## **ZIMAS User Guide**

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To Print Several Topics or Entire Help File	
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## Introduction

This document is designed to support the use of the Internet version of the Zone Information and Map Access System (ZIMAS), available through the Web site of the City of Los Angeles, Department of City Planning. By using the latest technologies to link together digital maps and databases, ZIMAS can access and display information from large databases to many users quickly and efficiently - over the Internet . This reduces redundancy and duplication of effort performed by different departments and users.

The ZIMAS application is designed to provide zoning related information for specific properties. The application offers a variety of different options for accessing and displaying property specific information. Users can **Search** by:

- Property Address (House Number and Street Name)
- Street Intersection (Two Street Names)
- Assessor Parcel Number (Book-Page-Parcel)
- **PIN Number** (Parcel Identification)
- Legal Description (Tract-Block-Lot)
- MapSheet (Public Works Bureau of Engineering Cadastral Map Number)
- Case Number (Department of City Planning Cases)
- Community Plan Area (Select From List of Community Names)
- Council District (Select from List of Council District with Council Member Name associated)
- Certified Neighborhood Council (Select from List of Community Names)

Users can generate and print reports and maps resulting from their searches. They can also link to other databases, such as the Planning Department's Summary Case Tracking System, Google Maps, and Microsoft Bing Maps.

## Access ZIMAS from the Internet

*Type* in the URL for the City of Los Angeles, Department of City Planning web page ( http://cityplanning.lacity.org). *Click* on Zoning Information link to navigate to the ZIMAS application start page *OR* go directly to http://zimas.lacity.org.



0R



By default, the *Search by Address* page of the ZIMAS application will be displayed.

## **ZIMAS User Interface**

After searching for and finding a parcel of interest, it will be shown in the ZIMAS *Map Display*. The major components of the ZIMAS *Map Display* user interface (shown in the following screen snapshot) are Drop Down Menu, Information Table, Map Display, and Map Tool Bar.



**Note:** There is no North Arrow displayed on the ZIMAS Map Display user interface. For reference purposes, North is always up when using ZIMAS.

## **Quick Tips**

#### Map Navigation

1. Users can choose the mouse, keyboard, and sliders, for panning and zooming a map. By default, users can do the following:

- Click + Drag the mouse to pan
- Mouse Scroll Forward to zoom in (Mouse with wheel)
- Mouse Scroll Backward to zoom out (Mouse with wheel)
- SHIFT + Drag the mouse to zoom in to the selected area
- SHIFT + CTRL + Drag the mouse to zoom out
- SHIFT + Click to recenter
- Use arrow keys to pan
- Use + key to zoom in a level
- Use key to zoom out a level

# Note: The above features are disabled if the Map Navigation toolbar or the Map Tools toolbar (Select/Radius/Measure) are activated, but become available again as soon as these toolbars are closed.

2. If Identify or Show Mini Popup tools are activated, then they can be disabled either by hitting the Escape key or by clicking on any other tool on the map toolbar.

3. If you pan away from the selected parcel(s), use the <u>Selected Parcel</u> <u>Address Selection box</u> to select a parcel. This will pan to the selected parcel.

To **expand the Map Display** area, move cursor to the double arrows. Click and drag the cursor to the left. Note: There are no map size restriction.

#### ZIMAS User Guide



To **expand the Information Table**, move cursor to the double arrows. Click and drag the cursor to the right.

200 N SPRING ST	▼ Font: A A A +/-				
Address/Legal					
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Site Address	200 N SPRING ST 201 N NORTH MAIN ST	Buen		CTTAVE	
Site Address	201 N MAIN ST				AV AND A HON
ZIP Code	90012				
PIN Number	130-5A213 1	-     /.			
Lot/Parcel Area (Calculated)	255,338.8 (sq ft)	- 17 .		HI Y ST	
Thomas Brothers Grid	PAGE 834 - GRID G3				
Thomas Brothers Grid	PAGE 834 - GRID 65				TAN VNSH.
Assessor Parcel No. (APN)	5161005906			V Y NE	
Tract	L A C A MAP NO. 94			E ANY	
Map Reference	L A C A 1-77/80	- Click	& Drag	5 70	
Block	None				
Lot	PCL 7				
Arb (Lot Cut Reference)	None	- 16. 5			
Map Sheet	130-5A213	- Carton			
Map Sheet	132A213	3			
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Planning and Zoning					
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Citywide/Code Amendme	ent Cases				
Additional					
Economic Development	Areas				
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To show Map Toolbar or Overview Map, click the red down arrow.



To hide Map Toolbar or Overview Map, click the red up arrow.



## What's New

## Using the Drop Down Menu

ZIMAS provides several Drop Down Menu. These are grouped logically by related functionality.

The following are the snapshots of each group from the Drop Down Menu:

Search Menu

Search
Address
Street Intersection
APN
PIN
Legal Description
MapSheet
Case Number
Community Plan Area
Council District
Certified Neighborhood Council

#### • Report Menu

Reports
Parcel Profile Report
Case Numbers Report
Mailing Labels Report
House Number List

Resources Menu



Note: Test Pop-up Blockers tool is not available for Chrome browser.

• News! Menu



• Help Menu

Help
Minimum Requirements
Terms & Conditions
American Legal (zone code)
User Guide
Send Feedback/Tech Support
Technical Support
Comments/Questions
Data Errors
Mailing List
About ZIMAS

#### **New Features**

## **Selected Parcel Address Selection Box**

Once you obtain the result from performing property search, a list of parcel(s) along with it associated address(es) are listed in the **Selected Parcel(s) Address(es) Selection** box.



To toggle between different addresses, simply *click* on the Parcel or address in the Selected Parcel(s) Address(es) Selection box. Once selected, a small blue dot will be placed in the selected parcel on the Map Display. The Information Table will be updated to reflect the selected parcel.



## **Font Options**

User now have the option to customize the look and feel on ZIMAS. User can change fonts, expand or collapse data tabs, and detach property information.

To select different size font to view the Information Table, simply click on the different size A next to Font. The **Font options** are (see below, from left to right): **Small Font Size, Medium Font Size, and Large Font Size**. **Note:** Small Font Size is set by default.

Search	Rep
Font A A A	
al	

Here are examples of how the different size font looks like:

#### Small Font Size (default)

200 N SPRING ST	Font: A A +/-
Address/Legal	
Site Address	200 N SPRING ST
Site Address	201 N NORTH MAIN ST
Site Address	201 N MAIN ST
ZIP Code	90012
PIN Number	130-5A213 1

#### Medium Font Size

200 N SPRING ST	Font: AAA +/-
Address/Legal	
Site Address	200 N SPRING ST
Site Address	201 N NORTH MAIN ST
Site Address	201 N MAIN ST
ZIP Code	90012
PIN Number	130-5A213 1

Large Font Size

200 N SPRING ST	Font: A AA+-		
Address/Legal	<u> </u>		
Site Address	200 N SPRING ST		
Site Address	201 N NORTH MAIN ST		
Site Address	201 N MAIN ST		
ZIP Code	90012		
PIN Number	130-5A213 1		

The **Expand/Collapse All Data Tabs** button is a quick way to expand all or collapse all data tabs. Click the +/- button to expand or collapse all data tabs.

#### Expand All Data Tabs

200 N SPRING ST	Font: A A A (+/-)
Address/Legal	, in the second s
Site Address	200 N SPRING ST
Site Address	201 N NORTH MAIN ST
Site Address	201 N MAIN ST
ZIP Code	90012
PIN Number	130-5A213 1
Lot/Parcel Area (Calculated)	255,338.8 (sq ft)
Thomas Brothers Grid	PAGE 834 - GRID G3
Thomas Brothers Grid	PAGE 834 - GRID G4
Assessor Parcel No. (APN)	5161005906
Tract	L A C A MAP NO. 94
Map Reference	L A C A 1-77/80
Block	None
Lot	PCL 7
Arb (Lot Cut Reference)	None
Map Sheet	130-5A213
Map Sheet	132A213
<ul> <li>Jurisdictional</li> </ul>	
Community Plan Area	Central City
Area Planning Commission	Central_
Neighborhood Council	Downtown Los Angeles
Council District	CD 9 - Jan Perry
Census Tract #	2074.00
LADBS District Office	Los Angeles Metro
Building Permit Info	View
Planning and Zoning	
Special Notes	None
Zoning	OS-2D
Zoning	PF-2D
	71-2374 Los Angeles State

#### **Collapse All Data Tabs**



**To detach the Property Information**, *click* the **Detach Property Information button**. This enables the Property Information Table to be detached to a separate window that you can move anywhere within ZIMAS.





#### To attach the Property Information, *click* the X button.

## Using the Vertical Scale Bar

There are two ways to Zoom In or Zoom Out on the Map Display without using the Map Navigation Tools. You can use the Verticle Scale Bar or scroll up or down if you have a mouse with a wheel.

Using the **Vertical Scale Bar**, click the up arrow to zoom in or click the down arrow to zoom out. You can also click and drag the scale bar up or down to zoom in or out. The maxium you can Zoom In is 5 Feet. The maxium you can Zoom Out is 8.00 Miles or 42,240 Feet.

Using the **Mouse with Wheel** to zoom in or out, roll the wheel up to zoom in or down to zoom out.

Hover the mouse over the dashes (-) on the scale bar for it's label. Ex. The 2nd dash from the top is at 10 ft (See image below).





#### Resources

### **Live Links**

ZIMAS enables you to link to commercial map engines such as **Google Maps** and **Microsoft Bing Maps**.

To access it, *click* on **Resources** from the Drop Down menu. *Select* either **Google Maps** or **Microsoft Bing Maps**.



Note: Test Pop-up Blockers tool is not available for Chrome browser.

A disclaimer will pop up in a separate window. *Click* Yes to accept and continue.



Google Maps will open in a separate window with the selected property.



#### or Microsoft Bing Maps.



If you answer **No, return to previous Page**, it will bring you back to ZIMAS.

## **Other Links**

ZIMAS provide links to other links such as **DCP**, **City of Los Angeles**, **LA County Assessor**, **County Public Works Land Records**.



Note: Test Pop-up Blockers tool is not available for Chrome browser.

#### **City Planning**



**City of Los Angeles** 

#### ZIMAS User Guide



#### LA County Assessor

Assessor's Home Page Search Menu Feedback Help/FAQs	Ргоре	rty Assessment Information	System:			
Office of the Assessor		Lange Hall &	Π.			
	Propa	rty Soarch				
5	Property Search SCAM ALERT: NO FEE NECESSARY FOR VALUE REDUCTION					
	(click here)					
	To search for a property enter all or part of the address in the space provided. If you know the ten (10) digit Assessor's Identification Number (ARI), enter that into the Search By ABI Field.					
1 The second sec	Do not enter a street direction (N, North, E, East etc.) or a street litle (Ave., Street, BNd., etc.) when using the Search by Address feature. Do not enter the city.					
2 Contraction of the second	Press the submit button to complete the search.					
	Search by Street Address:		OR			
	Search by AIN:	OR				
	Find Intersection					
A STAR	Street.					
and the second s	Cross Street					
M * 🖾 🤤 🕰 🤏 🕐 O 🖾						
		Submit				
	Hotes					
	(1) The Assessor's Identification Number (AIN) can be found on the "Annual Property Tax Bill" or "Supplemental Property Tax Bill" in the shaded area toward the					
	top of the bit. The AR will be the first 10-digits (#### ###) of the 15-digit number that appears there (#### ### JOX XXX)					
	(2) To search for sales, you must fir Recent Sales" button on the Property D Information" button O to the left below All parcels with available sale informat	letails screen, or press the ' the map and left click on an	"Show Property y colored parcel.			
	and the second state of the second state of the	and the second states as an				

**County Public Works Land Records** 



## Tools



Note: Test Pop-up Blockers tool is not available for Chrome browser.

The **Emailable Link** tool enables you to copy the full url link of your current location on ZIMAS.



*Right click* on the Right Click here and select "Copy Shortcut" link and *select* Copy Shortcut.

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http://161.149.135.149/map.aspx2 loc=MTMwLTVBMjEZICAgMQo1MTYxMDA1OTA2CjIwMCBOIFNQUklORyBTVAoxCjY0ODYyODcuMDgxMTc4MzAyLDE4NDA4NzkuNDcwNjkzNjA1LDY0ODk0NTk 3D	<u>OD</u>
	N N

From your email application, *right click* and *select* paste.

To change Color Schemes, *click* Resouces. *Select* Custom Color Schemes.


The **ZIMAS Settings** window will open. You have six Color Schemes to choose from and the seletions are: **Green**, **Blue**, **Gray**, **Olive**, **Yellow**, **and Orange**. *Click* on the **radio button** of you choice and *click* **Save Settings**.



To Test Pop-up Blockers, *click* Resources and *select* Test Pop-up Blockers.



Note: Test Pop-up Blockers tool is not available for Chrome browser.

A separate window will pop up indicating either it's allowed or not allowed.



#### News!

#### News

-	News!
What's New	
Announceme	nts

Anytime ZIMAS has new features or an announcement to make, it will be announced here in the News! drop down menu.

Help

## Help

Help
· · · · ·
Minimum Requirements
Terms & Conditions
American Legal (zone code)
User Guide
Send Feedback/Tech Support
Technical Support
Comments/Questions
Data Errors
Mailing List
About ZIMAS

#### Minimum Requirements



**Terms & Conditions** 

ZIMAS TERMS AND CONDITIONS

[close

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Click on **American Legal (zone code)**, this will open up a new window and connect you to the American Legal's website. Here you can find indepth information on Zoning and code.

🦉 American Legal Publishing - Online Library - 🗌	Windows Internet Explorer	
🔄 🗣 🖻 http://www.amlegal.com/nxt/gateway.d	II/Calfornia/lapz/municipalcodechapteriplanningandzoningco/chapterigeneralprovisionsa 💌 🆅 🔀 🛛 Google	P +
File Edit View Favorites Tools Help		
👙 🏟 🌈 American Legal Publishing - Online Library	💁 • 🔂 - 🖶 • 🕞 Page •	🔵 Tools 🔹 "
AMERICAN LEGAL Publishing Corporation	Quick Search:      Advanced Search:      Tools:      Links:        Search      Choose search form      Choose tool      Go to	
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	Los Angeles Planning and Zoning	
	MUNICIPAL CODE, CHAPTER I (PLANNING AND ZONING CODE) CHAPTER I GENERAL PROVISIONS AND ZONING	
	ARTICLE 2 SPECIFIC PLANNING - ZONING COMPREHENSIVE ZONING PLAN	
	ARTICLE 2 SPECIFIC PLANNING – ZONING COMPREHENSIVE ZONING PLAN	
	COMPREHENSIVE ZONING PLAN	
	(Title Amended by Ord. No. 138,800, Eff. 6/13/69, Oper. 6/23/69.)	
	Section	
	<u>12.00</u> Title.	
	12.01 Continuation of Existing Regulations.	
	<u>12.02</u> Purpose.	
	12.03 Definitions.	
< >	12.04 Zones - Districts - Symbols.	v
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User Guide

Send Feedback/Tech Support

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La superior a series de la series		TECHNICAL SUPPORT:	1
Technical Support Comments/ Questions Data Errors Mailing List		uble with ZIMAS and are in need of technical assistance w to send a message to the ZIMAS technical support	e,
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	Your E-Mail Address:		ī.
	Subject:		Ŧ.
	Message:	~	
		>	
		Send Technical Issue	

#### Send Comments and Questions

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Technical Support Comments/ Questions Data Errors Mailing List	Please use the form bel the future development o *All fields are required.	ow to submit comments or questions. Your input is vital to of ZIMAS.	D
	Your Name:		1
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	Subject:		]
	Message:	<u>^</u>	
		~	
		Send Comment/Question	

Send/Report Data Errors

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Technical Support		DATA ERRORS:	1
Comments/ Questions Data Errors Mailing List	volume and dynamic nature	de complete and accurate information. Due to the of the database, a small number of errors will exists to notify us of any errors you may discover.	Б.
	Your Name:		
	Your E-Mail Address:		Ē
	Subject:		
	Message:		~
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		Send Data Error	

Request to be added to ZIMAS Mailing List.

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	MAILING LIST:
Use the form below to so mailing list. *All fields are required.	ubscribe or unsubscribe from the ZIMAS Newsletter
Your Name:	
Your E-Mail Address:	
Choice:	Subscribe  OUnsubscribe
	Submit Request
MUST reply to this email "double opt-in" / "double	button, you will receive an email to verify your request. You to complete the subscribe or unsubscribe process. This opt-out" procedure is in compliance with the "CAN-SPAM"
	mailing list. *All fields are required. Your Name: Your E-Mail Address: Choice: After clicking the Submit MUST reply to this email

About ZIMAS gives you the latest version of ZIMAS.

	[close]
ABOUT ZIMAS	~
ZIMAS Version: 3.0.619	

## **Property Search**

## **Property Search**

There are 10 basic methods for querying data when using the Internet version of ZIMAS. To initiate a query, *click* the **Search** tab, and select from the following search operations:

- Search by Property Address
- Search by Street Intersection
- Search by Assessor Parcel Number (APN)
- Search by PIN Number
- Search by Legal Description (Map, Block, Lot)
- Search by Map Sheet
- Search by Case Number
- Search by Community Plan Area
- Search by Council District
- Search by Certified Neighboring Council

## **Search by Property Address**

This search method allows the user to query the database for a particular parcel by entering a valid **House Number** and **Street Name** in the **Search by Address** form.

Step 1: By default, the Search by Address screen is displayed. Enter the desired House Number and Street Name in accordance with the sample address entries displayed below the text entry boxes. When finished, click the Go button to start the search.

**Note:** For the **House Number**, enter numbers only, no letters, spaces, etc. For the **Street Name**, it is not necessary to enter the prefix direction, the street type, or the full street name; you can enter only the first few letters. For example, for "N Spring St" you can enter "Spr".

SEARCH BY ADDRESS:	
street name in the second fiel	s, enter its house number in the first field and enter its d below. Click GO when ready. Alternatively, you can click to search by other methods such as Street Intersection, uncil District etc.
House Number:	Street Name:
200	spring
Example: Enter '14400'	Note: Do not use prefixes or suffixes Example: For W Van Nuys Blvd, enter 'van nuys'
Click "GO" to start the search:	GO
Display resulting parcel in	n a new popup for comparison?

• Step 2: If the search produces any matches, a list of Search Results will appear on the right hand side of the Search form. *Click* on the address link in the desired row to display property information and a map of the selected property.

Address	Community Plan Area	Zip Code
200 S SPRING ST	Central City	90012
200 N SPRING ST	Central City	90012

• Step 3: When the parcel is found, the Map Display zooms to the selected parcel and highlights it in blue. The Property Information Table will be populated with property information for the selected parcel.

200 N SPRING ST	Font: A A A +/-	
20014 01 14140 01	Font A A A T	
🔽 Address/Legal		
Site Address	200 N SPRING ST	
Site Address	201 N NORTH MAIN ST	
Site Address	201 N MAIN ST	
ZIP Code	90012	
PIN Number	130-5A213 1	
Lot/Parcel Area (Calculated	) 255,338.8 (sq ft)	
Thomas Brothers Grid	PAGE 634 - GRID G3	
Thomas Brothers Grid	PAGE 634 - GRID G4	
Assessor Parcel No. (APN)	5161005906	
Tract	L A C A MAP NO. 94	
Map Reference	L A C A 1-77/80	
Block	None	
Lot	PCL 7	
Arb (Lot Cut Reference)	None	
Map Sheet	130-5A213	
Map Sheet	132A213	
Jurisdictional		
Planning and Zoning	D	
Assessor		
Assessor		
Case Numbers		
Citywide/Code Amer	ndment Cases	
Additional		
Economic Developm	nent Areas	
Public Safety		
		0.16 Miles
	2	Streets Copyright (c) Thomas Brothers Maps, Inc. Nilling Generalized Zoning X/ Streets Copyright (c) Thomas Brothers Maps, Inc.

**Step 4:** If the **Address** is not found, ZIMAS will return with the **NO RESULTS** message and provide a listing of **CLOSE TO** searched address.



*Click* the **Address** option under Search By to return to the **Search by Address** form, and *modify* your search or *select* from the list of **CLOSE TO** addresses provided.

**Note:** If ZIMAS cannot find the **Address** being queried, try a different method of locating the desired parcel.

## **Search by Street Intersection**

This search method allows the user to query the database for an intersection close to the desired parcel by entering two **Street Names** in the **Search by Intersection** form.

• Step 1: Under Search By menu, *click* on the Street Intersection option. The Search by Intersection form is displayed.

SEARCH BY INTERSECTION:	
Enter First Street Name:	Enter Second Street Name:
Main	1st
Note: Do not use prefixes or suffixes Example: for N Spring St enter 'spring'	Example: 'temple'
Click "GO" to start the search: GO	

- Step 2: Under Enter First Street Name:, *enter* the First Street Name in the entry field. Use the mouse or the Tab key to place the cursor in the Enter Second Street Name entry field and *enter* the Second Street Name.
  Note: For the street names, it is not necessary to enter the full name; but you should enter enough letters to uniquely identify the street. However, do not enter the street prefix or suffix (e.g. W, West, St., or Street), only the actual street name (e.g. Temple or 1st).
- Step 3: Click the GO button to initiate the search.
- **Step 4:** When the **Street Intersection** is found, the map display zooms to that intersection and highlights it with a blue dot.



- Step 5: Use the interactive Zoom In, Zoom Out, Pan, Select, and Identify Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the Buttons and Tools section.
- **Step 6:** If the *Street Intersection* is not found in the database, the ZIMAS will inform the user with an appropriate message.

SEARCH BY INTERSECTION:

The street names you entered do not intersect, please try your search again.

*Click* the *Street Intersection* option under Search By to return to the *Search by Intersection* form, and *modify* your search.

**Note:** If ZIMAS cannot find the *Street Intersection* being queried, try a different method of locating the desired parcel.

## Search by Assessor Parcel Number

This search method allows the user to query the database for a parcel by entering a valid *Assessor Parcel Number (APN)* in the *Search by APN* form.

• Step 1: Under Search By menu, *click* on the *Assessor Parcel No.* option. The *Search by APN* form is displayed.

SEARCH BY:	SEARCH BY APN:
Address Street Intersection Assessor Parcel No.	Enter Assessor Parcel Number:
PIN Number Legal Description MapSheet Case Number	5161005906 Note: An assessor parcel number has 10 digits Example: '4218002907' Click "GO" to start the search: GO
Community Plan Area Council District Certified Neighborhood Council	Display resulting parcel in a new popup for comparison?

- Step 2: Enter the Assessor Parcel Number, following the format of the sample displayed below the entry box (a ten-digit number with no spaces or dashes). When finished, click the **Go** button to initiate the search.
- Step 3: When the parcel is found, the *Map Display* zooms to the selected parcel and highlights it in blue. The *Property Information Table* will be updated with information for the selected parcel.



• **Step 4:** If the *Assessor Parcel Number* is not found in the database, ZIMAS will inform the user with an appropriate message.



*Enter* the correct **Assessor Parcel No.** When finished, *click* the **Go** button to initiate the search.

**Note:** If ZIMAS cannot find the *Assessor Parcel Number* being queried, try a different method of locating a desired parcel.

### Search by PIN Number

This search method allows the user to query the database for a parcel by entering a valid *PIN Number* in the *Search by PIN Number* form. This is a 13-alphanumeric character.

• Step 1: Under Search By menu, *click* on the **PIN Number** option. The *Search by PIN* form is displayed.

SEARCH BY:	SEARCH BY PIN:
Address Street Intersection Assessor Parcel No. PIN Number	Enter Parcel Identification Number:
Legal Description MapSheet Case Number Community Plan Area Council District Certified Neighborhood Council	Enter a 13-alphanumeric character Parcel Identification Number (PIN): Note: Total number of characters including blank spaces for PIN should be 13. Here are examples of valid PINs: 195B189 7 (there are 5 spaces between 195B189 and 7) 108B161 85 (there are 4 spaces between 108B161 and 85) 130-5A213 1 (there are 3 spaces between 130-5A213 and 1) 133-5A215 86 (there are 2 spaces between 133-5A215 and 86) 130-5A215 164 (there is only 1 space between 130-5A215 and 145) Click "GO" to start the search: GO Display resulting parcel in a new popup for comparison?

- **Step 2:** Enter the *Parcel Identification Number*, following the format of the sample displayed below the entry box (a total of 13-alphanumeric characters including blank spaces). When finished, click the *Go* button to initiate the search.
- Step 3: When the parcel is found, the *Map Display* zooms to the selected parcel and highlights it in blue. The *Property Information Table* will be updated with information for the selected parcel.



- **Step 4:** Use the interactive *Zoom In, Zoom Out, Pan, Select*, and *Identify* Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the *Buttons and Tools* section.
- Step 5: If the *PIN Number* is not found, ZIMAS will inform the user with an appropriate message.



• Step 6: *Click* OK to acknowledge the error message.

• Step 7: *Click* on the Search drop down menu, *select* the PIN option to modify your search.

### Search by Legal Description

This search method allows the user to query the database for a parcel by entering a valid *Tract*, *Block* and *Lot* number in the *Search by Legal Description* form.

• Step 1: Under Search By menu, *click* on the Legal Description option. The Search by Legal Description form is displayed.

SEARCH BY:	SEARCH BY LEGAL DESCRIPTION:
Address Street Intersection Assessor Parcel No. PIN Number	Enter Tract Number: L A C A MAP No. 94
Legal Description MapSheet Case Number Community Plan Area Council District Certified Neighborhood Council	Example: 'TR 1842' Enter Block Number: Example: 'BLK B' Enter Lot Number: PCL 7 Example: '20' Note: Enter a tract number, and if desired, block and/or lot numbers to narrow the search further Click "GO" to start the search: GO Display resulting parcel in a new popup for comparison?

- Step 2: Enter the tract number that you wish to locate in the *Tract Number* entry field. The tract number must be preceded by "TR" and a blank space for a Tract, or "PM" and a blank space for a Parcel Map. Other types of tracts should be entered as-is (e.g. "L A C A MAP NO. 94"). Tract names cannot be abbreviated or partially entered.
- **Step 3:** Click with the mouse or use the Tab key to move to the *Block Number* entry field, and enter the desired *Block Number*.

Note: Entering a *Block Number* is optional.

• Step 4: Click with the mouse or use the Tab key to move to the *Lot Number* entry field, and enter the desired *Lot Number*.

Note: Entering a *Lot Number* is optional.

- Step 5: When finished, click the *Go* button to initiate the search.
- Step 6: If the *Legal Description Search* produces any matches, a list will appear on the right hand side of the *Search* form. Click on the Legal Desc link in the desired row to display a map of the selected property.

Legal Desc	Address	Community Plan Area	Zip Code
LACAMAPNO. 94 PCL7	200 N SPRING ST	Central City	90012
LACAMAPNO. 94 PCL7	201 N NORTH MAIN ST	Central City	90012
LACAMAP NO. 94 PCL 7	201 N MAIN ST	Central City	90012

• **Step 7**: When the parcel is found, the *Map Display* zooms to the selected parcel and highlights it in blue. The *Property Information Table* will be updated with information for the selected parcel.



• **Step 8:** If the *Legal Description* is not found in the database, ZIMAS will inform the user with an appropriate message.

SEARCH BY LEGAL DESCRIPTION:

There were no results for the search you entered, please try your search again.

Enter the correct *Legal Description*. When finished, click the *Go* button to initiate the search.

**Note:** If ZIMAS cannot find the *Legal Description* being queried, try a different method of locating a desired parcel.

### Search by Map Sheet

This search method allows the user to query the database by entering a City of Los Angeles *Mapsheet* number in the *Search by Mapsheet* Form. This number is either seven or nine characters and refers to a *Mapsheet* from the City's map grid.

• Step 1: Under Search By menu, *click* on the *Mapsheet* option. The *Search by Mapsheet* form is displayed.



• **Step 2:** Enter the appropriate seven or nine-digit number of the *Mapsheet* you wish to view. The samples below the entry field provide examples of the proper format. When finished, click the *Go* button to initiate the search.



• Step 3: If the *Mapsheet* is found, ZIMAS will zoom to the area and highlight it in blue.

• **Step 4:** Use the interactive *Zoom In, Zoom Out, Pan, Select*, and *Identify* Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the *Buttons and Tools* section.

## Search by Case Number

This search method allows the user to query the database for a parcel by entering a valid *Case Number* in the *Search by Case Number* form.

• Step 1: Under Search By menu, *click* on the *Case Number* option. The *Search by Case Number* form is displayed.

SEARCH BY:	SEARCH BY CASE NUMBER:
Address Street Intersection Assessor Parcel No. PIN Number Legal Description MapSheet	Enter Case Number: CPC-20445 Enter case number in the format: [PREFIX]-[YEAR]-[NUMBER] or
Case Number	[PREFIX]-[NUMBER]
Community Plan Area Council District Certified Neighborhood Council	Note: Do not enter any suffixes Example 1: 'DIR-2001-3896' Example 2: 'CPC-12355' Enter Zip Code (Optional): Note: A 5 digit zip code can be used to narrow the search: Click "GO" to start the search:
	Display resulting parcel in a new popup for comparison?

- Step 2: Enter the *Case Number* following the format of the sample displayed below the entry box ([PREFIX]-[YEAR]-[NUMBER] or [PREFIX]-[NUMBER]). When finished, click the *Go* button to initiate the guery.
- Step 3: If the Case Number Search produces any matches, a list will appear on the right hand side of the Search form. Click on the Map link in the desired row to display a map of the selected property.

Case	Address	Community Plan Area	Zip Code
CPC-20445-CU	200 N SPRING ST	Central City	90012
CPC-20445-CU	201 N MAIN ST	Central City	90012
CPC-20445-CU	201 N NORTH MAIN ST	Central City	90012

**Note:** If the results indicate that too many parcels match the case number, you can narrow down the search by entering an optional Zip Code.

• Step 4: When the parcel is found, the *Map Display* zooms to the selected parcel and highlights it in blue. The *Property Information Table* will be updated with information for the selected parcel.



• **Step 5:** If the *Case Number* is not found in the database, the application will inform the user with an appropriate message.

SEARCH BY CASE NUMBER: There were no results for the search you entered, please try your search again.

Enter the correct *Case Number*. When finished, click the *Go* button to initiate the search.

**Note:** If ZIMAS cannot find the *Case Number* being queried, try a different method of locating a desired parcel.

## Search by Community Map Area

This search method allows the user to select from a predefined list of *Community Names* to zoom to that community.

• Step 1: Under Search By menu, *click* on the *Community Plan Area* option. The *Search by Community* form is displayed.

SEARCH BY:	SEARCH BY COMMUNITY:
Address Street Intersection Assessor Parcel No. PIN Number	select a community to see on the map: Central City
Legal Description MapSheet Case Number	
Community Plan Area	Click "GO" to start the search: GO
Council District Certified Neighborhood Council	

- **Step 2:** From the *Community Names* drop-down list, scroll down and select the desired community. When finished, click the *Go* button to zoom to that community.
- **Step 3:** When the application has found the community, it will zoom to the area and highlight the community in blue.



• Step 4: Use the interactive Zoom In, Zoom Out, Pan, Select and Identify Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the Buttons and Tools section.

# Search by Council District

This search method allows the user to select from a predefined list of Council District to zoom to the prospective council member district.

• Step 1: Under Search By menu, *click* on the Council District option. The *Search by Council District* form is displayed.

SEARCH BY:	SEARCH BY COUNCIL DISTRICT:
Address Street Intersection Assessor Parcel No. PIN Number	select a council member to see their district on the map: CD 1 - Ed P. Reyes
Legal Description MapSheet Case Number Community Plan Area	Click "GO" to start the search: GO
Council District Certified Neighborhood Court	ncil

- Step 2: From the *Council District* drop-down list, scroll down and select the desired council district. When finished, click the *Go* button to zoom to that council district.
- Step 3: When the application has found the council district, it will zoom to the area and highlight the council district in blue.



• Step 4: Use the interactive <u>Zoom In</u>, <u>Zoom Out</u>, <u>Pan</u>, <u>Select</u>, and <u>Identify</u> Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the <u>Buttons and Tools</u> section.

## Search by Certified Neighborhood Council

This search method allows the user to select from a predefined list of Community Names to zoom to that community area.

• Step 1: Under Search By menu, *click* on the Certified Neighborhood Council option. The *Search by Certified Neighborhood Council* form is displayed.

SEARCH BY:	SEARCH BY CERTIFIED NEIGHBORHOOD COUNCIL:	
Address Street Intersection Assessor Parcel No.	select a community to see on the map:	
PIN Number	Arleta	~
Legal Description		
MapSheet		
Case Number		
Community Plan Area	Click "GO" to start the search: GO	
Council District	56 - 53	
Certified Neighborhood Council		

- Step 2: From the *Certified Neighborhood Council* drop-down list, scroll down and select the desired community. When finished, click the *Go* button to zoom to that community.
- **Step 3:** When the application has found the community, it will zoom to the area and highlight the community in blue.



• Step 4: Use the interactive <u>Zoom In</u>, <u>Zoom Out</u>, <u>Pan</u>, <u>Select</u>, and <u>Identify</u> Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the <u>Buttons and Tools</u> section.

## **Information Table**

## **View Property Information**

The *Information Table* displays the associated attribute information for the selected parcel specified by the most recent *Search* or *Select* operation. The left hand column of the *Information Table* contains the *Item Name*, while the right hand column displays the associated *Value*.

200 N SPRING ST	Font: A A A +/-
▼ Address/Legal	
Site Address	200 N SPRING ST
Site Address	201 N NORTH MAIN ST
Site Address	201 N MAIN ST
ZIP Code	90012
PIN Number	130-5A213 1
Lot/Parcel Area (Calculated)	255,338.8 (sq ft)
Thomas Brothers Grid	PAGE 634 - GRID G3
Thomas Brothers Grid	PAGE 634 - GRID G4
Assessor Parcel No. (APN)	5161005906
Tract	L A C A MAP NO. 94
Map Reference	L A C A 1-77/80
Block	None
Lot	PCL 7
Arb (Lot Cut Reference)	None
Map Sheet	130-5A213
Map Sheet	<u>132A213</u>

ZIMAS gathers and presents a great deal of information for each property. Therefore, the *Information Table* is divided into nine logical data groupings, or *Data Tabs*:

- Address/Legal Information
- Jurisdictional Information
- Planning and Zoning Information
- Assessor Information
- Case Numbers
- Citywide/Code Amendment Cases
- Additional Information
- Economic Development Areas
- Public Safety Information

Each grouping is accessible by clicking on the drop-down list on the *Information Table* and selecting a desired grouping.

200 N SPRING ST	Font: A A A +/-
Address/Legal	
Site Address	200 N SPRING ST
Site Address	201 N NORTH MAIN ST
Site Address	201 N MAIN ST
ZIP Code	90012
PIN Number	130-5A213 1
Lot/Parcel Area (Calculated)	255,338.8 (sq ft)
Thomas Brothers Grid	PAGE 634 - GRID G3
Thomas Brothers Grid	PAGE 634 - GRID G4
Assessor Parcel No. (APN)	5161005906
Tract	L A C A MAP NO. 94
Map Reference	L A C A 1-77/80
Block	None
Lot	PCL 7
Arb (Lot Cut Reference)	None
Map Sheet	130-5A213
Map Sheet	<u>132A213</u>
Jurisdictional	
Planning and Zoning	
Assessor	
Case Numbers	
Citywide/Code Amend	Iment Cases
Additional	
Economic Developme	ent Areas
Public Safety	

When a single parcel has multiple owners, such as in a condo building, the Assessor Information tab will display the data from each Assessor Parcel Number (APN) separately. You can scroll through the APNs by clicking the drop down arrow.

Assessor		
Assessor Parcel No. (APN)	5161005906	
Ownership (Assessor)	A	
Ownership (City Clerk)	8	
APN Area (Co. Public Works	) 5.850 (ac)	
Use Code	8821 - City Hall	
	Administration Center	
Assessed Land Val.	\$14,688,241	
Assessed Improvement Val.	\$0	
Last Owner Change	00/00/75	
Last Sale Amount	\$0	
Tax Rate Area	211	
Deed Ref No. (City Clerk)	None	
Building 1	No data for building 1	
Building 2	No data for building 2	
Building 3	No data for building 3	
Building 4	No data for building 4	
Building 5	No data for building 5	

## **Item Name Definition**

When viewing property information in the *Information Table*, you can click on *Item Name* to bring up a pop-up window displaying a definition of the selected data item.



# Data Links

When viewing property information in the *Information Table*, you will notice that some of the data values are underlined. You can click on any underlined *Value* to open a new window with additional information pertaining to that item. The *Zoning* and *Zoning Information (ZI)* items, for example, are linked to the municipal zoning code definitions.

200 N SPRING ST	▼ Font ≅ A A +- 👪	
Address/Legal		C American Legal Publishing - Online Library - Windows Internet Explorer
Address/Legal	45	
Jurisdictional		ttp://www.amlegal.com/nxt/gateway.dl/California/lapz/municipalcodechapteriplanningandzoningco/chapterigene
Planning and Zoning		File Edit View Favorites Tools Help
Special Notes	None	
Zoning	05-20	🙀 🍄 🌈 American Legal Publishing - Online Library
Zoning	PE-20	
Zoning Information (ZI)	ZI-940 Central Buttess District Redevelopment Project	AMERICAN LEGAL Quick Search: Advanced Search: Tools: Search Choose search form Choose tool
Zoning Information (ZI)	ZI-2385 Greater Downtown Housing Incentive Area	Publishing Corporation
Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone	Document Results Doc/Results Search I
General Plan Land Use	Open Space	
General Plan Land Use	Public Facilities	Cal Los Angeles Planning and Zoning
Plan Footnote - Site Reg.	See Plan Footnotes	Image: MUNICIPAL CODE, CHAPTER I (PLANNING AND MUNICIPAL CODE)
Additional Plan Footnotes	Central City	
Specific Plan Area	None	Los Ange
Historic Preservation Review	Yes	MUNICIPAL CODE, CHAPTER I (PLANNING AND ZONING CODE)
POD - Pedestrian Oriented Districts	None	CHAPTER I GENERAL PROVISIONS AND ZONING
CDO - Community Design Overlay	None	ARTICLE 2 SPECIFIC PLANNING - ZONING COMPREHENSIVE ZONI SEC. 12 04.05. 'OS' OPEN SPACE ZONE
NSO - Neighborhood Stabilization Overlay	No	
Streetscape	No	SEC. 12.04.05. "OS" OPEN SPACE ZONE
Sign District	No	
Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area	(Added by Ord. No. 166,168, Eff. 10/3/90.)
Adaptive Reuse Incentive Area	Downtown Adaptive Reuse	The following conditions that each in the "OS" One
CRA - Community	Central Business District	The following regulations shall apply in the "OS" Ope
# Map Tool Bar

# **Using the Buttons and Tools**

ZIMAS provides several Buttons and Tools for interacting with the *Map Display*. When hovering the mouse over to the tool, the button or tool will be in color. (As illustrated with The Change Background Display Layer button)





Show Map Legend Button



Open Map Image In A New Window Button

Within each tool, there are additional tools that appear in another pop-up window. These windows can be maneuvered anywhere within the internet browser. Click on the X on the upper right hand corner to close the window.



When selecting the Change Background Display Layer tool, the Background Map Display Layer pop-up window will appear.



When selecting the Show Map Navigation Tools, the Map Navigation Tools pop-up window will appear.



When selecting the Select Parcels, the Select Parcels pop-up window will appear. The Show total area for selected parcels is not checked by default.

🛠 Selec	t Parcels	1.0. 1.0.			×
•	$\nearrow$	7		2	$\otimes$
Total A Sq. Fe Sq. Mil Acres:	es:	ea for se	lected pa	arcels	

When selecting the

Radius Tool, the Radius Tool pop-up window will appear.

🕏 Radius Tool 🛛 🕷 🎽							
•	$\nearrow$	7		2	$\otimes$		
Buffer Distance: 500							
Units:		Feet	*	Draw E	Buffer		
Select all parcels within buffer radius							

Measure Tool, the Measure Tool pop-up window will appear. By When selecting the default, the Select By Line is selected.

🛠 Measu	ire Tool			×
× ×	$\sim$	7	2	
Length i Feet: Miles:	n:			



Manage Layers on the Map, the Map Layer Control pop-up window When selecting the will appear.



**Important Note:** There is a difference between the way that a Button behaves when clicked, and the way that a Tool behaves when clicked. When clicking on a Button, an action will occur immediately. Tools, on the other hand, are first selected and then applied by clicking on and interacting with the map display.

# **Background Map Display Layer**

The **Background Map Display Layer** is used to control the visibility of map layers in the *Map Display*. You can change the *Background Display* of the map to show *Generalized Zoning*, *General Plan Land Use*, *Schools/Parks with 500 Ft Radius*, 2001 Digital Ortho Photos, 2006 Digital Color-Ortho (4" res), or 2008 Digital Color-Ortho (4" res) with option to turn on the Station Fire Area layer.

To change the background of the map:

• Step 1: Click on the Background Map Display Layer Button on the Map Tool Bar.



• Step 2: Choose Generalized Zoning, General Plan Land Use, Schools/Parks with 500 Ft Radius, 2001 Digital Ortho Photos, 2006 Digital Color-Ortho (4" res), or 2008 Digital Color-Ortho (4" res)/Station Fire Area.



• The following screen snapshots show examples of the different background layers:

1. Background display is Generalized Zoning.





2. Background display is General Plan Land Use.



3. Background display is Schools/Parks with 500 Ft Radius.



4. Background display is 2001 Digital Ortho Photos.

5. Background display is 2006 Digital Color-Ortho (4" res).



6. Background display is 2008 Digital Color-Ortho (4" res).



7. Background display is *2008 Digital Color-Ortho (4" res) with Station Fire Area selected.* 



### Map Navigation Tools

# Zoom In Tool



The *Zoom In Tool* allows the user to interactively *Zoom In* on the *Map Display*. Zooming in on the map is like zooming with a camera lens. As you *Zoom In*, a smaller portion of the map appears bigger, so that you can see more detail in that area of the map.

There are 2 ways to **Zoom In** on the map. Method 1 is to drag a box around the area of interest that you want to zoom to; method 2 is by using the vertical scale.

Note: See <u>Quick Tips</u> on how to Zoom In, Zoom Out, and Pan Tool when the Map Navigation Tools is de-activated.

- *Click* on the **Map Navigation Tools** to activate it.
- *Click* on the **Zoom In Tool** to select it, it is already selected by default.
- Method 1: Click, drag, and release a box on the Map Display to zoom in to a specific area.





Note: As you zoom in closer on the map, additional data layers will become visible.

• Method 2: See Using the Vertical Scale for additional methods to Zoom In.

## **Zoom Out Tool**



The *Zoom Out Tool* allows the user to interactively *Zoom Out* on the *Map Display*. Zooming out on the map is like zooming with a camera lens. As you *Zoom Out*, a larger portion of the map becomes visible.

Note: See **<u>Quick Tips</u>** on how to Zoom In, Zoom Out, and Pan Tool when the Map Navigation Tools is de-activated.

- Step 1: *Click* on the **Map Navigation Tools** to activate it.
- Step 2: *Click* on the Zoom Out Tool to select it.
- Step 3: Click, drag, and release a box on the Map Display to zoom out.

### Action:





**Note:** As you **Zoom Out** further on the map, a more generalized representation of the data will become visible. Notice that the Parcel Outlines are no longer visible after zooming out in the previous screen snapshot.

• See <u>Using the Vertical Scale</u> for additional methods to Zoom Out.

## The Pan Tool



The *Pan Tool* allows the user to interactively move the center of the map without changing the map scale.

•

Note: See <u>Quick Tips</u> on how to Zoom In, Zoom Out, and Pan Tool when the Map Navigation Tools is de-activated.



- Step 1: *Click* on the **Map Navigation Tools** to activate it.
- Step 2: *Click* on the **Pan Tool** to select it, the cursor will change to cross-arrows.
- Step 3: *Click, drag, and release* the mouse on the Map Display to "drag" the map in the direction you wish to pan. The Map Display will redraw, centered at the new location.

### Action (Before Drag):





# Zoom To Full Extent Of Map Button





The **Zoom To Full Extent Of Map Button** allows the user to view the full extent map of the City of Los Angeles.

# **Zoom To Previous Extent Button**

*Click* on the **Map Navigation Tools** to activate it.



The *Zoom To Previous Extent Button* allows the user to toggle between the current and previous maps extent. Click the *Zoom To Previous Extent Button* to display the previous map extent.

# **Zoom To Next Extent Button**

*Click* on the Map Navigation Tools to activate it.



The *Zoom To Next Extent Button* works in conjunction to the Zoom To Previous Extent Button. This button allows the user to toggle between the current and next map extents. Click the *Zoom To Next Extent Button* to display the next map extent.

### Select Parcels Tools

## **Select By Point Tool**

*Click* on the **Select Parcels** to activate the tools.



**Important Note:** Before you use the Parcel Selection Tools for selecting multiple parcels, it is *highly recommended* that you walk through the examples given in this help file under the five topics: *Select By Point Tool, Select By PolyLine Tool, Select By Freehand Line Tool, Select By Polygon Tool*, and *Select By Freehand Polygon Tool*. These topics are written in tutorial style and should be followed in order. They will step you through all aspects of how to use the Parcel Selection Tools properly.

The *Select By Point Tool* allows the user to select and highlight one or more parcels by clicking on the *Map Display*. The **Show total area for selected parcels** is not selected by default. When selected it will calculate the total area in **Square Feet, Square Miles, Acres, and Perimeter** (**ft**).

#### To select an individual parcel:

- Step 1: Click on the *Select By Point Tool* to make it the selected tool, the cursor will change to small cross-hairs.
- Step 2: Click on a parcel in the *Map Display* to select and highlight it. The map will refresh with the new parcel highlighted in blue, and the *Information Table* to the right will be filled with attribute information from that parcel.

Action:



#### **Result:**



### To select multiple parcels:

• With a parcel already selected, hold down the shift key and click on another parcel. The map will refresh with both the original and new parcels highlighted in blue. The original parcel will also display a blue dot, indicating that its data are displayed in the *Information Table*.

#### Action:



#### **Result:**



#### To change the multi-selected parcel:

**Note:** When more than one parcel is selected, the parcel with the blue dot is referred to as the *multi-selected* parcel. This is the parcel whose data are displayed in the *Information Table* to the right of the map.

• With multiple parcels selected, choose a new address from the *Addresses* drop down list above the *Information Table*. When doing so, notice that each parcel with more than

one address has all of its addresses grouped underneath. For example, in the next screen shot, the three addresses labeled "200 N MAIN ST", "200 N NORTH MAIN ST", and "201 N LOS ANGELES ST" all belong to the same parcel.

#### Action:





To de-select a parcel:

• With two or more parcels already selected, hold down the **ctrl key** and click on one of the selected parcels. The parcel will be removed from the selected set.

#### Action:



#### **Result:**



**Note:** If you de-select the current multi-selected parcel, one of the remaining parcels will be randomly chosen as the new multi-selected parcel.

### **Select By Polyline Tool**



*Click* on the **Select Parcels** to activate the tools.



*Important Note:* Before you use the Parcel Selection Tools for selecting multiple parcels, it is highly recommended that you walk through the examples given in this help file under the five topics: Select By Point Tool, Select By PolyLine Tool, Select By Freehand Line Tool, Select By Polygon Tool, and Select By Freehand Polygon Tool. These topics are written in tutorial style and should be followed in order. They will step you through all aspects of how to use the Parcel Selection Tools properly.

The *Select By Polyline Tool* allows the user to select and highlight multiple parcels by drawing a line on the *Map Display*.

#### To select parcels by drawing a line:

- **Step 1:** Click on the *Select By Polyline Tool* to make it the selected tool, the cursor will change to small cross-hairs.
- **Step 2:** Click multiple times to draw a line over some parcels in the *Map Display*. Double click to end the line. This action will select and highlight the parcels intersecting the line. The map will refresh with the new parcels highlighted in blue, and a new multi-selected parcel will be chosen at random. The *Information Table* to the right of the map will be filled with attribute information from the multi-selected parcel.



#### **Result:**



#### To add additional parcels to the current selection:

• **Step 1:** Click multiple times to draw a line over some parcels in the *Map Display*. Hold the shift key down and double click to end the line. This will add the parcels intersecting the line to the current selection.



#### **Result:**



### To de-select parcels:

• **Step 1:** Click multiple times to draw a line over some of the selected parcels in the *Map Display*. Hold the ctrl key down and double click to end the line. This will remove the parcels intersecting the line from the current selection.



#### Action:



**Note:** If you de-select the current multi-selected parcel, one of the remaining parcels will be randomly chosen as the new multi-selected parcel.

### **Select By Freehand Line Tool**



*Click* on the **Select Parcels** to activate the tools.



*Important Note:* Before you use the Parcel Selection Tools for selecting multiple parcels, it is highly recommended that you walk through the examples given in this help file under the five topics: Select By Point Tool, Select By PolyLine Tool, Select By Freehand Line Tool, Select By Polygon Tool, and Select By Freehand Polygon Tool. These topics are written in tutorial style and should be followed in order. They will step you through all aspects of how to use the Parcel Selection Tools properly.

The *Select By Freehand Line Tool* allows the user to select and highlight multiple parcels by drawing a line freely on the *Map Display*.

#### To select parcels by drawing a line:

- **Step 1:** Click on the *Select By Freehand Line Tool* to make it the selected tool, the cursor will change to small cross-hairs.
- Step 2: Click and hold the mouse button on a parcel in the *Map Display*; drag the mouse over to all the desired parcels and release the mouse button to end the selection. This action will select and highlight the parcels intersecting the line. The map will refresh with the new parcels highlighted in blue, and a new multi-selected parcel will be chosen at random. The *Information Table* to the right of the map will be filled with attribute information from the multi-selected parcel.

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#### **Result:**



### To add additional parcels to the current selection:

• **Step 1:** Click once to start the selection on the *Map Display*. Continue holding the mouse button, draw a line through the desired parcels, hold the shift key down and release the mouse button to end the selection. This will add the parcels intersecting the line to the current selection.



#### **Result:**



### To de-select parcels:

• **Step 1:** Click once to start the selection on the *Map Display*. Continue holding the mouse button, draw a line through the selected parcels, hold the ctrl key down and release the mouse button to end the de-selection. This will remove the parcels intersecting the line from the current selection.

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### **Result:**



**Note:** If you de-select the current multi-selected parcel, one of the remaining parcels will be randomly chosen as the new multi-selected parcel.

# Select By Polygon Tool

*Click* on the **Select Parcels** to activate the tools.



**Important Note:** Before you use the Parcel Selection Tools for selecting multiple parcels, it is *highly recommended* that you walk through the examples given in this help file under the five topics: *Select By Point Tool, Select By PolyLine Tool, Select By Freehand Line Tool, Select By Polygon Tool*, and *Select By Freehand Polygon Tool*. These topics are written in tutorial style and should be followed in order. They will step you through all aspects of how to use the Parcel Selection Tools properly.

The *Select By Polygon Tool* allows the user to select and highlight multiple parcels by drawing a polygon on the *Map Display* area.

#### To select parcels by drawing a polygon:

- **Step 1:** Click on the *Select By Polygon Tool* to make it the selected tool, the cursor will change to small cross-hairs.
- **Step 2:** Click multiple times to draw a polygon over some parcels in the *Map Display*. Double click to close and end the polygon. The parcels falling within and intersecting the polygon will be selected and highlighted. The map will refresh with the new parcels highlighted in blue, and a new multi-selected parcel will be chosen at random. The *Information Table* to the right of the map will be filled with attribute information from the multi-selected parcel.

#### Action:





To add additional parcels to the current selection:

• *Click* multiple times to draw a polygon over some parcels in the *Map Display*. Hold the shift key down and double click to close and end the polygon. The parcels falling within and intersecting the polygon will be added to the current selection.



#### Action:



### To de-select parcels:

• **Step 1:** Click multiple times to draw a polygon over some of the selected parcels in the *Map Display*. Hold the Ctrl key down and double click to close and end the polygon. The parcels falling within and intersecting the polygon will be removed from the current selection.

#### Action:







**Note:** If you de-select the current multi-selected parcel, one of the remaining parcels will be randomly chosen as the new multi-selected parcel.

# Select By Freehand Polygon Tool



Select Parcels to activate the tools.


**Important Note:** Before you use the Parcel Selection Tools for selecting multiple parcels, it is *highly recommended* that you walk through the examples given in this help file under the five topics: *Select By Point Tool, Select By PolyLine Tool, Select By Freehand Line Tool, Select By Polygon Tool*, and *Select By Freehand Polygon Tool*. These topics are written in tutorial style and should be followed in order. They will step you through all aspects of how to use the Parcel Selection Tools properly.

The *Select By Freehand Polygon Tool* allows the user to select and highlight multiple parcels by drawing a polygon freely on the *Map Display* area.

#### To select parcels by drawing a polygon:

- Step 1: Click on the *Select By Freehand Polygon Tool* to make it the selected tool, the cursor will change to small cross-hairs.
- **Step 2:** Click and hold the mouse button on a parcel in the *Map Display*; drag the mouse over to all the desired parcels and release the mouse button to end the selection. The parcels falling within and intersecting the polygon will be selected and highlighted. The map will refresh with the new parcels highlighted in blue, and a new multi-selected parcel will be chosen at random. The *Information Table* to the right of the map will be filled with attribute information from the multi-selected parcel.

#### Action:



#### **Result:**



#### To add additional parcels to the current selection:

• **Step 1:** Click once to start the selection on the *Map Display*. Continue holding the mouse button, draw a polygon over some parcels, hold the shift key down and release the mouse button to end the selection. The parcels falling within and intersecting the polygon will be added to the current selection.

#### Action:

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### **Result:**



#### To de-select parcels:

• **Step 1:** Click once to start the selection on the *Map Display*. Continue holding the mouse button, draw a polygon over some parcels, hold the ctrl key down and release the

mouse button to end the de-selection. The parcels falling within and intersecting the polygon will be removed from the current selection.

#### Action:



#### **Result:**



**Note:** If you de-select the current multi-selected parcel, one of the remaining parcels will be randomly chosen as the new multi-selected parcel.

# **Clear Graphics from Map Tool**



Select Parcels to activate the tools.



*Click* the Clear Graphics from Map Tool to clear all selected parcels.

When using the **Measure Tool** in conjunction with the **Clear Graphics from Map Tool** have a slightly different functionality. It will not clear the selected parcels, instead it will clear the parcel(s) being measured.



Result:



# **Radius Tool**



Radius Tool to activate the tool.

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Buffer Distance should be less than or equal to 1500 ft. when selecting parcels within the buffer. The **Units** can be measured in **Feet** or **Mile**. Check the box if you want to **select all parcels within buffer radius**.

- **Step 1:** To draw a buffer distance of 500 feet within the selected parcel(s), *click* Radius Tool. Note: 500 is set by default for Buffer Distance.
- Step 2: Select Feet.
- Step 3: Click Select all parcels within buffer radius.



**Step 4:** *Click* **Draw Buffer.** This will select and highlight the parcels intersecting the line. The map will refresh with the new parcels highlighted in red.

# **Measure Tool**

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Measure Tool to activate the tool.

When the **Measure Tool** is selected in conjuction with **Select By Point Tool**, you will get **X & Y Coordinates along with Longitude and Latitude.** 



When **Measure Tool** is selected in conjuction with **Select By Polyline Tool** or **Select By Freehand Polyline Tool**, you will get **Length in Feet & Miles**. These tools allow the user to interactively measure a distance on the Map Display.



How to Measure Distance

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- Step 1: Click on the Measure Tool to activate the tool.
- Step 2: Click on Select by Polyline.
- Step 3: *Click* on the Map Display at the location you want to begin digitizing a polygon from, then click on the location you want to measure to. You can continue in this fashion measuring a multi-segment line.



• Step 4: *Double-click* on the Map Display to end the current measurement line. See below for the measurement result. Note: The measurement area will be highlighted in blue.



• Step 5: *Click* on the Map Display again to start a new measurement and erase the previous line; or select any other tool to stop measuring.

When **Measure Tool** is selected in conjuction with **Select By Polygon Tool** or **Select By Freehand Polygon Tool**, you will get **Total Area In Sq. Feet**, **Sq. Miles**, **Acres**, **and Perimeter (ft.)**. These tools

allows the user to interactively measure the area of a polygon on the Map Display. The parcels falling within the polygon will be selected and highlighted in red.



How to Measure Area

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- Step 1: Click on the Measure Tools to activate the tool.
- Step 2: Click on Select by Polygon.
- Step 3: *Click* on the Map Display at the location you want to begin digitizing a polygon from, then click on several points to draw the polygon.



• Step 4: Double click on the last point, which may be the starting point but does not need to be - ZIMAS will close the polygon for you. The polygon to be measured will be highlighted in red. See below for the measurement result.



• Step 5: *Click* on the Map Display again to start a new measurement and erase the previous polygon; or select any other tool to stop measuring.

# **Identify Tool**



e Light I dentify Tool to activate the tool.

The *Identify* tool allows the user to compare parcels by clicking on a parcel to display its related attribute information in a separate pop-up window identical to the *Information Table* in which information is displayed after a parcel is selected.

**Note:** Identifying a parcel is faster than selecting it, and does not cause the parcel to highlight. However, you can only generate reports for *selected* parcels, not *identified* parcels.

- Step 1: Click on the *Identify* Tool to select it, the cursor will change to an arrow with a "?" in it.
- **Step 2:** Click on a parcel in the *Map Display*. The attributes of the identified parcel will be displayed in a separate pop-up window. The identified parcel will be marked with a red "x" symbol.



Site Address 200 N MAIN ST ZIP Code 90012 PIN Number 130-5A213 3 Lot/Parcel Area (Calculated) 139,486.8 (sq ft) Thomas Brothers Grid PAGE 634 - GRID G3 Thomas Brothers Grid PAGE 634 - GRID G4 Assessor Parcel No. (APN) 5161014901 Tract P M 1981 Map Reference BK 25-93/94 Block None Lot A Arb (Lot Cut Reference) None Map Sheet 130-5A213 Map Sheet 132A213 V Jurisdictional Planning and Zoning Case Numbers Citywide/Code Amendment Cases Additional	Identify Parcel	
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# **Show Mini Parcel Info Window Tool**

*Click* on the Show Mini Parcel Info Window Tool to activate the tool.

The Show Mini Parcel Info Window Tool allows a user to quickly view a parcel information from the Map Display.

- Step 1: Click on the Show Mini Parcel Info Window Tool to select it, the cursor will change to an arrow with a "?" in it.
- **Step 2:** Click on a parcel in the *Map Display*. The attributes of the identified parcel will be displayed in a separate pop-up window. The identified parcel will be marked with a red "x" symbol. Note: Once the you move the cursor the pop-up window will disappear.



# **Map Layer Control Tool**



*Click* on the **Map Layer Control Tool** to activate the tool. *Click* HERE to watch a video for step by step instructions on **How to Turn Map Layer On/Off**.

The **Map Layer Control Tool** allows the user to manage the visibility of map layers in the **Map Display**. You can also turn various map layers on or off, such as Street Names, Buildings Lines, and House Numbers. Map layers can be turned on or off individually.

• Step 1: Click the boxes to turn on or off next to the layers you wish to change. You can also turn on or off all the layers in a category by clicking the check box to the left of the category name.



• Step 2: Click the *Apply* Button to see the changes on the *Map Display*.

**Note:** Some layers are not visible at all scales. If you turn a layer on and still don't see it on the *Map Display*, you may need to zoom in or out in order to view that layer. **Click** the **Reset** button to change all the settings back to default.

# **Show Map Legend Button**

*Click* on the Show Map Legend Button.

The **Show Map Legend Button** lists and explains the colors, symbols, line patterns, and annotation used in the **Map Display**. **Click** on the Show Map Legend Button, it will open a pdf file in a separate window.

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SCHOOLS/PARKS WITH 500	FT. BUFFER					
Existing School/Park Site						
Inside 500 Ft. Buffer						
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Aquatic Facilities	Opportunity School					
Beaches	Other Facilities					
Charter School	Park / Recreation Centers					
Child Care Centers	Parks					
Elementary School	Performing / Visual Arts Centers					
Golf Course	Recreation Centers					
High School	Span School					
Historic Sites	Special Education School					
Horticulture/Gardens	827 Senior Citizen Centers					
Middle School	Skate Parks					
OTHER SYMBOLS						
Lot Line     Tract Line	Airport Hazard Zone Flood Zone Gensus Tract Hazardous Waste					
Lot Cut	Coastal Zone High Wind Zone					
Easement Zone Boundary	Council District     Hillside Grading     LADBS District Office     Historic Preservation Overlay Zone					
Building Line	Downtown Parking Specific Plan Area					
Lot Split Community Driveway	Fault Zone     Very High Fire Hazard Severity Zone       Fire District No. 1     Oil Wells					
Tract Map						
Parcel Map						
<b>\$</b>						
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# **Print Map Button**

*Click* on the **Print Map Button** to activate the tool.

The *Print Map* Button creates a printable map that shows the current map, a legend (an explanation of the symbols on the map) and a scale. You can send this formatted map to a printer.

• **Step 1:** Click on the *Print Map* button to create a printable map layout in Adobe PDF format.





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ß	CIRCULATION		<u>^</u>				
22	STREET						
	Arterial Mountain Road	Major Scenic Highway					
	Collector Scenic Street	Major Scenic Highway (Modified)					
100000	Collector Street	Major Scenic Highway II					
14	Collector Street (Hillside)	Mountain Collector Street					
<u></u>	Collector Street (Modified) Collector Street (Proposed)	Park Road Parkway					
	Collector Street (Proposed) Country Road	Parkway     Principal Major Highway					
	Divided Major Highway II	Private Street					
	Divided Secondary Scenic Highway	Scenic Divided Major Highway II					
	Local Scenic Road	Scenic Park					
	Local Street	Scenic Parkway					
	Major Highway (Modified)	Secondary Highway					
	Major Highway I						
	Major Highway II	Secondary Scenic Highway Special Collector Street					
	Major Highway II (Modifica)	Super Major Highway					
	FREEWAYS						
	Freeway						
	Interchange						
	On-Ramp / Off- Ramp						
	Scenic Freeway Highway						
	Sector rectray rightay						
	MISC. LINES						
	Airport Boundary	+-+-** MSA Desirable Open Space					
	Bus Line	= Major Scenic Controls					
	Coastal Zone Boundary	Multi-Purpose Trail					
	Coastline Boundary Collector Scenic Street (Proposed)	LUUUU Natural Resource Reserve     Ark Road					
	Commercial Areas	Park Road (Proposed)					
	Commercial Center	Quasi-Public					
	Community Redevelopment Project Area	· · · · · · Rapid Transit Line					
	Country Road	Residential Planned Development					
	H-A-H DWP Power Lines	<ul> <li>– Scenic Highway (Obsolete)</li> </ul>					
	Desirable Open Space	Secondary Scenic Controls					
	• ~ + ~ Detached Single Family House     • · · · · · Endangered Ridgeline	- + - + Secondary Scenic Highway (Proposed)					
	Equestrian and/or Hiking Trail	Site Boundary Common Southern California Edison Power					
	Equisitian and of Pricing Train	Special Study Area					
	*-+ Historical Preservation	+++++ Specific Plan Area					
Sp.	Horsekeeping Area	= + =+ Stagecoach Line					
-	Local Street	wildlife Corridor					
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ß	POINTS OF INTEREST				^
100	Alternative Youth Hostel (Proposed)	Horticultural Center	E Public Elementary School		
	Animal Shelter	🛨 Hospital	Public Elementary School (Proposed)		
	🔐 Area Library	Hospital (Proposed)	1 Public Golf Course		
	🙀 Area Library (Proposed)	HW House of Worship	Public Golf Course (Proposed)		
4/2	m Bridge	e Important Ecological Area	Public Housing		
1	Campground Campground (Proposed)	Important Ecological Area (Proposed)     Interpretive Center (Proposed)	<ul> <li>Public Housing (Proposed Expansion)</li> <li>Public Junior High School</li> </ul>		
	Cemetery	1 Junior College	Public Junior High School (Proposed)		
	HW Church	MTA / Metrolink Station	Public Middle School		
		MTA Station	Public Widdle School     Public Senior High School		
	Ti Community Center	MTA Stop	Public Senior High School (Proposed)		
	Community Library	MMD MWD Headquarters	Pumping Station		
	Community Ubrary     (Proposed Expansion)		Pumping Station		
	Community Ubrary (Proposed Experiment	Municipal Office Building	*# Refuse Collection Center		
	XX Community Park	P Municipal Parking lot	A Regional Library		
	(ii) Community Park (Proposed Expansion)	X Neighborhood Park	Regional Library (Proposed Expansion)		
	XX Community Park (Proposed)		Regional Library (Proposed)		
	Community Transit Center	I Neighborhood Park (Proposed)	7. Regional Park		
	Convulescent Hospital	1 Oil Collection Center	7 Regional Park (Proposed)		
	Correctional Facility	Parking Enforcement	no Residential Plan Development		
	PC Cultural / Historic Site (Proposed)	Ra Police Headquarters	▲ Scenic View Site		
	K Cultural / Historical Site	Police Station	Scenic View Site (Proposed)		
	Cultural Arts Center	Police Station (Proposed Expansion)	die School District Headquarters		
	DWY DMV Office	Police Station (Proposed)	委 School Unspecified Loc/Type (Proposed)		
	DWP DWP	Police Training site	Skill Center		-
	T DWP Pumping Station	PO Post Office	55 Social Services		100
	Equestrian Center	Power Distribution Station	* Special Feature		
	A Fire Department Headquarters	Fower Distribution Station (Proposed)	Special Recreation (a)		
	Fire Station	Power Receiving Station	👮 Special School Facility		100
	😁 Fire Station (Proposed Expansion)	Power Receiving Station (Proposed)	🔹 Special School Facility (Proposed)		
	Fire Station (Proposed)	C Private College	🚢 Steam Plant		
	🛋 Fire Supply & Maintenance	E Private Elementary School	am Surface Mining		
	🔍 Fire Training Site	A Private Golf Course	🗯 Trail & Assembly Area		
	a Fireboat Station	Private Golf Course (Proposed)	Trail & Assembly Area (Proposed)		
	🕂 Health Center / Medical Facility	JH Private Junior High School	un. Utility Yard		
	a- Helistop	PS Private Pre-School	Water Tank Reservoir		
	Historic Monument	(1) Private Recreation & Cultural Facility	4 Wildlife Migration Corridor		
	館 Historical / Cultural Monument	SH Private Senior High School	Wildlife Preserve Gate		
	horsekeeping Area	SF Private Special School			
۹P	🐂 Horsekeeping Area (Proposed)	(È) Public Elementary (Proposed Expansion)			
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• Step 2: To print the map layout, click the *Print* button in the Adobe PDF toolbar.



Note: Selecting Print from the Browser's File menu may result in printing a blank page. Make sure to click the Print button in the Adobe PDF toolbar.

• Step 3: To save the Map Layout, *click* File/Save As from the menu.

## **Open Map Image Button**

**Click** on the **Deen Map Image Button** to activate the tool.

**Open Map Image** Button enables user to open a map in a separate window. This allows user to save the map to their computer for emailing purpose.

# **Create Reports**

### Parcel Profile Report

# **Create Parcel Profile Report**

The *Parcel Profile Report* provides the user with a neatly formatted report containing all of the attribute data associated with the selected parcel.

• **Step 1:** Start with one or more selected parcel(s), click the *Reports* button, and then click the *Parcel Profile Report* button to select that report type.



**Note:** If more than one parcel is selected, the report will be generated for the current multiselected parcel, as indicated by the blue dot on the map display. For more information about selecting multiple parcels, see the *Select By Point Tool* topic.

• Step 2: Select from the three Report Style options: Parcel Profile Report (official, no modifications), Parcel Profile Report (modifications allowed), and Condensed Parcel Profile Report (modifications allowed).

		[close]
	PARCEL PROFILE REPORT	~
Report Style:	<ul> <li>Parcel Profile Report (official, no modifications)</li> <li>Parcel Profile Report (modifications allowed)</li> <li>Condensed Parcel Profile Report (modifications allowed)</li> </ul>	
Run Report		

Note: For Chrome browser only, there is an additional message in red "Make sure you have your popup blocker turned off for this site".



• Step 3: *Click* Run Report button to generate the report. The report will be displayed in a pop-up report window.

**NOTE:** <u>If you encountered problems with Pop-up Blocker, a temporary fix would be</u> <u>right before you click on the Run Report button to print the report, please press and</u> <u>hold down the Control (Ctrl) key until you see the report fully displayed.</u> From there <u>you can print the report.</u>

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	City of Los Angeles Department of City Planning 11/15/2011 PARCEL PROFILE REPORT					
1	PROPERTY ADDRESSES	Address/Legal Information				
	200 N SPRING ST	PIN Number	130-5A213 1			
	201 N NORTH MAIN ST	Lol/Parcel Area (Calculated)	255,338.8 (sq ft)			
	201 N MAIN ST	Thomas Brothers Grid	PAGE 634 - GRID G3 PAGE 634 - GRID G4			
	ZIP CODES	Assessor Parcel No. (APN)	PAGE 634 - GRID G4 5161005906			
	90012	Tract	LACAMAPNO. 94			
		Map Reference	LACA1-77/80			
	RECENT ACTIVITY	Block	None			
	None	Lot	PCL 7			
		Arb (Lot Cut Reference)	None			
	CASE NUMBERS CPC-631-D	Map Sheet	130-5A213 132A213			
	CPC-22988	Jurisdictional Information	132/2/13			
	CPC-20445-CU	Community Plan Area	Central City			
	CPC-2010-583-CA	Area Planning Commission	Central			
	CPC-2010-213-CA	Neighborhood Council	Downtown Los Angeles			
	CPC-2008-4502-GPA	Council District	CD 9 - Jan Perry			
	CPC-2005-361-CA	Census Tract #	2074.00			
	CPC-2005-1124-CA CPC-2005-1122-CA	LADES District Office Planning and Zoning Information	Los Angeles Metro			
	CPC-1994-225-CPU-ZC	Special Notes	None			
	CPC-1985-605-GPC	Zoning	08-20			
	ORD-176647-8A23		PF-2D			
	ORD-176647-8A22	Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone			
	ORD-164307-8A355		ZI-2416 Downtown Design Guide Project Area			
	ORD-120549		ZI-2385 Greater Downtown Housing Incentive Area			
	ENV-2010-214-ND ENV-2008-4505-ND	General Plan Land Use	Open Space Public Facilities			
	ENV-2005-362-CE	General Plan Footnote(s)	Yes			
	ENV-2005-1125-CE	Hiliside Area (Zoning Code)	No			
	ENV-2005-1123-CE	Baseline Hillside Ordinance	No			
	ENV-1998-107-MND	Baseline Mansionization Ordinance	No			
	ND-83-437-CUZ-HEL	Specific Plan Area	None			
		Special Land Use / Zoning	None			
		Design Review Board Historic Preservation Review	No Yes			
		Historic Preservation Overlay Zone	None			
		Other Historic Designations	None			
		Other Historic Survey Information	None			
		MIIs Act Contract	None			
		POD - Pedestrian Oriented Districts	None			
		CDO - Community Design Overlay	None			
		NSO - Neighborhood Stabilization Overlay Streetscape	No			
25-16s		Sign District	No			
<b>\$</b>		Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area			
n	This report is subject to (*) -	the lenms and conditions as set forth on the website. For r APN Area is provided "as is" from the Los Angeles County	nore details, please refer to the terms and conditions at zimas lacity.org s Public Works, Flood Control, Benefit Assessment.			
Ø		zimas.lacity.org   cityp	alanning.lacity.org			

### Sample of Parcel Profile Report (official, no modifications):

Sample of Parcel Profile Report (modifications allowed):

# Note: For Chrome browser only, there is an additional message in red "Make sure you have your popup blocker turned off for this site".

		[close]
PARCE	L PROFILE REPORT	~
Report Style:	<ul> <li>Parcel Profile Report (official, no modifications)</li> <li>Parcel Profile Report (modifications allowed)</li> <li>Condensed Parcel Profile Report (modifications allowed)</li> </ul>	
APN's:	All     Currently Selected APN (5439032900)     Multiple 5439032900	
Include Case Summary Information: Include a printable map:		
Uncheck boxes to the right if you would like to supress those fields and/or sections from the report	<ul> <li>Address/Legal Information</li> <li>Site Address</li> <li>ZIP Code</li> <li>PIN Number</li> <li>Lot/Parcel Area (Calculated)</li> <li>Thomas Brothers Grid</li> <li>Assessor Parcel No. (APN)</li> </ul>	
Run Report	<u>Uneck All</u> - <u>Clear All</u>	

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	City of Los Angeles Department of City Planning							
<b>1</b>		PARCEL PROFIL	LE REPORT (modified version)					
1	PROPERTY ADDRESSES	Address/Legal Information	2008 12					
260	200 N SPRING ST	PIN Number	130-5A213 1					
	201 N NORTH MAIN ST	Lot/Parcel Area (Calculated)	255,338.8 (sq ft)					
	201 N MAIN ST	Thomas Brothers Grid	PAGE 634 - GRID G3 PAGE 634 - GRID G4					
	ZIP CODE8	Assessor Parcel No. (APN)	PAGE 634 - GRID G4 5161005906					
	90012	Tract	LACAMAP NO. 94					
		Map Reference	L A C A 1-77/80					
	RECENT ACTIVITY	Block	None					
	None	Lot	PCL 7					
		Arb (Lot Cut Reference)	None					
	CASE NUMBERS	Map Sheet	130-5A213					
	CPC-631-D		132A213					
	CPC-22988	Jurisdictional Information						
	CPC-20445-CU	Community Plan Area	Central City					
	CPC-2010-583-CA CPC-2010-213-CA	Area Planning Commission	Central Designed and the second					
	CPC-2010-213-CA CPC-2008-4502-GPA	Neighborhood Council Council District	Downtown Los Angeles CD 9 - Jan Perry					
	CPC-2005-361-CA	Census Tract #	2074.00					
	CPC-2005-1124-CA	LADBS District Office	Los Angeles Metro					
	CPC-2005-1122-CA	Planning and Zoning Information						
	CPC-1994-225-CPU-ZC	Special Notes	None					
	CPC-1986-606-GPC	Zoning	08-2D					
	ORD-176647-8A23		PF-2D					
	ORD-176647-8A22	Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone					
	ORD-164307-8A355		ZI-2416 Downtown Design Guide Project Area					
	ORD-120549 ENV-2010-214-ND	General Plan Land Use	ZI-2385 Greater Downtown Housing Incentive Area Open Space					
	ENV-2010-214-ND ENV-2008-4505-ND	Jeneral Plan Land USE	Public Facilities					
	ENV-2005-362-CE	General Plan Footnote(s)	Yes					
	ENV-2005-1125-CE	Hillside Area (Zoning Code)	No					
	ENV-2005-1123-CE	Baseline Hillside Ordinance	No					
	ENV-1998-107-MND	Baseline Mansionization Ordinance	No					
	ND-83-437-CUZ-HEL	Specific Plan Area	None					
		Special Land Use / Zoning	None					
		Design Review Board	No					
		Historic Preservation Review Historic Preservation Overlay Zone	Yes None					
		Other Historic Designations	None					
		Other Historic Survey Information	None					
		Mills Act Contract	None					
		POD - Pedestrian Oriented Districts	None					
		CDO - Community Design Overlay	None					
		NSO - Neighborhood Stabilization Overlay	No					
		Streetscape	No					
<b>%</b>		Sign District Adaptive Reuse Incentive Area	No Downsown Adaptive Reuse Incentive Area					
R,		o the terms and conditions as set forth on the websile. For n - APN Area is provided "as is" from the Los Angeles County	nore details, please refer to the terms and conditions at zimas.lacity.org 's Public Works, Flood Control, Benefit Assessment.					
0	zimas.lacity.org   cityplanning.lacity.org							

Sample of Condensed Parcel Profile Report (modifications allowed):

# Note: For Chrome browser only, there is an additional message in red "Make sure you have your popup blocker turned off for this site".

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PARCE	L PROFILE REPORT	0				
Report Style:	<ul> <li>Parcel Profile Report (official, no modifications)</li> <li>Parcel Profile Report (modifications allowed)</li> <li>Condensed Parcel Profile Report (modifications allowed)</li> </ul>					
APN's:	All     Currently Selected APN (5439032900)     Multiple 5439032900					
Include Case Summary Information: Include a printable map:						
Uncheck boxes to the right if you would like to supress those fields and/or sections from the report	<ul> <li>Address/Legal Information</li> <li>Site Address</li> <li>ZIP Code</li> <li>PIN Number</li> <li>Lot/Parcel Area (Calculated)</li> <li>Thomas Brothers Grid</li> <li>Assessor Parcel No. (APN)</li> </ul>					
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	Ld	<u>en</u>	Department of 11/15 PARCEL PRO	5/2011		Page 1 of 5
	PROPERTY ADDRESSES		Community Plan Area	Central City	APN Area (Co. Public	5.850 (ac)
	200 N SPRING ST		Area Planning Commission	Central	Works)* Use Code	8821 - City Hall
	201 N NORTH MAIN ST 201 N MAIN ST		Neighborhood Council Council District	Downtown Los Angeles CD 9 - Jan Perry		Administration Center
	20119 IN 11 D1		Census Tract #	2074.00	Assessed Land Val. Assessed Improvement Val.	\$14,688,241 \$0
	ZIP CODES		LADBS District Office	Los Angeles Metro	Last Owner Change	00/00/75
	90012		Planning and Zoning Informa Special Notes	None	Last Sale Amount	\$0
	RECENT ACTIVITY		Zoning	08-2D	Tax Rate Area Deed Ref No. (City Clerk)	211 None
	None			PF-2D	Building 1	No data for building 1
	CASE NUMBERS		Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone	Building 2	No data for building 2
	CPC-631-D			ZI-2416 Downtown Design	Building 3	No data for building 3 No data for building 4
	CPC-22988			Guide Project Area ZI-2385 Greater Downtown	Building 4 Building 5	No data for building 5
	CPC-20445-CU		Course Days Long Hand	Housing Incentive Area	Additional Information	
	CPC-2010-583-CA CPC-2010-213-CA		General Plan Land Use	Open Space Public Facilities	Airport Hazard	None
	CPC-2008-4502-GPA		General Plan Footnote(s)	Yes	Coastal Zone Farmland	Area Not Mapped
	CPO-2005-361-CA		Hilside Area (Zoning Code)		Very High Fire Hazard	No
	CPC-2005-1124-CA CPC-2005-1122-CA		Baseline Hiliside Ordinance Baseline Mansionization	No	Severity Zone Fire District No. 1	Yes
	CPC-1994-225-CPU-ZC		Ordinance		Flood Zone	None
	CPC-1985-605-GPC		Specific Plan Area Special Land Use / Zoning	None	Watercourse	No
	ORD-176647-8A23 ORD-176647-8A22		Design Review Board	No	Hazardous Waste / Border Zone Properties	No
	ORD-164307-8A355		Historic Preservation Review	Yes	Methane Hazard Site	None
	ORD-120549		Historic Preservation	None	High Wind Velocity Areas	No
	ENV-2010-214-ND		Overlay Zone		Special Grading Area (BOE Basic Grid Map A-13372)	ND
	ENV-2008-4505-ND ENV-2005-362-CE		Other Historic Designations Other Historic Survey	None	OI Wells	None
	ENV-2005-1125-CE		Information	80.000	Alguist-Priolo Fault Zone Distance to Nearest Fault	No 1.08304 (km)
	ENV-2005-1123-CE		Mills Act Contract POD - Pedestrian Oriented	None	Landsilde	No
	ENV-1998-107-MND ND-83-437-CUZ-HEL		Districts		Liquefaction	Yes
	THE OF SET OUT THE		CDO - Community Design Overlay	None	Economic Development Are Business Improvement	None
			NSO - Neighborhood Stabilization Overlay	No	District	222.002
	Address/Legal Information PIN Number	130-5A213 1	Streetscape	No	Federal Empowerment Zone	None
	LobParcel Area (Calculated)		Sign District	No	Renewal Community	No
	Thomas Brothers Grid	PAGE 634 - GRID G3	Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area	Revitalization Zone State Enterprise Zone	Central City Los Angeles State
	Assessor Parcel No. (APN)	PAGE 634 - GRID G4	CRA- Community	None		Enterprise Zone
	Assessor Parcel No. (APN) Tract	5161005906 L A C A MAP NO. 94	Redevelopment Agency Central City Parking	Yes	Targeted Neighborhood Initiative	None
	Map Reference	LACA1-77/80	Downtown Parking	Yes	Public Safety	
	Block	None	Building Line	None	Police Information	
	Lot Arb (Lot Cut Reference)	PCL7 None	500 Pt School Zone 500 Pt Park Zone	No Active: City Hall Park	Bureau Division / Station	Central Central
	Map Sheet	130-5A213	Assessor information	carra orginali nan	Reporting District	1.1.1.1.1.1.1.1
Þ	Jurisdictional Information	132A213	Assessor Parcel No. (APN)	5161005906	Fire Information Division	2
Q,	This report is		ditions as set forth on the website ded "as is" from the Los Angeles C			imas.lacity.org

# **Print/Save Parcel Profile Report**

• To print a Parcel Profile Report, *click* the Printer icon in the Adobe PDF toolbar.



Note: Selecting Print from the Browser's File menu may result in printing a blank page. Make sure to click the Print button in the Adobe PDF toolbar. To save a Parcel Profile Report, click the File/Save As from the menu.

• To save a Parcel Profile Report, *click* the File/Save As from the menu.

## **Case Numbers Report**

## **Create Case Numbers Report**

The *Case Numbers Report* allows the user to enter a *Buffer Distance* to generate a list of *Case Numbers* for all parcels that fall within that distance from the currently selected parcel(s).

• Step 1: Start with one or more selected parcel(s), *click* the **Reports** button, then *select* **Case Numbers Report**.

		[close]
C	CASE NUMBERS REPORT	^
Buffer Distance and Units:	500 Feet 💙	
Include a printable map:		
Output Format:	PDF 🗸	
Filter By Prefix: (leave blank for ALL)		
Include Checked 💿		- III
Exclude Checked 🔘	APCH APCNV	~
Filter By Suffix: (leave blank for ALL)	5A - SECTION 245 REVIEW     A - FIRST EXTENSION FOR PRIVATE STREET ONLY	
Include Checked 💿	A(n) - APPEALS	
Exclude Checked 🔘	ACI - AMENDMENT TO COUNCIL INSTRUCTIONS	~
Pup Papat		
Run Report		~

Note: For Chrome browser only, there is an additional message in red "Make sure you have your popup blocker turned off for this site".

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	ASE NUMBERS REPORT  /ou have your popup blocker turned off for this site	
Buffer Distance and Units:	500 Feet	
Include a printable map:		
Output Format:	PDF 💌	
Filter By Prefix: (leave blank for ALL) Include Checked ⓒ Exclude Checked ◯	AA APCC APCE APCH APCNV APCS	<
Filter By Suffix: (leave blank for ALL) Include Checked ⓒ Exclude Checked ◯	<ul> <li>(n)A - APPEALS</li> <li>5A - SECTION 245 REVIEW</li> <li>A - 1ST REQUEST</li> <li>ACI - AMENDMENT TO COUNCIL INSTRUCTIONS</li> <li>AD - ANNEXATION/DETACHMENT</li> <li>ADD - ADDENDUM FOR EIR</li> </ul>	<

- **Step 2:** Enter a *Buffer Distance* in feet or miles (limited to *1,500 feet*, or *0.28 miles*), and select the appropriate *Units*. The buffer will be created based on the outside edge of the selected parcel(s) plus the *Buffer Distance*.
- Step 3: The default for Output Format is *PDF*, you can change it to *Excel (CSV)*. You can also customize the report by including or excluding all or selected Prefix or Suffix. By default, all Prefix and Suffix are included in the Case Numbers Report.
- Step 4: *Click* the **Run Report** button to generate the report.

**NOTE:** If you encountered problems with Pop-up Blocker, a temporary fix would be right before you click on the Run Report button to print the report, please press and hold down the Control (Ctrl) key until you see the report fully displayed. From there you can print the report.

The *Case Numbers Report* results in two changes to the display. First, the *Map Display* will update to highlight all of the parcels falling within the buffer area.

200 N SPRING ST	Font A A +-			(B) (C) (C)		
▼ Address/Legal					A117 5 V	
Site Address	200 N SPRING ST				DINAN RES.	
Site Address	201 N NORTH MAIN ST		5			
Site Address	201 N MAIN ST				ANN.	
ZIP Code	90012				SCALD (	
PIN Number	130-5A213 1					
Lot/Parcel Area (Calculated)	255,338 8 (sq R)				ON AM	
Thomas Brothers Grid	PAGE 834 - GRID 63			VID	ALL OF	
Thomas Brothers Grid	PAGE 834 - GRID G4	AL AL	$\times$	EN //	196A 64	
Assessor Parcel No. (APN)	5161005906	E A			V. 6336	
Tract	LACAMAP NO. 94	A A				
Map Reference	LACA 1-77/80	8 -		$\Delta$		and the series
Block	None	- //			// VAN	
Lot	PCL 7	R 11				
Arb (Lot Cut Reference)	None	Date /		$\mathbf{N}$	C/LA	
Map Sheet	130-6A213					
Map Sheet	132A213				VA A	
Jurisdictional		VIA				T
Planning and Zoning		VX BAN				DOControl
Assessor		K - XXXX		Nov.	Drov K	
Case Numbers		N/AXA		YAVA		
Citywide/Code Amend	Iment Cases		×~	AN A		
Additional		1 ANNA				
Economic Developme	ent Areas				VA	TORNERST
Public Safety		W AN	SN/m	OSIE	E The	
		V.SXX		Y AM		0.12 Miles

Second, the list of Case Numbers (in PDF format) for each parcel appears in a pop-up



report window. See below for report in Excel (CSV) format.

	A	В	C	D	E	F	G	H	I.
1	ADDRESS	PIN	APN	TRACT	MAP REF	BLOCK	LOT	ARB	CASE NUMBER
2	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-1986-606-GPC
3	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-1994-225-CPU-ZC
4	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-2005-1122-CA
5	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL7		CPC-2005-1124-CA
б	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-2005-361-CA
7	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-2008-4502-GPA
8	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-20445-CU
9	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-22988
10	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-631-D
11	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		ENV-1998-107-MND
12	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		ENV-2008-4505-ND
13	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL7		ORD-120549
14	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		ORD-164307-SA355
15	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		ORD-176647-SA22
16	200 N SPRING ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL7		ORD-176647-SA23
17	201 N NORTH MAIN ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-1986-606-GPC
18	201 N NORTH MAIN ST	130-5A213 1	5161005906	LACAMAPNO. 94	LACA1-77/80		PCL 7		CPC-1994-225-CPU-ZC
4 4	► ► a82f81c0a4f84	e8c89ba9c43	30b73d5 🥂 😤	1/	14		III.	_	

## **Print/Save Case Numbers Report**

• To print a **Case Number Report**, *click* the **Printer icon** in the Adobe PDF toolbar.



**Note:** Selecting Print from the Browser's File menu may result in printing a blank page. Make sure to click the Print button in the Adobe PDF toolbar.

• To save a Case Number Report, click the File/Save As from the menu.

### Mailing Labels Report

## **Create Mailing Labels Report**

The *Mailing Labels Report* allows the user to enter a *Buffer Distance* to generate a list of *Mailing Labels* for all parcels that fall within that distance from the currently selected parcel(s).

• Step 1: Start with one or more selected parcels, click the *Reports* button, then click the Mailing Labels Report.

		[close
MAILING	LABEL REPORT	^
Buffer Distance and Units:	500 Feet 💌	
Format:	Adobe Acrobat (PDF) Avery 5160 format 💌	
Source:	House Number List 💌	
Work Order Number:		
Randomly select on of very 5 💌 labels:		
Include a printable map:		
Run Report		

Note: For Chrome browser only, there is an additional message in red "Make sure you have your popup blocker turned off for this site".

		[close]
	ABEL REPORT opup blocker turned off for this site	~
Buffer Distance and Units:	500 Feet 💌	
Format:	Adobe Acrobat (PDF) Avery 5160 format 💌	
Source:	House Number List 💌	
Work Order Number:		
Randomly select on of very 互 💌 labels:		
Include a printable map:		
Run Report		

- Step 2: Enter a *Buffer Distance* in feet or miles (limited to *1,500 feet*, or *0.28 miles*), and select the appropriate *Units*. The buffer will be created based on the outside edge of the selected parcel(s) plus the *Buffer Distance*.
- Step 3: Select a report format, *Acrobat (PDF)* or *Excel (CSV)*.
- Step 4: Select a data source *House Number List*.
- Step 5: Optionally, enter a work order number to be included in the report.
- Step 6: Check the 1st checkbox at the bottom of the form if you wish to randomly generate a subset of labels from those in specified buffer distance. Select a number from the drop-down list. Choices are *every 5th*, *10th*, *15th*, and *20th label*.
- Step 7: Check the 2nd checkbox at the bottom of the form if you wish for a map to appear at the bottom of the report. If selected report type is *Excel (CSV)* format, the map will not be included. Click the **Run Report** button to generate the report.

# **NOTE:** If you encountered problems with Pop-up Blocker, a temporary fix would be right before you click on the Run Report button to print the report, please press and hold down the Control (Ctrl) key until you see the report fully displayed. From there you can print the report.

• Step 8: The *Mailing Labels Report* results in two changes to the display. First, the Map Display will update to highlight all of the parcels falling within the buffer area.



Second, the list of Mailing Labels for each parcel appears in a pop-up report window.

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🧔 I	Create 🔹 🐴 Combine 🔹 🔬	• 🔒 • 🥒 • 🔳 •	📫 Multimedia 🔹 🤗 Comment 🔹
	8 🗄 🖃 🏠 🛛	) 🕹 🚺 / 1 📗 🚺	🖑 🥰 💿 🖲 54.5% -
	Find		
	5149001003	5149001004	5149001005
	145 S SPRING ST	124 \$ BROADWAY	110 S BROADWAY
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
<b>1</b>	5149001006	5149001007	5149001902
	220 W 1ST ST	100 \$ BROADWAY	141 S MAIN ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5149001913	5161005902	5161005903
	100 W 1ST ST	312 N SPRING ST	211 W TEMPLE ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5161005906	5161005910	5161005912
	200 N SPRING ST	320 W TEMPLE ST	301 W 1ST ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5161005915	5161005916	5161005923
	210 W TEMPLE ST	200 N HILL ST	227 N SPRING ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5161005925	5161010901	5161013904
	217 W 1ST ST	300 N NORTH MAIN ST	180 N LOS ANGELES ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5161013905	5161014901	5161014902
	100 N LOS ANGELES ST	200 N NORTH MAIN ST	111 E 1ST ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5161015901	5161015902	5161015903
	126 S MAIN ST	112 E 1ST ST	114 S MAIN ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
	5161015904	5161015905	5161015906
	100 S MAIN ST	132 E 1ST ST	110 S MAIN ST
	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012	LOS ANGELES, CA 90012
<b>%</b>			
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The above screen snapshot is a *Mailing Labels Report* in *Acrobat (PDF)* format.

4	А	В	С	D	E	F	G	Н	1	J	K
1	APN	OWNER	HOUSENUM	FRACTION	DIRECTION	STREETNAME	UNIT	CITY	STATE	ZIP	-
2	5149001003		145		S	SPRING ST		LOS ANGELES, CA	CA	90012	
3	5149001004		124		S	BROADWAY		LOS ANGELES, CA	CA	90012	
4	5149001005		110		S	BROADWAY		LOS ANGELES, CA	CA	90012	
5	5149001006		220		W	1ST ST		LOS ANGELES, CA	CA	90012	
6	5149001007		100		S	BROADWAY		LOS ANGELES, CA	CA	90012	
7	5149001902		141		S	MAIN ST		LOS ANGELES, CA	CA	90012	
8	5149001913		100		W	1ST ST		LOS ANGELES, CA	CA	90012	
9	5161005902		312		N	SPRING ST		LOS ANGELES, CA	CA	90012	
10	5161005903		211		W	TEMPLE ST		LOS ANGELES, CA	CA	90012	
11	5161005906		200		N	SPRING ST		LOS ANGELES, CA	CA	90012	
12	5161005910		320		W	TEMPLE ST		LOS ANGELES, CA	CA	90012	
13	5161005912		301		W	1ST ST		LOS ANGELES, CA	CA	90012	
14	5161005915		210		W	TEMPLE ST		LOS ANGELES, CA	CA	90012	
15	5161005916		200		N	HILL ST		LOS ANGELES, CA	CA	90012	
16	5161005923		227		N	SPRING ST		LOS ANGELES, CA	CA	90012	
17	5161005925		217		W	1ST ST		LOS ANGELES, CA	CA	90012	

The above screen snapshot is a *Mailing Labels Report* in *Excel (CSV)* spreadsheet format.

## **Print/Save Mailing Labels Report**

• To print an *Acrobat (PDF)* format *Mailing Labels Report*, click the *Printer* icon in the Adobe PDF toolbar.

Mailing label reports are formatted using the Avery 5160 label style. With this style, there are 30 labels per sheet. Be sure the selected printer is loaded with enough mailing label sheets before printing.



**Note:** Selecting Print from the Browser's File menu may result in printing a blank page. Make sure to click the Print button in the Adobe PDF toolbar.

To print an *Excel (CSV)* format *Mailing Labels Report*, choose *Print...* from the Browser's *File* menu.

	<u>Print</u> Select a printer, number of copies, and other printing options before printing.
	Quick Print Send the workbook directly to the default printer without making changes.
Q	Print Pre <u>v</u> iew Preview and make changes to pages before printing.

• To save an *Acrobat (PDF)* format *Mailing Labels Report*, *click* File then Save As button on the Adobe PDF toolbar.

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	Create	PDF Po	ortfol <u>i</u> o				62,
	Modify	PDF Po	ortfolio				•
3	Create	PDE					•
4	Co <u>m</u> bir	ne					•
	Colla <u>b</u> o	orate					•
8	<u>S</u> ave					C	trl+S
0	Save A	s)	2			Shift+C	trl+S
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To save an *Excel (CSV)* format *Mailing Labels Report*, choose *Save As...* from the Browser's *File* menu.

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## How To

# How to Bring Up Ortho Map

**Click Here** for step by step instructions.

# How to Change Color Scheme

To change Color Schemes, *click* Resouces. *Select* Custom Color Schemes.



Note: Test Pop-up Blockers tool is not available for Chrome browser.

The **ZIMAS Settings** window will open. You have six Color Schemes to choose from and the seletions are: **Green**, **Blue**, **Gray**, **Olive**, **Yellow**, **and Orange**. *Click* on the **radio button** of you choice and *click* **Save Settings**.



## How to Create Buffer Areas

**Click Here** for step by step instructions.

## How to De-Select Multiple Parcels

With two or more parcels already selected, hold down the **ctrl key** and click on one of the selected parcels. The parcels will be removed from the selected set.

*This example uses <u>Select By Polyline Tool</u>*. Note: For instructions on using other tools to de-select multiple parcels see <u>Select By Point Tool</u>,

<u>Select By Polyline Tool</u>, <u>Select By Freehand Line Tool</u>, <u>Select By Freehand</u> <u>Polygon Tool</u>. Scroll down to "To de-select parcels:" section.

*Click* multiple times to draw a line over some of the selected parcels in the *Map Display*. Hold the **ctrl key** down and double click to end the line. This will remove the parcels intersecting the line from the current selection.

#### Action:

110 N GRAND AVE	Font A A +	* The	1120	KAN AN	
Address/Legal		TITHHAS	1 KYA	A VAY XII	
Site Address	111 N HILL ST	WIIR AND		A IN	
Site Address	110 N GRAND AVE	A A A A A A A A A A A A A A A A A A A			
ZIP Code	90012		1 minute		
PIN Number	132A213 2		A Litere		
Lot/Parcel Area (Calculated)	243,914.7 (sq.ft)	· / ///	A Hard	Y NY	
Thomas Brothers Grid	PAGE 634 - GRID F3	- Inthe	Contraction of the second		
Assessor Parcel No. (APN)	5101004900		and the second second		
Tract	LACA MAP NO. 54	NAM			
Map Reference	L A C A 1-77/80	AT AT A			
Block	None	VAX BY			
Lot	PCL 20	12 Hand BAD			A
Arb (Lot Cut Reference)	None	1 ANONON	13	Click 1	Polygon Closed
Map Sheet	132A211				
Map Sheet	192A213				
Select Parcels	selected parcels		Click 2		Ctrl+Double Click to En
		20 00151			ck 3

#### **Result:**



## How to Find Building Permit Information

To find Building Permit Information for a particular parcel follow the steps below:

- Step 1: Open ZIMAS.
- Step 2: Search for a particular parcel by using any one of these tools: <u>Search by Property Address</u>, <u>Search by Assessor Parcel Number</u>, <u>Search by PIN Number</u>, or <u>Search by Legal Description</u>.

This example uses Search by Property Address.

• **Step A:** By default, the Search by Address screen is displayed. Enter the desired House Number and Street Name in accordance with the sample address entries displayed below the text entry boxes. When finished, click the Go button to start the search.

Note: For the House Number, enter numbers only, no letters, spaces, etc. For the Street Name, it is not necessary to enter the prefix direction, the street type, or the full street name; you can enter only the first few letters. For example, for "N Spring St" you can enter "Spr".

SEARCH BY ADDRESS:	
street name in the second field	, enter its house number in the first field and enter its d below. Click GO when ready. Alternatively, you can click o search by other methods such as Street Intersection, incil District, etc.
House Number:	Street Name:
200 Example: Enter '14400'	spring Note: Do not use prefixes or suffixes Example: For W Van Nuys Blvd, enter 'van nuys'
Click "GO" to start the search:	GO
Display resulting parcel ir	a new popup for comparison?

• Step B: If the search produces any matches, a list of Search Results will appear on the right hand side of the Search form. *Click* on the address link in the desired row to display property information and a map of the selected property.

Address	Community Plan Area	Zip Code
200 S SPRING ST	Central City	90012
200 N SPRING ST	Central City	90012

 Step C: When the parcel is found, the Map Display zooms to the selected parcel and highlights it in blue. The Property Information Table will be populated with property information for the selected parcel.



• Step 3: Click on Jurisdictional to expand that data tab.

200 N SPRING ST	Font: 🗛 A A +/- 👔 🗠 🌾
Address/Legal	
Jurisdictional	
Community Plan Area	Central Click
Area Planning Commission	Central
Neighborhood Council	Downtown Los Angeles
Council District	CD 9 - Joh Perry
Census Tract #	2074/0
LADBS District Office	Los Angeles Metro
Building Permit Info	View
Planning and Zoning	
Assessor	

• Step 4: Under Building Permit Info, *click* on View. This will take you to the Department of Building and Safety's website on a separate window. Here you will find the Property Activity Report which contains all the Plan Check, Permit, and Inspection for that particular parcel.



## How to Find Contour Information

To find Contour Information for a particular parcel follow the steps below:

- Step 1: Open ZIMAS Intranet.
- Step 2: Search for a particular parcel by using any one of these tools: <u>Search by Property Address</u>, <u>Search by Assessor Parcel Number</u>, <u>Search by PIN Number</u>, or <u>Search by Legal Description</u>.

This example uses **Search by Property Address** to look at Hollywood Bowl on 2315 N. Highland Ave.

• Step A: By default, the Search by Address screen is displayed. *Enter* the desired House Number and Street Name in accordance with the sample address entries displayed below the text entry boxes. When finished, *click* the **Go** button to start the search.

Note: For the House Number, enter numbers only, no letters, spaces, etc. For the Street Name, it is not necessary to enter the prefix direction, the street type, or the full street name; you can enter only the first few letters. For example, for "N Highland Ave" you can enter "High".

SEARCH BY ADDRESS:	
street name in the second field	, enter its house number in the first field and enter its d below. Click GO when ready. Alternatively, you can click o search by other methods such as Street Intersection, incil District, etc.
House Number: 2315 Example: Enter "14400"	Street Name: high Note: Do not use prefixes or suffixes Example: For W Van Nuys Blvd, enter 'van nuys'
Click "GO" to start the search:	GO
Display resulting parcel in	a new popup for comparison?

 Step B: If the search produces any matches, a list of Search Results will appear on the right hand side of the Search form. *Click* on the address link in the desired row to display property information and a map of the selected property.

Address	Community Plan Area	Zip Code
2315 S HIGHLAND AVE	West Adams - Baldwin Hills - Leimert	90016
2315 N HIGHBURY AVE	Northeast Los Angeles	90032
2315 N HIGHLAND AVE	Hollywood	90068

• Step C: When the parcel is found, the Map Display zooms to the selected parcel and highlights it in blue. The Property Information Table will be populated with property information for the selected parcel.

2315 N HIGHLAND AV	Font A A A +/-		
		LOYAL TR CAUGUA	
Address/Legal			
Site Address	2315 N HIGHLAND AVE		
ZIP Code	90068		- 1 🛼 22
PIN Number	153B181 586	B Pyreamo p	23
ot/Parcel Area (Calculated		Byraamo Pr	ei 🖌 🔨 🗸
Thomas Brothers Grid	PAGE 593 - GRID D2		S 15
Thomas Brothers Grid	PAGE 593 - GRID D3		
Thomas Brothers Grid	PAGE 593 - GRID E2		
Thomas Brothers Grid	PAGE 593 - GRID E3		
Assessor Parcel No. (APN)	5549009900	TT THE TAR SA	
Tract	THEATRE ARTS ALLIANCE TRACT		CRESTON DR
Map Reference	M B 41-83		
Block	None		
ot	PTLTA		OCHA DR
Arb (Lot Cut Reference)	None		- SALLS
Map Sheet	150B181		
Map Sheet	151-5A185		442 5
Map Sheet	153A185		all all
Map Sheet	153B181		SP (X
Jurisdictional			ROSE AVE SCENIC
Planning and Zoning	g		-
Assessor		A BOARD AND AND AND AND AND AND AND AND AND AN	AR
Case Numbers		La cursoner	VINE
Citywide/Code Ame	ndment Cases		
Additional			
Economic Developn	nent Areas		VUCCA ST 0.32 Miles
Public Safety		FRANKLIN AVE	1.666.67 Fee

• Step 3: By default the Address/Legal tab is expanded once the property is selected. If it's not, *click* on Address/Legal to expand that data tab.

2315 N HIGHLAND AVE	Font: A A A +/-			
Address/Legal				
Site Address	2315 N HIGHLAND AVE			
ZIP Code	90068			
PIN Number	153B181 586			
Lot/Parcel Area (Calculated)	9,468,789.7 (sq ft)			
Thomas Brothers Grid	PACE 593 - GRID D2			
Thomas Brothers Grid	PAGE 532 - GRID D3			
Thomas Brothers Grid	PAGE 593 - CRID E2			
Thomas Brothers Grid	PAGE 593 - GRID 53			
Assessor Parcel No. (APN)	5549009900			
Tract	THEATRE ARTS ALLIANCE TRACT			
Map Reference	M B 41-83 Click			
Block	None			
Lot	PTLTA			
Arb (Lot Cut Reference)	None			
Map Sheet	150B181			
Map Sheet	151-5A185			
Map Sheet	153A185			
Map Sheet	153B181			
Jurisdictional				
Planning and Zoning				

• Step 4: *Click* on any underlined *Value* to the right of Map Sheet to open a new window with City Clerk Land Records Map (Lot Cuts) as the default map.



• Step 5: Select Bureau of Engineering Cadastral Map with Contours (5ft. Intervals). Another window will open with the coutour map in PDF format.



• Step 6: *Click* the printer button to print or *Click* on File/Save As to save the map to a file.

## How to Find Historic Preservation Information

To find Historic Preservation Information for a particular parcel follow the steps below:

- Step 1: Open ZIMAS Intranet.
- Step 2: Search for a particular parcel by using any one of these tools: <u>Search by Property Address</u>, <u>Search by Assessor Parcel Number</u>, <u>Search by PIN Number</u>, or <u>Search by Legal Description</u>.

This example uses **Search by Property Address** to look at Hollywood Bowl on 2315 N. Highland Ave.

• Step A: By default, the Search by Address screen is displayed. *Enter* the desired House Number and Street Name in accordance with the sample address entries displayed below the text entry boxes. When finished, *click* the **Go** button to start the search.

Note: For the House Number, enter numbers only, no letters, spaces, etc. For the Street Name, it is not necessary to enter the prefix direction, the street type, or the full street name; you can enter only the first few letters. For example, for "N Highland Ave" you can enter "High".

SEARCH BY ADDRESS:	
street name in the second field	e, enter its house number in the first field and enter its d below. Click GO when ready. Alternatively, you can click o search by other methods such as Street Intersection, uncil District, etc.
House Number: 2315 Example: Enter '14400'	Street Name: high Note: Do not use prefixes or suffixes Example: For W Van Nuys Blvd, enter 'van nuys'
Click "GO" to start the search:	GO
Display resulting parcel in	n a new popup for comparison?

• Step B: If the search produces any matches, a list of Search Results will appear on the right hand side of the Search form. *Click* on the address link in the desired row to display property information and a map of the selected property.

Address	Community Plan Area	Zip Code
2315 S HIGHLAND AVE	West Adams - Baldwin Hills - Leimert	90016
2315 N HIGHBURY AVE	Northeast Los Angeles	90032
2315 N HIGHLAND AVE	Hollywood	90068

• Step C: When the parcel is found, the Map Display zooms to the selected parcel and highlights it in blue. The Property Information Table will be populated with property information for the selected parcel.

2315 N HIGHLAND AVE	Font: A A A +/-	A 1	1		-		214
Address/Legal		and	Lat y	LOYAL TR	$\sim$	· 20 8	Sh
Site Address	2315 N HIGHLAND AVE	31	1100	VAL			351
ZIP Code	90068	200	ANK .		3		r)
PIN Number	153B181 586	5	CAVO				22
Lot/Parcel Area (Calculated	) 2,468,789.7 (sq ft)	A PYR	CAVERNA DR			er ( ( )	24
Thomas Brothers Grid	PAGE 593 - GRID D2	1-5	MIDD. OR	me me			$\sim$
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• Step 3: Click on Planning and Zoning to expand that data tab.



• Step 4: Under Historic Preservation Review, *click* on View. The Historic Preservation window will pop-up. There are three tab of information: Historic Preservation Overlay Zone, Other Historic Designations, and Mills Act.

Click					[close
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Historic Preservation Over	ay Zone	Other Historic Designation	s	Mills Act	
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• **Step 5:** *Click* on the **PDF icon** as shown above for a report in PDF format. This report contains all the Historic Preservation information pertaining to this parcel.

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File Edit View Document Comments Forms Tools Advanced Window Help *						
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Find The second se						
Historical Preservation Overlay Zone 2315 N HIGHLAND AVE	<					
This property is not located within a City Historic Preservation Overlay Zone. However, it does have oth designations and survey information. Click the tab "Other Historic Designations" to view this information						
Other Historical Designation 2315 N HIGHLAND AVE						
The designation and survey information displayed currently includes properties with California Historical Resource Status Codes 1 and 2. Information with properties with Status Codes 3 through 7 will be added in the future. Please refer to California Historical Resource Status Codes for a definition of the codes.						
OTHER HISTORIC SURVEY INFORMATION (compiled from California Office of Historic Preservation Historical Resources Inventory) Hollywood Bowl Not Available						
025012         Status Code         Program Ref No.         Evaluation Date           2S2         UMTA820708A         02/23/1983						
OTHER HISTORIC SURVEY INFORMATION (compiled from California Office of Historic Preservation Historical Resources Inventory) Hollywood Bowl 2301 N Highland Ave 90068 025012						
Status Code         Program Ref No.         Evaluation Date           2S2         DOE-19-83-0013-0000         05/24/1983						
Mills Act 2315 N HIGHLAND AVE This property does not have a Mills Act Contract.						

How to Find Map Legends

**Click Here** for step by step instructions.

## How to Find What the Zoning Code Mean

To find What the Zoning Code Means for a particular parcel follow the steps below:

- Step 1: Open ZIMAS Intranet.
- Step 2: Search for a particular parcel by using any one of these tools: <u>Search by Property Address</u>, <u>Search by Assessor Parcel Number</u>, <u>Search by PIN Number</u>, or <u>Search by Legal Description</u>.

This example uses Search by Property Address.

• **Step A:** By default, the Search by Address screen is displayed. Enter the desired House Number and Street Name in accordance with the sample address entries displayed below the text entry boxes. When finished, click the Go button to start the search.

Note: For the House Number, enter numbers only, no letters, spaces, etc. For the Street Name, it is not necessary to enter the prefix direction, the street type, or the full street name; you can enter only the first few letters. For example, for "N Spring St" you can enter "Spr".

SEARCH BY ADDRESS:	
street name in the second field	, enter its house number in the first field and enter its d below. Click GO when ready. Alternatively, you can click o search by other methods such as Street Intersection, incil District, etc.
House Number:	Street Name:
200	spring
Example: Enter '14400'	Note: Do not use prefixes or suffixes Example: For W Van Nuys Blvd, enter 'van nuys'
Click "GO" to start the search:	GO
Display resulting parcel in	a new popup for comparison?

• Step B: If the search produces any matches, a list of Search Results will appear on the right hand side of the Search form. *Click* on the address link in the desired row to display property information and a map of the selected property.

Address	Community Plan Area	Zip Code	
200 S SPRING ST	Central City	90012	
200 N SPRING ST	Central City	90012	

• Step C: When the parcel is found, the Map Display zooms to the selected parcel and highlights it in blue. The Property Information Table will be populated with property information for the selected parcel.



• Step 3: Click on Planning and Zoning to expand that data tab.

200 N SPRING ST	Font: A A	A +/-		
Address/Legal	Click			
Jurisdictional				
Planning and Zoning				
Special Notes	None			
Zoning	OS-2D			
Zoning	PF-2D			
Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone			
Zoning Information (ZI)	ZI-2385 Greater Downtown Housing In	centive Area		
Zoning Information (ZI)	ZI-940 Central Business District Redevelopment			
Zoning momation (21)	Project			
General Plan Land Use	Open Space			
General Plan Land Use	Public Facilities			
Plan Footnote - Site Req.	See Plan Footnotes			
Additional Plan Footnotes	Central City			
Specific Plan Area	None	None		
Historic Preservation Review	Yes			

 Step 4: *Click* on any underlined *Value* to the right of Zoning and Zoning Information (ZI) to open a new window with additional information pertaining to that item. The *Zoning* and *Zoning Information (ZI)* items, for example, are linked to the municipal zoning code definitions.



## How to Generate Case Numbers Report

**Click Here** for step by step instructions.

## How to Generate Mailing Labels Report

Click Here to read the step by step instructions.

## How to Generate Parcel Profile Report

**Click Here** for step by step instructions.

## How to Locate Case Documents Quickly

Under Case Numbers data tab, *click* on the underlined case number text link. A quick summary of all available documents will be presented in 5 separate categories:

**Initial Actions** 

**Appeal Actions** 

Council/Other Actions

Plan Approval/Modifications

Approved Plans

Additional details about each category can be found by clicking on the **blue** question mark icon next to the category name.

To pull up an actual document, simply *click* on each document link to start downloading.



## How to Measure the Distance of a Property

When <u>Measure Tool</u> is selected in conjuction with <u>Select By Polyline Tool</u> or <u>Select By Freehand Polyline Tool</u>, you will get the measurement Length in Feet & Miles. These tools allows the user to interactively measure a distance on the Map Display.

🛠 Measu	re Tool			×
N N	$\sim$	2	Ż	
Length in Feet: Miles:	1:			

How to Measure Distance



- Step 1: Click on the Measure Tool to activate the tool.
- Step 2: Click on Select by Polyline.
- Step 3: *Click* on the Map Display at the location you want to begin digitizing a polygon from, then click on the location you want to measure to. You can continue in this fashion measuring a multi-segment line.



• Step 4: *Double-click* on the Map Display to end the current measurement line. Note: The measurement area will be highlighted in blue.



• Step 5: *Click* on the Map Display again to start a new measurement and erase the previous line; or select any other tool to stop measuring.

# How to Search for a Property by Address
**Click Here** to read the step by step instructions.

## How to Select Multiple Parcels

With a parcel already selected, hold down the **shift key** and click on additional parcel(s). The map will refresh with both the original and new parcels highlighted in blue. The original parcel will also display a blue dot, indicating that its data are displayed in the Information Table.

*This example uses <u>Select By Polygon Tool</u>*. Note: For instructions on using other tools to select multiple parcels see <u>Select By Point Tool</u>, <u>Select By Polyline Tool</u>, <u>Select By Freehand Line Tool</u>, <u>Select By Freehand Polygon Tool</u>. Scroll down to "To add additional parcels to the current selection:" section.

*Click* multiple times to draw a polygon over some parcels in the *Map Display*. Hold the shift key down and double click to close and end the polygon. The parcels falling within and intersecting the polygon will be added to the current selection.

#### Action:

#### ZIMAS User Guide



#### **Result:**



## How to Turn On/Off Layers of Information

**Click Here** for step by step instructions.

# How to Use Open Map Image (Camera Icon)

**Open Map Image** enables you to save the map image onto your computer. This will allow you to use the image file in your documents or email messages. To Save the Map Image onto your computer and to copy/paste Map Image onto your Word document, follow the steps below:

**Step 1:** *Click* on the **Open Map Image Button**. A separate window will pop up showing the Map Display area.



**Step 2:** *Click* **File/Save As**... Specified a location where you want to save the file. Enter a Filename and change the Save as type to Bitmap (\*.bmp).

File	Edit	View	Favorites	Tools	Help
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**Step 3:** *Open* a Word document (in this example we used Microsoft Office Word 2007).

Step 4: Click on Insert then select Picture.



Step 5: *Locate* and *select* the image file to insert. Either *double click* on the **image file** or *highlight* the **image file** and *click* **Insert**.

# **How To Videos**

# How to Videos

Click on the link below to watch step by step instructions video on the following tasks:

Change Background Map Layers

Create Mailing Labels Reports

Locate Case Documents Quickly

Search By Address

Select Multiple Parcels

Turn On/Off Map Layers

Use The Measuring Tools

Zoom In Zoom Out and Pan

**Note:** This is Work In Progress, please check back in the near future as more videos will be added.

# **Questions?**

If you have further questions, comments, or suggestions, please notify us by e-mail at this address: zimas@lacity.org.

# Download this file

You can view an Adobe Acrobat PDF version of this help system by clicking on the link below. You can also save this file to your hard drive so you can read it when not connected to the Internet. To save the file locally, follow this procedure:

- **Step 1:** Click on the PDF icon below.
- **Step 2:** When the file opens in your browser, press the Save button on the Adobe Acrobat Toolbar (this is the Adobe PDF Save button, *not* the browser's Save button). Point to the location where you would like to save the PDF file.



#### Download now!



# **Print Help Topics**

You may wish to print a help topic or two, or perhaps the entire help system. You can print directly from the help system by using the Print option on the File menu, or to print more than a few pages, you can open the PDF version of this file and print that file instead. The formatting is better, and you can print some or all pages with one Print request, whereas in this help system you would have to view each page and print it separately.

## To Print One or Two Topics

- Step 1: Navigate to the topic of interest
- Step 2: Choose the Print option from the File menu in your Web browser.

## To Print Several Topics or Entire Help File

- Step 1: Click on the PDF icon below to open the PDF version of the help system
- **Step 2:** When the file opens in your browser, press the Print button on the Adobe Acrobat Toolbar (this is the Adobe PDF Print button, *not* the browser's Print button). Point to the location where you would like to print the PDF file, and if desired choose a range of pages to print.



Download to print now!



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