

# Jackson County Parcel Viewer How-To Guide

Welcome to the Jackson County, Missouri Parcel Viewer!

We have made substantial improvements from our previous version and created this guide to help you find your way around. Please be sure to read the instructions carefully since there are many important details that might be missed with just a casual reading of this guide.

We would like to note that Parcel Viewer is optimized for desktop and laptop use. Tablets are fine, too. While we have designed it to be accessible on mobile devices, due to the extensive graphical components in the application, the user experience on cell phones is necessarily going to be inferior to PC's and laptops.

Below is a list of pages and contents of this guide:

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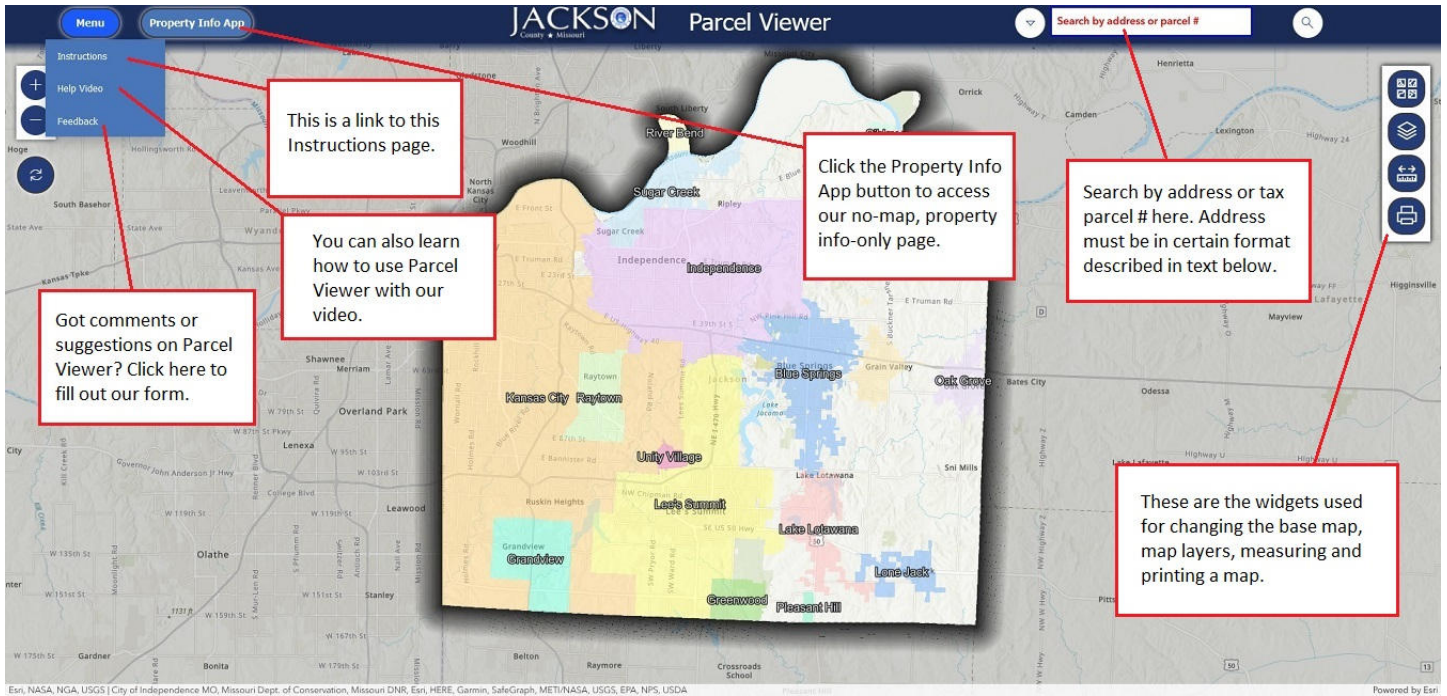
Page 10: Info Pane - Tools - Print Property Info, Photos or Map; and Export Property Information to PDF

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# Parcel Viewer Basic Layout and Searching

After reading the disclaimer and clicking "I Agree" on the splash screen, you will see the layout below:



At the top-left of the app is a Menu button. Click that and you'll see links to this Instructions page, a link to a Help Video, and a link to a form to fill out if you want to provide feedback or suggestions to Jackson County Geographic Information Systems staff. Please note this is intended for feedback on the Parcel Viewer app itself, not inquiries about issues with specific properties.

To the right of the Menu button is a button containing a link to our Property Info App. If you just need information about a parcel and don't need to see a map or any photos, you might want to use this app instead of Parcel Viewer.

At the right of the top strip is the Search widget. You may search by either address or tax parcel number. Due to the way our data is stored in our database, addresses and tax parcel numbers must be in the following formats:

### Tax Parcel Number:

Format is 16-digit number in the form of 00-000-00-0-00-0-00-000 (with dashes) or 0000000000000000 (without dashes). Either format will work.

### Address:

- Format must be in the form of [House #] [dir] [Street Name] [dir], [City], [Zip]. Ex: "123 E 5th Ave S, CityName, 64000" .
- No states. No punctuation after street types or directionals. Street types are in standard abbreviations (e.g. St, Pl, Ave).
- We recommend you type in address one digit at a time and wait for suggestions to pop up instead of pasting in a complete address.

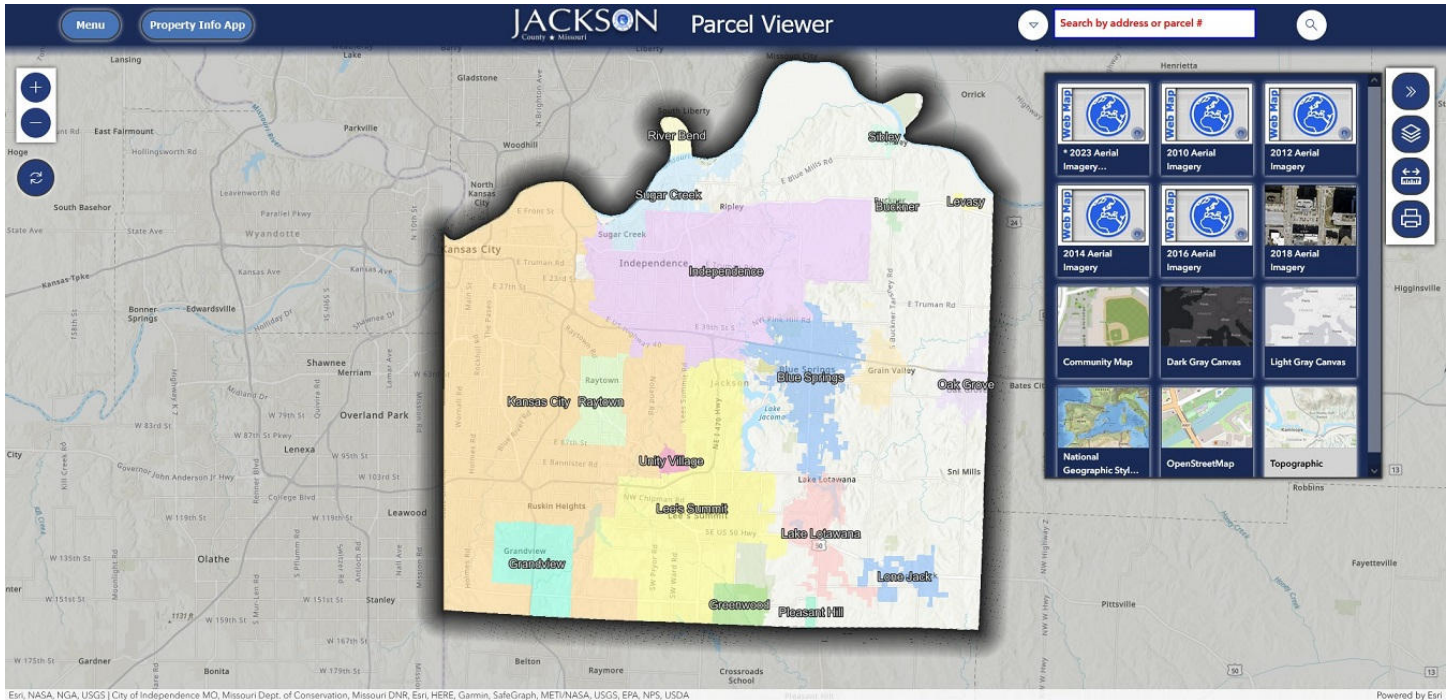
**IMPORTANT!** If you are searching a parcel that has multiple addresses, in order to see a list of all the addresses on that parcel on the initial popup, you must either search by the parcel's tax parcel number, or click on the parcel on the map, or enter the specific address you're looking for in the search bar.

# Map Widgets

First we will explore the map widgets on the right side widget bar.

The first widget at the top is the Base Map widget. Click on it and a panel appears to the left of the widget bar. Click on whichever base map you prefer and it will appear as the background of the map. Please note that these are not map layers, they are simply the background image that shows beneath all the layers. The first base map that will always be listed will be our latest aerial photo base map.

## Base Map widget:



The next widget below it is the Map Layers widget. This is the widget containing the different data or feature layers. By default, not all layers are turned on, and not all layers are in visible range.

- Some layers will be turned on, but not in visible range, so you will not see them until zoomed into visible range.
- Some layers will be turned off, but in visible range. To see these, even zoomed into visible range, you will have to turn them on.
- Some layers will be turned on and in visible range. If you don't want these showing you will need to turn them off.
- Some layers will both be turned off and not in visible range. To see these layers you will need to turn them on and zoom into their visible range.

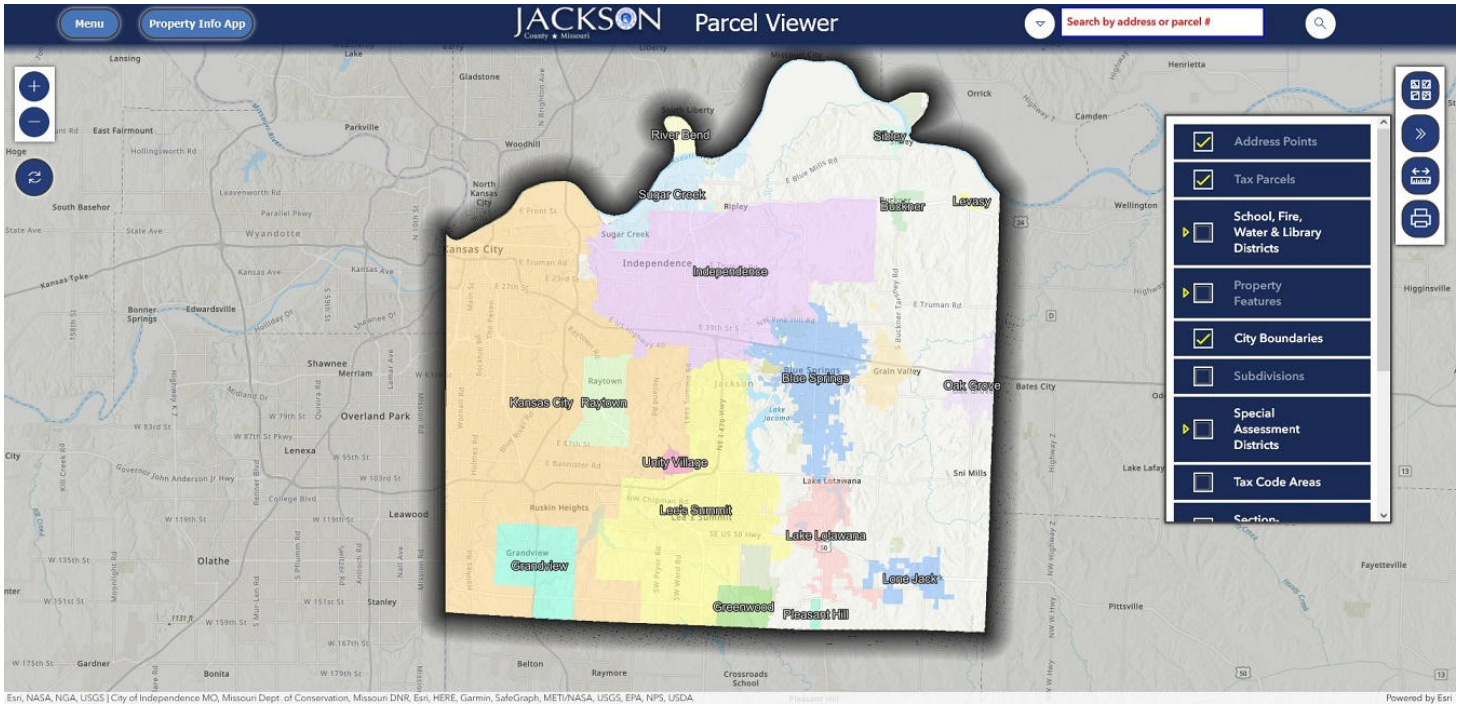
Different layers have different visible ranges. The greater the density of features in a layer, the closer-in you must zoom to be in visible range. Using this system improves map performance, so that the map does not have to draw thousands of features when feature density is high and zoomed out too far.

- Layers that are not in visible range will have gray text, even if they're turned on.
- Layers that are in visible range will have white text, even if they're turned off.

To turn a layer on, check the white box next to it. A yellow check will appear. To turn a layer off, un-check that box.

Some 'layers' listed in the Layer widget are actually multiple layers grouped together. These will have yellow triangles to the left of the check box. To see which layers are in that group layer, click the yellow triangle and the group layer will expand.

## Map Layers widget:



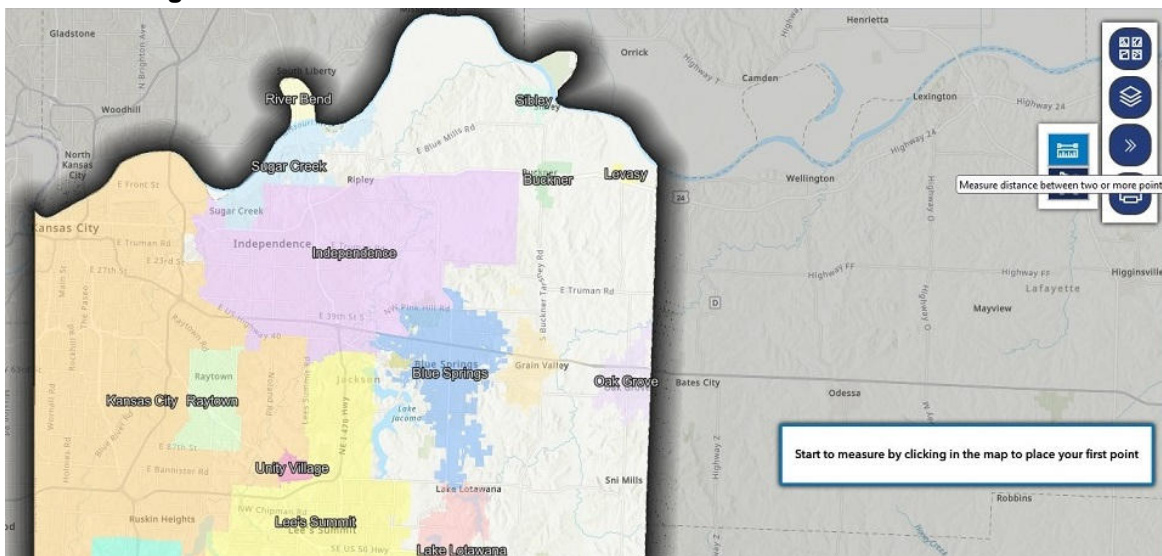
The third widget on the Widget bar is the Measure widget. Use this if you want to measure the length of a line on the map or calculate the area of a parcel or other polygonal area. Please note that measurements made with this widget will only be approximations.

There are two kinds of measuring widgets: Measuring the distance of a line, and measuring the area and perimeter of a polygon. Click on the Measure widget and the two options will appear to the left of the widget bar. The line-measuring widget is the top of the two, and the polygon widget is the bottom of the two.

Click on whichever one you prefer. To start a measurement, **single-click** on your first spot on the map. Whenever you're done with your drawing, **double-click** and the length or area of your drawing will be shown in the pop-up near the bottom-right of the map. A line will require at least 2 points, and a polygon will require at least 3 points, but you can create as many interim points as you need - just make sure these interim points are created with single-clicks, not double-clicks.

To dismiss the measurement popup at the bottom-right, click on the line or polygon icon on the Measure widget again.

### Measure widget:



## Print/Export Map widget:



The fourth and final widget from the top of the right-side widget bar is the Print/Export Map widget. This is one of two functions you can use to print a visible map on Parcel Viewer. We will explain the other one on Page 10.

Click the Print/Export Map widget on the widget bar and the Export panel appears to the left of the widget bar. In the example above, we have zoomed in to the downtown Kansas City Jackson County Courthouse, and used the 2023 aerial photo as our base map.

There are multiple options here to keep track of:

1. Layout and Map only options: A **Layout** optioned map will create a map with a border and margins, the date the map was created, and will have a scale, title, list data sources and have a map legend. A **Map only** optioned map will show just the plain map - essentially a screen shot. It will also list the data sources (default).
2. Title (for Layout) or File name (for Map only): This is the name you give to your exported output. If you give it no name it will default to "untitled." In the example above we have named it "Downtown County Courthouse."
3. Page setup (Layout only): This will be the paper size and whether you want it landscape or portrait.
4. File format: Choose whether you want to export it to PDF, JPEG, PNG, etc.
5. Advanced options: Collapse this if you want to adjust the scale of the map, control the DPI (dots per inch - that is, the resolution), and include or exclude the attribution. If you don't want the data sources to show in the Map only option for #1 above, this is where you would un-check the option.

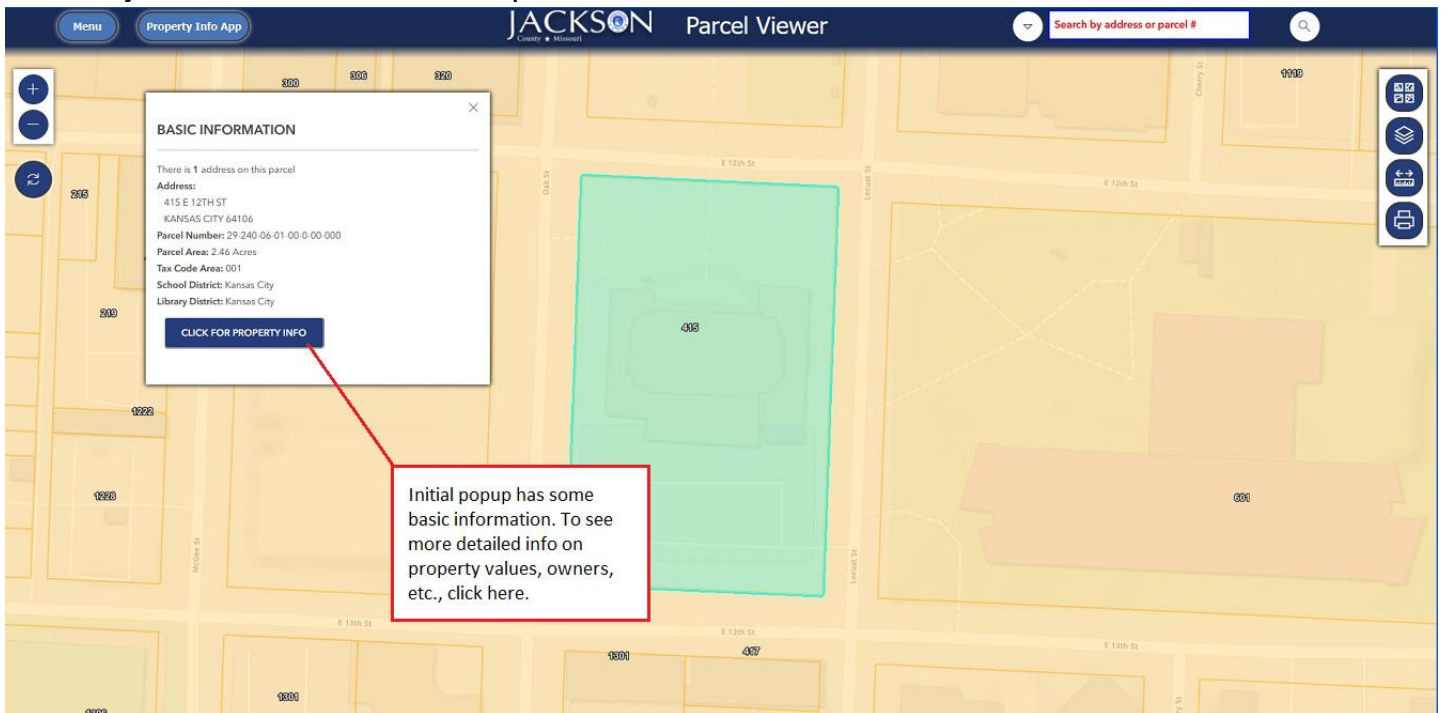
Once you've set all your settings, click the "Export" button, and in the white "Exported files" box below it, the app will be busy for a few seconds while it creates the map. The title you gave to your output will be grayed out during that time. When it is done creating the map, your title will appear in red.

After it's turned red, click on the title in the Exported files box and your output will open in a new browser window. From there you can print it or save it to wherever you want on your computer.

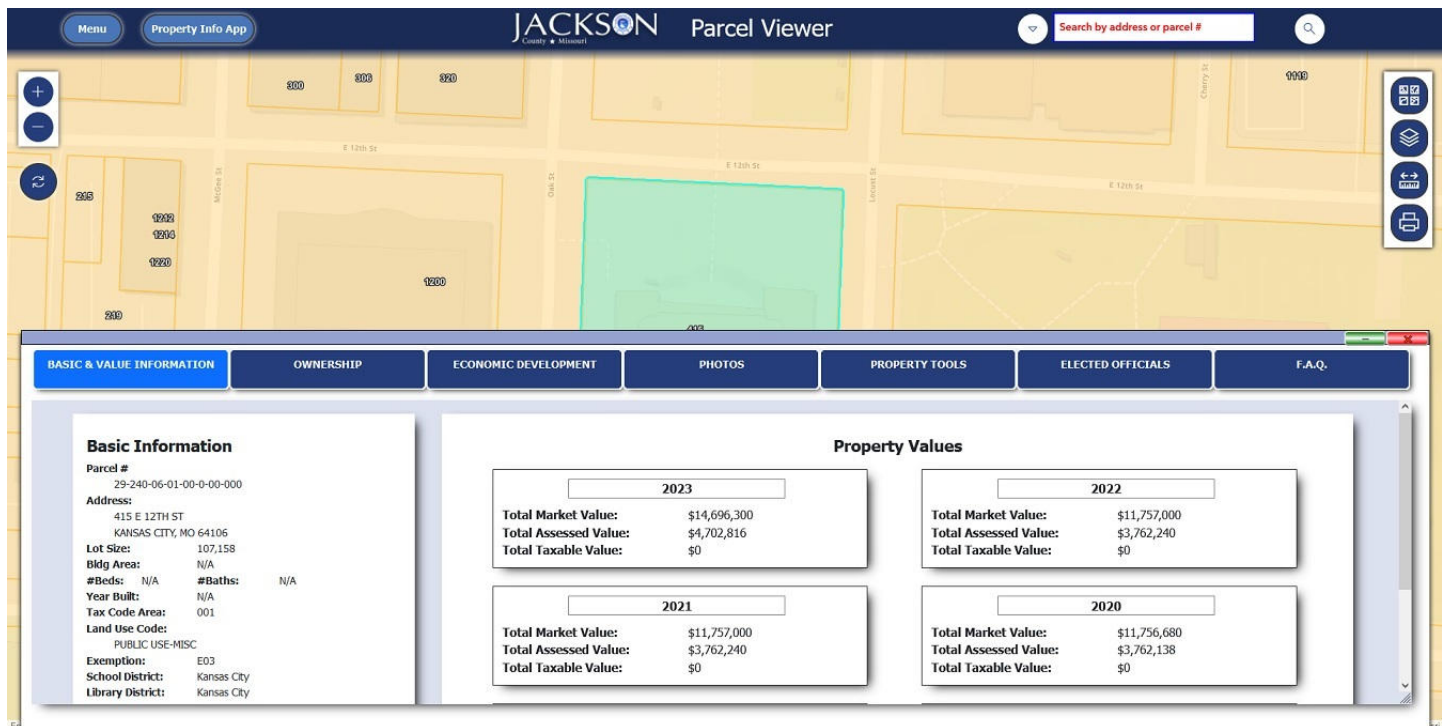
## Retrieving Property Information

Locating a parcel can be achieved by either searching for it in the search bar, or by zooming to it on the map and clicking on it.

When either is done, an initial popup appears with basic information about the parcel to let you know whether you've selected the correct parcel or not.



After you're certain you have the correct parcel, click on the blue "CLICK FOR PROPERTY INFO" button on the popup. The app will take a few seconds to retrieve the information about that parcel, and then an info pane will appear at the bottom of the app. This pane contains detailed information about that property, plus several tools, functions and a section of Frequently Asked Questions.



The info pane contains seven tabs. Click on a tab button at the top to see the other tabs. The first tab, which opens by default, repeats some of the basic information shown on the initial popup, plus some additional information. On the right side of this tab is six years of assessed property value information.

The info pane can also be expanded to see the information hidden below the bottom of the app. Grab the bar at the top of the info pane and pull it up to enlarge it. Then in each of the sub-panes, grab the bottom-right corner to pull those sub-panes down. Use the top bar to contract the info pane to any desired smaller size by pulling it back down.

Or, simply use the scroll bars at the right of the info pane to scroll down and see the hidden information.

**Basic Information**

Parcel #: 29-240-06-01-00-0-00-000  
 Address: 415 E 12TH ST, KANSAS CITY, MO 64106  
 Lot Size: 107,158  
 Bldg Area: N/A  
 #Beds: N/A #Baths: N/A  
 Year Built: N/A  
 Tax Code Area: 001  
 Land Use Code: PUBLIC USE-MISC  
 Exemption: E03  
 School District: Kansas City  
 Library District: Kansas City  
 Fire District: Fire Service provided by city or county  
 Water District: Water service provided by city or county  
 Legal Description: MC GEE'S ADD--LOTS 1096-1113 BLK 77 & ALL VAC ALLEY

**Property Values**

Year	Total Market Value	Total Assessed Value	Total Taxable Value
2023	\$14,696,300	\$4,702,816	\$0
2022	\$11,757,000	\$3,762,240	\$0
2021	\$11,757,000	\$3,762,240	\$0
2020	\$11,756,680	\$3,762,138	\$0
2019	\$11,756,680	\$3,762,138	\$0
2018	\$10,223,200	\$3,271,424	\$0

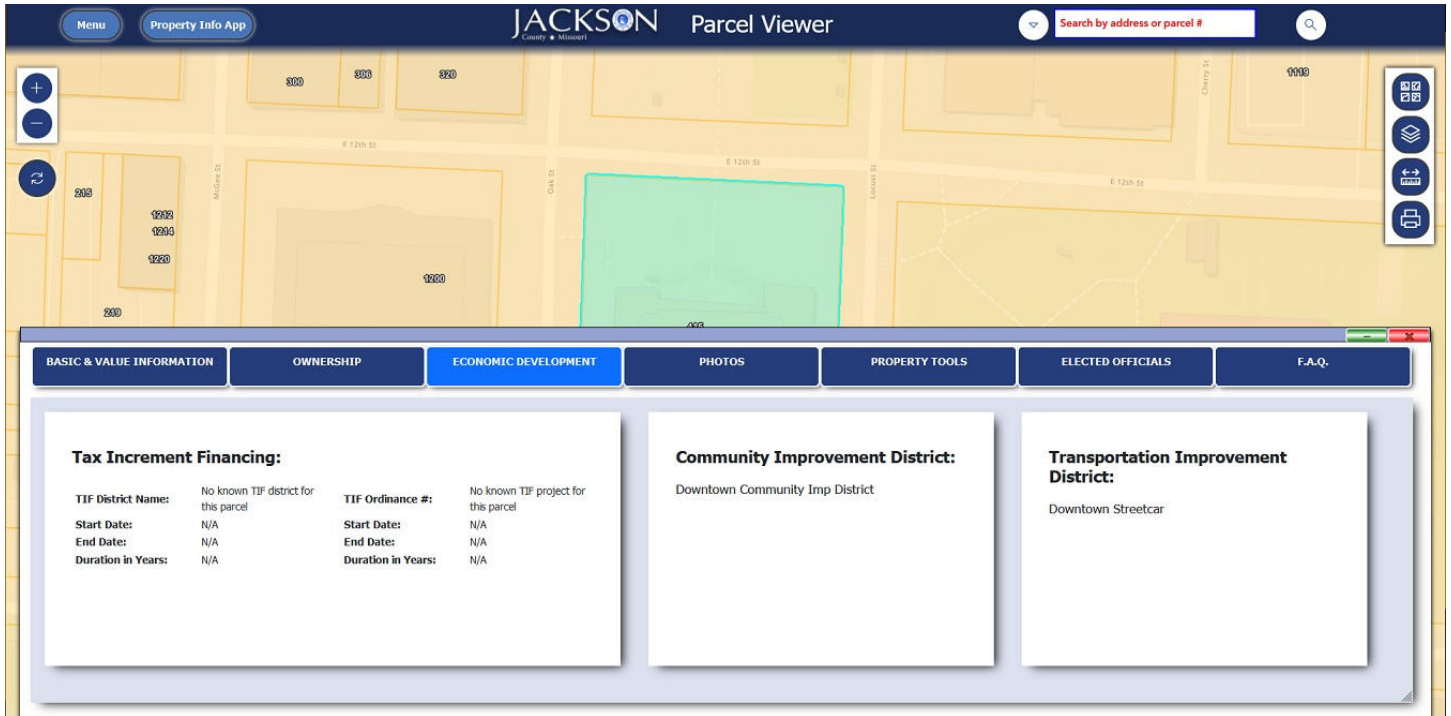
The second tab contains owner information. Most properties have just one owner which will be listed on the left section. Some properties have two owners, which will be listed separately on the first two sections. Parcels which have more than owners will have any owners after the first two listed on the right-side section. We emphasize that multiple owners are not listed in any order of importance.

**Owner:**  
 Name: JACKSON COUNTY MISSOURI  
 Address: 415 E 12TH ST KANSAS CITY MO 64106

**Owner:**  
 Name: N/A  
 Address: N/A

**Other Owners:**  
 N/A

The third tab on the info pane contains information about any economic development districts a parcel might be located in. These include Tax Increment Financing districts (TIFs), Community Improvement Districts and Transportation Improvement Districts.

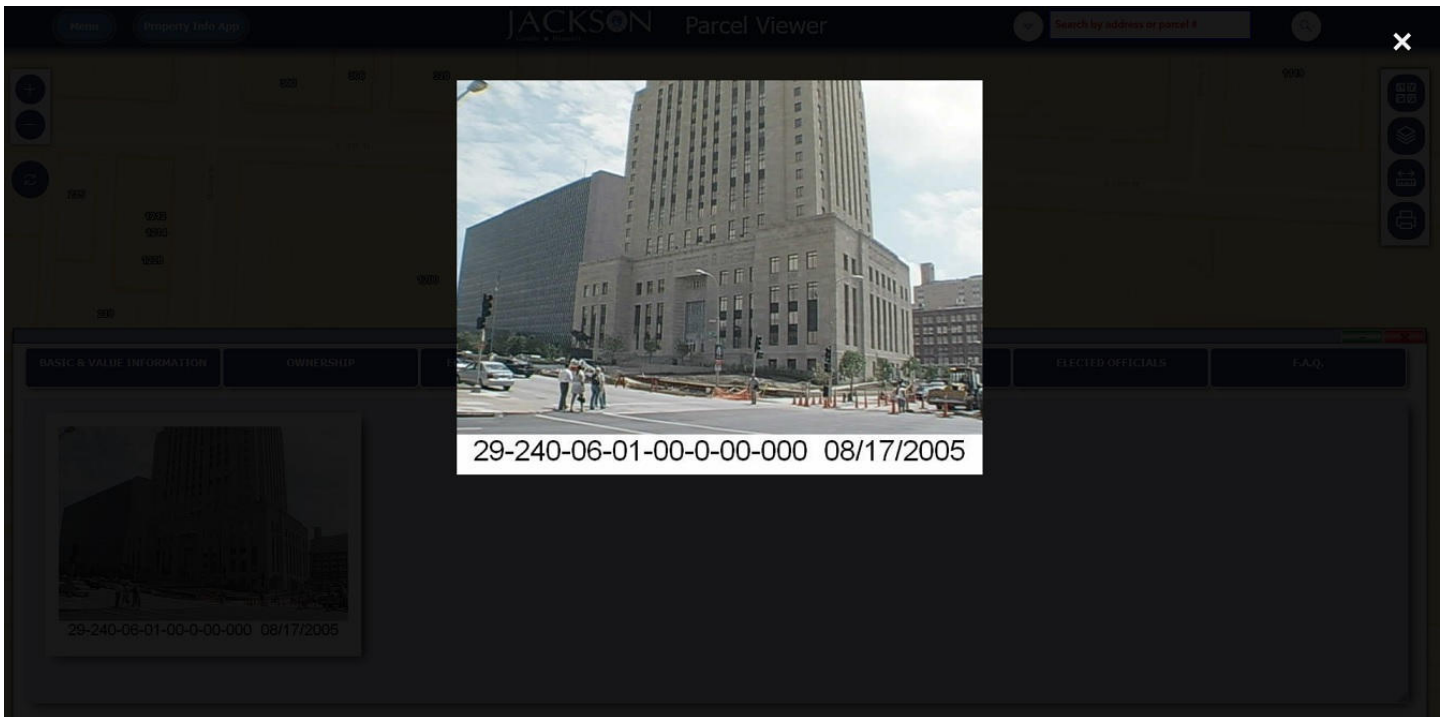


The fourth tab shows the Assessment Department's photos for that parcel. Please note the dates on the photos since many of them are old. Some parcels contain multiple photos, others just one, and some parcels have no available photos at all.



If a property has photos, you can click on each photo and an enlarged version of it will fill the screen. If you do this, click the 'X' at the top-right of your screen to dismiss the enlarged photo.

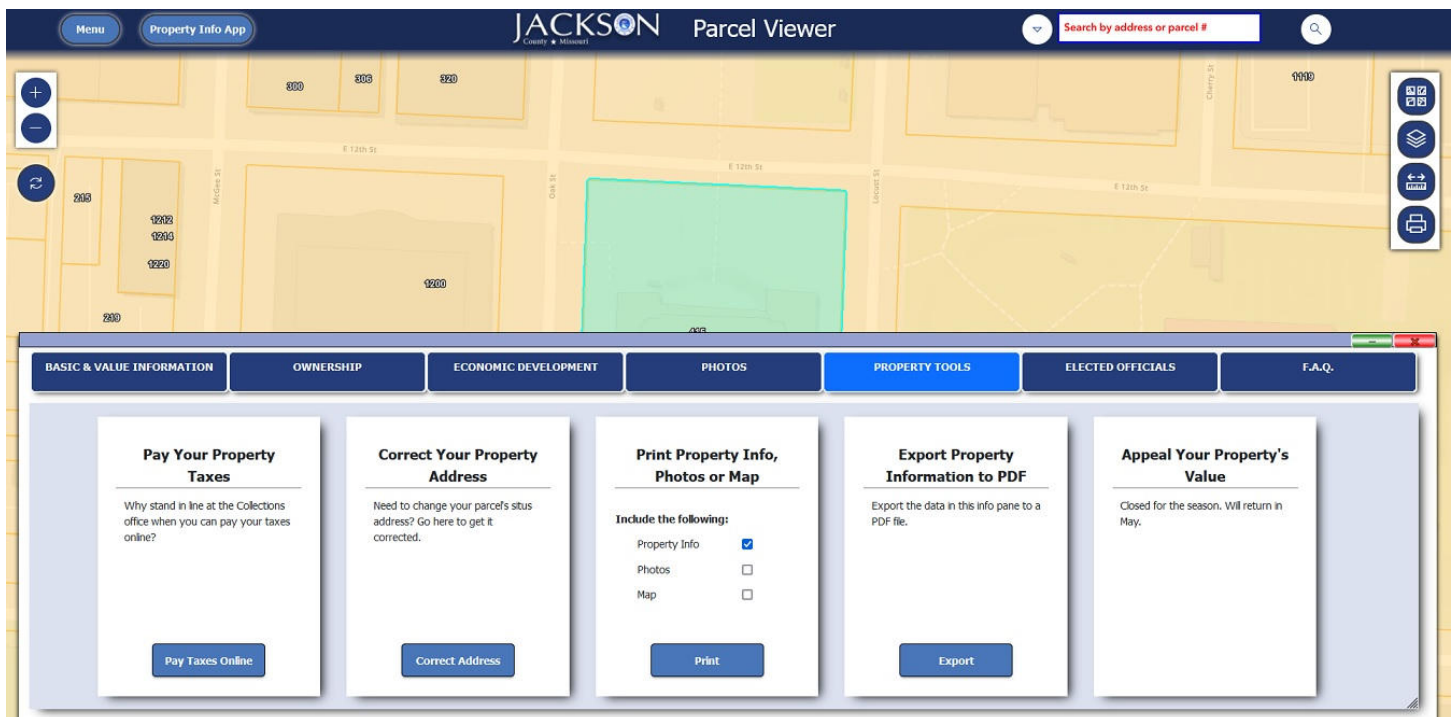
## Enlarged photo:



The fifth tab contains several tools and links where you can do various tasks related to your property.

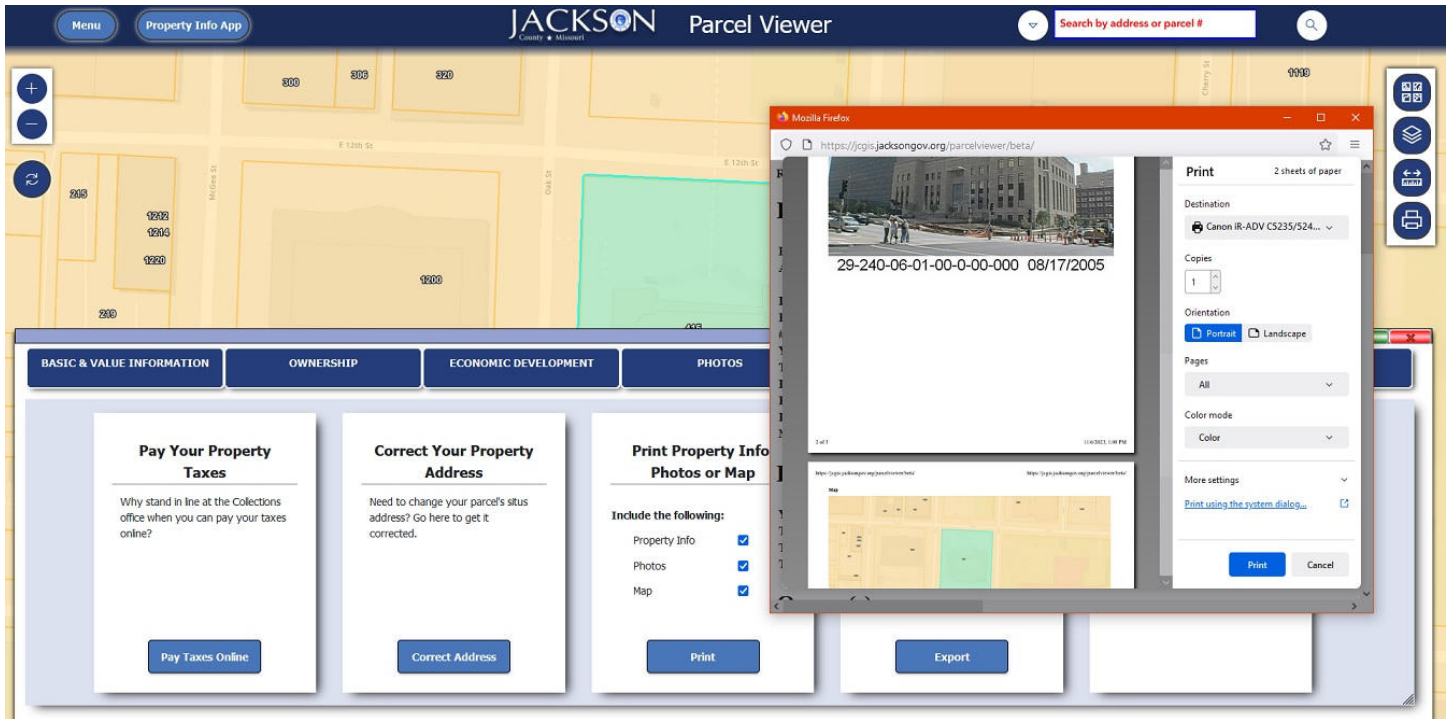
**1. Pay Your Property Taxes:** Click on the "Pay Taxes Online" button which will bring you to a link enabling you to pay your property taxes online.

**2. Correct Your Property Address:** See something wrong with the address we have on the "Basic & Value Information" tab? Click the "Correct Address" button which will bring you to a form to fill out to correct this information.

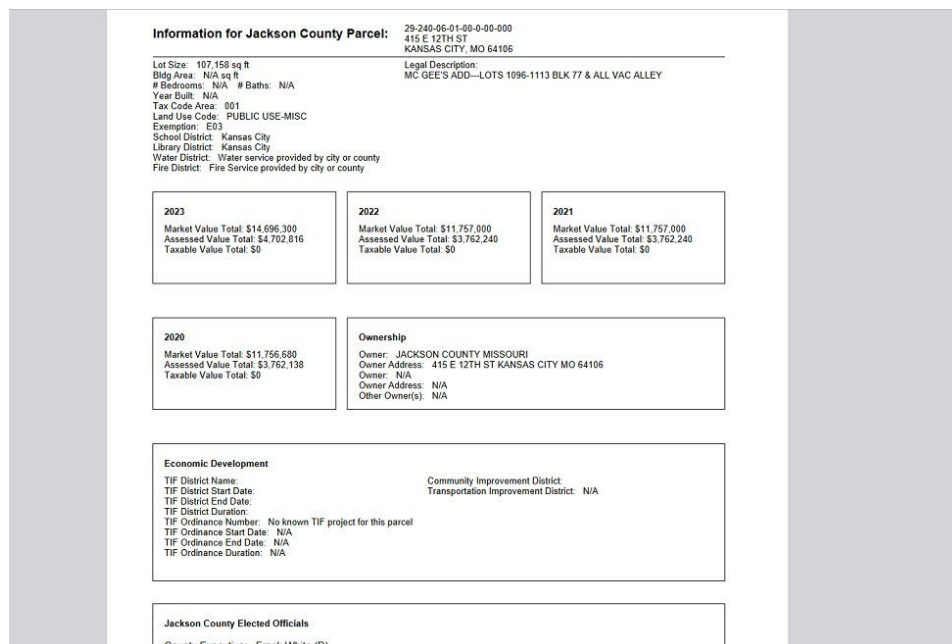


**3. Print Property Info, Photos or Map:** This is one of two ways you can print the basic information on your parcel, and one of two ways to print a map. You can also print the photos from here. Select whichever of the three options you'd like to print, and press the "Print" button. A small web page and a dialog box will pop up in your browser. The small web page is the output of this function, and the dialog box is a browser-specific print dialog function which prints the contents of the small web page. Please note that after you use this tool, you'll have to dismiss the small web page, which is a separate page from your main browser page.

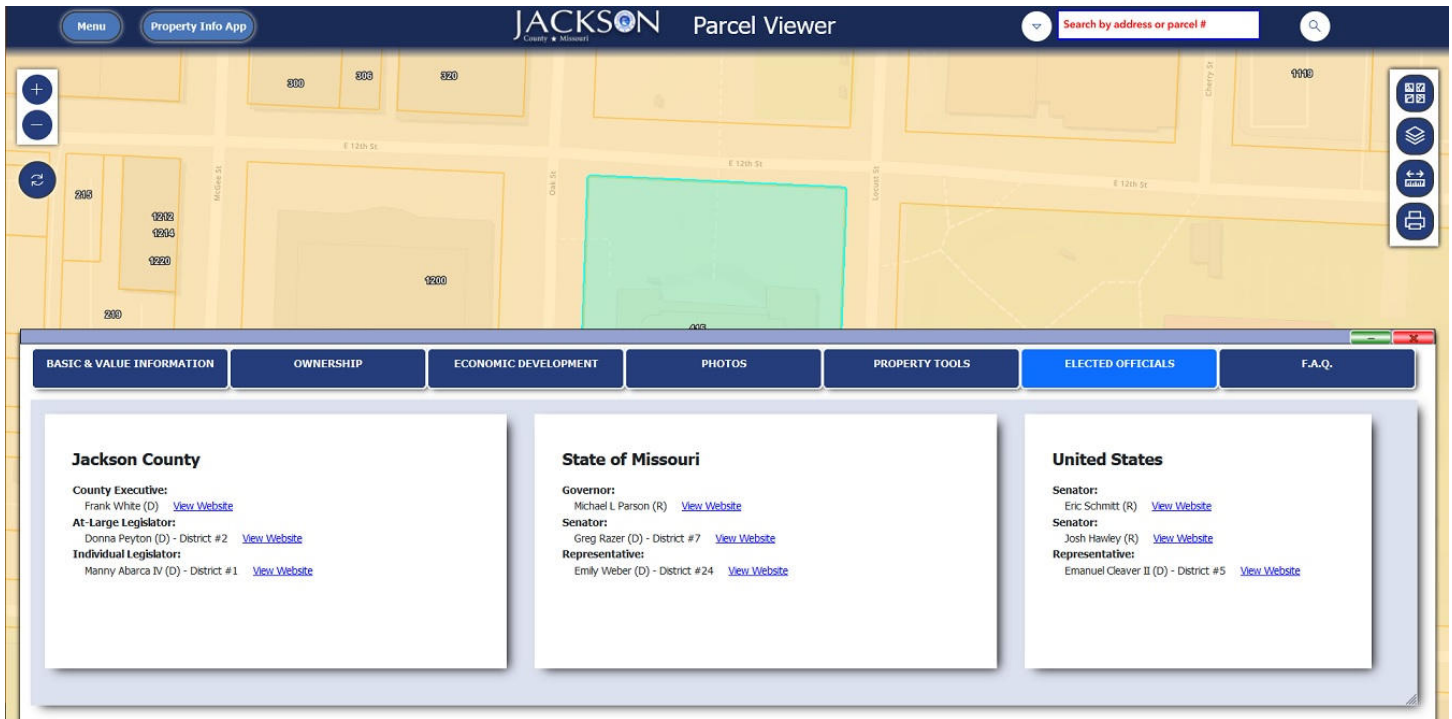
Every browser's print dialog box will be somewhat different from the others. Shown here is a Firefox dialog box. Please also note that some browser's print dialogs will also let you export to a PDF.



**4. Export Property Information to PDF:** If you just want to save the information about your parcel to a PDF file, this is the place to go. It produces a formatted PDF containing most of the basic information on the Basic & Value Information tab, plus ownership information, five years of value information, the economic development districts, and Jackson County elected officials. The PDF will be saved to the default download location set in your browser and open in a new browser tab. Shown below is a sample document produced by the tool.



The sixth tab displays the elected officials who represent your property, with their political party in parentheses. These include Jackson County officials, State of Missouri officials and federal government senators and representative. Links to each elected official's website are located next to the official's name.



Lastly, at the top-left corner of the map area are three tools which let you zoom in, zoom out and reset the map. You can zoom in and out with your mouse wheel on PC's and laptops, but on tablets and mobile devices these tools may be easier to use than trying to zoom in and out with your fingers.

The Reset Map tool zooms back out to the default extent (seen when you first arrive at Parcel Viewer). It also resets the base map to the default one, but keeps whichever other layers you have turned on and off intact.

