

## City of Middletown Tax Assessor Web Application

### 1. Requirements

- a. Broadband Internet connection
- b. Browser: Chrome, Firefox, Internet Explorer 7+, Opera, Safari
  - i. Internet Explorer users may get a message similar to this: Internet Explorer restricted this webpage from running scripts or ActiveX Controls. Click Allow Blocked Content to visit the site.
  - ii. To download printable maps, Excel, or mailing label formatted PDF files, the browser's popup blocker may have to be disabled. Please consult your browser's documentation.

### 2. Basic Navigation

#### a. Zooming

- i. Scroll Wheel. If your mouse is equipped with a scroll wheel, move the scroll wheel up and down to zoom in and out.



- ii. +/- Buttons : You can also use these to zoom in and out.




- iii. Home button : Reset the map to the default zoom level.

#### b. Obtain information about a parcel by clicking the parcel

- i. Popup menu shows Owner Name, Street Address and Parcel ID
- ii. View Complete Property Card: This link takes you to the VGSI website to view complete details about the property.
- iii. Google Map: Opens Google Maps in a new window centered on the property.
- iv. Bing Map: Opens Bing Maps in a new window centered on the property.
- v. Email Map: Composes an email in the default email program with a link to zoom to the parcel.
- vi. View Abutters: This generates list of properties that share a boundary with the selected parcel. The list can be exported in Excel or mailing label formatted PDF files.

### 3. Map Options Menu

- a. Hide/Expand  : Hides the menu. Restore the menu by hovering over "Expand Map Options"
- b. About Us: Contains the disclaimer and contact information
- c. Property Search
  - i. Basic Search: This field searches address, street, and owner name. The list can be exported in Excel or mailing label formatted PDF files.
  - ii. Advanced Search: Uses more parameters to search for parcels. The list can be exported in Excel or mailing label formatted PDF files.
  - iii. Graphic Search: Returns parcel data from polygon drawn on the map. The list can be exported in Excel or mailing label formatted PDF files.
- d. Buffer: Returns a list of parcels within a specified distance from the edge of the parcel. Set distance and units from the edge of the parcel. Press Select Parcel button to

activate the tool. After clicking on a parcel on the map, the popup window will show list of parcels that are fully or partially within the buffer region. The list can be exported in Excel or mailing label formatted PDF files. Press Clear Buffer to remove the buffer from the map.

- e. Base Maps: Activate various base maps and thematic layers
  - f. Print: Choose page size, orientation, and format. Click Print button to generate a printable map. This process can take up to a minute to complete. The button should disappear and be replaced by a link called "Printout". Click on the link to open a printable map in a new window. Note: Annotations made to the map may cause the Print function to time out in Internet Explorer 7 and 8. We recommend using an alternate or updated browser.
  - g. Legend: Use this to identify symbols that are in the map. Please note that some layers will not be visible at all map scales due to legibility and loading times. The legend represents all thematic layers that can be activated in the Base Maps section.
4. Annotation Tools: These tools are meant to mark up the map temporarily in order to get a measurement or highlight something.
- a. Point: Draw a point on the map
  - b. Line: Draw a line on the map
  - c. Polygon: This tool is used for delineating an area of interest.
  - d. Undo: Undo annotation that was drawn starting with the most recent feature
  - e. Redo: Redo annotation that was undone
  - f. Length Measurement: Returns the length in feet and kilometers
  - g. Area/Perimeter Measurement: Returns area in acres and square feet, and perimeter in feet and kilometers.
  - h. Text: Add editable text to the map
  - i. Zoom to Location: Zooms to a Latitude and Longitude coordinate pair.
  - j. Clear All: Erases all annotation and measurements on the map.

## Disclaimer

The City of Middletown has provided these data layers for informational purposes only. Property and ownership information is not current - use the link below for the most recent property information.

Housing & Property Information (Link to VGSI with most recent owner and building information including square footage and assessment). <http://gis.vgsi.com/MiddletownCT/>

Data layers were compiled from various sources and are NOT to be construed or used as a "legal description". Data layers are believed to be accurate, but accuracy is not guaranteed. While the City has attempted to ensure the accuracy of these maps, it expressly disclaims all representations and warranties of any type, and any liability for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any data provided herein.

Any errors, omissions, or other questions regarding any of the data layers can be reported to the city through e-mail or by calling (860) 638-4930. Official copies of this information can be viewed in person at the Municipal Building located at 245 deKoven Drive Middletown, CT 06457.

Some GIS layers (e.g. contours, orthophotography (aerial photos), zoning, etc.) are not updated as frequently as other data such as tax assessing information which may be updated on annual or semi-annual basis.

## Contact

Information Systems Department  
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Tax Assessor's Office  
(860) 638-4930

City & Town Clerk's Office  
(860) 638-4910

Planning, Conservation, & Development  
(860) 638-4840