

## How to map house *and* water-shutoff locations within Port Townsend:

1. Open an internet browser and go to: [www.cityofpt.us](http://www.cityofpt.us)
2. Locate and click on “What can we help you find?” drop-down box, select Maps and then click Go.
3. Read the disclaimer and then click I Agree.
4. Click on Zoning Map, this is a big file and is slow to load into the Adobe Reader (PDF file reader). This opens a map of the entire Port Townsend area, go to Page 2 to see the map. Use the + symbol on the Reader’s menu strip to zoom in on the map, then use the scroll bars at right and bottom of the screen to approximately center on your neighborhood of interest.
5. Now select the specific area of your neighborhood with the snapshot tool (picture of a camera). [If the camera symbol is not on your toolbar, place the mouse pointer on a free gray portion of the menu bar, right click, and select More Tools; scroll down to the **Select & Zoom Toolbar** and check the box for the snapshot tool. If snapshot tool still not available, download the file and open with Adobe Reader where you will find the tool under Edit]. With the camera tool highlighted, place the mouse pointer on the map, left click and hold to draw a dotted line box that selects a rectangular area of the map. A message reports that “*The selected area has been copied.*” Repeat as needed to get the desired region for your neighborhood.
6. Now click on the printer icon on the Adobe Reader menu bar and print the selected area of the map onto an 8.5 x 11 inch sheet of paper. Page scaling should be set to “Fit to printable area.” This map shows the exact location of every house and attached buildings within each block.
7. Have this sheet reproduced at a copy center to 400% that is then useful for neighborhood meetings and group display.

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The location of city water shutoffs for each property and fire hydrants is also available. After Step 3, above, select Water System, and proceed as above. In this display, the water features are shown in detail, but the buildings are grayed out.

If you do not have access to a computer, the above maps can be obtained from the City of Port Townsend. Go to City Hall, Planning Dept., 3<sup>rd</sup> Floor.

## How to map house locations within Jefferson County, outside of Port Townsend

1. Open an internet browser and go to: <http://www.co.jefferson.wa.us/>
2. In left hand column, scroll down to **Parcel Lookup Tool**.
3. Select **Property (Tax Parcel) Search**.
4. In the blanks provided type in either a *Parcel Number* **OR** a *House Number and Street* **OR** a *Street Name* to get to the vicinity of your search area. If you selected the last option, a list of properties with parcel numbers and house numbers is generated; click on a parcel number to continue.
5. The search results in a parcel with a listing of the name(s) of the owner(s), addresses (owner's and site), legal and property descriptions, and photo(s) of the site. On the bottom of the page, click on **Map Parcel**.
6. The result is a map in a new window with roads/streets and property outlines; the selected parcel is centered and outlined in red, and parcel numbers are written across each parcel.
7. A tool bar on the left of the screen allows zooming, panning, scrolling, multiple parcel selection, as well as distance and area measurements. Use these tools to generate your area of interest. Select the desired tool button, and click on the map to carry out the request; the new map is then redrawn. The inset of the Olympic Peninsula, showing in red the selected region of the current map, can be turned on or off with the button on bottom left of the toolbars. The **Help?** tab on the top menu bar opens a window in which the function and use of all the toolbars are explained in detail.
8. The strip on the right of the page has two tabs: **Layers** and **Legend**. Click on **Base Map** to get new functions that can be turned on or off. For example, to remove all parcel numbers, highlight the small box next to **Parcels-H** and click on the **Refresh Map** button.
9. To obtain an aerial photograph of your region of interest, click on **Background Imagery** in the **Layers** tab, and then highlight **PT Photo** followed by clicking on the **Refresh Map** button to obtain the highest resolution map available for this region (taken in 2004). The scrolling and measuring tools on the left panel are still active in this view. Again, select the desired tool button, and then click on the map to redraw.