.

Click the sprocket icon to customize which attributes to display on the report.

Clicking the + expands the feature list and optionally allows you to highlight one in blue if you desire.

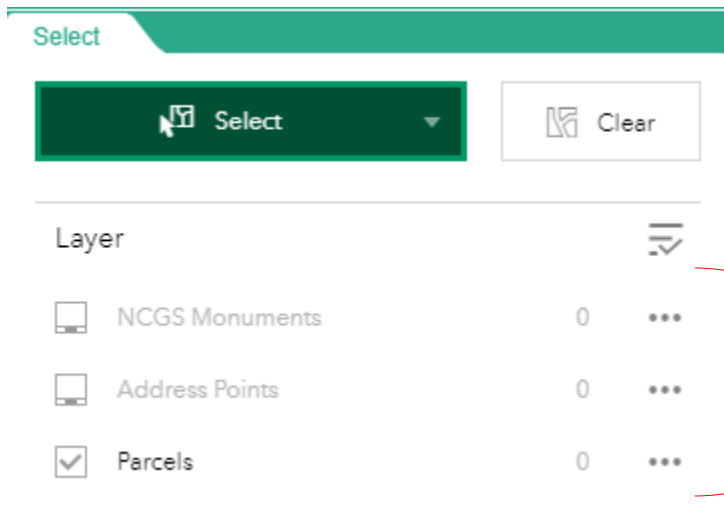


The report can then be printed from the report preview screen.

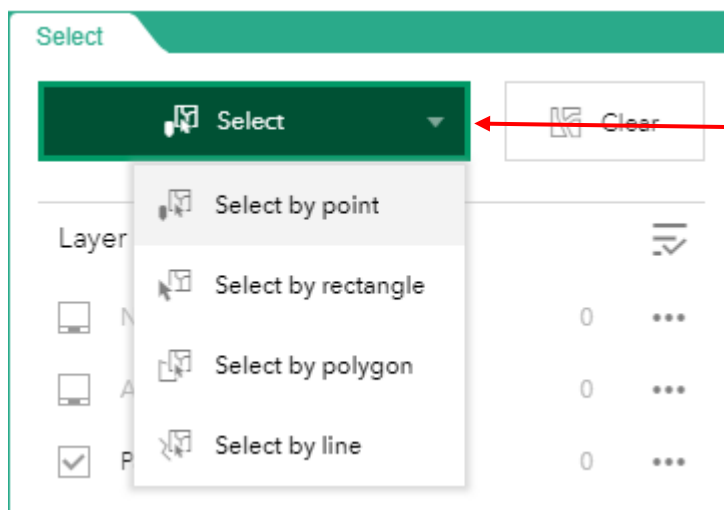
Note: Within the report preview there is a section to add your own comments to the document and you can change the title as well.



Select Tool



Check the box of the feature you wish to select



Click on the dropdown arrow to choose how you would like to select. Selecting by point allows you to choose the features you want individually.

When using Select by Point,

- Click on a the map to start selecting
- Hold Shift and left mouse to add additional individual features
- Hold Ctrl and left mouse to remove individual features