Internal Planning Application User Guide

MIDDLESEX GEOGRAPHY NETWORK – INTERNAL PLANNING APPLICATION

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Technical Support

If you require any assistance using the Middlesex Geography Network applications, or have come across any errors or issues associated with the software or the data layers provided through the application, please contact:

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Getting Started

Welcome to the training manual to accompany the new Middlesex Geography Network Internal Planning Review Application. Start by logging in to the system with the username and password provided to you.

Logging In

1. Using Internet Explorer, go to the Middlesex Geography Network Partner homepage at: www.county.middlesex.on.ca/MGN/Internal.asp

2. Read the Terms of Use and Disclaimer for the Internal Applications and click **LOGIN**.

3. Enter your user name and password and click **Login** (See Figure 1).

Figure 1: Logging In

Changing Your Password

You should change your password to something you will remember. To change your password, check 'Change password after login' before clicking the Login button (refer back to Step 3 of **Logging In**).

Figure 2: Changing your password

You will be prompted to enter and re-enter your new password. Any combination of letters and numbers can be used (passwords are case-sensitive).

Note: This application is being delivered through the Internet, making it accessible from any computer. Therefore, it is extremely important to keep your password confidential.

Forgot Your Password?

Contact Laura Marles at 434-7321 ext. 297 or lmarles@county.middlesex.on.ca to request that your password be reset.

MiddlesexMap Interface

Figure 3 points out the major components of the MiddlesexMap user interface.

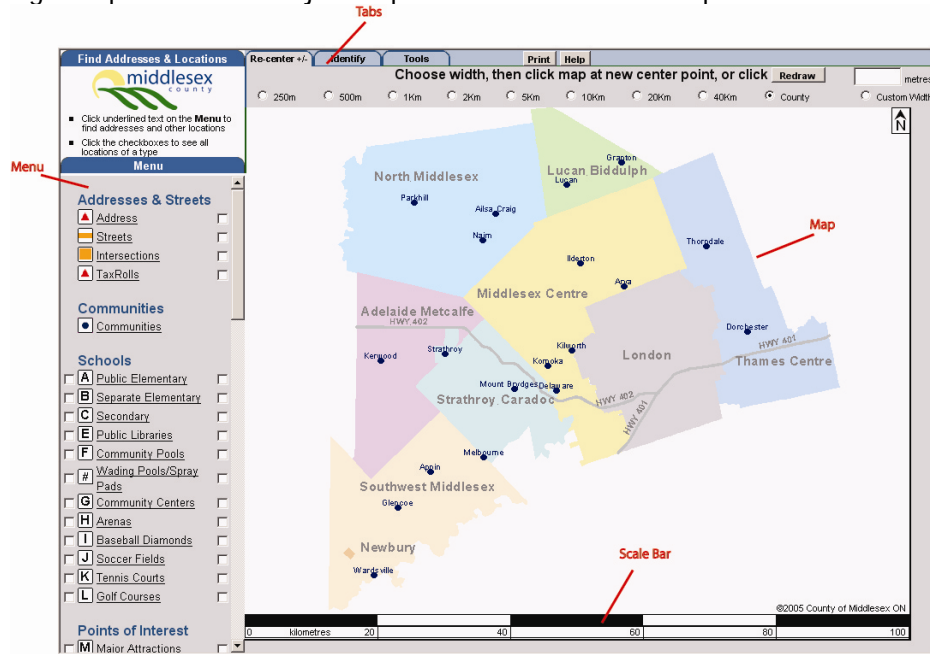Figure 3: MiddlesexMap Interface for the Internal Planning Review Application

Turning Layers On and Off

Users can turn any layer in the menu on or off by:

1. Checking the box to the left of the item in the menu .

2. A "Redraw Map" button appears beside the item in the menu. Click this button to apply the change.

3. To turn a layer off, uncheck the box to the left of the item in the menu and click .

Search Functions
Both the internal and public versions of MiddlesexMap can be used to search for an
address, street, roll number, community, arena, library, etc. Click on the underlined text of
any item in the Menu to search for a particular item in that category.

Search for an Address, Street, Intersection or Taxation Roll Number

1. To search an address, click on the underlined text for Address in the Menu
   ▲ Address .
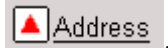
2. Type the desired address in the text box that appears at the top-left (see
   Figure 4).
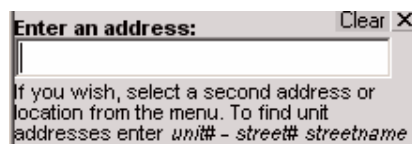
Figure 4: Search for an Address

3. Click **Find It!** to display the address on the map.

Note: Users can search by street name, intersection or roll number in the same manner –
click on the underlined text in the menu and type the information to be searched in to the
text box that appears.

Search for a Feature (Community, Arena, Attraction, etc)

1. To search for a community, click on the underlined text for Communities
   in the Menu ● Communities .

2. Choose the desired Community from the drop down list that appears at
   the top-left (Figure 5).
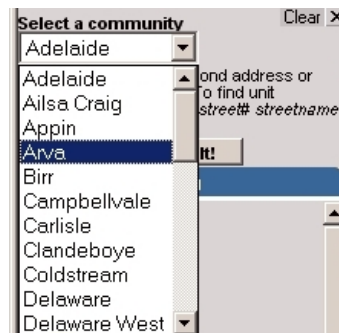
Figure 5: Community Drop Down List

3. Click on **Find It!** to display the community on the map.

Note: Schools, Sports & Recreation Facilities, Points of Interest, Parks & Trails, and Transportation Facilities can be searched in this same manner – click on the underlined text in the menu and choose from the drop down list that appears.

Re-centre
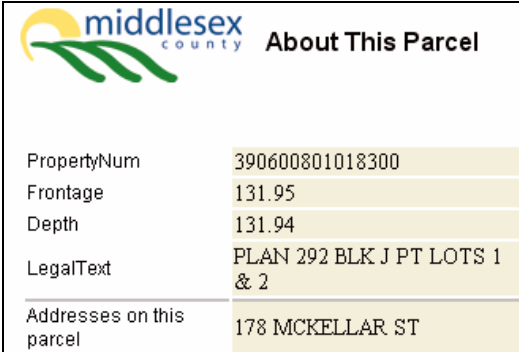
The Re-centre tab is used to navigate the map:

1. To zoom in and out on the map, click on the option button beside the desired map width at the top of the screen. Then, click on the map at a desired centre point OR click **Redraw**.

2. To zoom to a user specified scale, click on the 'Custom Width' option, and type in the number of metres.

3. Click on the map at the desired centre point OR click **Redraw**.

4. To pan around the map, simply click on the map to change the centre point.

Identify

Switching to the Identify tab at the top of the screen will allow you to get information from the map.

1. Switch to the 'Identify Tab' by clicking **Identify**.

2. To get information about a parcel of land, click inside the boundary of that parcel. A new window will pop up to display information about that property. Figure 6 shows the 'About This Parcel' display for the public version of MiddlesexMap. Note: the Internal Planning Review Application contains additional information.

PropertyNum	390600801018300
Frontage	131.95
Depth	131.94
LegalText	PLAN 292 BLK J PT LOTS 1 & 2
Addresses on this parcel	178 MCKELLAR ST

Figure 6: 'About This Parcel' display for the public version of MiddlesexMap

3. To get information about any other item on the map, click on the symbol for that feature on the map. Some text will be displayed at the top of the map describing the feature. Some items, when identified, will display a link to another web page (see Figure 7: Identifying a Public Library). Click on the link to view the website for more information.
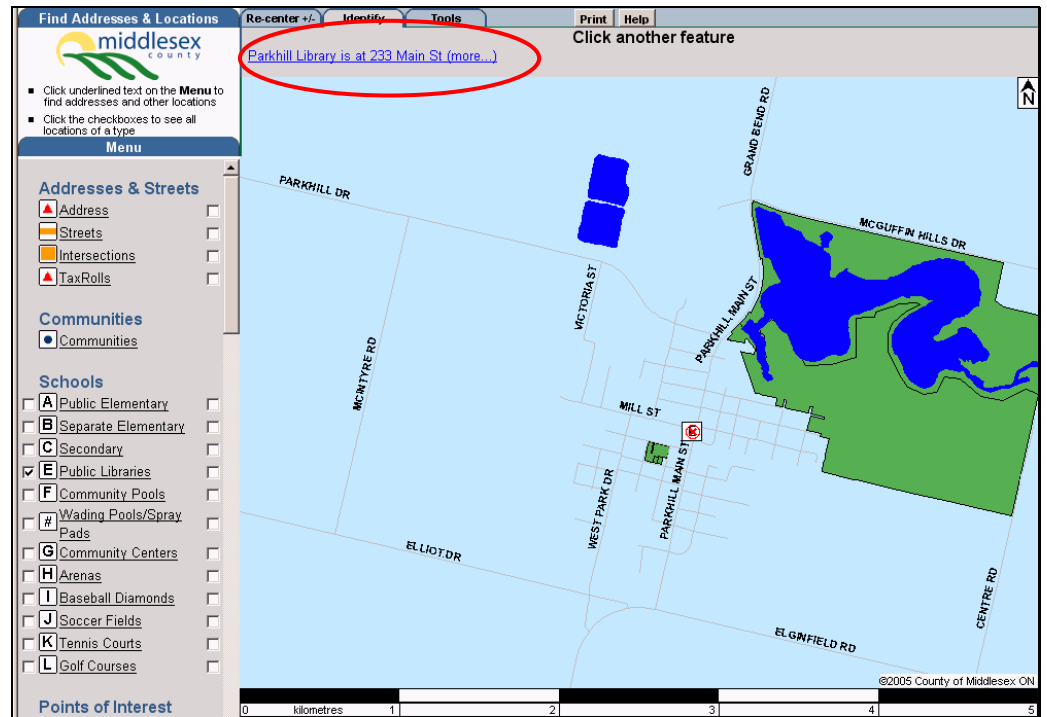
Figure 7: Identifying a Public Library

What's Different

You will have likely already used the public MiddlesexMap application. The Internal Planning Review Application follows the same format, but contains additional information and functionality.

Mapping Layers

The internal version of MiddlesexMap includes layers of information that are not present on the public version. These additional layers can be found near the bottom of the menu, and include:

- AGGREGATE RESOURCES

- SIGNIFICANT WOODLOTS as identified through the Middlesex Natural Heritage Study.

- WATERSHED BOUNDARIES

- WETLANDS

- MAJOR PIPELINES

- ROAD CLASSIFICATIONS as designated in the County of Middlesex Official Plan.

Note: Additional mapping layers may be added to the system over time.

Legend Check Box

Most of the mapping layers in the Menu of the internal version of MiddlesexMap contain an additional check box to the right (Figure 8). These checkboxes are not present on the public version of MiddlesexMap. They are used to add menu items to the legend in the Location Map or Notification Area Map that can be generated using this software. More about these documents can be found under the section entitled **Generating Documents**.

Figure 8: Legend Check Box

Parcel Identify

The internal version of MiddlesexMap displays more information than what is displayed on the public version when a user performs an Identify function on a property. This information comes from data exported from each Local Municipality's taxation system. Updates are submitted on a quarterly basis from each municipality.

Tools

In addition to the Re-center and Identify Tabs that are visible on the Public version of MiddlesexMap, the internal version includes a **Tools** Tab.

Figure 9: Internal Planning Review Application Tools Tab

Measure Tool

The Measure Tool allows the user to make rough measurements on the map.

1. Select the Measure Tool

2. CLICK ONCE at the starting point of the line segment to be measured.

3. CLICK ONCE at the end point of the line segment to be measured.

Initially, the line and measurement displayed on the map will be coloured Magenta (See Figure 10 below).
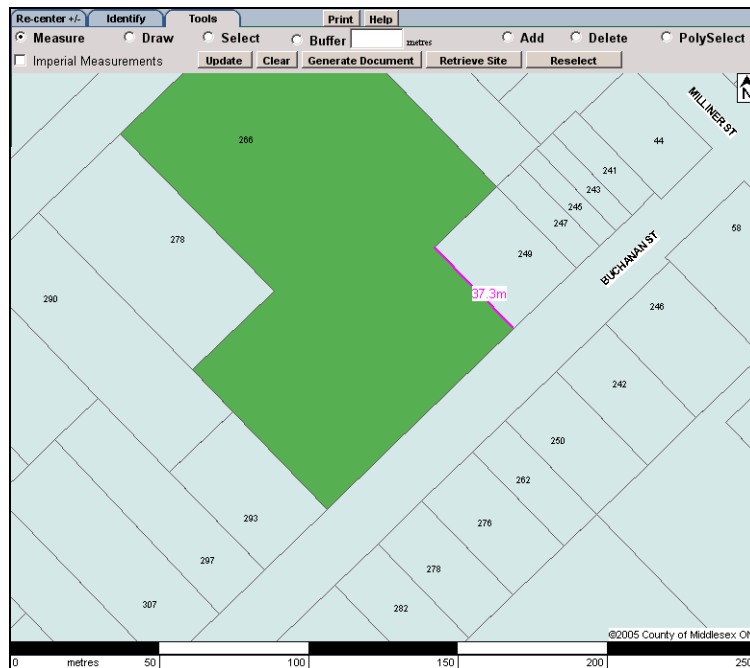
Figure 10: Measure Tool (temporary)

The Magenta colour means that the line and measurement are temporary and will be cleared if the user moves on to another task.

4. Click **Update** to make the measurement a permanent graphic on the map. The measurement graphic will change from magenta to black in colour (See Figure 11).
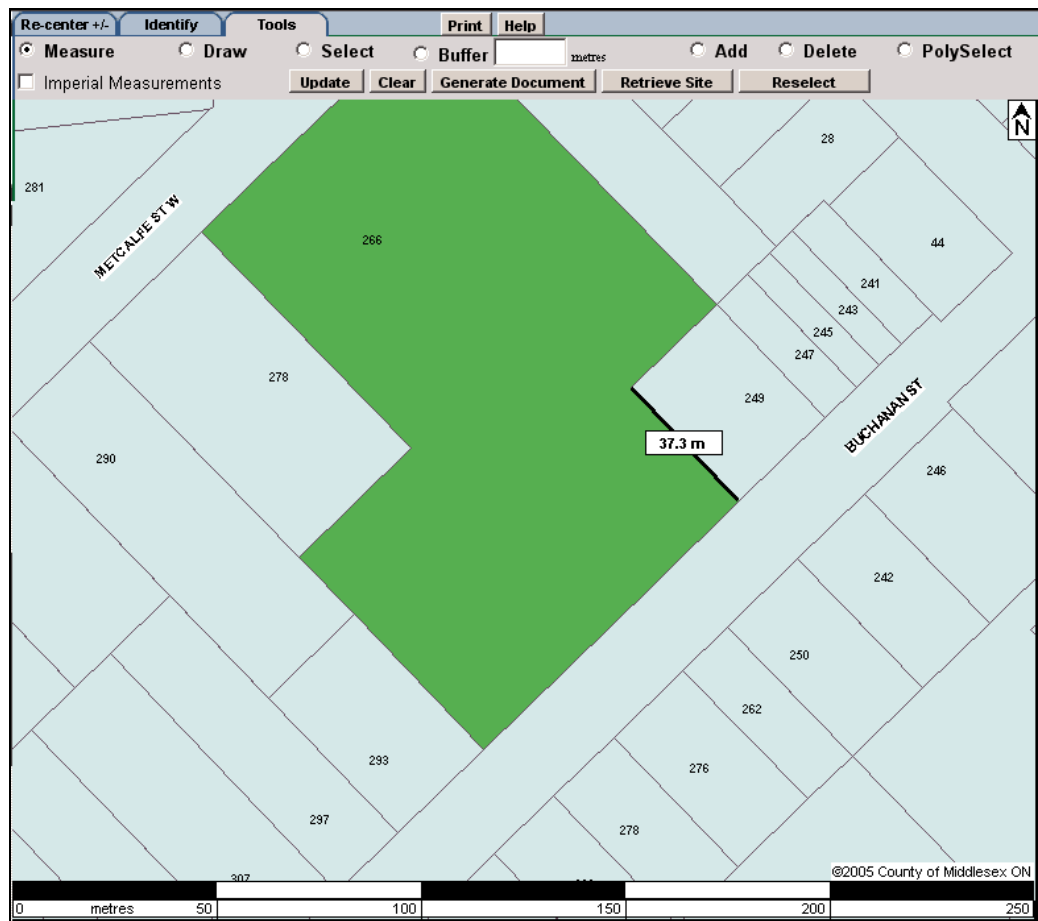
Figure 11: Measure Tool

By checking the 'Imperial Measurements' check box (Figure 12), the user can change the units of measurement from meters to feet and inches. (You must click **Update** to apply the change.)
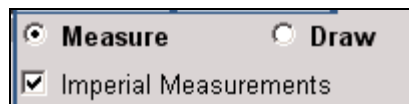
Figure 12: Imperial Measurements
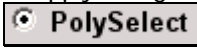
Note: The measurements can be cleared from your screen at any time by clicking **Clear** on the Tools Tab.

Selecting Properties

The Internal Planning Application offers a few options for selecting properties for Location Maps and for notifications or other mailings.   For most planning related applications, the first step will be to select the subject lands.

Selecting the Subject Lands

Selecting a subject site can be done in one of three ways:

A) If the subject lands apply to an entire property, the **Select** tool ⊙ Select can be used.

B) If the subject lands apply to a group of properties, either the Select or the **PolySelect** tool ⊙ PolySelect can be used.

C) If the subject lands apply to only a portion of the property, the **Draw** tool ⊙ Draw can be used to draw the subject lands.

A) Select Tool

1. Choose the **Select** option from the Tools tab.

2. Click on the desired parcel. A small, magenta 'x' will appear where you have clicked, as shown in Figure 13. Remember that the colour magenta indicates a temporary state. At this stage, the selection has not yet been applied.

Figure 13: Selecting One Property with the Selection Tool..

3. Click **Update** to apply the selection. The selected parcel will then be highlighted in yellow with a thick, black border (as shown in Figure 14).

Figure 14: Applied selection

Note that more than one property can be selected:

4. To select multiple properties using the Select tool, click once inside each of the parcels (Figure 15).

5. Click Update to apply the selection (Figure 16).

Note: The selection can be cleared from your screen at any time by clicking **Clear** on the Tools Tab.
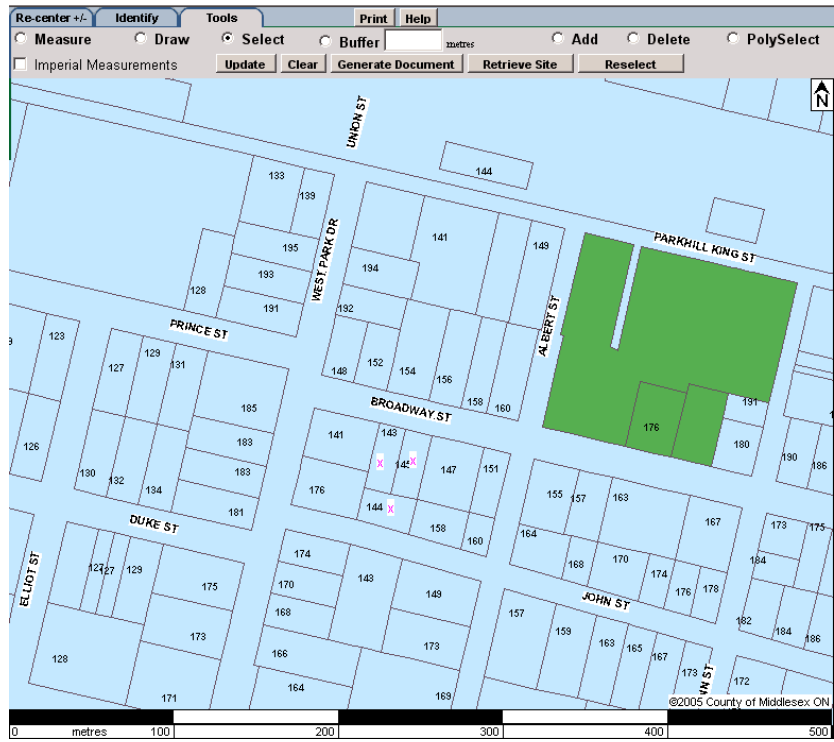
Figure 15: Selecting multiple properties using the Select tool

Figure 16: Selecting multiple properties using the Select tool - Applied selection

B) PolySelect Tool

The PolySelect tool can also be used when a user needs to select multiple properties for a subject site or for mailing labels (e.g. parcels in a given cul-de-sac area or along a segment of road, etc.). The user can draw a polygon that will select each property with which it intersects.

1. Choose the **PolySelect** option from the Tools Tab.

2. Click on the map where you would like the polygon to begin.

3. Click on the map for each corner of the polygon.

4. Right-click or double click to finish the polygon (Figure 17).

Figure 17: Using the PolySelect Tool

5. Click **Update** to apply the selection (Figure 18 shows the resulting selection).

Figure 18: Result of using the PolySelect Tool

Figure 19 shows another example of using the PolySelect tool in order to select the properties within a Cul de Sac.

Draw the Polygon   Click Update to Apply the Selection
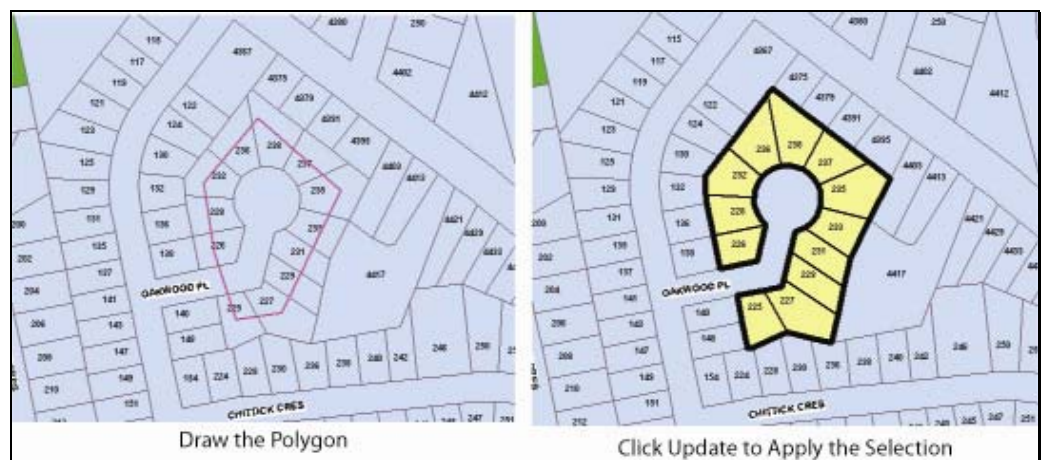
Figure 19: Using the PolySelect tool to select properties in a Cul de Sac

C) Draw Tool

A planning or development application received by a municipality may apply to only a portion of a property. For these instances, the **Draw** tool can be used in order to draw a polygon to represent the subject site.

1. Choose the **Draw** option from the Tools tab.

2. To start drawing the polygon, click on the map where you would like the polygon to begin.

3. Click on the map for each corner of the polygon.

4. To finish the polygon, double-click OR right-click.

Figure 20 shows an example of a resulting polygon.

Figure 20: Using the Draw function

5. Click **Update** to apply the selection to the polygon. The border of the polygon will change to a thick black line, as seen in Figure 21.

Figure 21: Selecting the user defined polygon.

Adding and Deleting Properties from the Selection

Properties can be added or removed from the selection using the **Add** or **Delete** functions from the Tools tab.

To add parcels to the selection:

    1.   Choose the **Add** option from the Tools Tab.

    2.   Click once on each parcel that should be added to the selection (Figure 22).

Figure 22: Adding Parcels to the selection

    3.   Click **Update** to apply the change (Figure 23).

Figure 23: Result of adding parcels to the selection

To remove parcels from the selection:

1. Choose the **Delete** option from the Tools Tab.

2. Click once on each parcel that should be removed from the selection (Figure 24).

Figure 24: Deleting parcels from the selection

3. Click **Update** to apply the selection (Figure 25).

Figure 25: Result of deleting parcels from the selection

When Selecting properties for a mailing list, the mailing labels can be generated from the selection made using the three tools described above, or a buffer can be used to add all properties within a certain distance of the subject lands to the mailing list (e.g. as would be required by regulations under the Planning Act).

Buffer Tool

The **Buffer** option can be used to select all properties within a given distance of a subject site. **The subject site must be selected before the buffer can be applied.**

1. Once the subject lands have been selected (using one of the three options outlined above), choose the **Buffer** option from the Tools tab.

2. Type the desired buffer distance in the text box to the right of the Buffer option (in meters).
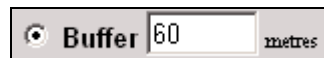
Figure 26: Buffer utility

3. Click **Update** to apply the buffer.

All properties within the specified distance of the subject site will be highlighted in yellow (as shown in Figure 27). **NOTE: The original subject site is still indicated by a thick, black border.**
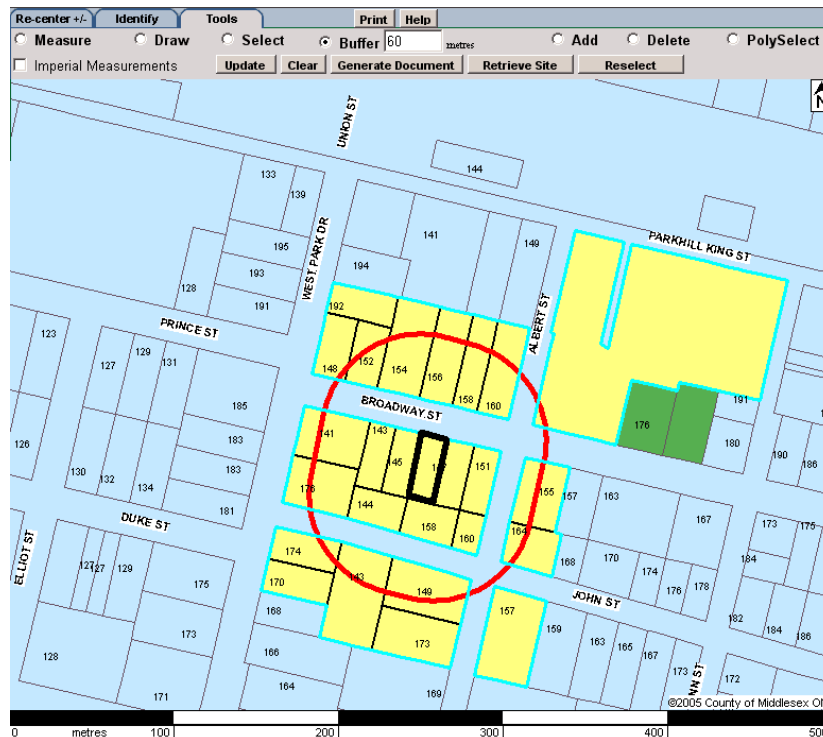
Figure 27: Buffering Result

The **Add** and **Delete** tools can also be used to add or remove properties from the buffered selection. For instance, you may not wish to mail a notification to a parcel of land owned by your municipality. Therefore; if, say, a municipal park has been included in the buffer selection you can remove it so that a mailing label is not generated for that property. Conversely, you may wish to add a property to the mailing list that falls just outside the buffered selection. Refer back to page 17 for details about using the Add and Delete tools.

Generating Documents

The Internal Planning Application can be used to create documents related to development applications.

Types of Documents

The four types of documents that can be generated include: Location Map, Notification Area Map, Mailing Labels and Legal Report.

Location Map

A Location Map is generated as a Microsoft Word document. This is a map that would show the location of a subject site and could be mailed out with a notice of Public Meeting.

Figure 28: Location Map

Notification Area Map

A Notification Area Map is also generated as a Microsoft Word document. This is a map that is meant to highlight each parcel to which a notification has been sent, and can be kept on file.

Figure 29: Notification Area Map

Note: The Location Map and Notification Area Map documents can be edited as any other Microsoft Word document.

Mailing Labels Document

The Mailing Label document is generated in PDF format, and therefore can not be edited. The document is formatted to fit the **Avery 5162** label size. A mailing label will be generated for each selected property on the map.

ANGLICAN CHURCH OF CANADA
BOX 481
PARKHILL ON
N0M 2K0

CONNELL CLAIRE
168 JOHN ST
PARKHILL, ON
N0M 2K0

ASHTON STUART JAMES
147 BROADWAY ST
P.O. BOX 851
PARKHILL ON
N0M 2K0

CRAIG JOHN WAYNE
176 WEST PARK DR
PARKHILL, ON
N0M 2K0

BARNETSON GORDON ALBERT
193 WEST PARK DR
PARKHILL ON
N0M 2K0

DAWE CHESLEY ALBERT
169 ALBERT ST
P.O. BOX 524
PARKHILL ON
N0M 2K0

BEIERLING BRENDA LOREEN
195 WEST PARK DR
P.O. BOX 731
PARKHILL ON
N0M 2K0

DEJONG DONALD JAN
PO BOX 714
PARKHILL ON
N0M 2K0

BROERE RICHARD MAURICE
143 JOHN ST
PARKHILL ONT
N0M 2K0

DIXON CHERYL ANNA
160 JOHN ST
PARKHILL, ON
N0M 2K0

CAMPBELL JASON
152 BROADWAY ST
PARKHILL ON
N0M 2K0

DUNPHY FRANCIS DAVID
176 JOHN ST
P.O. BOX 564
PARKHILL ON
N0M 2K0

CARTER BENJAMIN SHIREY
168 WEST PARK DR
PARKHILL ON
N0M 2K0

EASY MARY ELLEN
PO BOX 184
PARKHILL ON
N0M 2K0

Figure 30: Mailing Labels Document

Legal Report

The Legal Report document is also generated in PDF format and can not be edited. A Legal Report document is simply a list of each property owner to which the mail out has been sent that can be kept on file. It includes: Roll Number; Street Address and Legal Description; and Owner and Mailing Address.

Description:	Zoning Bylaw Amendment		Date: 11/21/2005
Div/File No:	NMID_Z9_2005		
Prepared By:	Laura Marles	Municipality:	Middlesex County

Roll Number	Legal	Owner
395405201007900	151 BROADWAY ST PLAN 194 LOT 11	LINKER KENNETH ANDREW 151 BROADWAY ST P.O. BOX 682 PARKHILL ON N0M 2K0
395405201007100	176 JOHN ST PLAN 231 LOT 12	DUNPHY FRANCIS DAVID 176 JOHN ST P.O. BOX 564 PARKHILL ON N0M 2K0
395405201007200	174 JOHN ST PLAN 231 LOT 11	ISAAC GERALD RUSSELL 174 JOHN ST P.O. BOX 758 PARKHILL ON N0M 2K0
395405201007400	PLAN 231 LOT 8	CONNELL CLAIRE 168 JOHN ST PARKHILL, ON N0M 2K0
395405201008000	PLAN 231 LOT 5	DIXON CHERYL ANNA 160 JOHN ST PARKHILL, ON N0M 2K0
395405201002500	194 WEST PARK DR PLAN 169 LOT 15	MCLEAN BRADLEY CRAIG 194 WEST PARK DR PARKHILL ONT N0M 2K0
395405201007300	201 MCLEOD ST PLAN 231 LOT 9 LOT 10	TURNBULL GORDON MELVIN 201 MCLEOD ST P.O. BOX 679 PARKHILL ON N0M 2K0
395405201013500	PO BOX 184 PLAN 231 PT LOT 10,11	EASY MARY ELLEN PO BOX 184 PARKHILL ON N0M 2K0
395405201002102	158 BROADWAY ST PLAN 194 LOT 12	ROMPHF GARY NORMAN 158 BROADWAY ST PARKHILL ON N0M 2K0

Figure 31: Legal Report

Required Software

In order to open the documents generated by this application, both **Microsoft Word** and **Adobe Reader** must be installed on your computer.

If you do not currently have a license for Microsoft Word, a free Microsoft Word Viewer can be downloaded from Microsoft's website at www.microsoft.com. Note: Using this software you will be able to open and view the generated documents, but will have no ability to make changes or edits.

 Adobe Reader can also be downloaded free of charge from the Adobe website at www.adobe.com.

Creating a Document

To create a document:

> 1. Click on **Generate Document** from the Tools Tab. This will start the Map Documents dialogue (Figure 32).
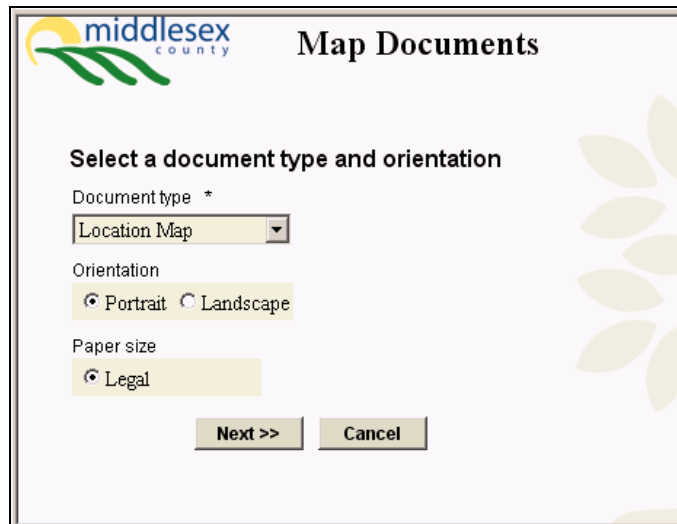

Figure 32: Map Documents dialogue

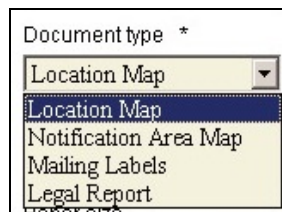> 2. From the **Document Type** drop-down list, choose the desired document type (Figure 33).

Figure 33: Document Type drop-down list

3. Choose a page orientation (Portrait or Landscape). Note: Page Orientation only needs to be chosen for a Location Map or a Notification Area Map. Because the Mailing Labels and Legal Report are in PDF format, they will always be generated as letter-sized documents with Portrait Orientation.

4. Click **Next**.

5. Enter the Reference Filename or number (Figure 34).

Standard naming conventions are suggested to avoid duplicate filenames being entered in to the system. Because the Internal Planning Application is being used by 8 different organizations, it is possible that the same file number may be used by multiple municipalities. The application will not allow two of the same file numbers to be saved.

When entering the Reference filename or number, you should include the name of your municipality in some form. For example Strathroy Caradoc might use the convention: StrathroyCaradoc_A21_05 (or perhaps shortened to SCT_A21_05). Figure 34 shows an example of a reference file name that might be used for a Zoning Bylaw Amendment by the Municipality of North Middlesex.

Figure 34: Map Document dialogue – Enter a reference file

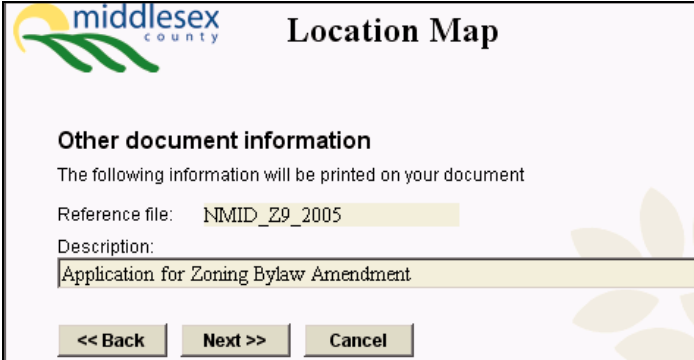6. Specify whether or not to save the site polygon and/or the notification area polygon (Figure 35).

Figure 35: Saving the document polygons.

If you choose to save the site polygon, you will be able to recall your subject site on the map using the reference file name specified in Step 5. Choosing to save the site polygon will save the boundary of your subject site into the Documents layer located at the bottom of the menu. You can then quickly navigate back to that site if need be. For example, you may wish to generate a new location map with additional layers turned on or off. Retrieving sites is described in more detail under the section entitled **Retrieve Site and Reselect**.

If you choose to save the notification area polygon, you will also be able to retrieve the notification area that was used for that particular reference file. **Note: This is applicable only in cases where a Notification Area Map, Mailing Labels document or Legal Report are being generated where a buffer has been used to select the notification area.**

7. Click **Next**.

8. Enter a description of the file (Figure 36).

9. Click **Next**.

Wait for the **File Download** dialogue to appear (Figure 37). It will prompt you to Save or Open the file. It is highly recommended that you choose to **SAVE your generated documents to your own computer or server** so that you can go back to them as need be.

Figure 36: Enter a description of the file.

Figure 37: File Download dialogue

Retrieve Site and Reselect

If a site polygon and/or a notification area polygon have been saved during the document generation process (refer back to Step 6 of 'Generating Documents'), they are added to the '**Documents**' layer and can be recalled.

1. At the bottom of the Menu, click on the underlined text for 'Documents'.

2. In the text box that appears at the top left corner of the screen, type the reference file used when the document was originally created (refer back to Step 5 of 'Generating Documents'). Click **Find It**. The document site will be shown on the map (Figure 38).

3. Click on **Retrieve Site** in the Tools tab. You will notice that the document site will again be highlighted in yellow with the thick black outline (Figure 39).

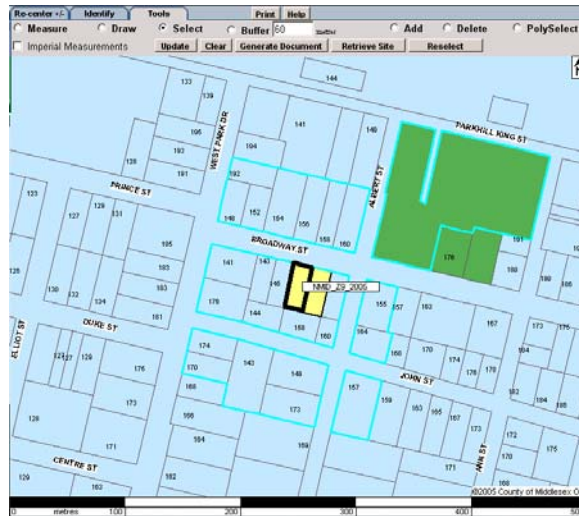Figure 38: Search for a Document site

Figure 39: Retrieve Site

4. If the user chose to save the notification polygon when the original document was created, the notification area used will be outlined in blue (Figure 39). To apply the selection again, click on **Reselect** from the Tools tab (Figure 40).

Figure 40: Reselect

Exercise

Included at the back of your binder is an application for a Zoning Bylaw Amendment from your municipality. Use the Internal Planning Review Application to screen the application and to create the necessary documents for the notification.

Application for a Zoning Bylaw Amendment

1. Using the Internal Planning Application, use the search functions (Address/Tax Roll/etc.) to navigate to the subject property.

2. Switch to the Tools tab and select the property.

3. Turn on any other layers that may be necessary for screening (i.e. aggregate resources, roads classification, wetlands, etc).

4. Generate a Location Map (When entering the Reference File, remember to add the prefix for your municipality). It is best to generate the Location Map before applying the buffer (otherwise the buffer outline will appear on the map).

5. Select the parcels within 120 m of the subject site, as is the requirement for any zoning bylaw amendment under the Ontario Planning Act, using the Buffer tool.

6. Generate a Notification Area Map.

7. Generate Mailing Labels for the notification.

8. Generate a Legal Report to keep on file.