

# **ZIMAS User Guide**

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# Table Of Contents

Introduction .....	1
Access ZIMAS from the Internet.....	3
ZIMAS User Interface.....	5
Quick Tips .....	7
What's New.....	13
Using the Drop Down Menu .....	13
New Features .....	15
Selected Parcel Address Selection Box.....	15
Font Options .....	16
Using the Vertical Scale Bar .....	20
Resources.....	21
Live Links.....	21
Other Links .....	24
Tools.....	27
News!.....	31
News.....	31
Help .....	32
Help.....	32
Property Search.....	41
Property Search.....	41
Search by Property Address .....	41
Search by Street Intersection .....	43

## ZIMAS User Guide

Search by Assessor Parcel Number .....	46
Search by PIN Number .....	47
Search by Legal Description.....	49
Search by Map Sheet.....	51
Search by Case Number .....	52
Search by Community Map Area .....	54
Search by Council District.....	56
Search by Certified Neighborhood Council .....	57
Information Table .....	61
View Property Information.....	61
Item Name Definition.....	63
Data Links .....	63
Map Tool Bar.....	65
Using the Buttons and Tools .....	65
Background Map Display Layer.....	68
Map Navigation Tools.....	75
Zoom In Tool.....	75
Zoom Out Tool .....	77
The Pan Tool.....	79
Zoom To Full Extent Of Map Button .....	81
Zoom To Previous Extent Button .....	82
Zoom To Next Extent Button .....	82
Select Parcels Tools .....	82

Select By Point Tool .....82

Select By Polyline Tool.....88

Select By Freehand Line Tool .....92

Select By Polygon Tool.....95

Select By Freehand Polygon Tool ..... 100

Clear Graphics from Map Tool..... 105

Radius Tool..... 106

Measure Tool..... 107

Identify Tool ..... 112

Show Mini Parcel Info Window Tool..... 114

Map Layer Control Tool..... 115

Show Map Legend Button..... 116

Print Map Button..... 125

Open Map Image Button ..... 130

Create Reports..... 131

    Parcel Profile Report ..... 131

Create Parcel Profile Report ..... 131

Print/Save Parcel Profile Report ..... 137

    Case Numbers Report..... 138

Create Case Numbers Report..... 138

Print/Save Case Numbers Report..... 143

    Mailing Labels Report..... 143

Create Mailing Labels Report..... 143

## ZIMAS User Guide

Print/Save Mailing Labels Report.....	147
How To.....	151
How to Bring Up Ortho Map.....	151
How to Change Color Scheme .....	151
How to Create Buffer Areas .....	152
How to De-Select Multiple Parcels.....	152
How to Find Building Permit Information .....	154
How to Find Contour Information .....	157
How to Find Historic Preservation Information .....	161
How to Find Map Legends .....	165
How to Find What the Zoning Code Mean .....	166
How to Generate Case Numbers Report .....	169
How to Generate Mailing Labels Report .....	169
How to Generate Parcel Profile Report.....	169
How to Locate Case Documents Quickly .....	169
How to Measure the Distance of a Property.....	170
How to Search for a Property by Address .....	172
How to Select Multiple Parcels .....	173
How to Turn On/Off Layers of Information.....	175
How to Use Open Map Image (Camera Icon).....	175
How To Videos.....	179
How to Videos .....	179
Questions? .....	181

Download this file..... 183

Print Help Topics ..... 185

    To Print One or Two Topics..... 185

    To Print Several Topics or Entire Help File ..... 185

Index..... 187





## 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](#).



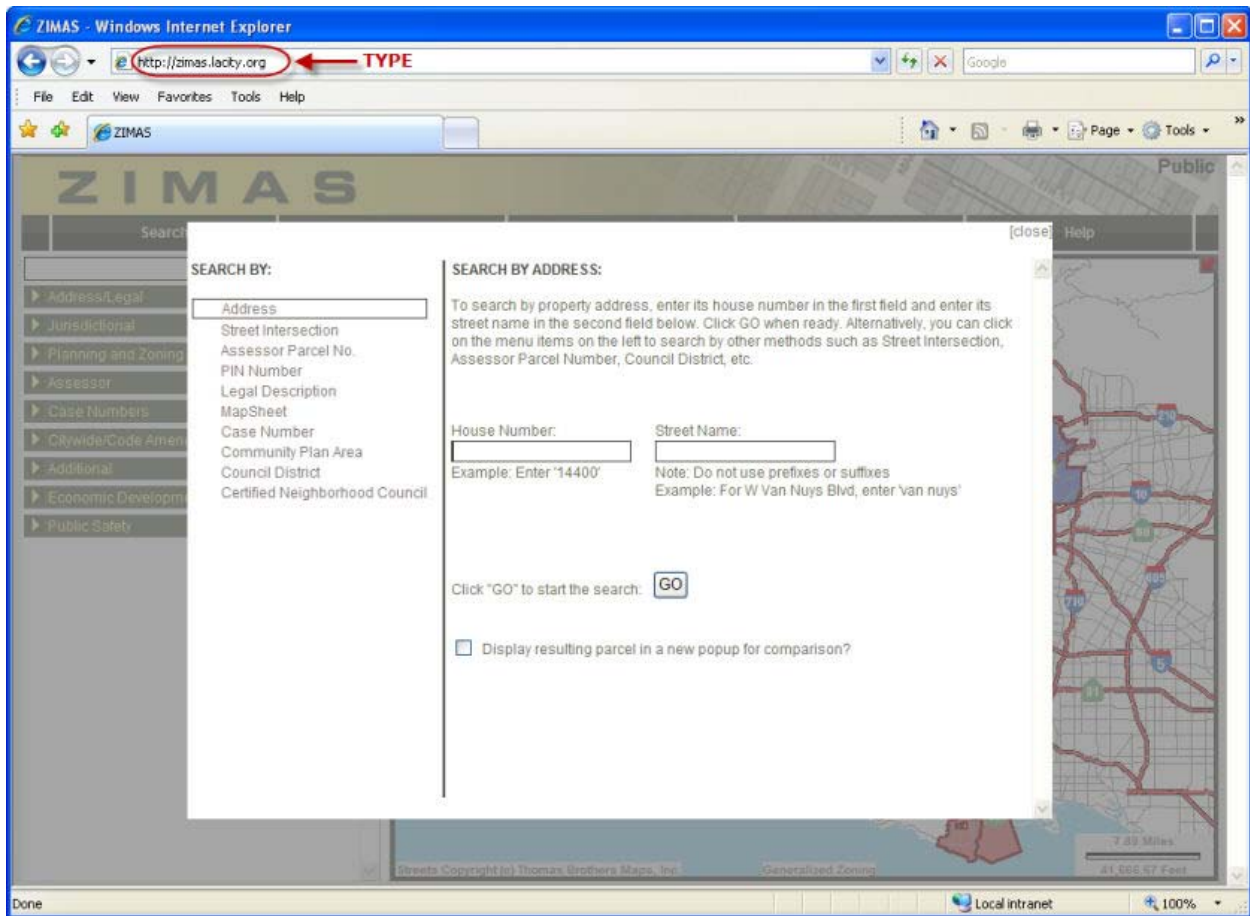
## Access ZIMAS from the Internet

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>.



**OR**

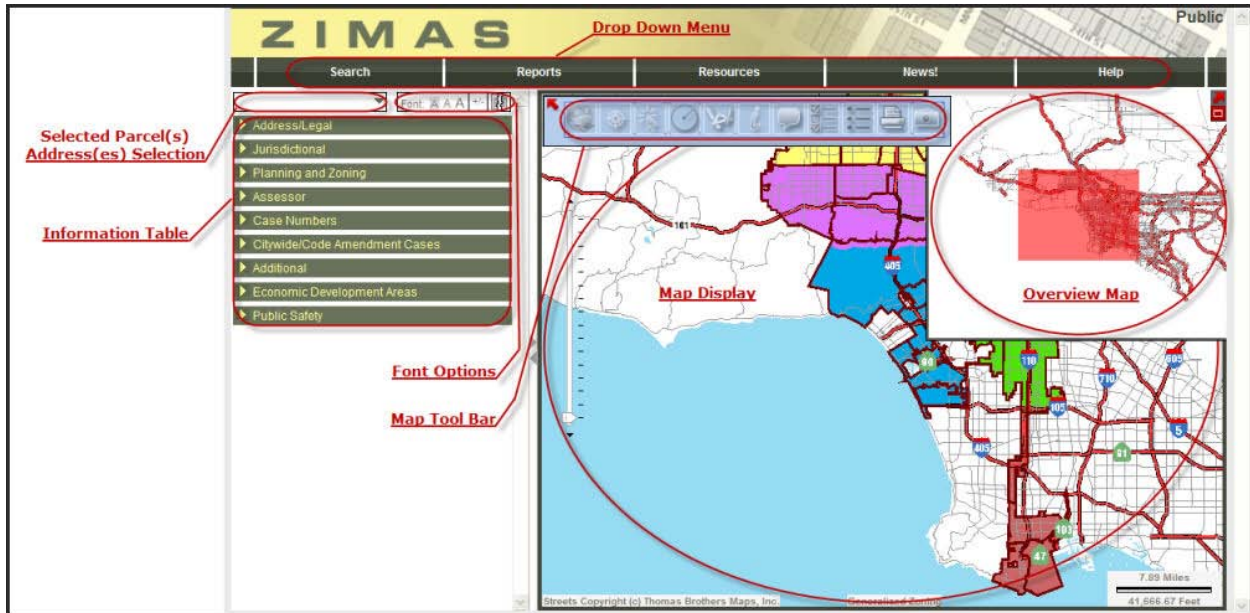
# ZIMAS User Guide



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:

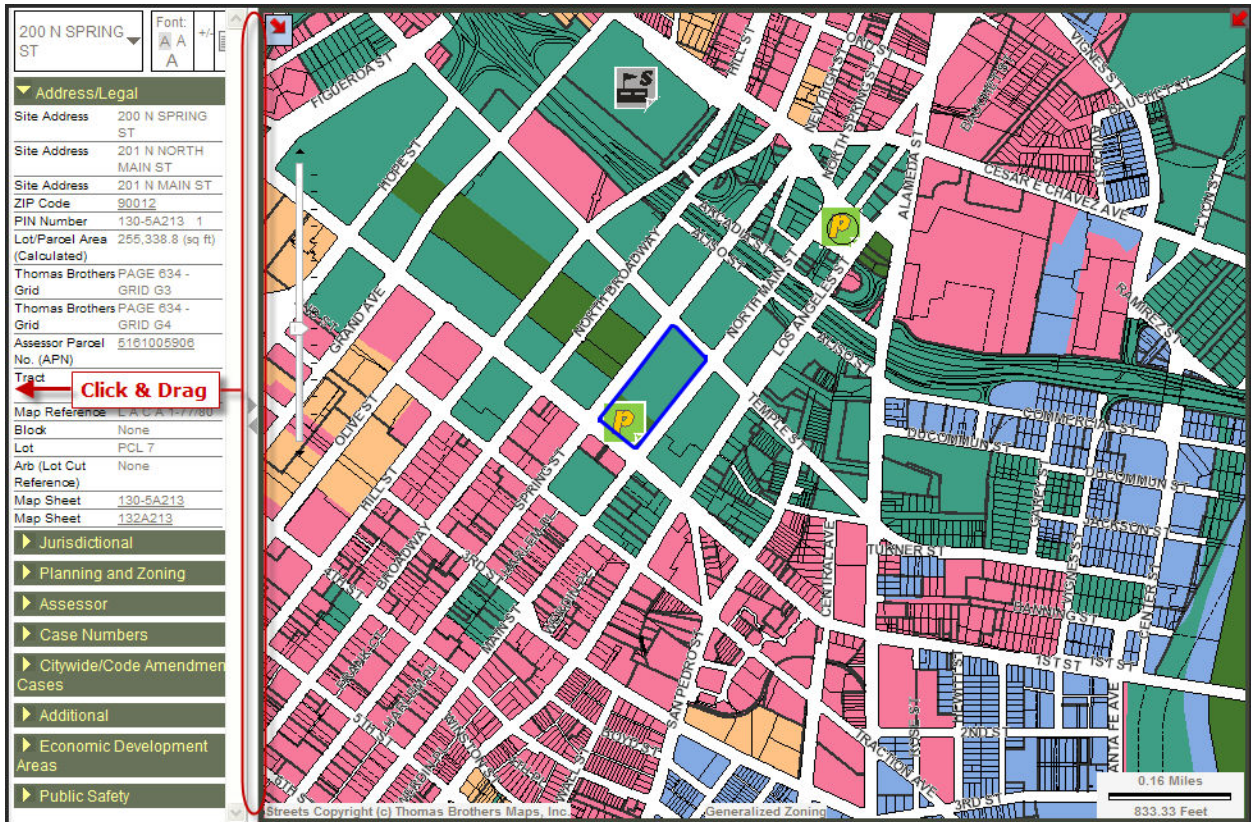
- Click + Drag the mouse to pan
- Mouse Scroll Forward to zoom in (Mouse with wheel)
- Mouse Scroll Backward to zoom out (Mouse with wheel)
- SHIFT + Drag the mouse to zoom in to the selected area
- SHIFT + CTRL + Drag the mouse to zoom out
- SHIFT + Click to recenter
- Use arrow keys to pan
- Use +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

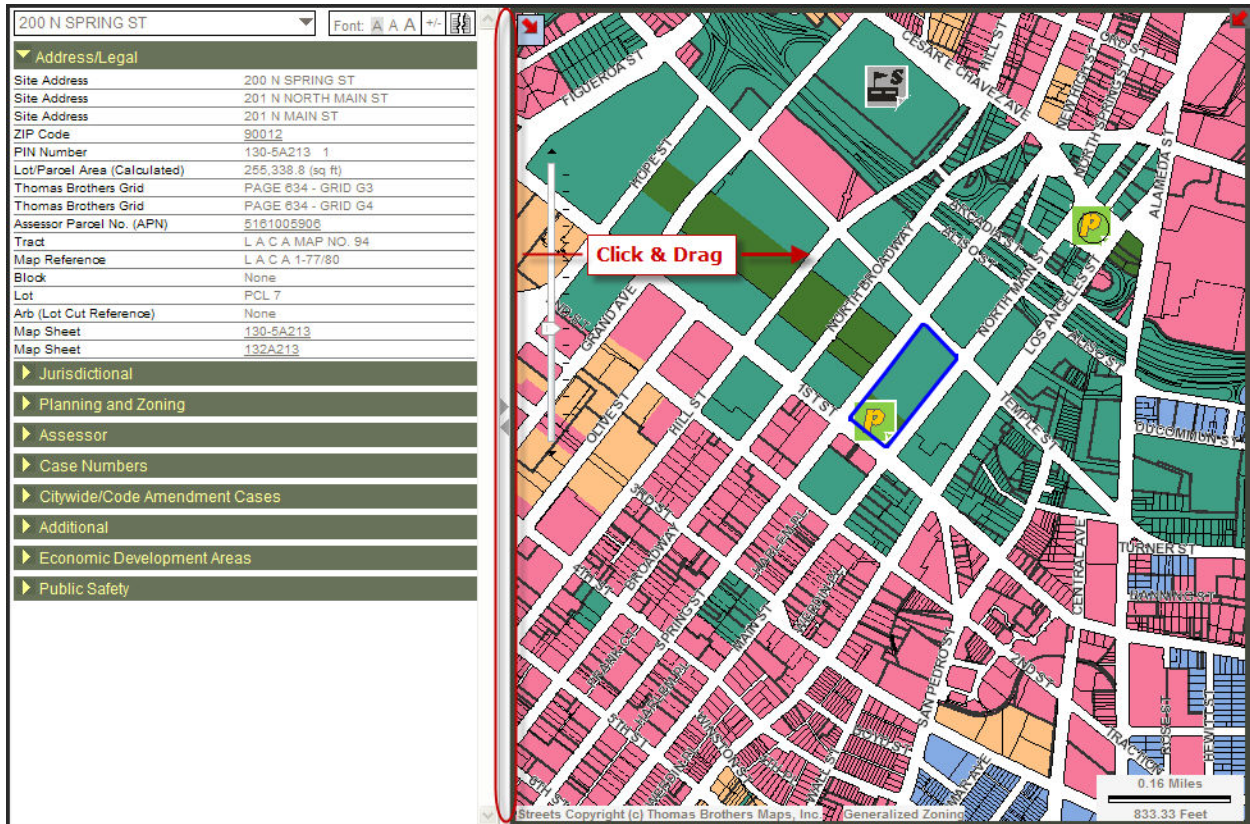
3. If you pan away from the selected parcel(s), use the [Selected Parcel Address Selection box](#) to select a parcel. This will pan to the selected parcel.

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.

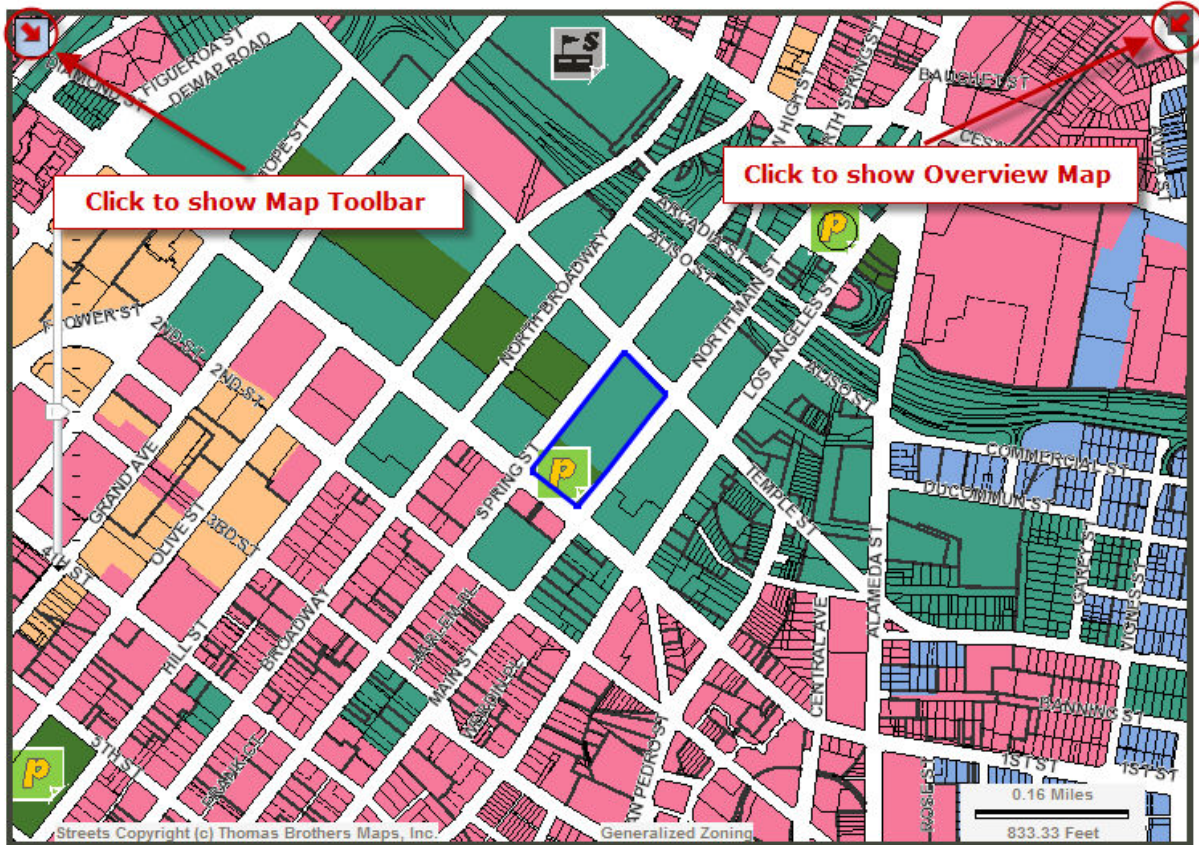


To **expand the Information Table**, move cursor to the double arrows. Click and drag the cursor to the right.

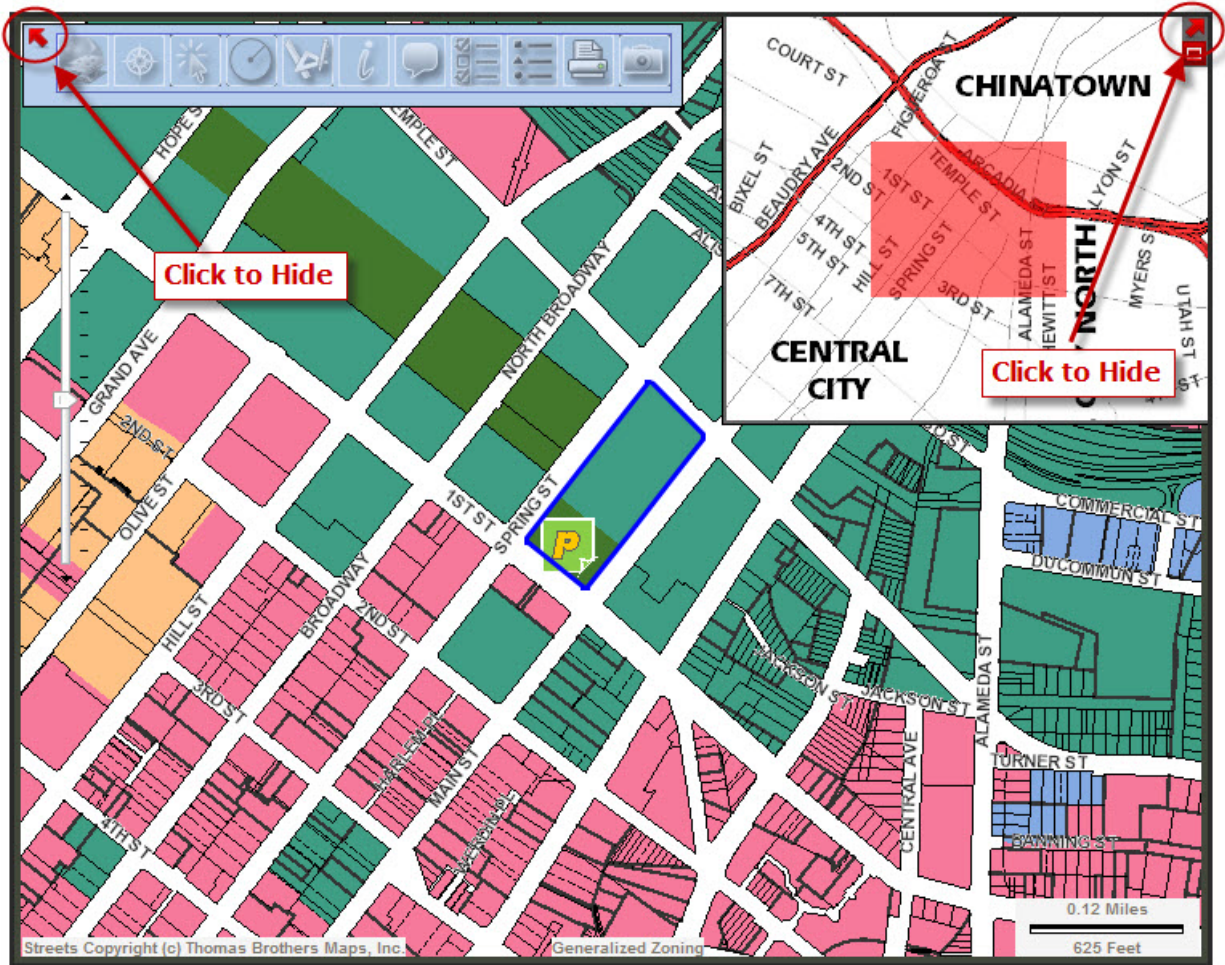




To show Map Toolbar or Overview Map, click the red down arrow.



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





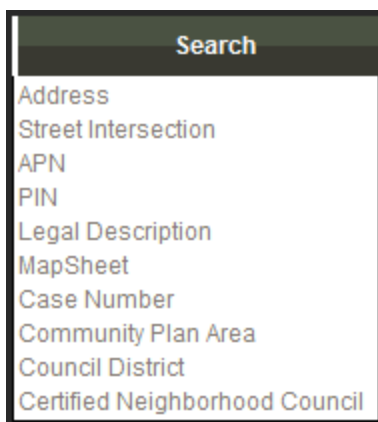
# What's New

## 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:

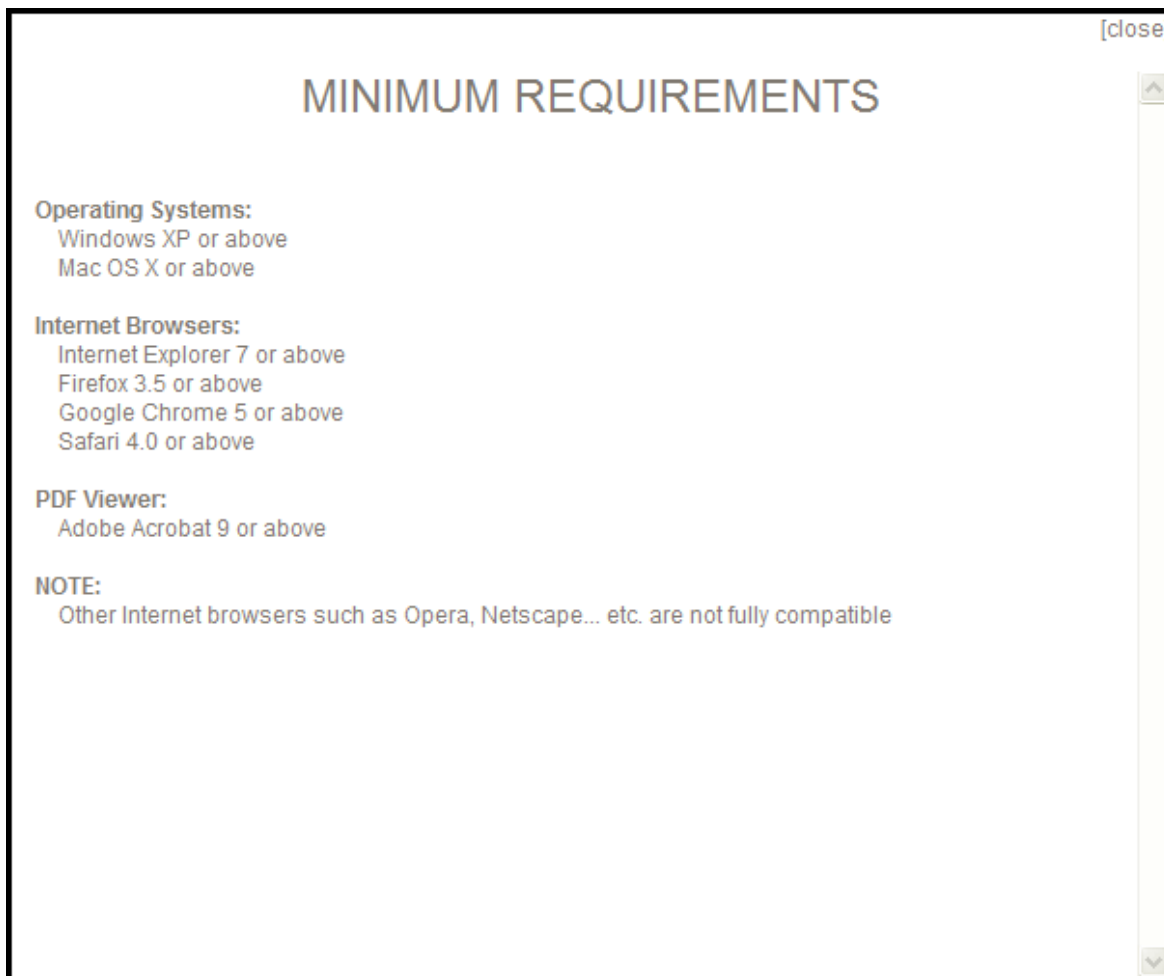
- **Search Menu**



- **Report Menu**

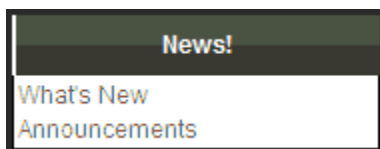


- **Resources Menu**

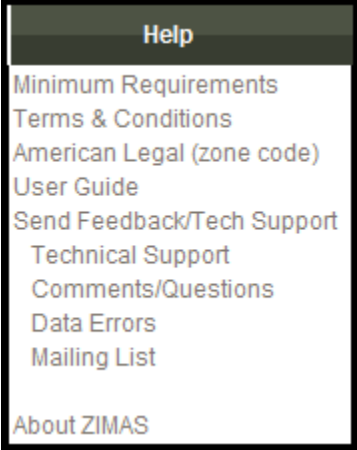


**Note:** Test Pop-up Blockers tool is not available for Chrome browser.

- **News! Menu**



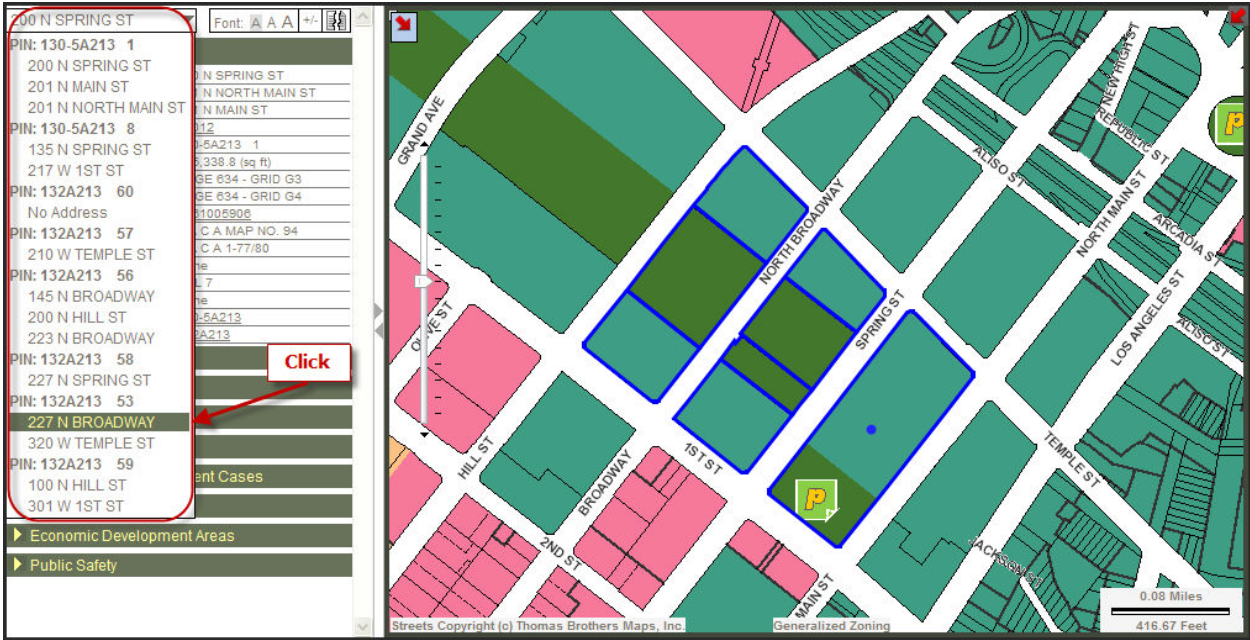
- **Help Menu**



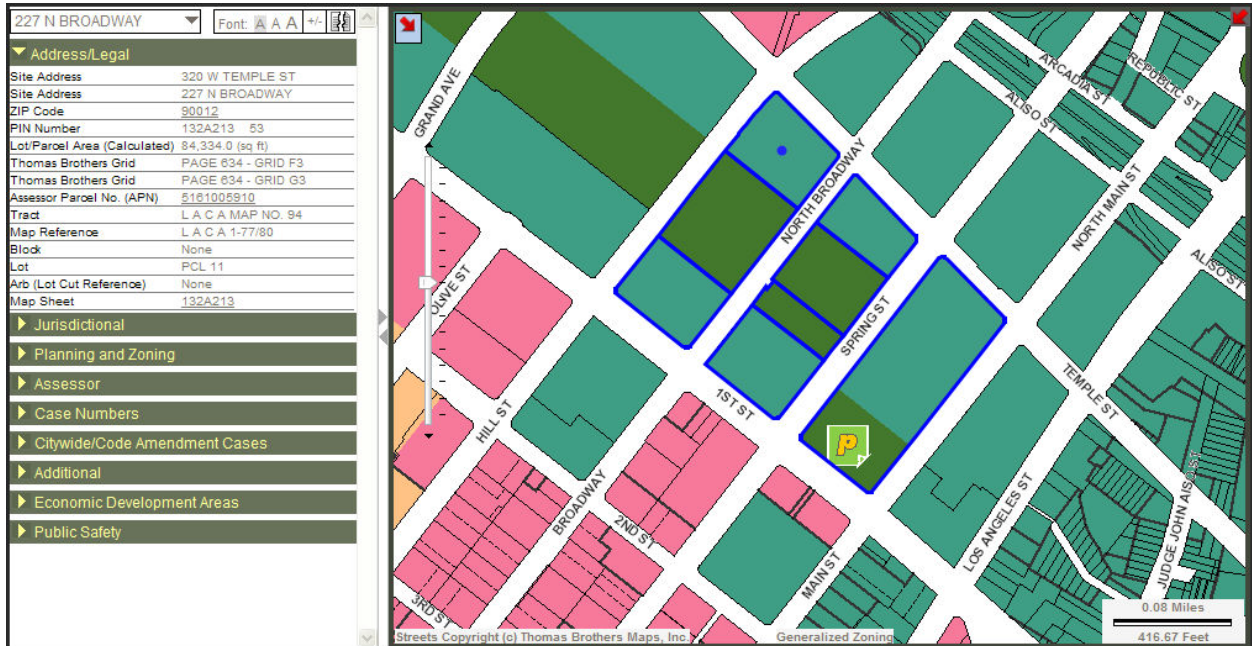
**New Features**

**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.



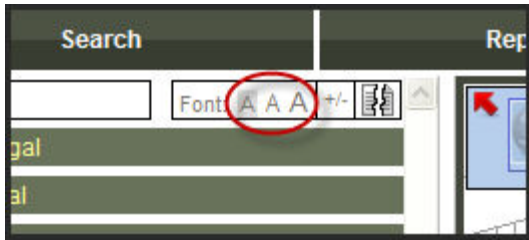
## Font Options

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.





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

### Small Font Size (default)



### Medium Font Size



### Large Font Size

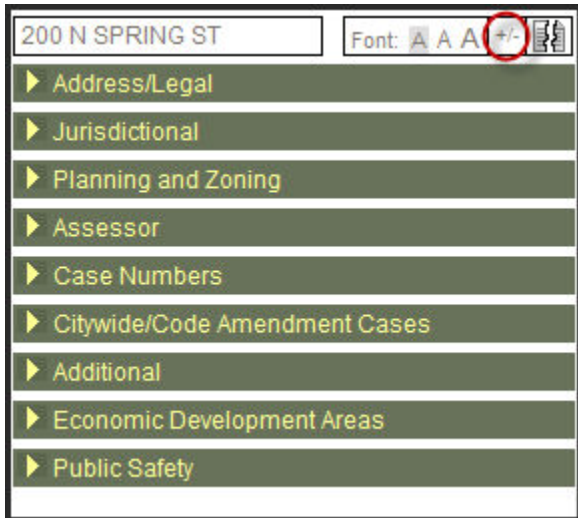
200 N SPRING ST		Font: A A A +/-
<b>▼ Address/Legal</b>		
Site Address	200 N SPRING ST	
Site Address	201 N NORTH MAIN ST	
Site Address	201 N MAIN ST	
ZIP Code	<u>90012</u>	
PIN Number	130-5A213 1	

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.

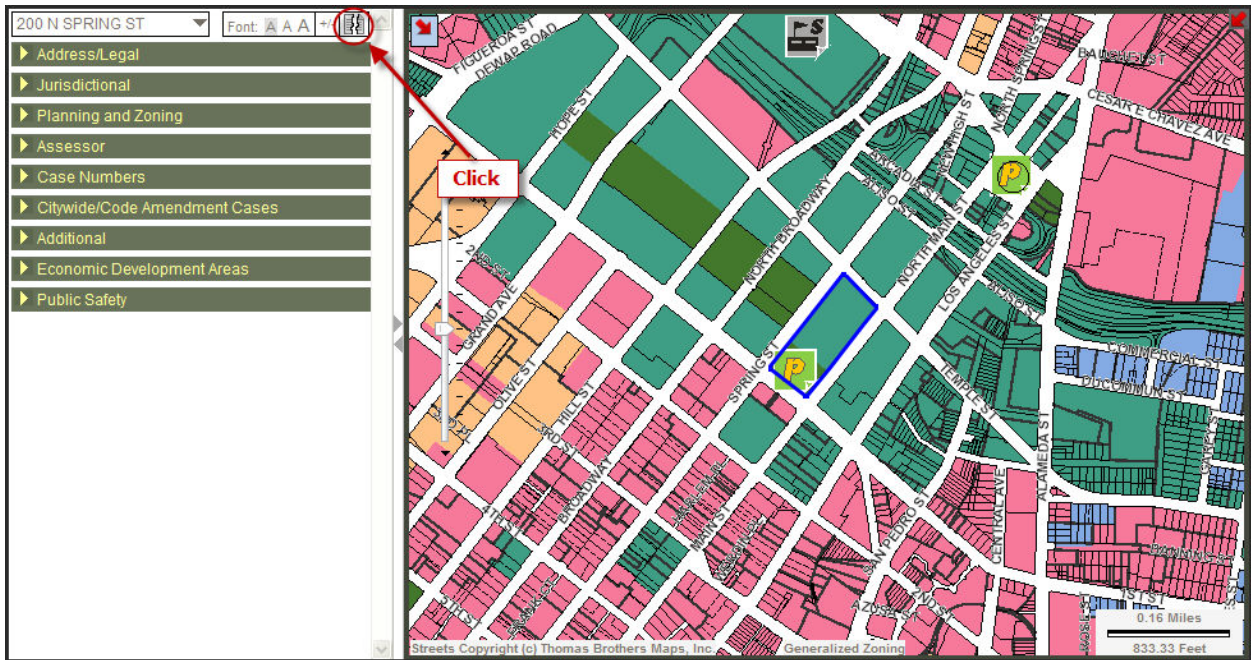
### Expand All Data Tabs

200 N SPRING ST		Font: A A A +/-
<b>▼ Address/Legal</b>		
Site Address	200 N SPRING ST	
Site Address	201 N NORTH MAIN ST	
Site Address	201 N MAIN ST	
ZIP Code	<u>90012</u>	
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)	<u>5181005908</u>	
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	<u>130-5A213</u>	
Map Sheet	<u>132A213</u>	
<b>▼ Jurisdictional</b>		
Community Plan Area	<u>Central City</u>	
Area Planning Commission	<u>Central</u>	
Neighborhood Council	<u>Downtown Los Angeles</u>	
Council District	<u>CD 9 - Jan Perry</u>	
Census Tract #	<u>2074.00</u>	
LADBS District Office	Los Angeles Metro	
Building Permit Info	<u>View</u>	
<b>▼ Planning and Zoning</b>		
Special Notes	None	
Zoning	<u>OS-2D</u>	
Zoning	<u>PF-2D</u>	
ZL2374 Los Angeles State		

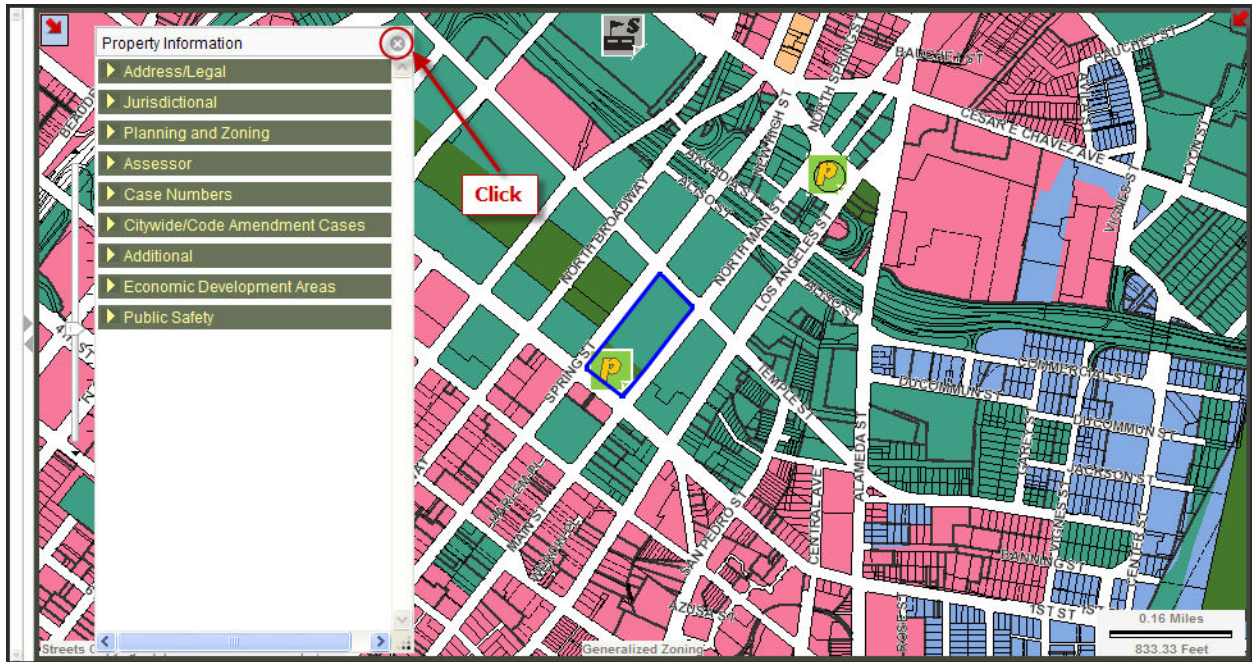
### Collapse All Data Tabs



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

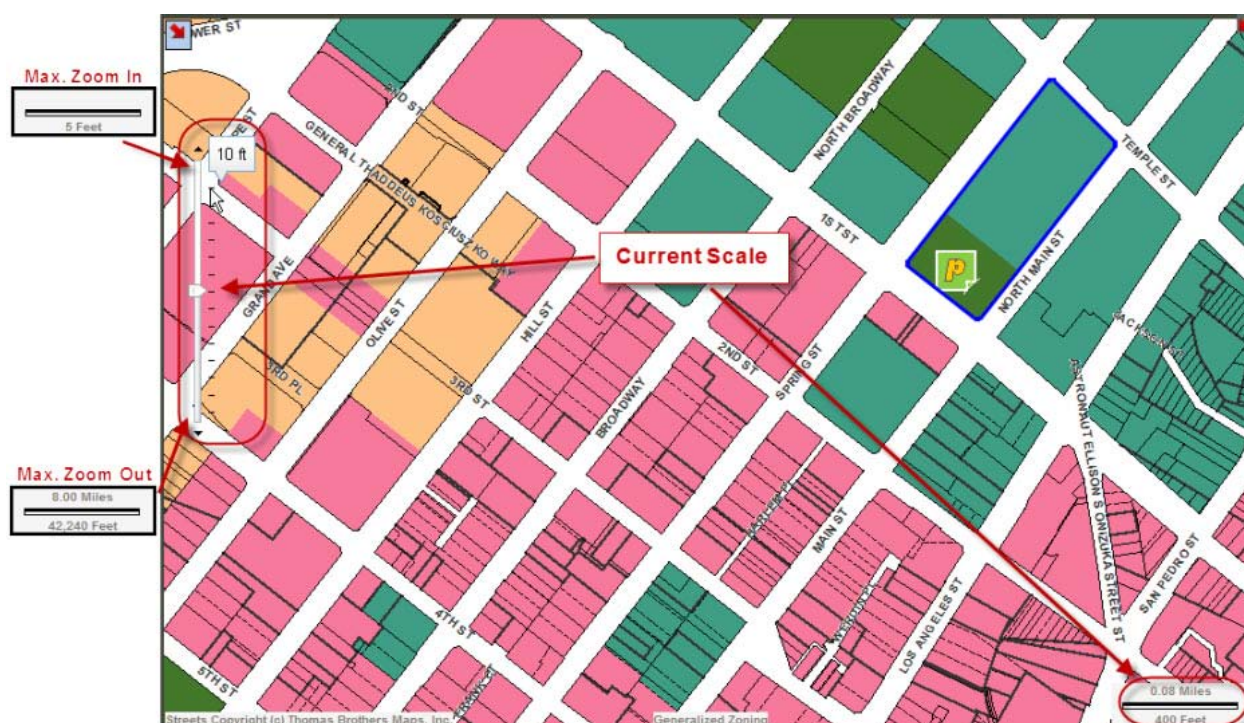
There are two ways to Zoom In or Zoom Out on the Map Display without using the Map Navigation Tools. You can use the Vertical Scale Bar or scroll up or down if you have a mouse with a wheel.

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 maximum you can Zoom In is 5 Feet. The maximum 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).

**Note:** The Pan Tool is turned on by default. See [Pan Tool](#).

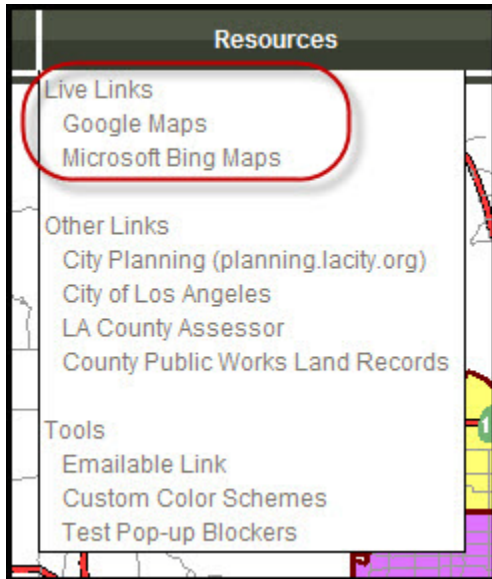


## Resources

## Live Links

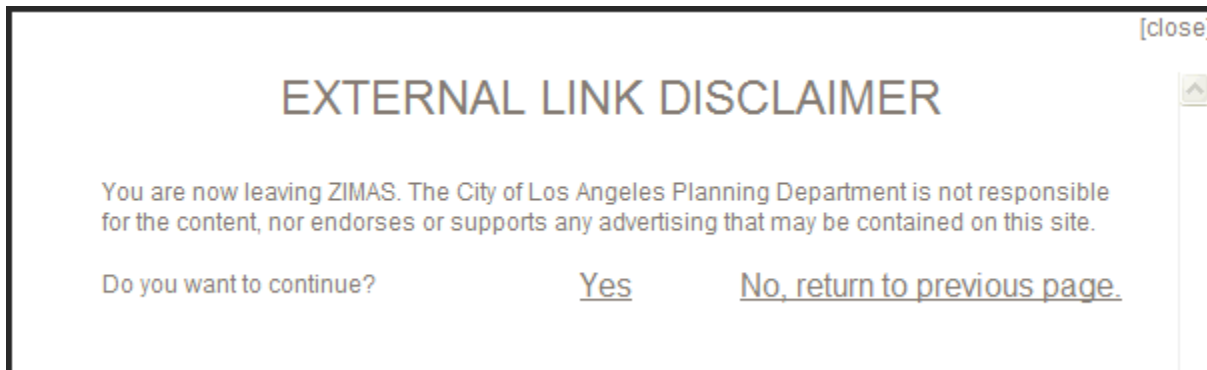
ZIMAS enables you to link to commercial map engines such as **Google Maps** and **Microsoft Bing Maps**.

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

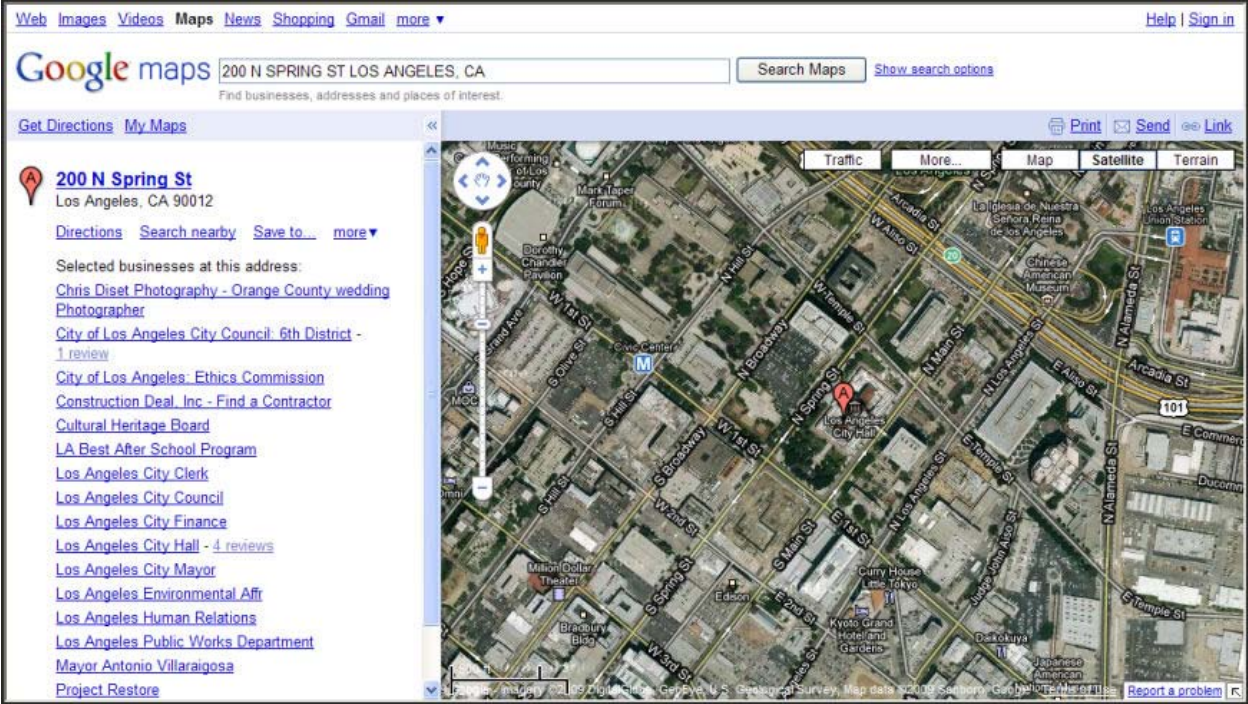


**Note: Test Pop-up Blockers tool is not available for Chrome browser.**

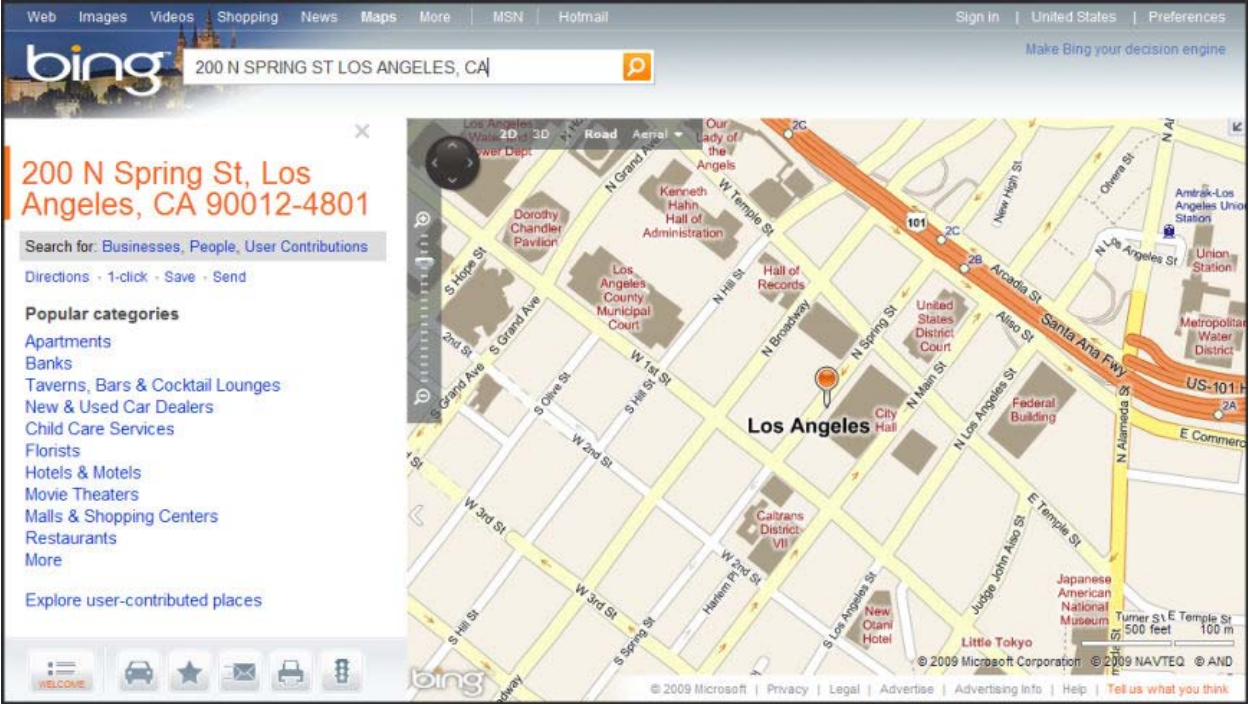
A disclaimer will pop up in a separate window. **Click Yes** to accept and continue.



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



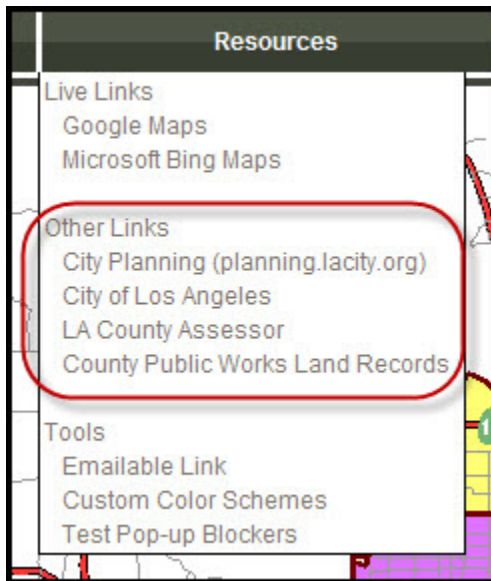
or Microsoft Bing Maps.



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  
Department of City Planning

Search  
Go

[Contact Us](#) | [Home](#)

- General Plan
- New Community Plans
- Plans & Ordinances
- Zoning Information
- Case Information
- Meetings & Hearings
- Environmental
- Historic Preservation
- Neighborhood Councils
- Planning Initiatives
- Statistical Info.
- Forms & Processes

**What's New!!!**

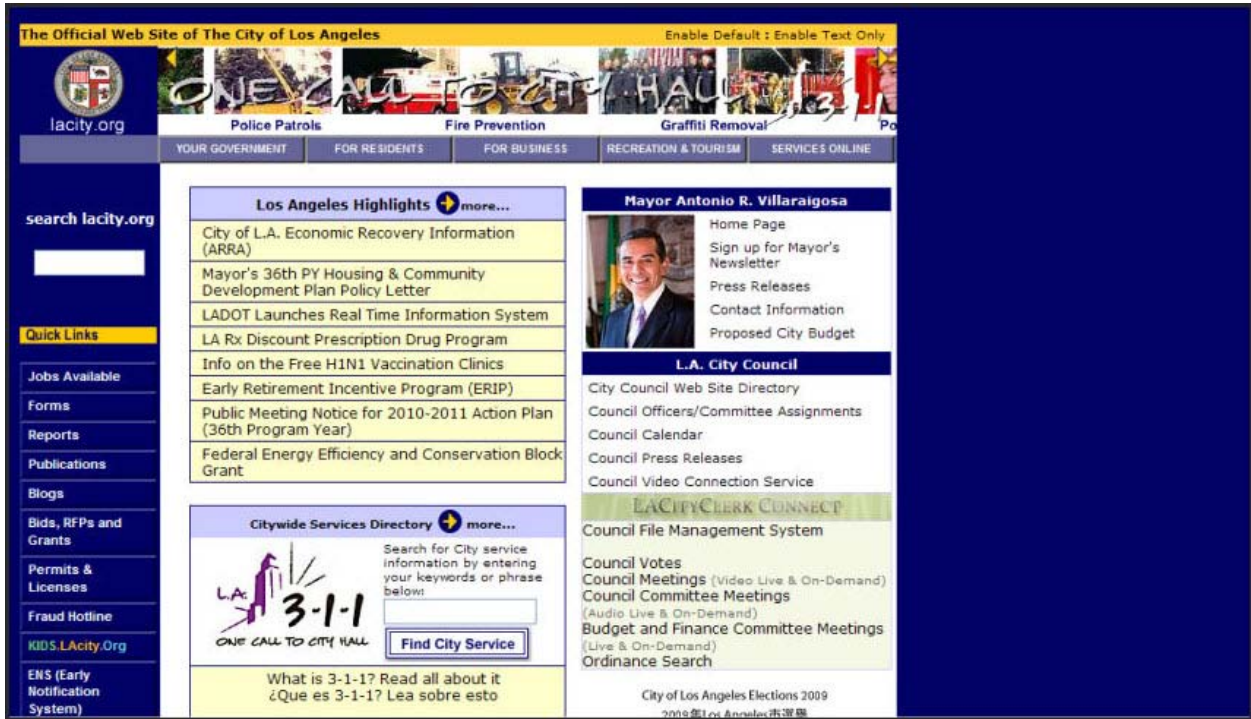
- Sunshine Canyon Landfill
- Medical Marijuana
- The Oaks Draft Hillside Regulations
- Subscribe to Notifications
- Hollywood Community Draft Files
- 2009 Bicycle Plan (Draft)
- New Community Plan - Workshops

▶ More...

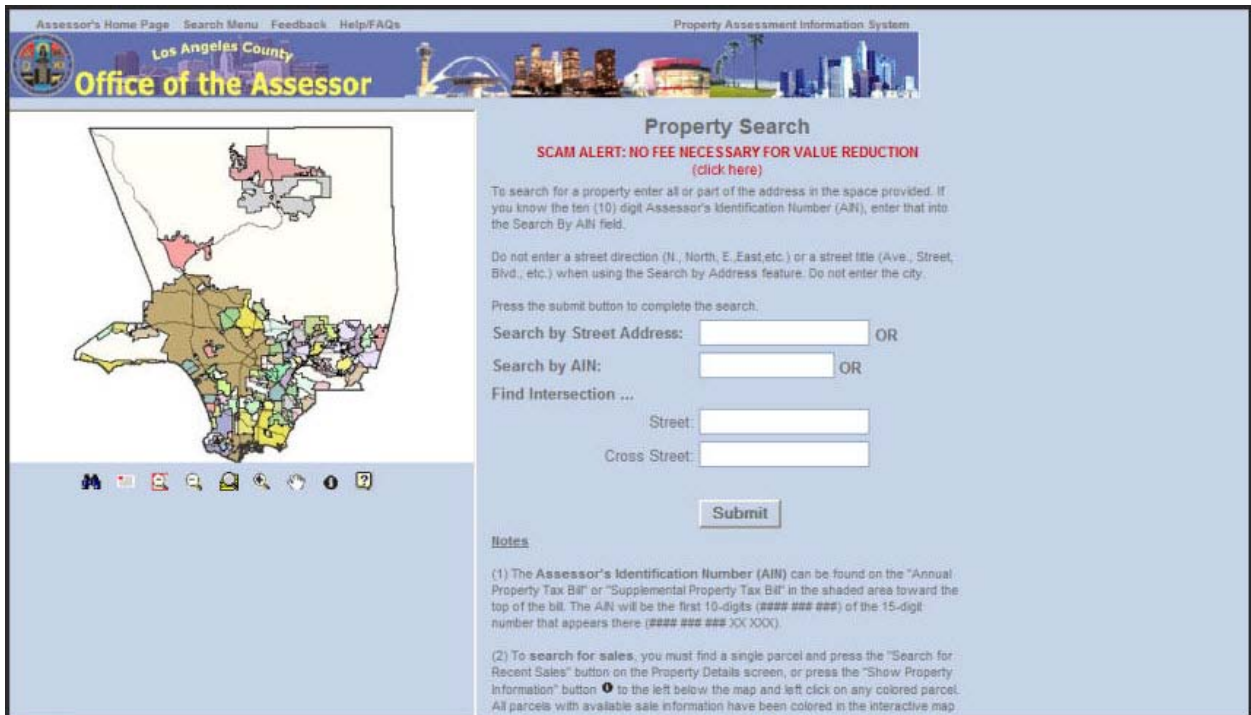
- Mission Statement
- About the Department
- Message from the Director
- Planning Commissions
- Public Counter Locations
- Planning Contacts

**3-1-1**  
OUR CALL TO CITY IS

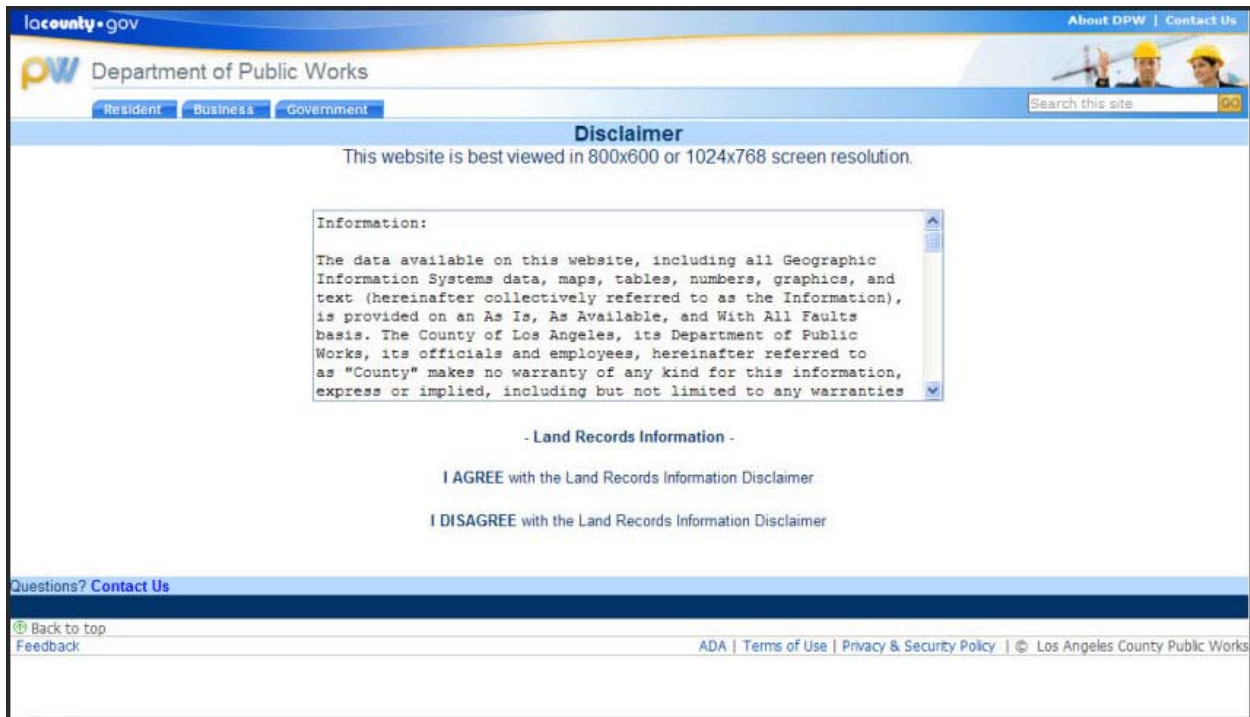
City of Los Angeles



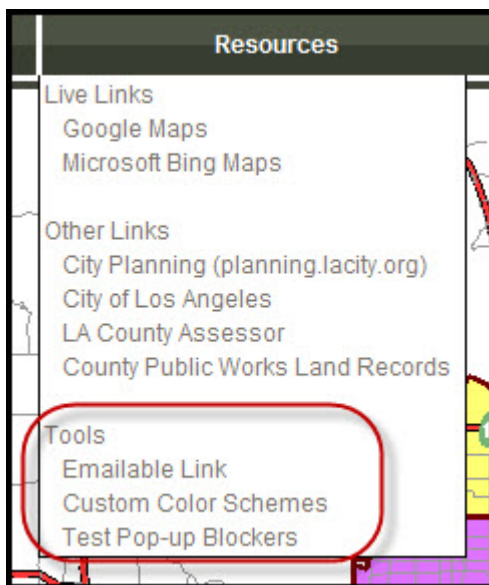
## LA County Assessor



## County Public Works Land Records

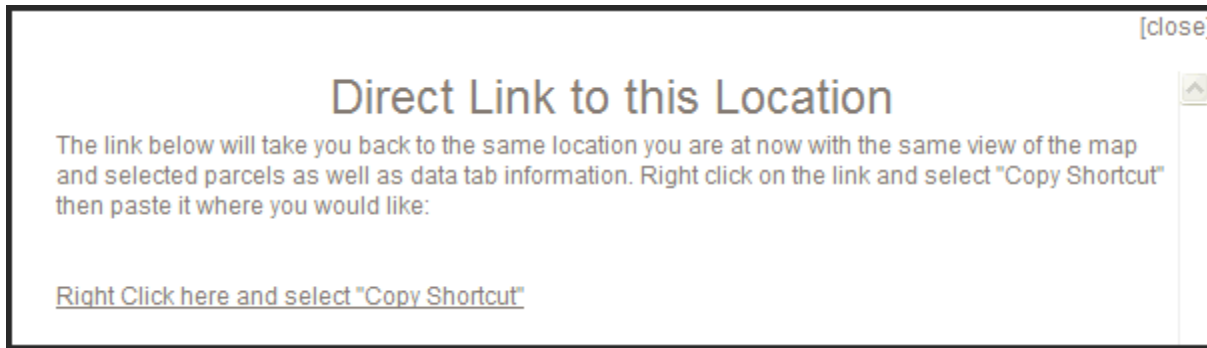


## Tools

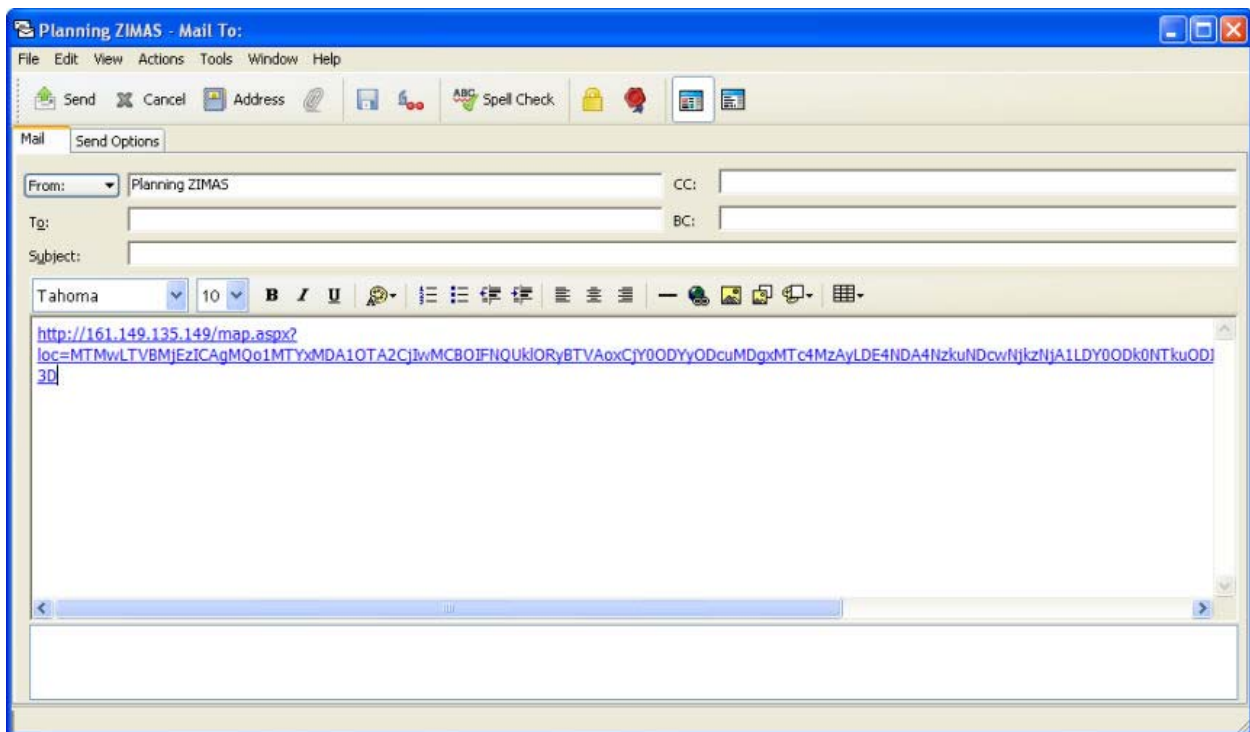


**Note:** Test Pop-up Blockers tool is not available for Chrome browser.

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

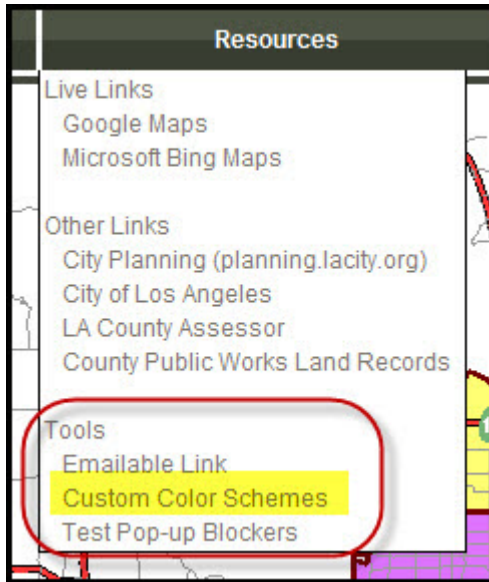


**Right click** on the Right Click here and select "Copy Shortcut" link and **select Copy Shortcut**.

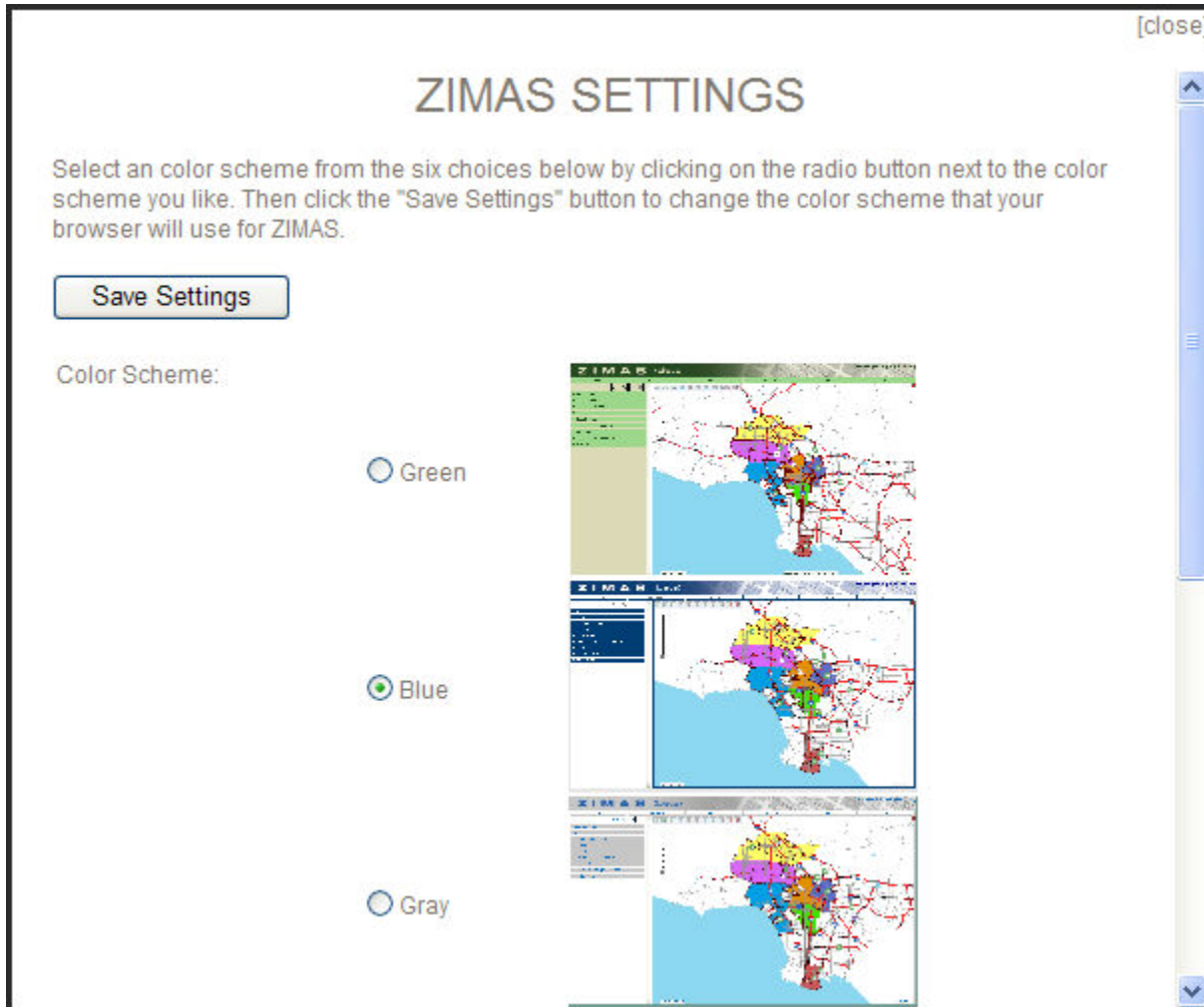


From your email application, **right click** and **select paste**.

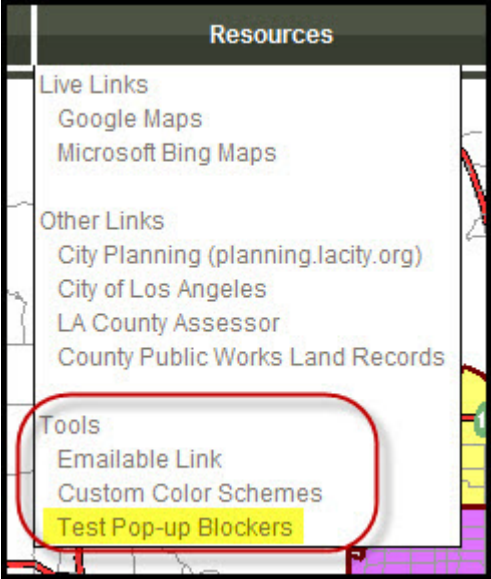
To change Color Schemes, **click Resources**. **Select Custom Color Schemes**.



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



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



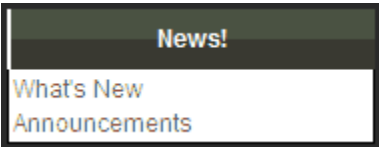
**Note: Test Pop-up Blockers tool is not available for Chrome browser.**

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



**News!**

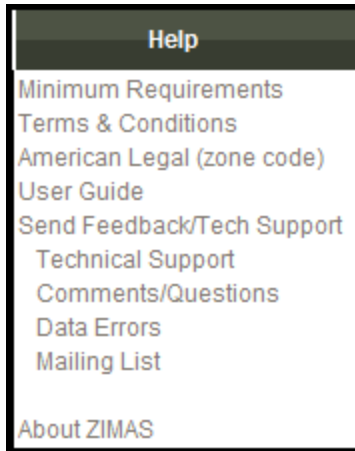
**News**



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

## ***Help***

## **Help**



## **Minimum Requirements**



**MINIMUM REQUIREMENTS**

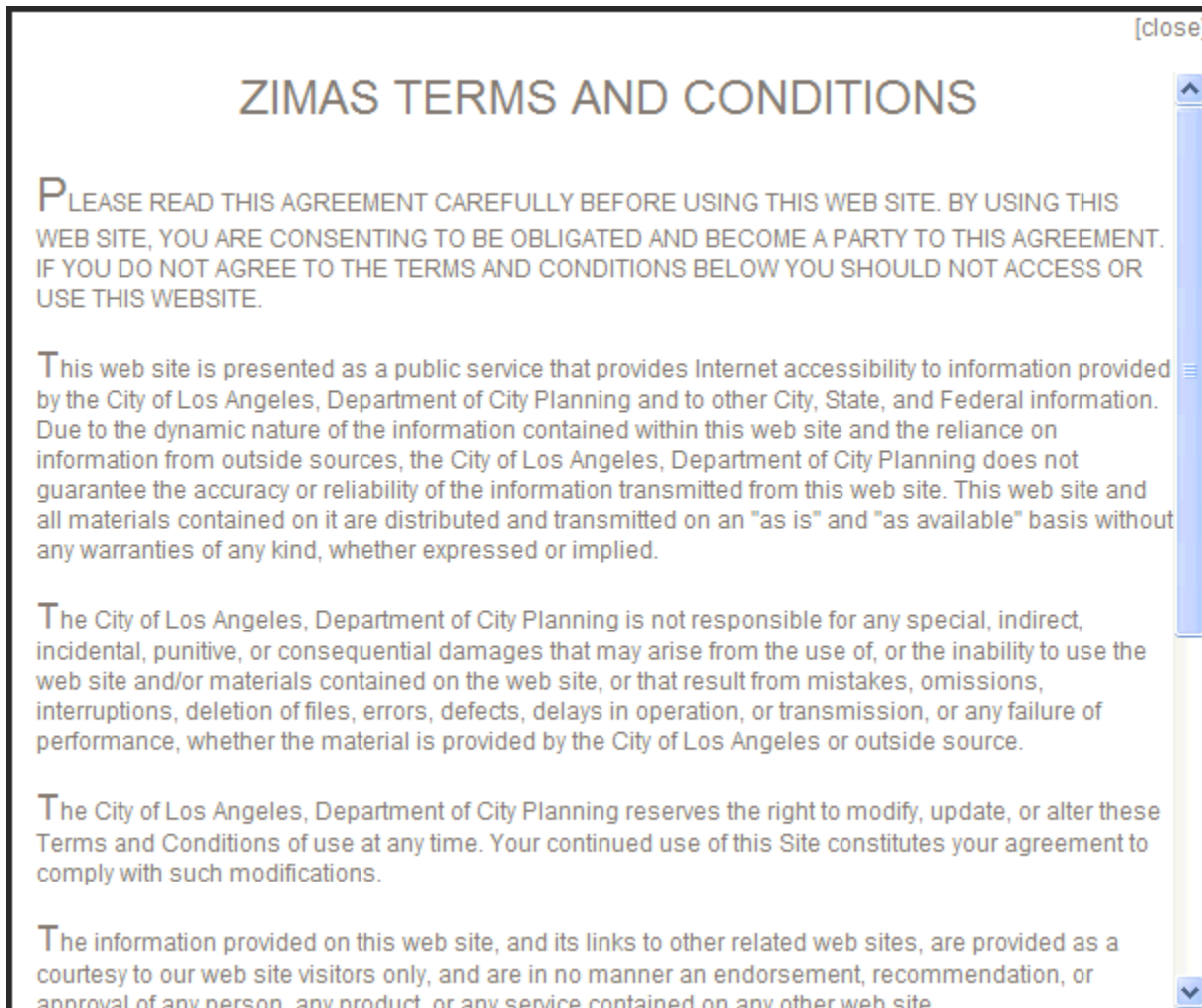
**Operating Systems:**  
Windows XP or above  
Mac OS X or above

**Internet Browsers:**  
Internet Explorer 7 or above  
Firefox 3.5 or above  
Google Chrome 5 or above  
Safari 4.0 or above

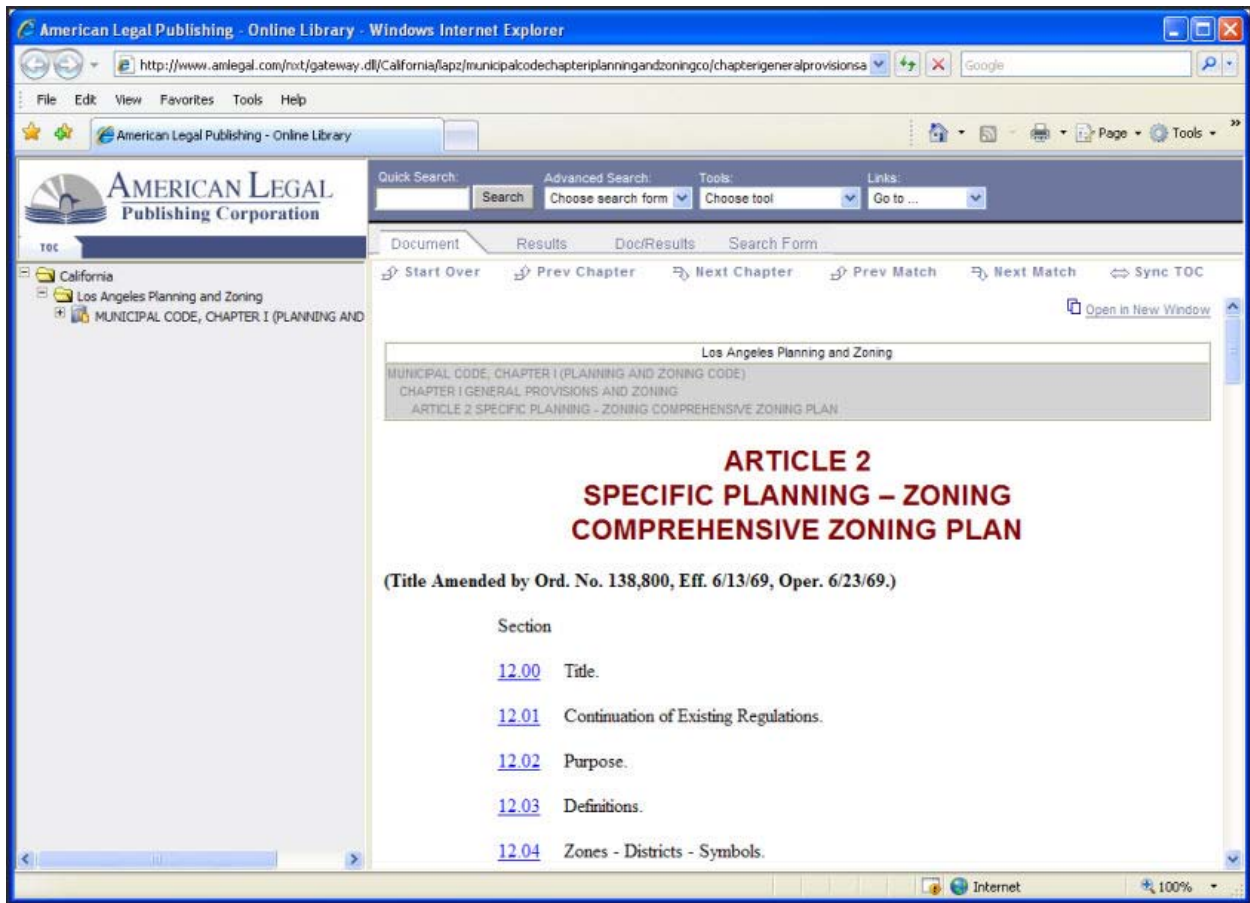
**PDF Viewer:**  
Adobe Acrobat 9 or above

**NOTE:**  
Other Internet browsers such as Opera, Netscape... etc. are not fully compatible

## Terms & Conditions



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.



User Guide

Send Feedback/Tech Support

[close]

**TECHNICAL SUPPORT:**

Technical Support  
Comments/  
Questions  
Data Errors  
Mailing List

If you are experiencing trouble with ZIMAS and are in need of technical assistance, please use the form below to send a message to the ZIMAS technical support team.  
**\*All fields are required.**

Your Name:

Your E-Mail Address:

Subject:

Message:

## Send Comments and Questions

[close]

**COMMENTS and QUESTIONS:**

Please use the form below to submit comments or questions. Your input is vital to the future development of ZIMAS.  
**\*All fields are required.**

Technical Support  
Comments/  
Questions  
Data Errors  
Mailing List

Your Name:

Your E-Mail Address:

Subject:

Message:

Send Comment/Question

### Send/Report Data Errors

[close]

**DATA ERRORS:**

Every effort is made to provide complete and accurate information. Due to the volume and dynamic nature of the database, a small number of errors will exist. Please use the form below to notify us of any errors you may discover.  
**\*All fields are required.**

Technical Support  
Comments/  
Questions  
Data Errors  
Mailing List

Your Name:

Your E-Mail Address:

Subject:

Message:

Send Data Error

Request to be added to ZIMAS **Mailing List**.

[close]

**MAILING LIST:**

Use the form below to subscribe or unsubscribe from the ZIMAS Newsletter mailing list.  
**\*All fields are required.**

Technical Support  
Comments/  
Questions  
Data Errors  
Mailing List

Your Name:

Your E-Mail Address:

Choice:  Subscribe  Unsubscribe

Submit Request

After clicking the Submit button, you will receive an email to verify your request. You MUST reply to this email to complete the subscribe or unsubscribe process. This "double opt-in" / "double opt-out" procedure is in compliance with the "CAN-SPAM" Act of 2003.

About ZIMAS gives you the latest version of ZIMAS.







# 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:**

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the menu items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District etc.

House Number:  Street Name:

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:

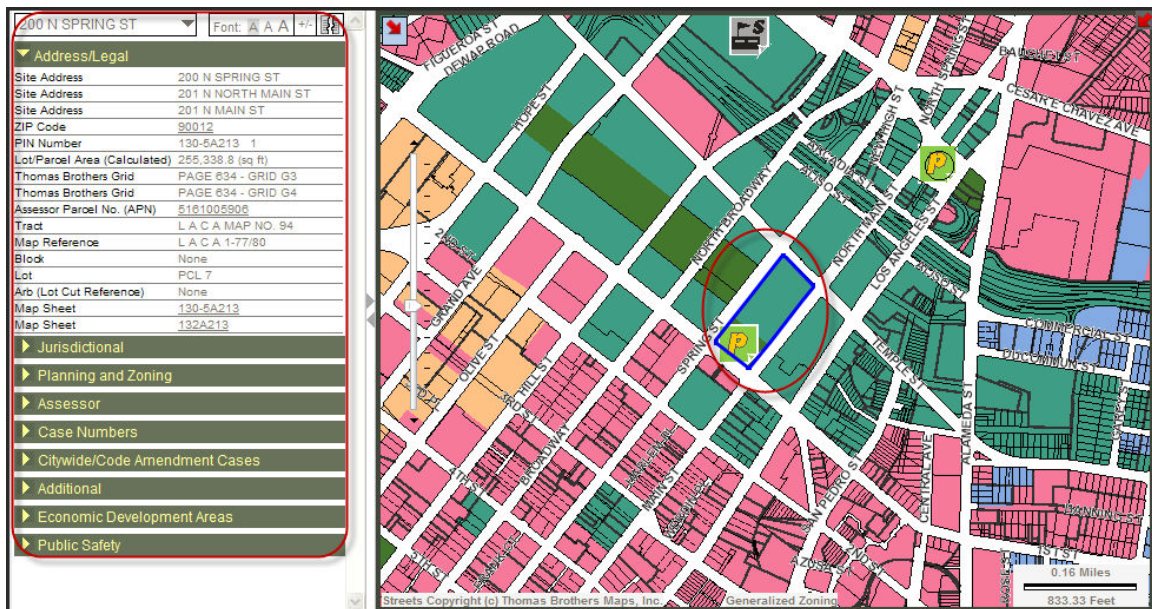
Display resulting parcel in a new popup for comparison?

- **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.

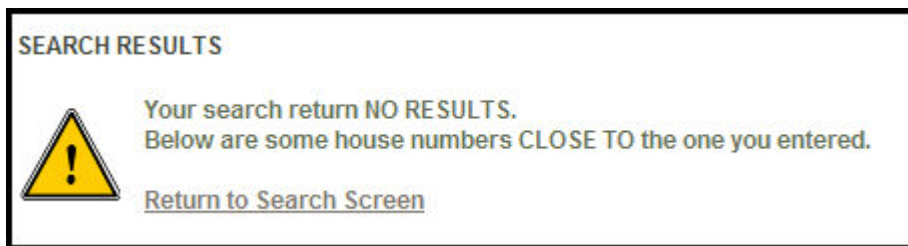
**SEARCH RESULTS**

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.



- **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.

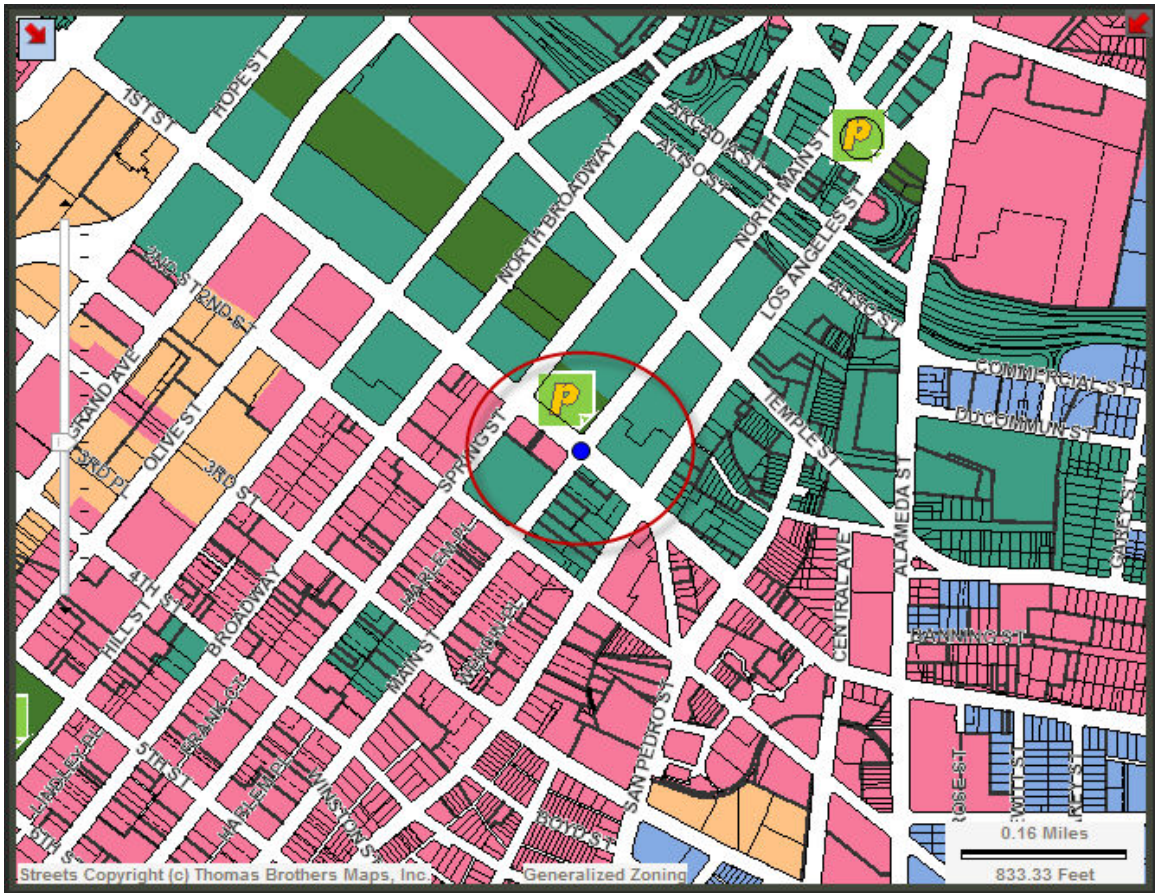
**SEARCH BY INTERSECTION:**

Enter First Street Name:  Enter Second Street Name:

Note: Do not use prefixes or suffixes  
Example: for N Spring St enter 'spring' Example: 'temple'

Click "GO" to start the search:

- **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.

<p><b>SEARCH BY:</b></p> <ul style="list-style-type: none"> <li>Address</li> <li>Street Intersection</li> <li style="border: 1px solid black; padding: 2px;">Assessor Parcel No.</li> <li>PIN Number</li> <li>Legal Description</li> <li>MapSheet</li> <li>Case Number</li> <li>Community Plan Area</li> <li>Council District</li> <li>Certified Neighborhood Council</li> </ul>	<p><b>SEARCH BY APN:</b></p> <p>Enter Assessor Parcel Number:  <input style="width: 150px;" type="text" value="5161005906"/></p> <p>Note: An assessor parcel number has 10 digits          Example: '4218002907'</p> <p>Click "GO" to start the search: <input type="button" value="GO"/></p> <p><input type="checkbox"/> Display resulting parcel in a new popup for comparison?</p>
--	---

- **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.

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 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

Map Display showing a street grid with the selected parcel highlighted in blue and circled in red. The map includes a scale bar (0.16 Miles / 833.33 Feet) and a copyright notice for Thomas Brothers Maps, Inc.

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

**SEARCH BY APN:**

There was a general unidentified error trying to retrieve results for the search you entered. Please try your search again.

**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.

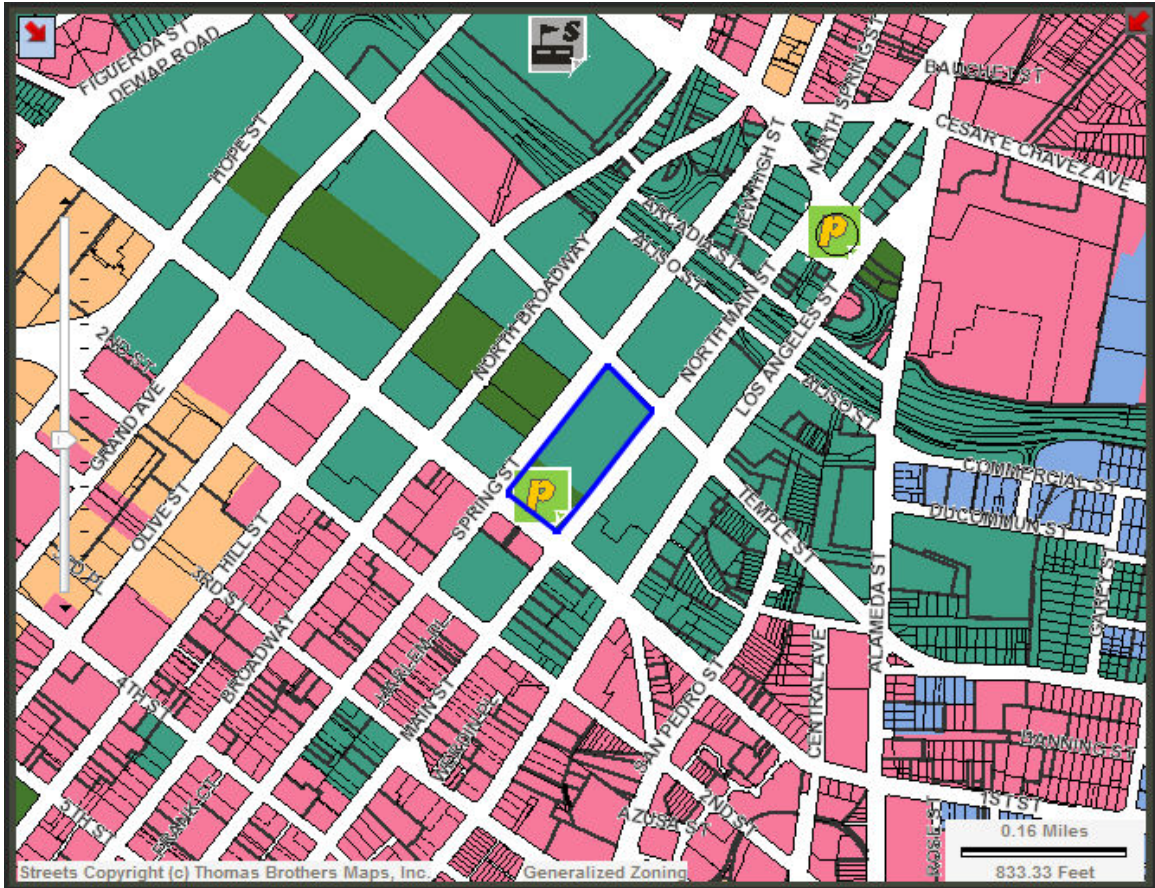
## Search by PIN Number

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.

<p><b>SEARCH BY:</b></p> <ul style="list-style-type: none"> <li>Address</li> <li>Street Intersection</li> <li>Assessor Parcel No.</li> <li style="border: 1px solid black; padding: 2px;">PIN Number</li> <li>Legal Description</li> <li>MapSheet</li> <li>Case Number</li> <li>Community Plan Area</li> <li>Council District</li> <li>Certified Neighborhood Council</li> </ul>	<p><b>SEARCH BY PIN:</b></p> <p>Enter Parcel Identification Number:  <input style="width: 150px;" type="text" value="130-5A213 1"/></p> <p>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:</p> <table style="font-family: monospace; font-size: small;"> <tr> <td>195B189</td> <td>7</td> <td>(there are 5 spaces between 195B189 and 7)</td> </tr> <tr> <td>108B161</td> <td>85</td> <td>(there are 4 spaces between 108B161 and 85)</td> </tr> <tr> <td>130-5A213</td> <td>1</td> <td>(there are 3 spaces between 130-5A213 and 1)</td> </tr> <tr> <td>133-5A215</td> <td>86</td> <td>(there are 2 spaces between 133-5A215 and 86)</td> </tr> <tr> <td>130-5A215</td> <td>164</td> <td>(there is only 1 space between 130-5A215 and 145)</td> </tr> </table> <p>Click "GO" to start the search: <input style="border: 1px solid black; padding: 2px 5px;" type="button" value="GO"/></p> <p><input type="checkbox"/> Display resulting parcel in a new popup for comparison?</p>	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)
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)														

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

- **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.

SEARCH RESULTS			
Legal Desc	Address	Community Plan Area	Zip Code
L A C A MAP NO. 94 PCL 7	200 N SPRING ST	Central City	90012
L A C A MAP NO. 94 PCL 7	201 N NORTH MAIN ST	Central City	90012
L A C A MAP 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.

The screenshot displays the ZIMAS interface. On the left, a 'Property Information Table' is visible, showing details for the selected parcel. The table includes fields such as Site Address (200 N SPRING ST), ZIP Code (90012), and Assessor Parcel No. (APN) (5161005806). On the right, a map display shows a street grid with a blue highlighted parcel at the intersection of 200 N Spring St and 201 N North Main St. A red circle highlights this parcel on the map. The map also shows other streets like Flower St, Newpark Road, and Cesar E. Chavez Ave.

- **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

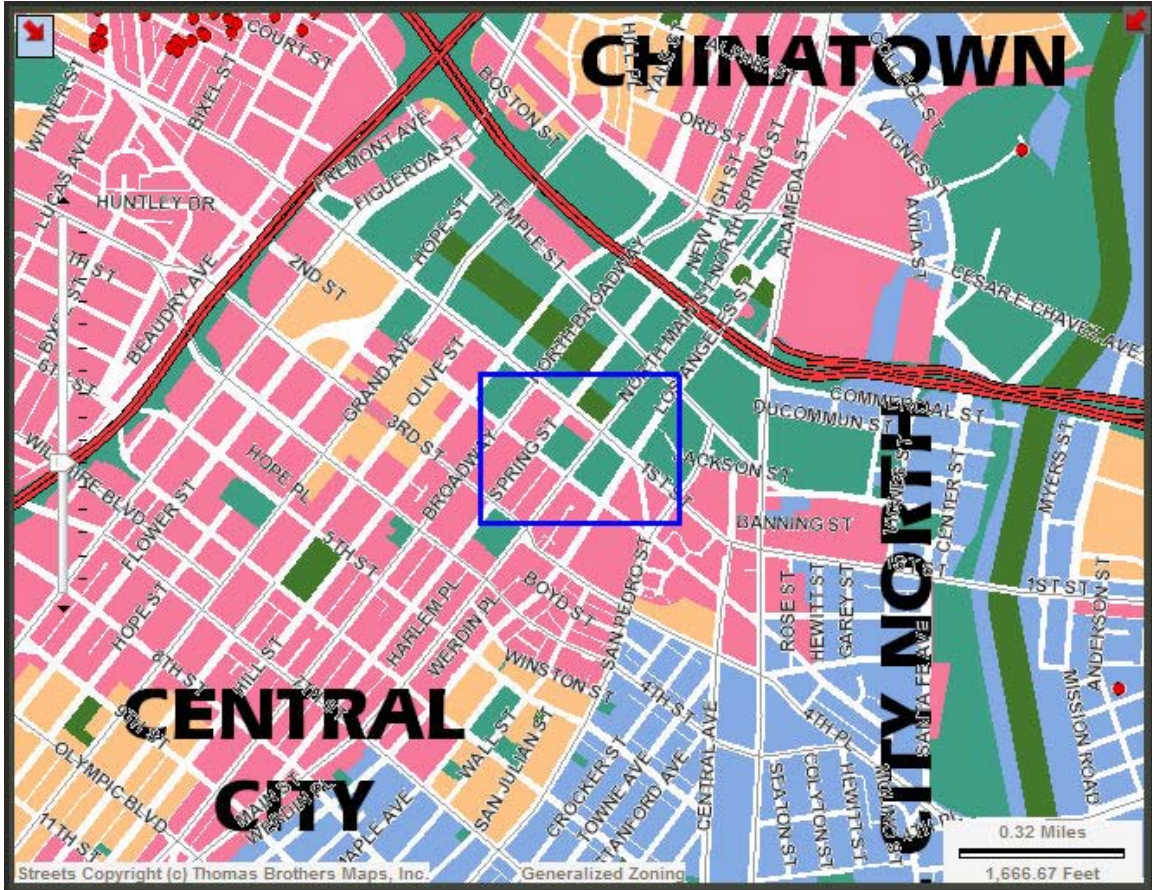
This search method allows the user to query the database by entering a City of Los Angeles *Mapsheet* number in the *Search by Mapsheet* Form. This number is either seven or nine characters and refers to a *Mapsheet* from the City's map grid.

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

<p><b>SEARCH BY:</b></p> <ul style="list-style-type: none"> <li>Address</li> <li>Street Intersection</li> <li>Assessor Parcel No.</li> <li>PIN Number</li> <li>Legal Description</li> <li><input type="text" value="MapSheet"/></li> <li>Case Number</li> <li>Community Plan Area</li> <li>Council District</li> <li>Certified Neighborhood Council</li> </ul>	<p><b>SEARCH BY MAPSHEET:</b></p> <p>Enter Map Sheet Number:  <input type="text" value="130-5A213"/></p> <p>Note: A map sheet number has either 7 or 9 characters          Example 1: '192B153'          Example 2: '163-5A145'</p> <p>Click "GO" to start the search: <input type="button" value="GO"/></p>
--	--

- **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.

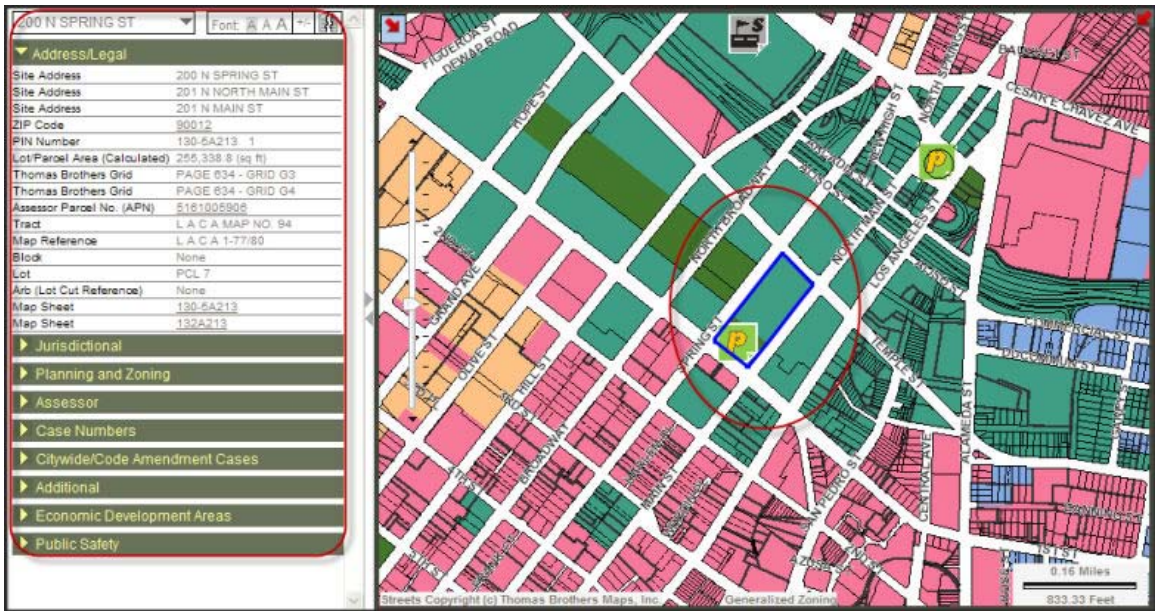
<p><b>SEARCH BY:</b></p> <p>Address</p> <p>Street Intersection</p> <p>Assessor Parcel No.</p> <p>PIN Number</p> <p>Legal Description</p> <p>MapSheet</p> <p><input type="text" value="Case Number"/></p> <p>Community Plan Area</p> <p>Council District</p> <p>Certified Neighborhood Council</p>	<p><b>SEARCH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

- **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 query.
- **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.

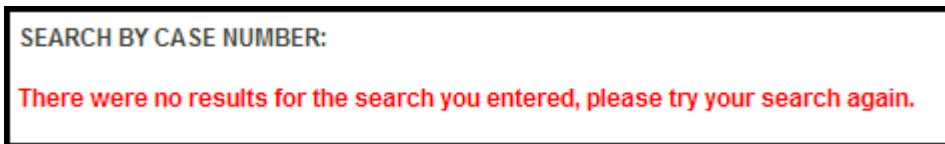
SEARCH RESULTS			
Case	Address	Community Plan Area	Zip Code
CPC-20445-CU	200 N SPRING ST	Central City	90012
CPC-20445-CU	201 N MAIN ST	Central City	90012
CPC-20445-CU	201 N NORTH MAIN ST	Central City	90012

**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.



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.

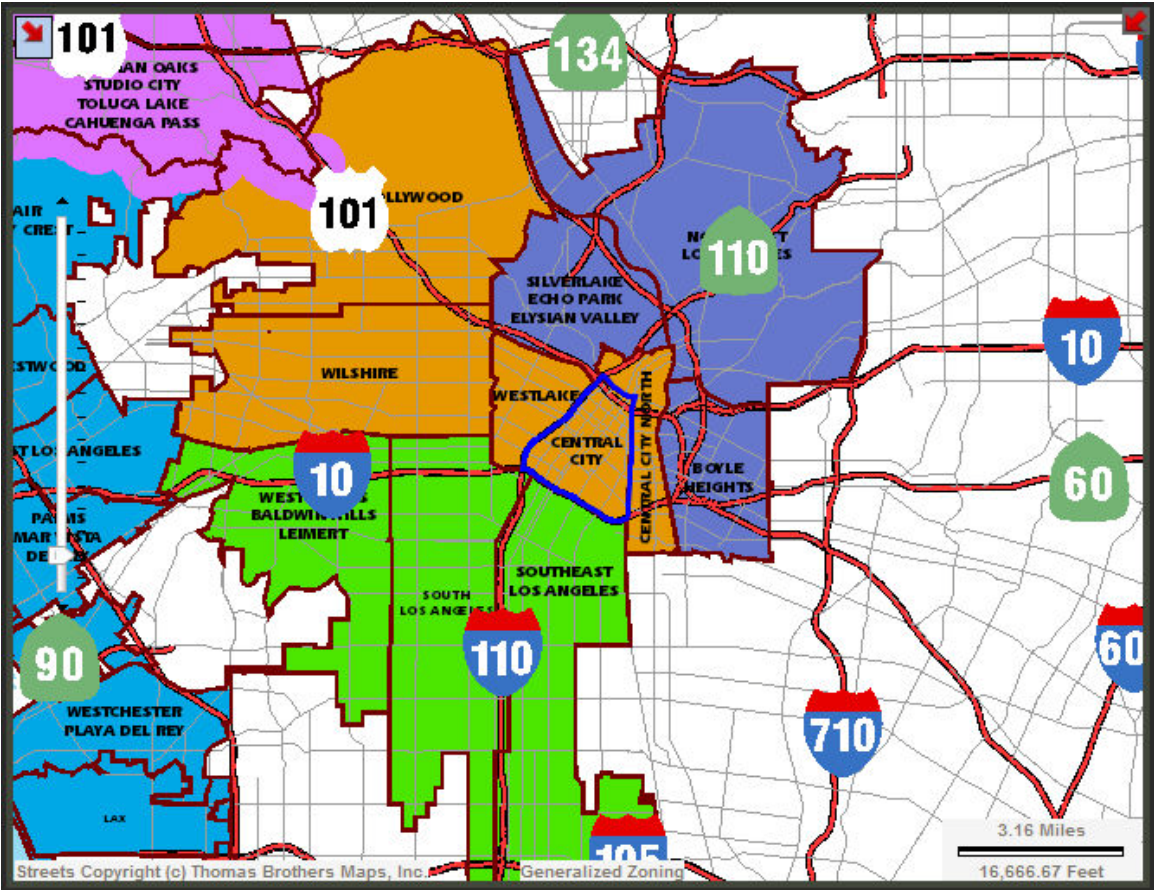
## Search by Community Map Area

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.

<b>SEARCH BY:</b>  Address Street Intersection Assessor Parcel No. PIN Number Legal Description MapSheet Case Number <input type="text" value="Community Plan Area"/> Council District Certified Neighborhood Council	<b>SEARCH BY COMMUNITY:</b>  select a community to see on the map: <input type="text" value="Central City"/>  Click "GO" to start the search: <input type="button" value="GO"/>
--	--

- **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

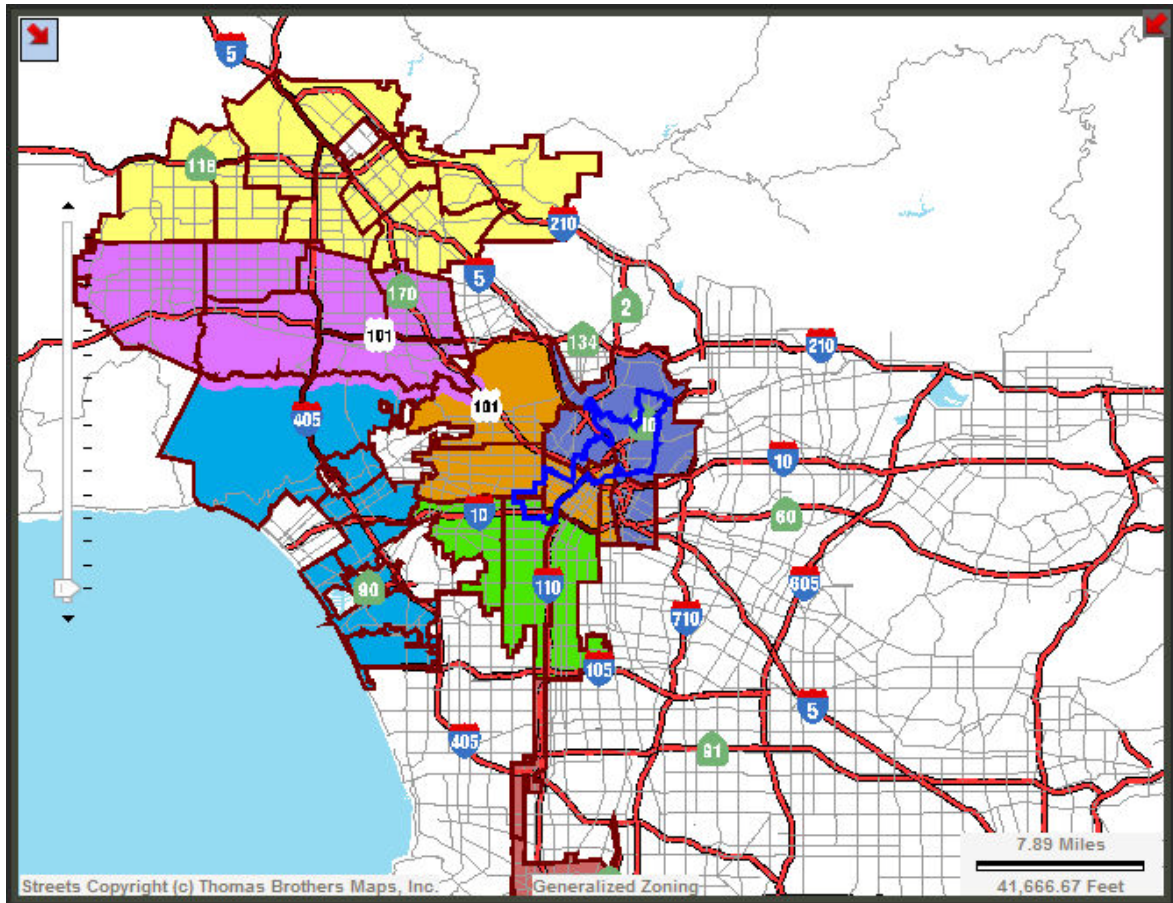
This search method allows the user to select from a predefined list of Council District to zoom to the prospective council member district.

- **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:
<ul style="list-style-type: none"><li>Address</li><li>Street Intersection</li><li>Assessor Parcel No.</li><li>PIN Number</li><li>Legal Description</li><li>MapSheet</li><li>Case Number</li><li>Community Plan Area</li><li><b>Council District</b></li><li>Certified Neighborhood Council</li></ul>	<p>select a council member to see their district on the map:</p> <p>CD 1 - Ed P. Reyes</p> <p>Click "GO" to start the search: <input type="button" value="GO"/></p>

- **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 [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.

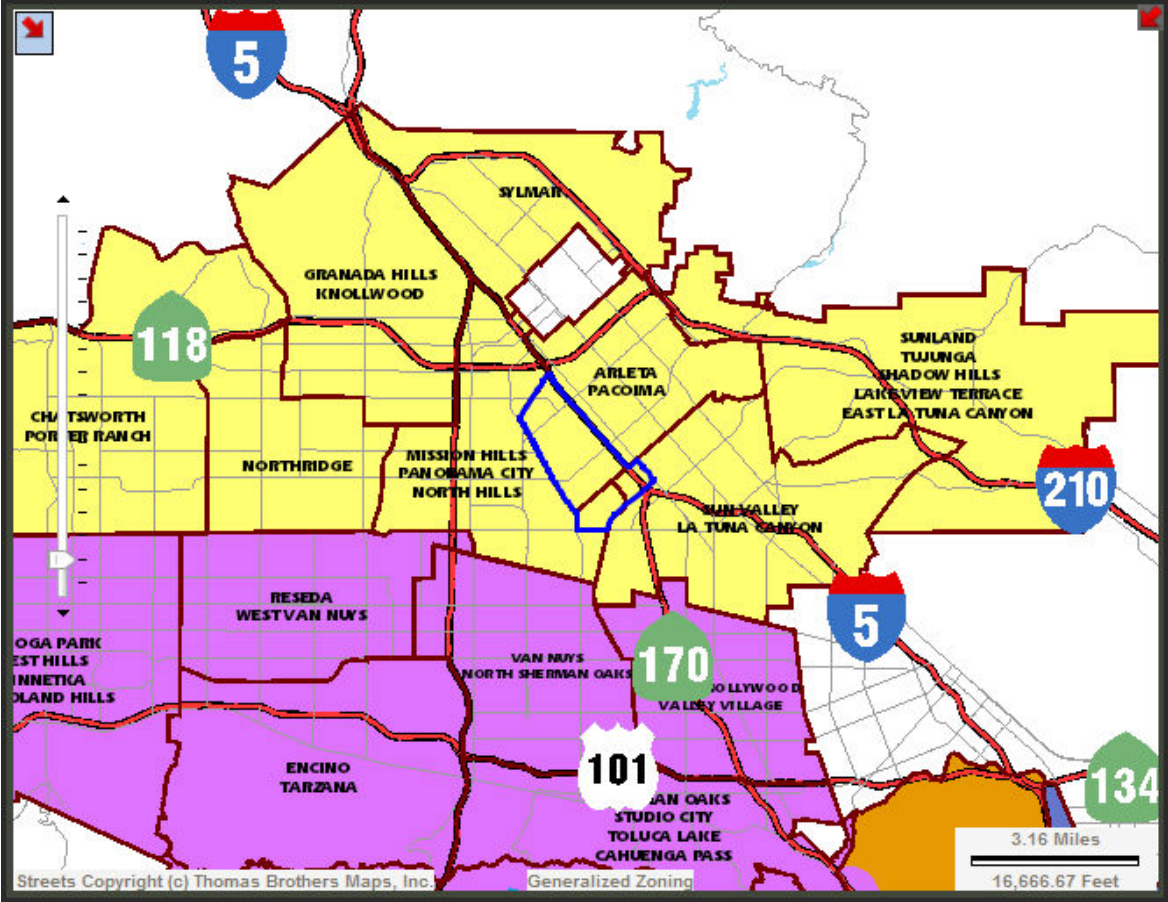
## Search by Certified Neighborhood Council

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.

<b>SEARCH BY:</b>  Address Street Intersection Assessor Parcel No. PIN Number Legal Description MapSheet Case Number Community Plan Area Council District <input type="text" value="Certified Neighborhood Council"/>	<b>SEARCH BY CERTIFIED NEIGHBORHOOD COUNCIL:</b>  select a community to see on the map: <input type="text" value="Arleta"/>  Click "GO" to start the search: <input type="button" value="GO"/>
--	---

- **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.



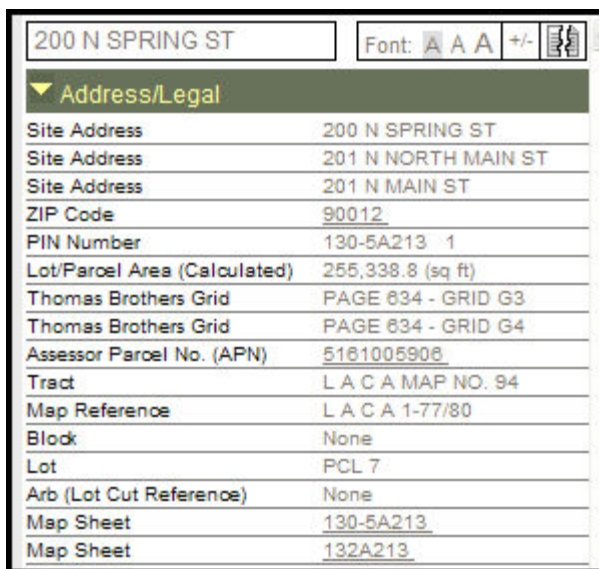
- **Step 4:** Use the interactive [Zoom In](#), [Zoom Out](#), [Pan](#), [Select](#), and [Identify](#) Tools to locate and view data about nearby parcel(s) of interest. For more information on these tools, see the [Buttons and Tools](#) section.



## 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 834 - GRID G3
Thomas Brothers Grid	PAGE 834 - GRID G4
Assessor Parcel No. (APN)	5181005906
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

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	132A213	
▶ Jurisdictional		
▶ Planning and Zoning		
▶ Assessor		
▶ Case Numbers		
▶ Citywide/Code Amendment Cases		
▶ Additional		
▶ Economic Development 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)	
Ownership (City Clerk)	
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.

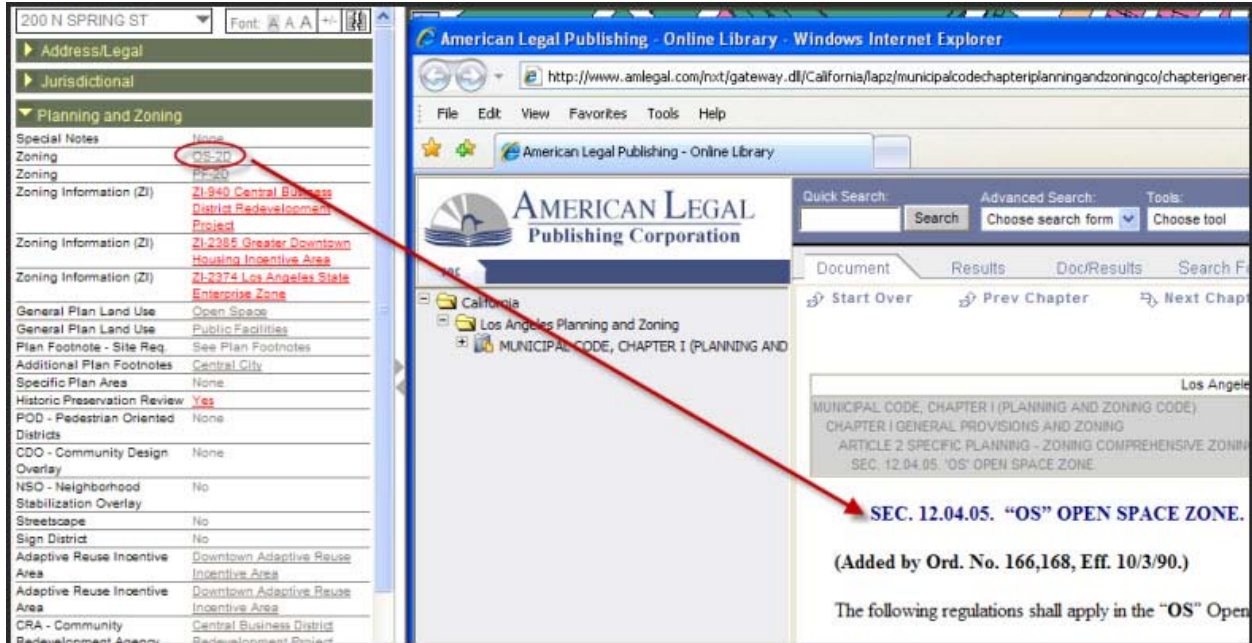
The screenshot shows a software interface with a table of property information. The table has columns for 'Item Name' and 'Value'. The 'Zoning' item is highlighted with a red circle. A red arrow points from this item to a pop-up window titled 'DESCRIPTION: Zoning'. The pop-up window contains the following text:

DESCRIPTION: Zoning

Zoning is a locally regulated law that is used as a guideline for land management control and conformity by establishing specific policy that must be followed in the use of land and buildings. Zoning asserts explicit uses that are permitted under varying circumstances. It dictates reasonable development by protecting property from detrimental uses on nearby properties. Zoning also standardizes the size of lots, the building set backs from roads or adjoining property, maximum height of buildings, the population density, and other land use issues.

## 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.






## 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)



 Expand the Map Tool Bar Button

 Minimize or hide the Map Tool Bar Button

 Change Background Display Layer Button

 Show Map Navigation Tools


 Select Parcels

 Radius Tool

 Measure Tools

 Show Data For Another Parcel Button

 Show Mini Parcel Info Window Button

 Manage Layers on the Map Tool

 Show Map Legend Button




Print Map Button



Open Map Image In A New Window Button

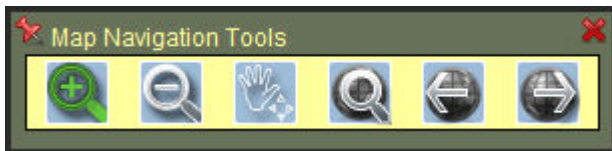
Within each tool, there are additional tools that appear in another pop-up window. These windows can be maneuvered anywhere within the internet browser. Click on the X on the upper right hand corner to close the window.



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




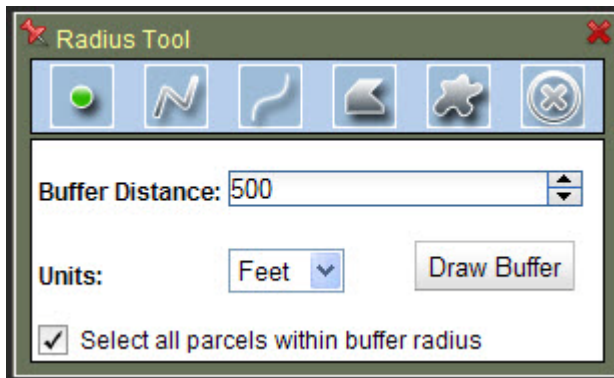
When selecting the  Show Map Navigation Tools, the Map Navigation Tools pop-up window will appear.




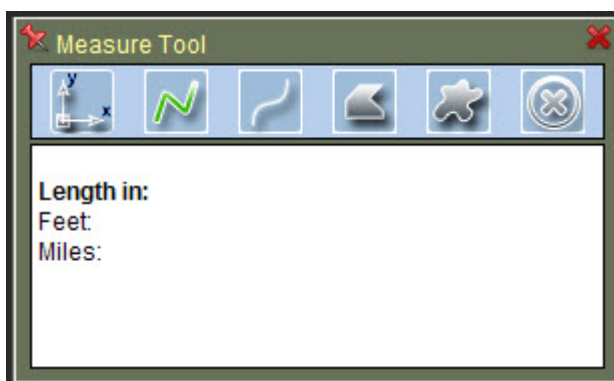
When selecting the  Select Parcels, the Select Parcels pop-up window will appear. The Show total area for selected parcels is not checked by default.




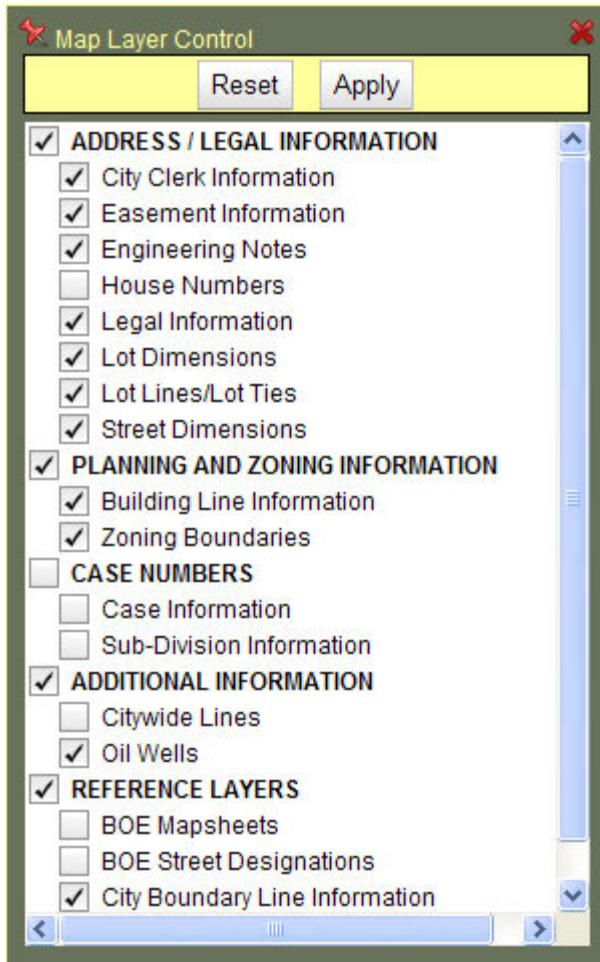
When selecting the  Radius Tool, the Radius Tool pop-up window will appear.



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



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

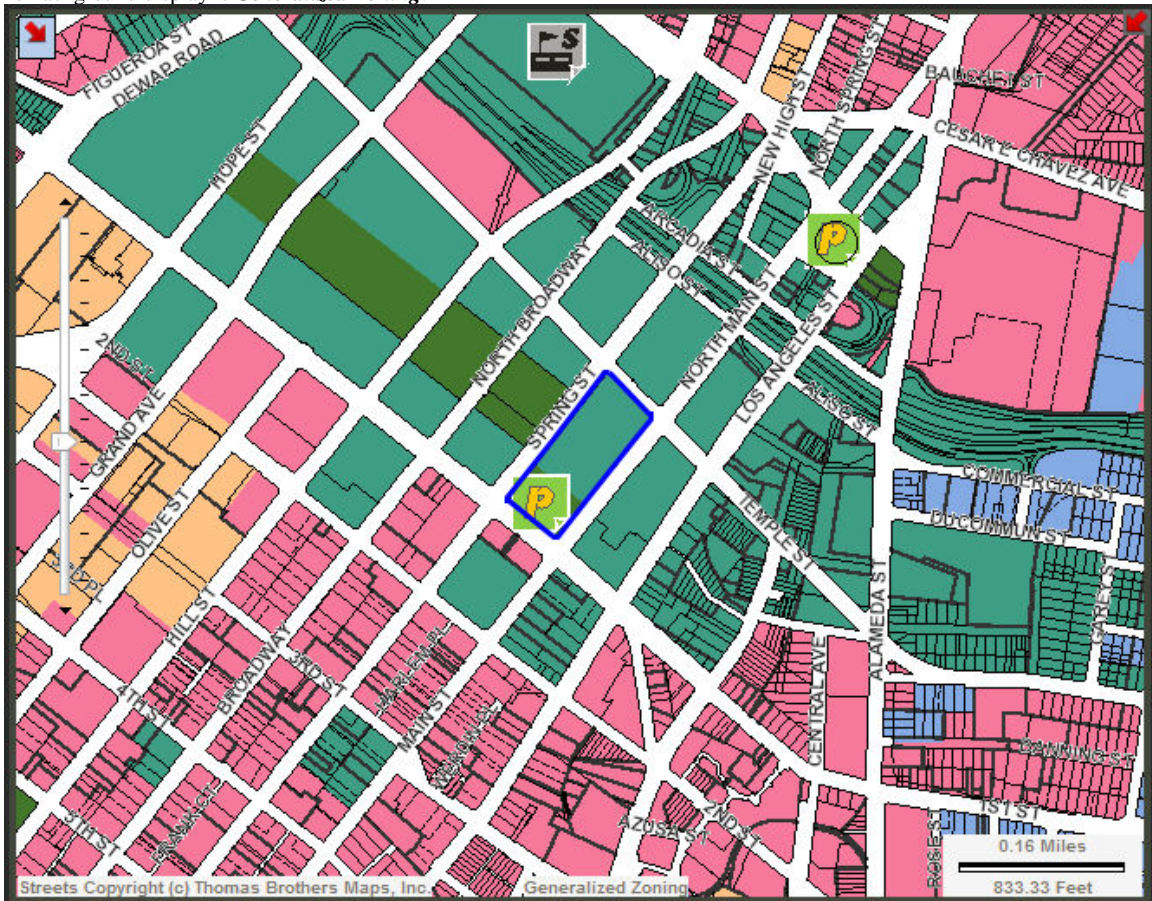


- **Step 2:** Choose *Generalized Zoning*, *General Plan Land Use*, *Schools/Parks with 500 Ft Radius*, *2001 Digital Ortho Photos*, *2006 Digital Color-Ortho (4" res)*, or *2008 Digital Color-Ortho (4" res)*/Station Fire Area.

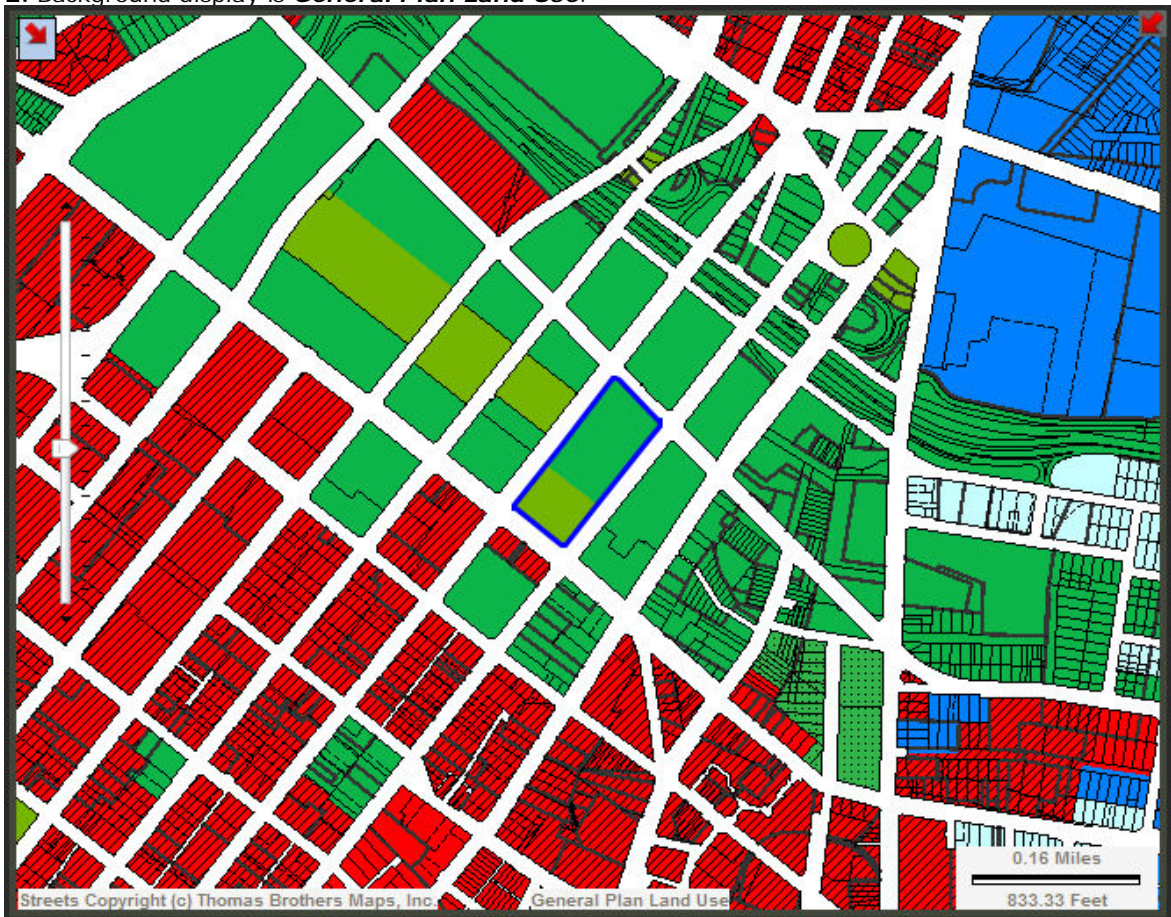


- The following screen snapshots show examples of the different background layers:

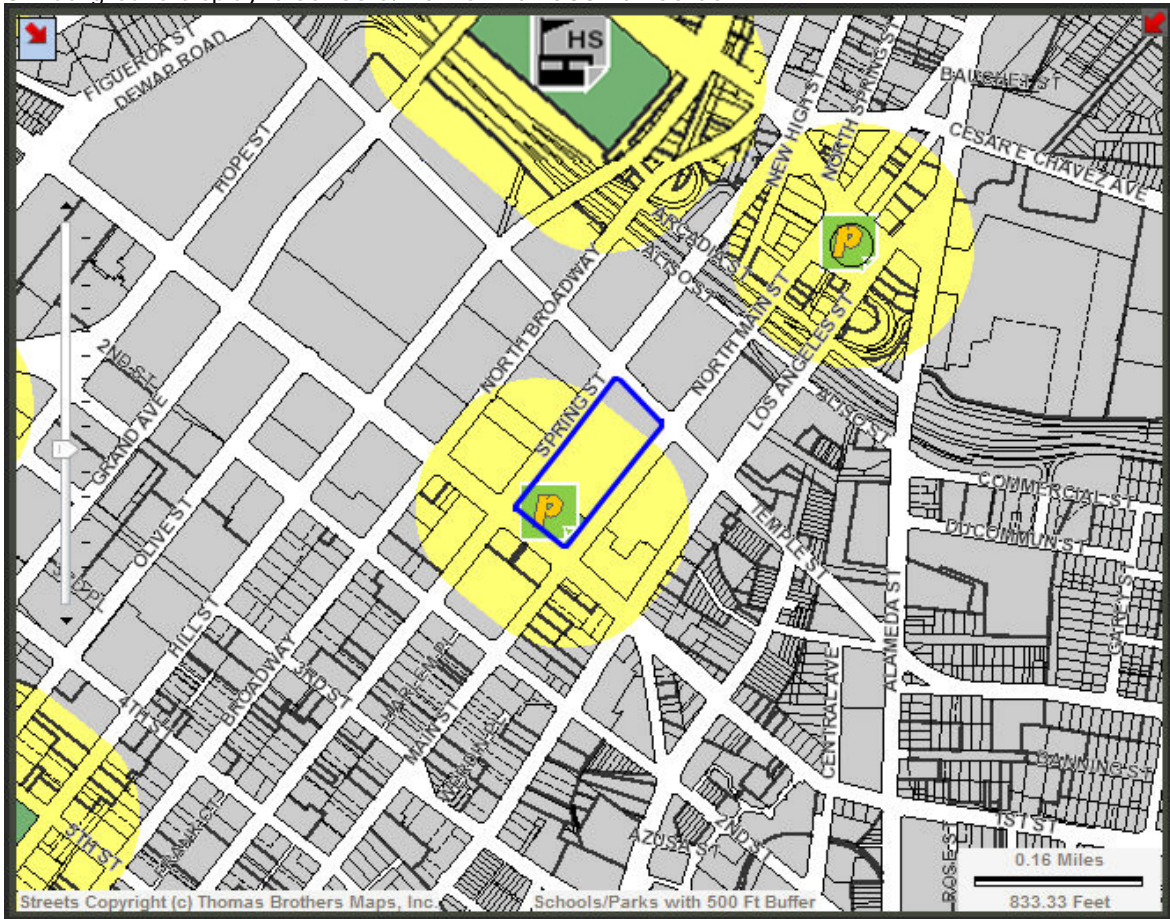
1. Background display is *Generalized Zoning*.



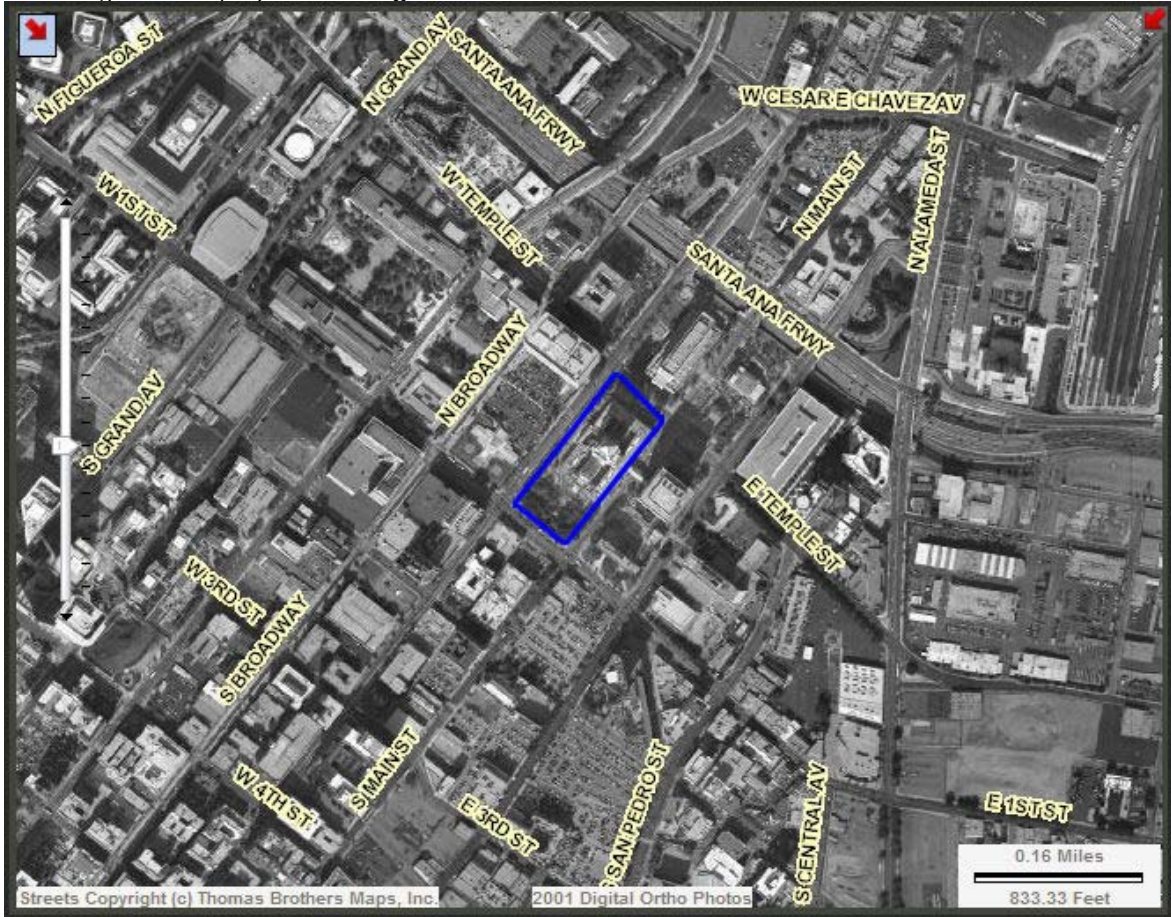
2. Background display is **General Plan Land Use**.



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

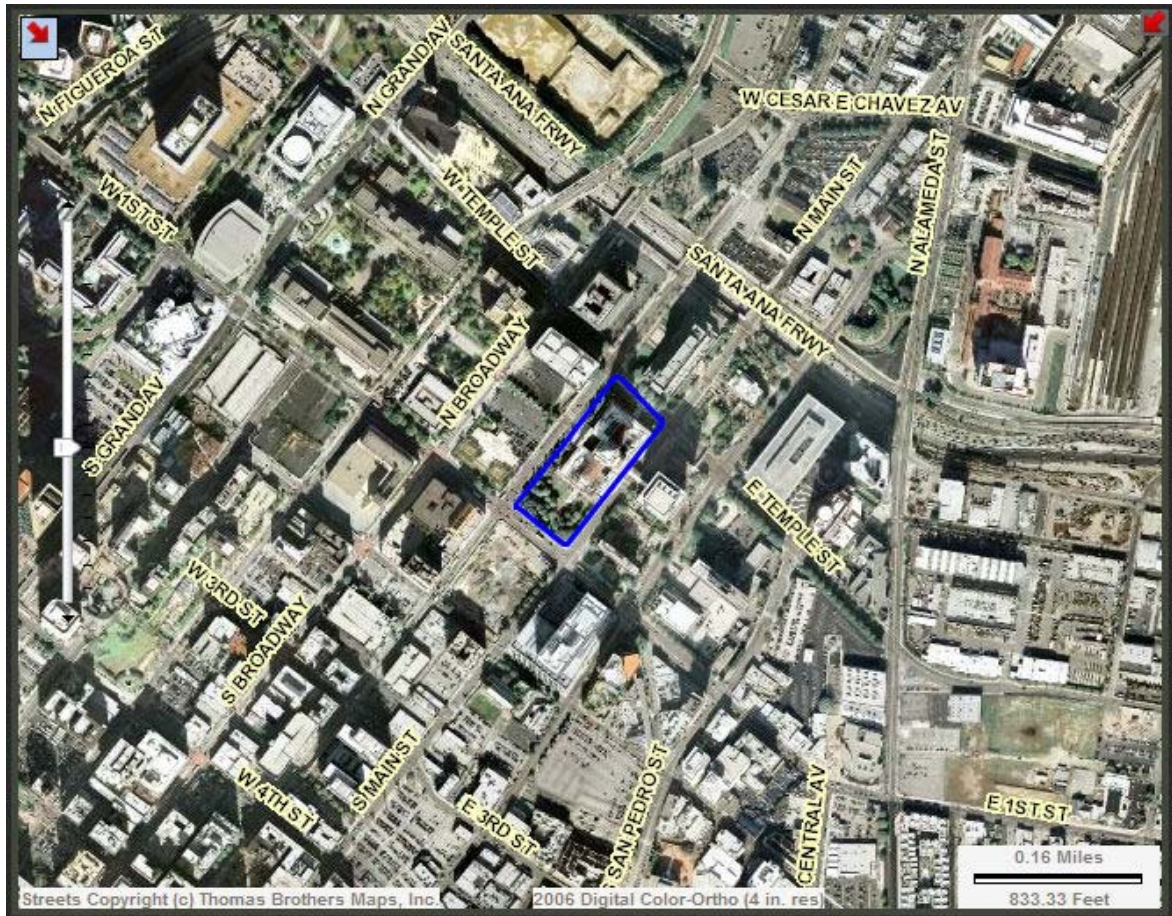


4. Background display is *2001 Digital Ortho Photos*.

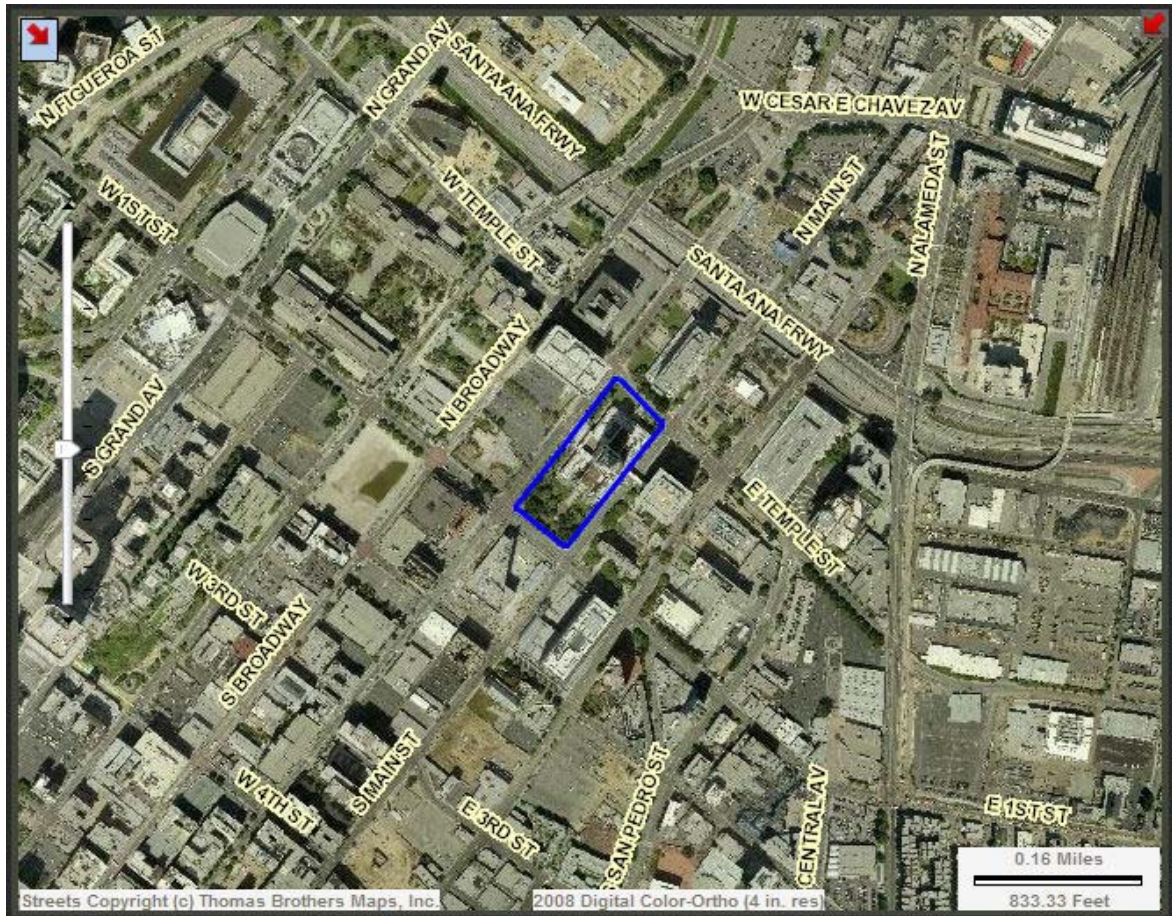


5. Background display is *2006 Digital Color-Ortho (4" res)*.

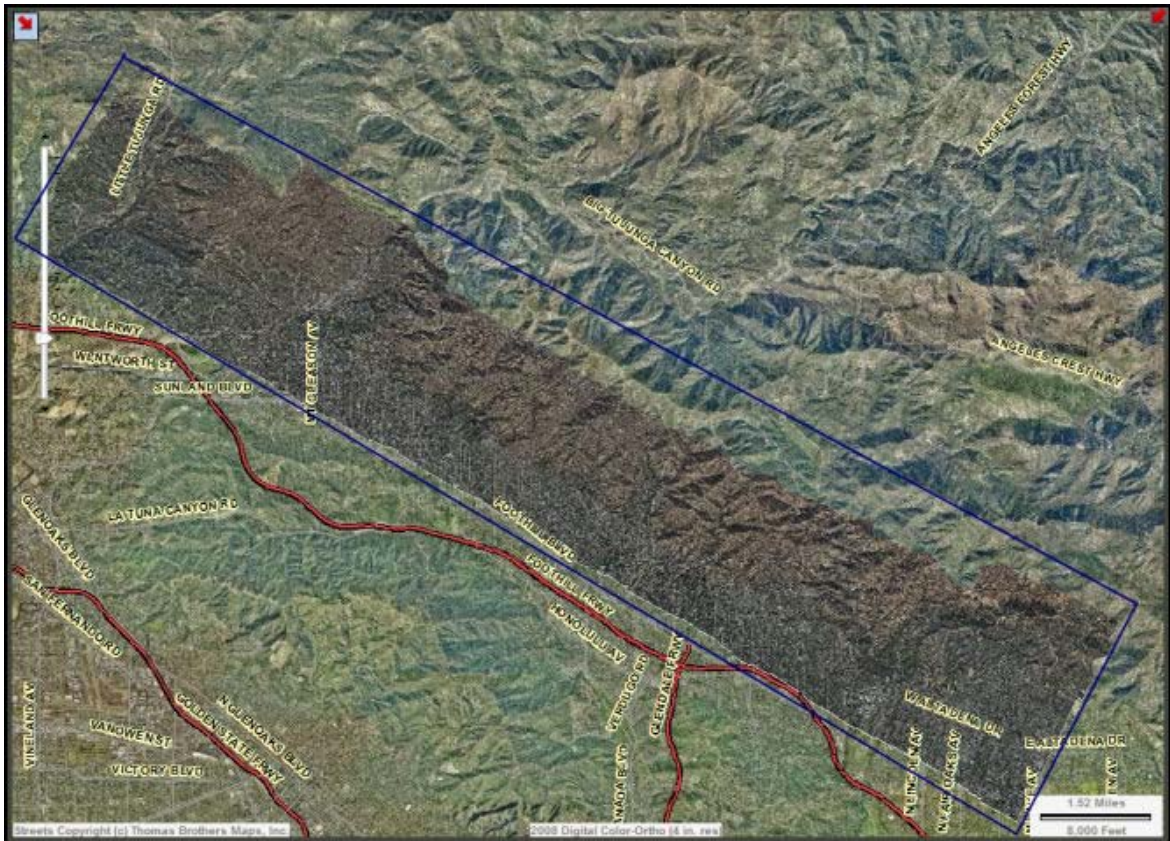




6. Background display is **2008 Digital Color-Ortho (4" res)**.



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.

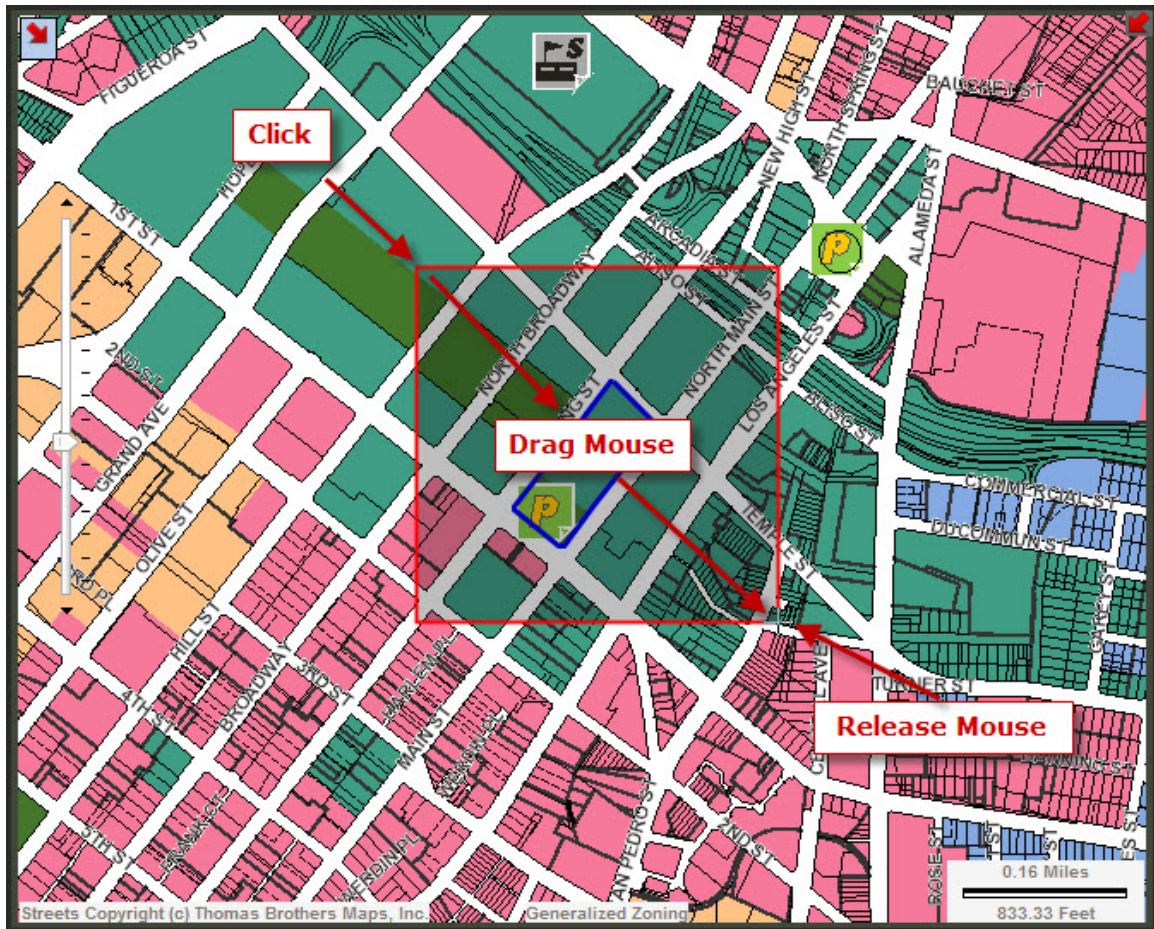
There are 2 ways to **Zoom In** on the map. Method 1 is to drag a box around the area of interest that you want to zoom to; method 2 is by using the vertical scale.

**Note:** See [Quick Tips](#) on how to **Zoom In**, **Zoom Out**, and **Pan Tool** when the **Map Navigation Tools** is de-activated.

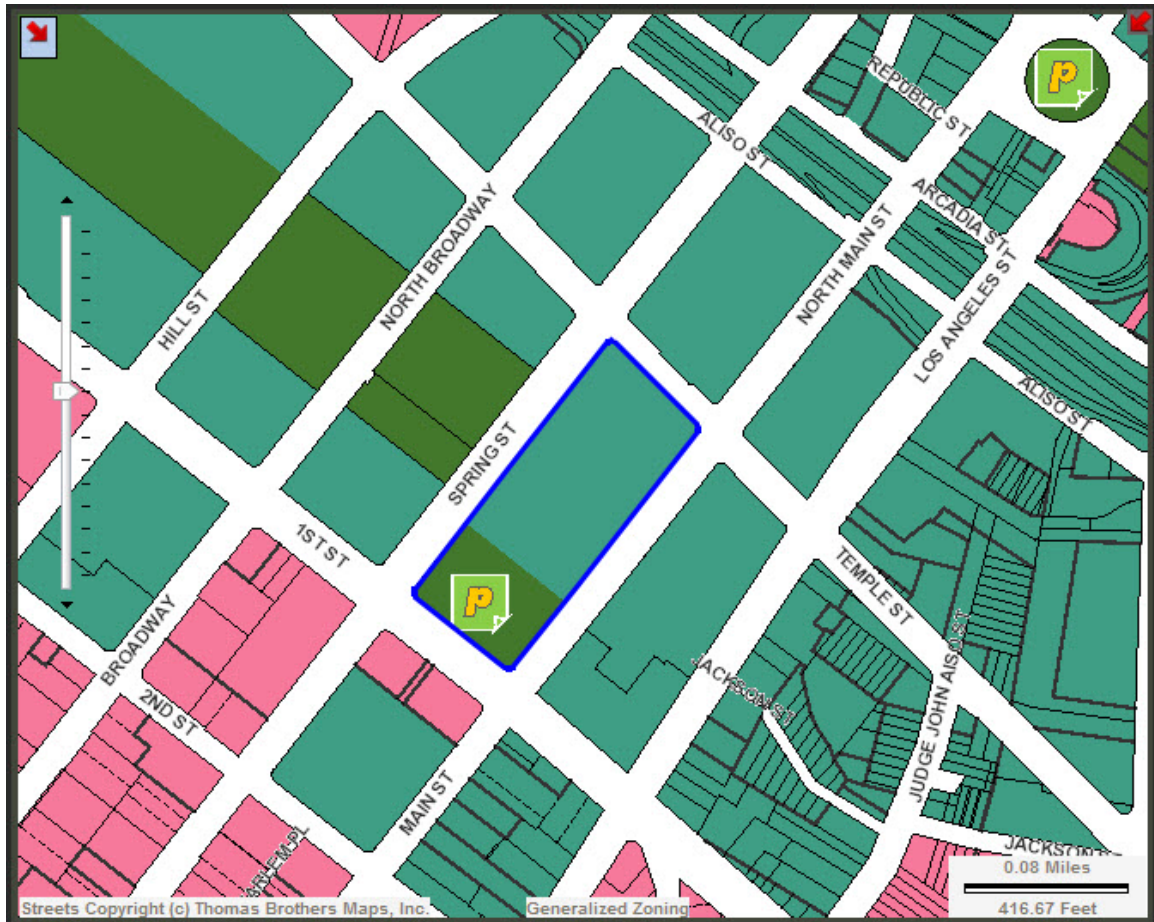


- *Click* on the **Map Navigation Tools** to activate it.
- *Click* on the **Zoom In Tool** to select it, it is already selected by default.
- **Method 1:** *Click, drag, and release* a box on the **Map Display** to zoom in to a specific area.

**Action:**



**Result:**



**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



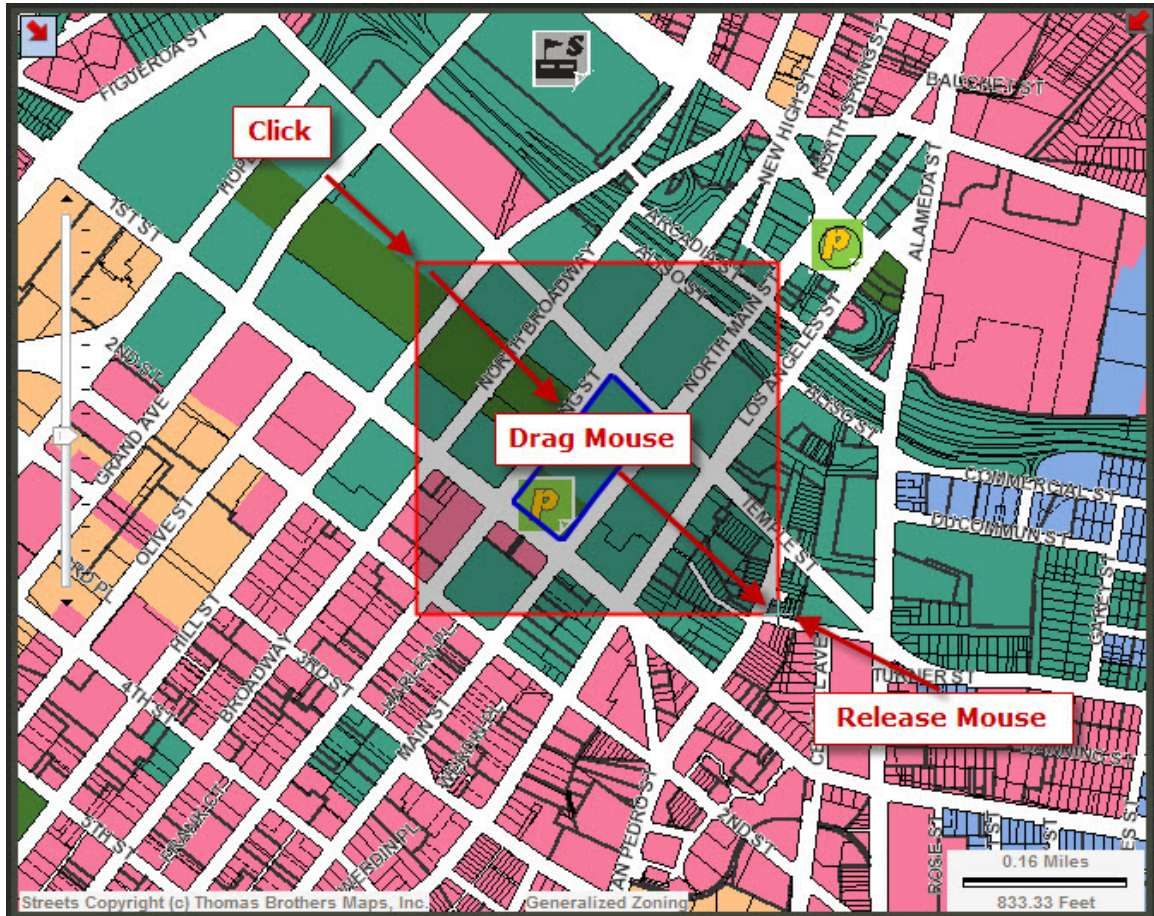
The **Zoom Out Tool** allows the user to interactively **Zoom Out** on the **Map Display**. Zooming out on the map is like zooming with a camera lens. As you **Zoom Out**, a larger portion of the map becomes visible.

Note: See [Quick Tips](#) on how to Zoom In, Zoom Out, and Pan Tool when the Map Navigation Tools is de-activated.

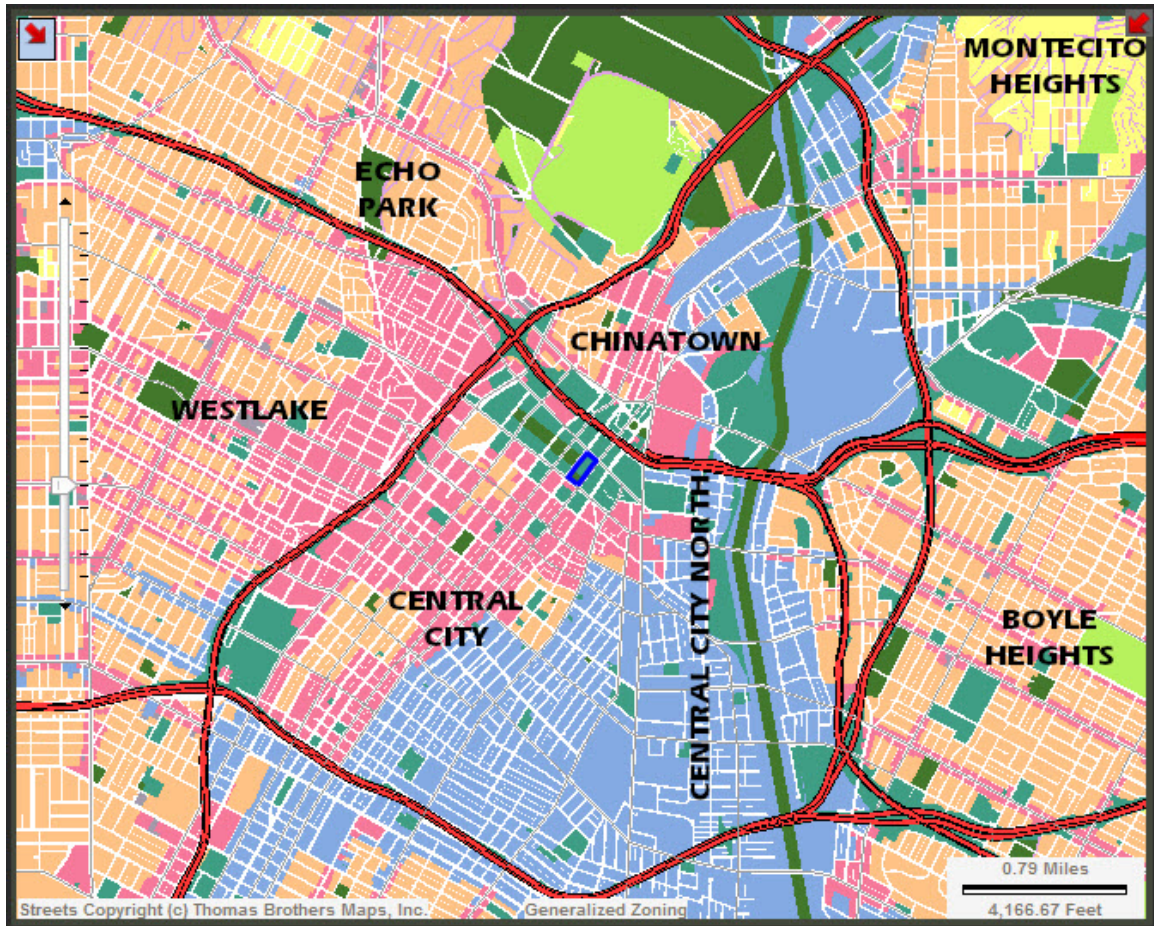


- **Step 1:** Click on the  Map Navigation Tools to activate it.
- **Step 2:** Click on the Zoom Out Tool to select it.
- **Step 3:** Click, drag, and release a box on the *Map Display* to zoom out.

Action:



Result:



**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 [Using the Vertical Scale](#) for additional methods to **Zoom Out**.

## The Pan Tool



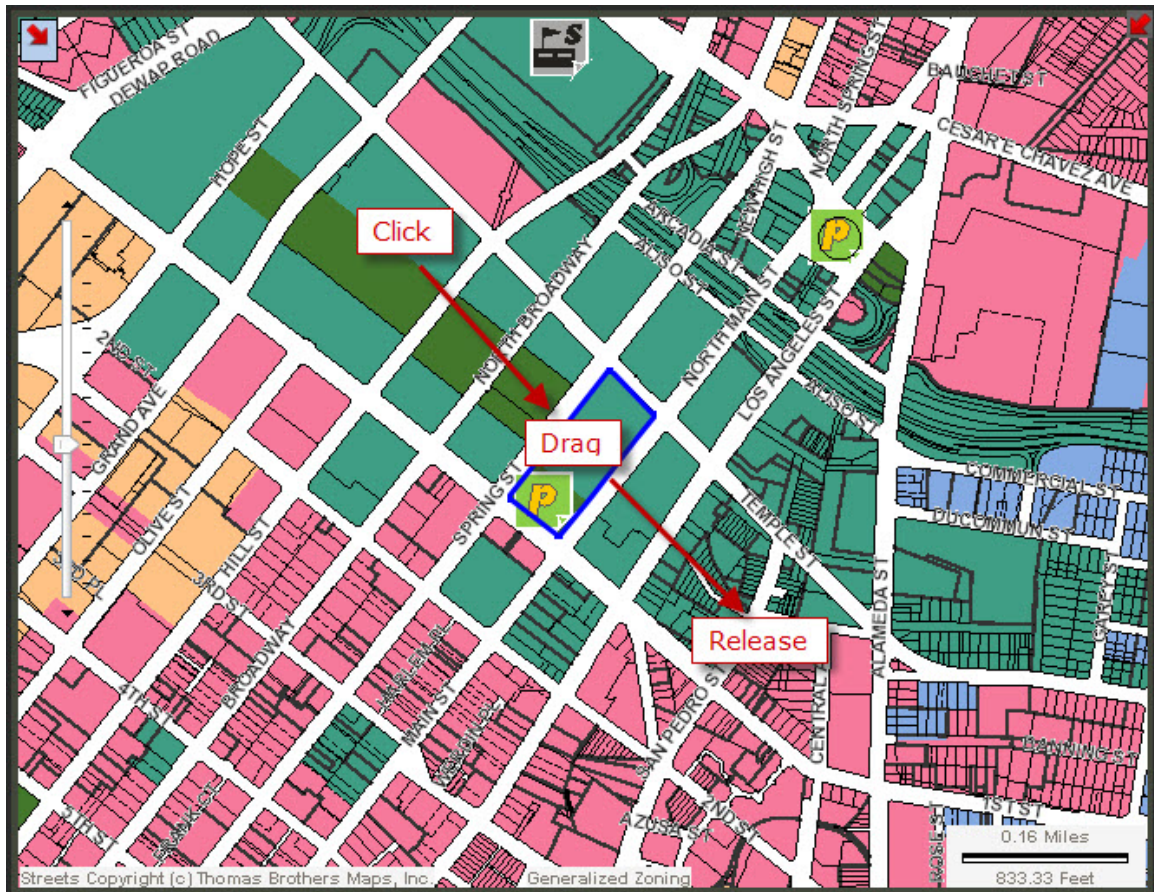
The *Pan Tool* allows the user to interactively move the center of the map without changing the map scale.

Note: See [Quick Tips](#) on how to Zoom In, Zoom Out, and Pan Tool when the Map Navigation Tools is de-activated.



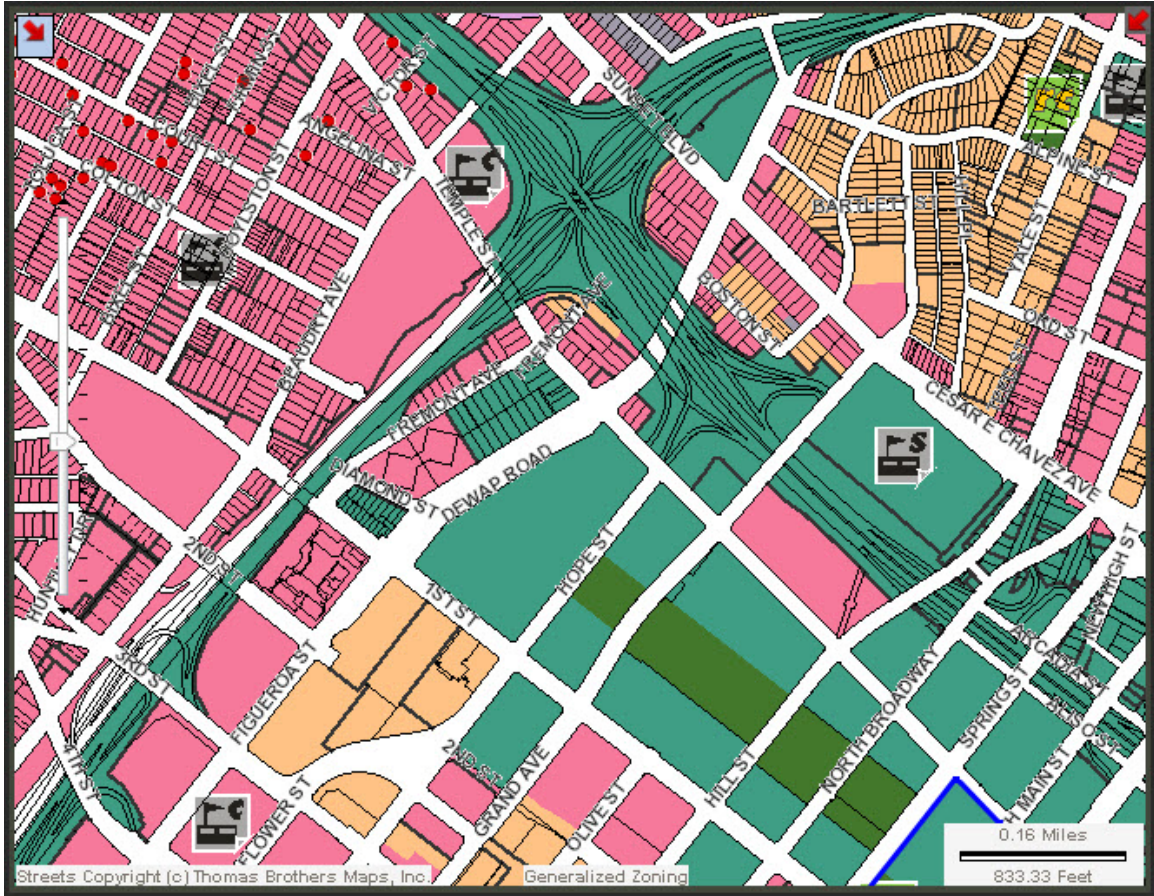
- **Step 1:** Click on the **Map Navigation Tools** to activate it.
- **Step 2:** Click on the **Pan Tool** to select it, the cursor will change to cross-arrows.
- **Step 3:** Click, drag, and release the mouse on the **Map Display** to "drag" the map in the direction you wish to pan. The **Map Display**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

**Action (Before Drag):**



**Result:**





## Zoom To Full Extent Of Map Button



Click on the  Map Navigation Tools to activate it.



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.



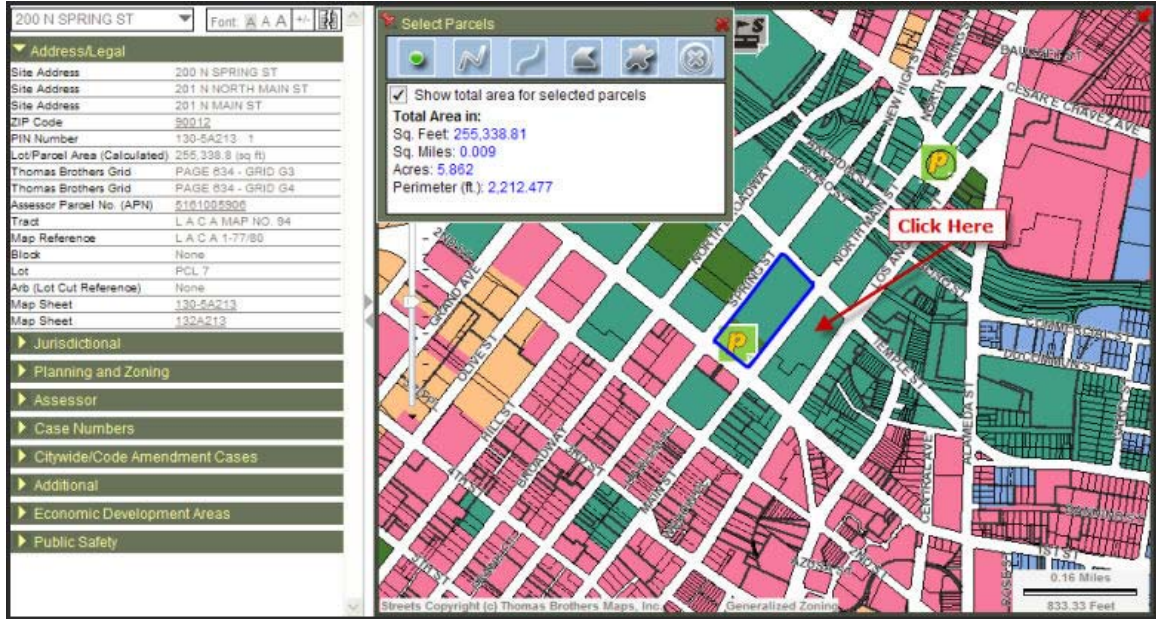
**Important Note:** Before you use the Parcel Selection Tools for selecting multiple parcels, it is *highly recommended* that you walk through the examples given in this help file under the five topics: *Select By Point Tool*, *Select By PolyLine Tool*, *Select By Freehand Line Tool*, *Select By Polygon 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)**.

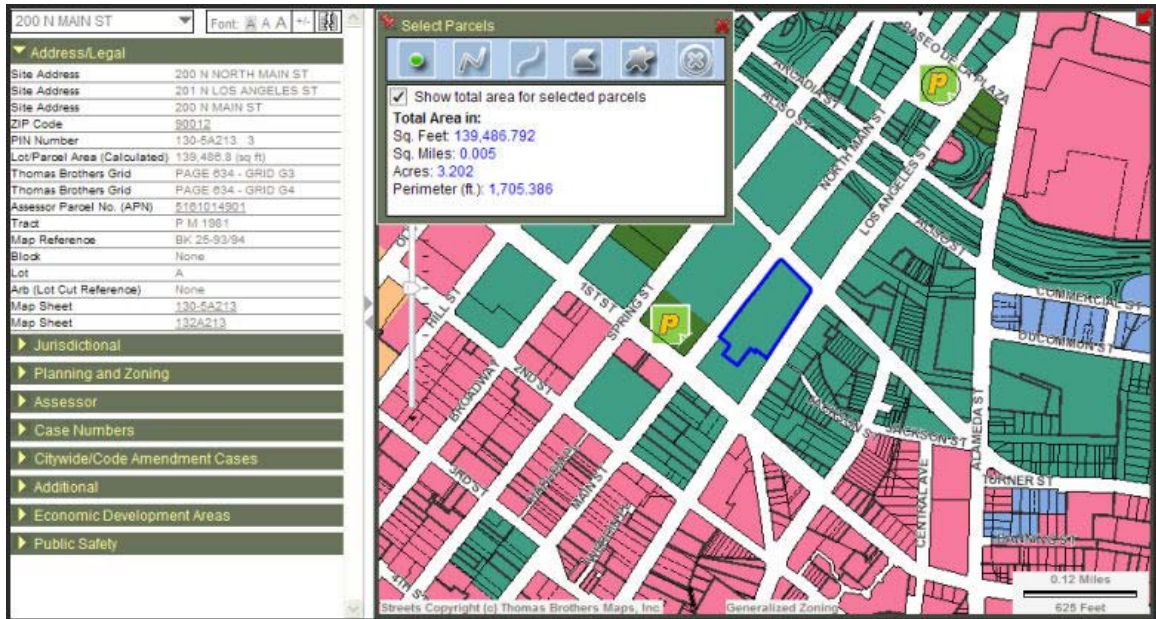
*To select an individual parcel:*

- **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:**



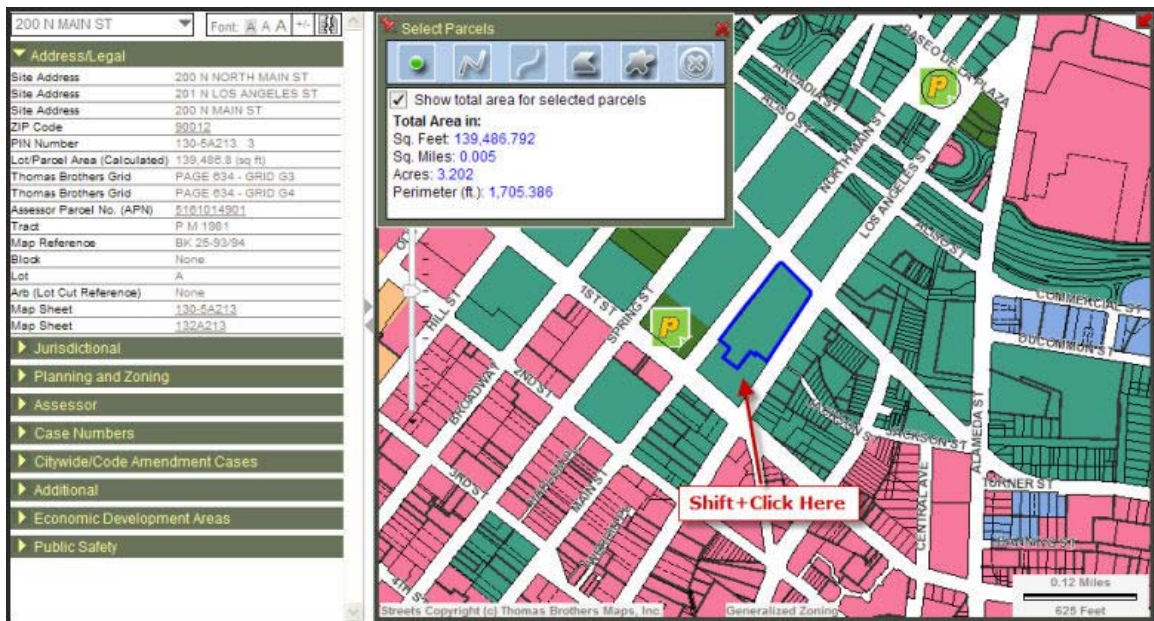
**Result:**



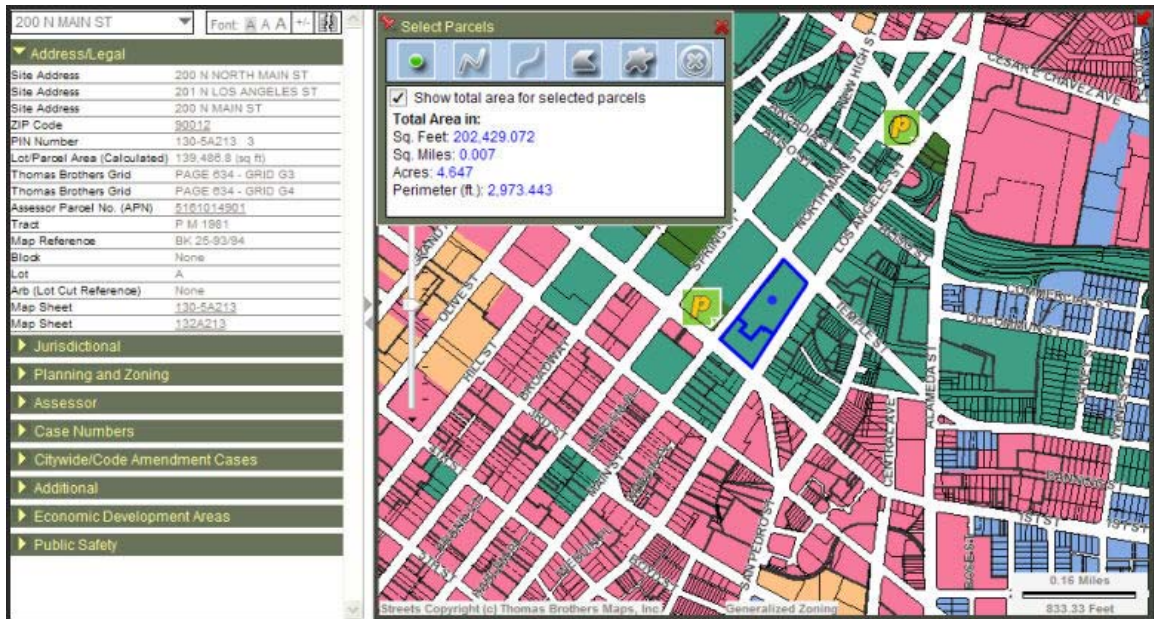
**To select multiple parcels:**

- 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:**



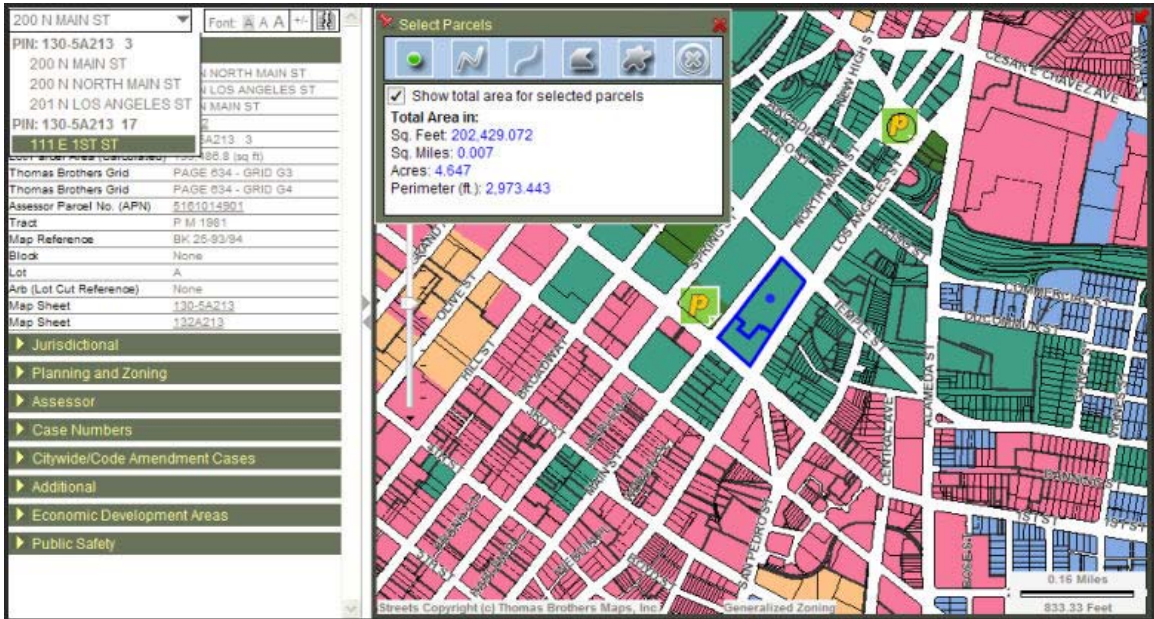
**To change the multi-selected parcel:**

**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.

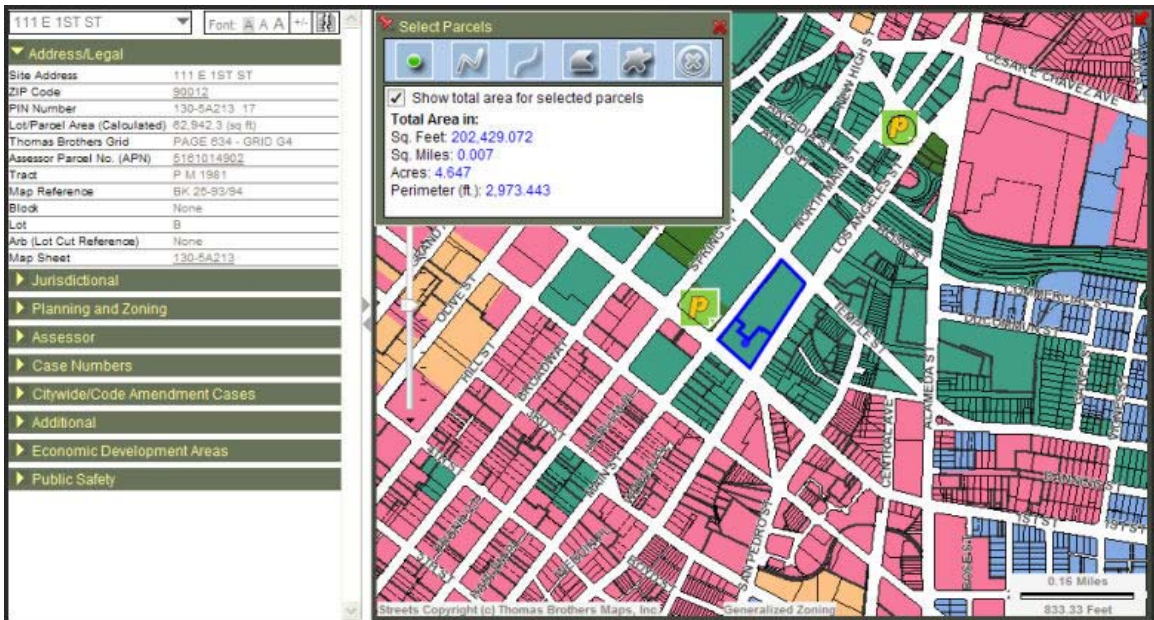
- With multiple parcels selected, choose a new address from the *Addresses* drop down list above the *Information Table*. When doing so, notice that each parcel with more than

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:**



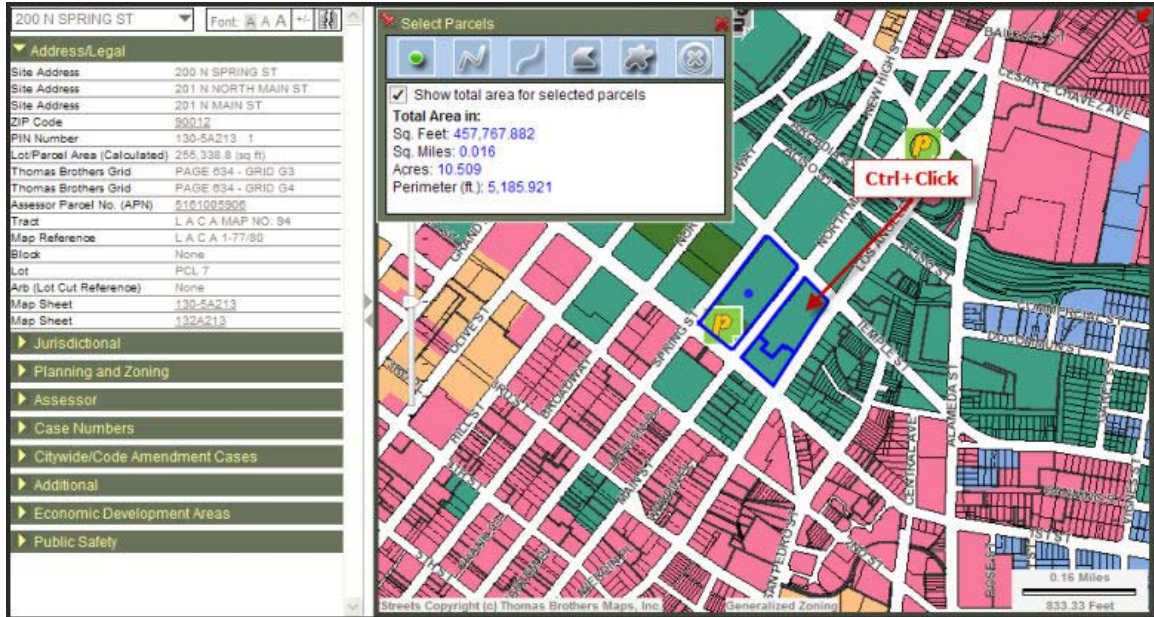
**Result:**



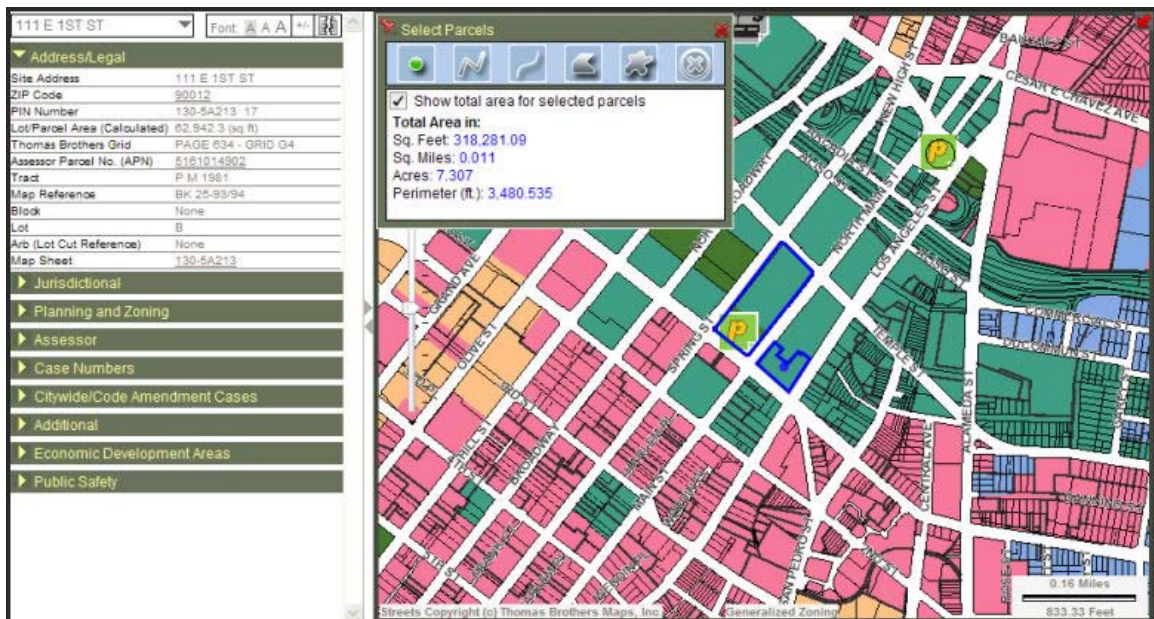
*To de-select a parcel:*

- 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.

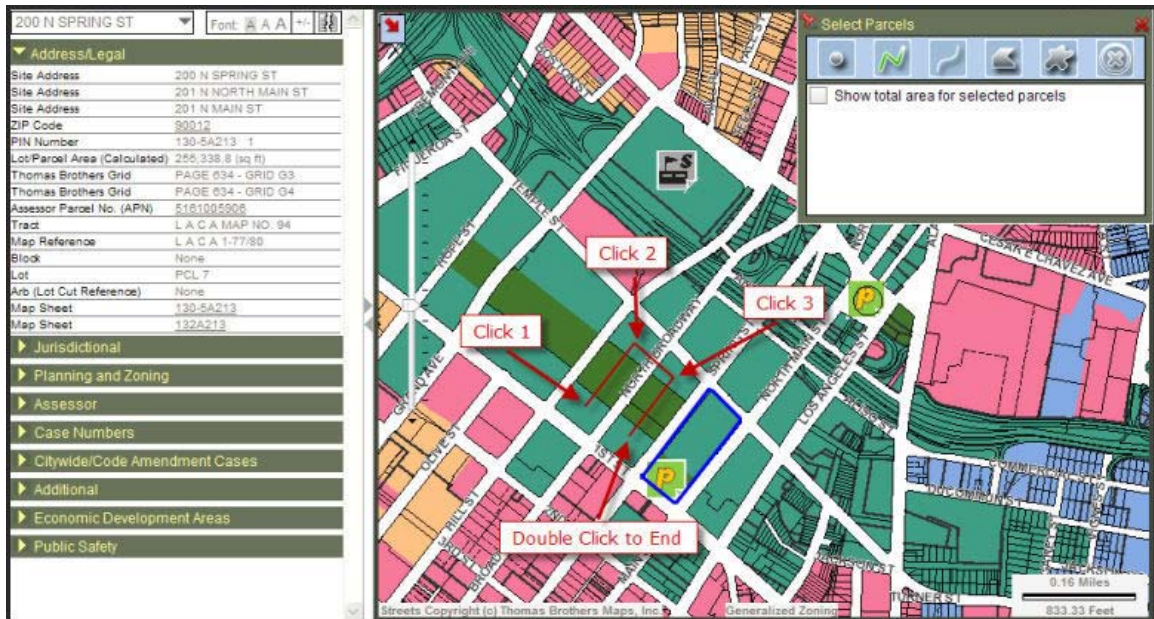
The **Select By Polyline Tool** allows the user to select and highlight multiple parcels by drawing a line on the **Map Display**.

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

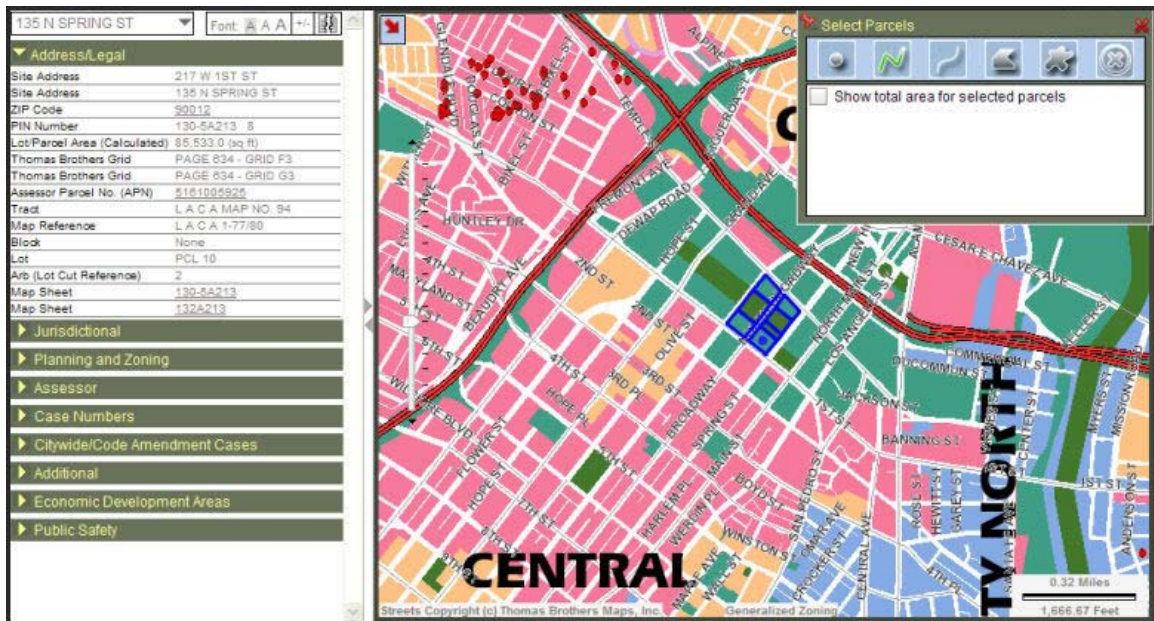
- **Step 1:** Click on the **Select By Polyline Tool** to make it the selected tool, the cursor will change to small cross-hairs.
- **Step 2:** Click multiple times to draw a line over some parcels in the **Map Display**. Double click to end the line. This action will select and highlight the parcels 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.



**Action:**



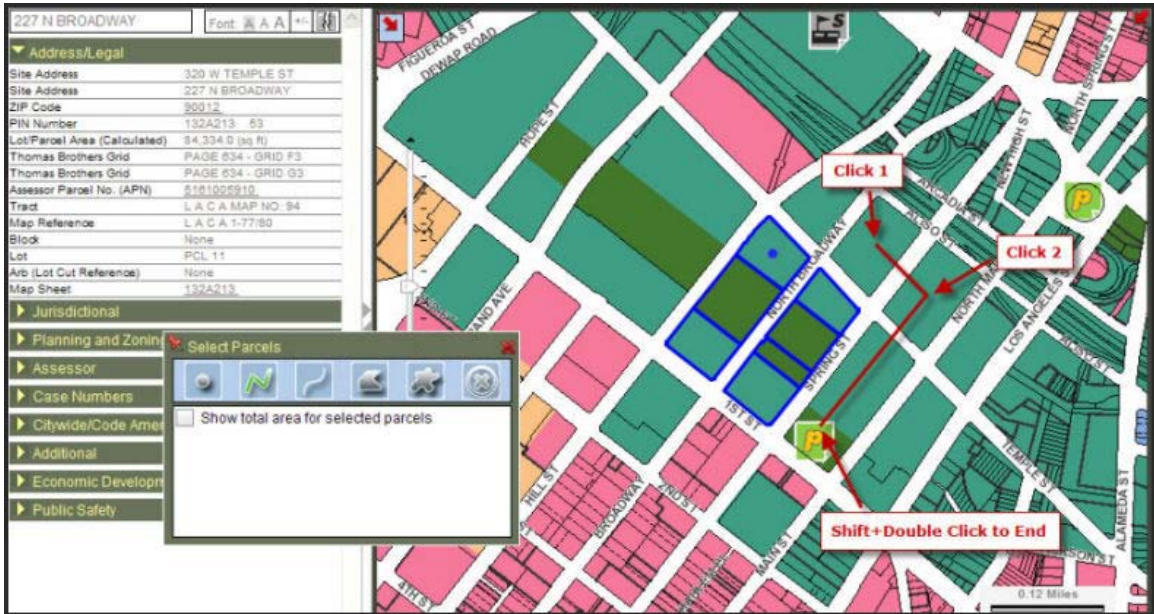
**Result:**



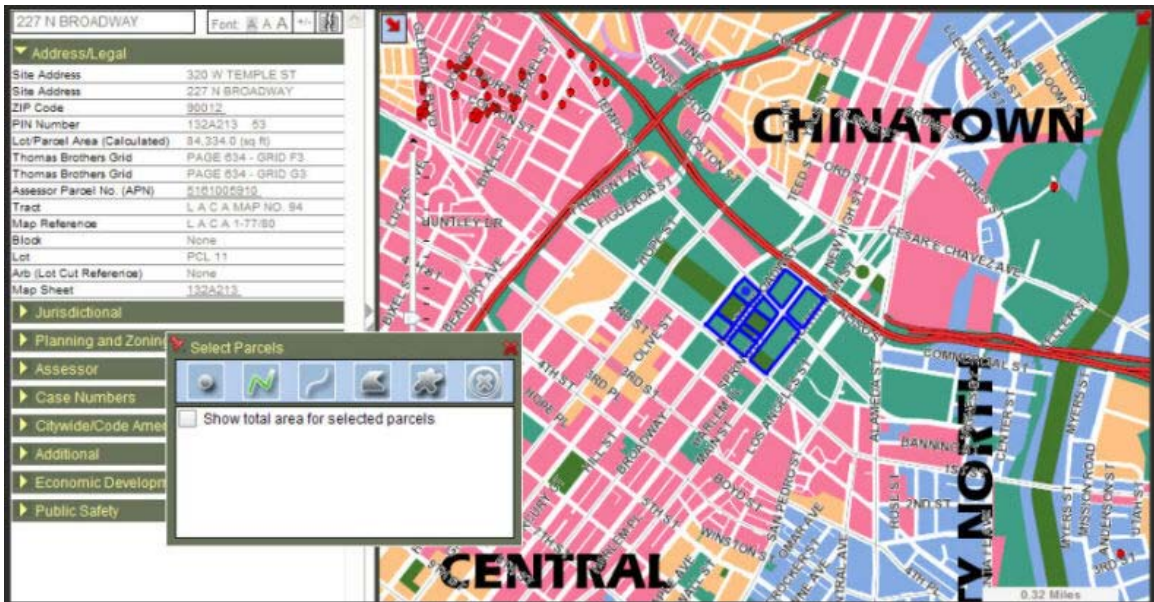
**To add additional parcels to the current selection:**

- **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.

**Action:**



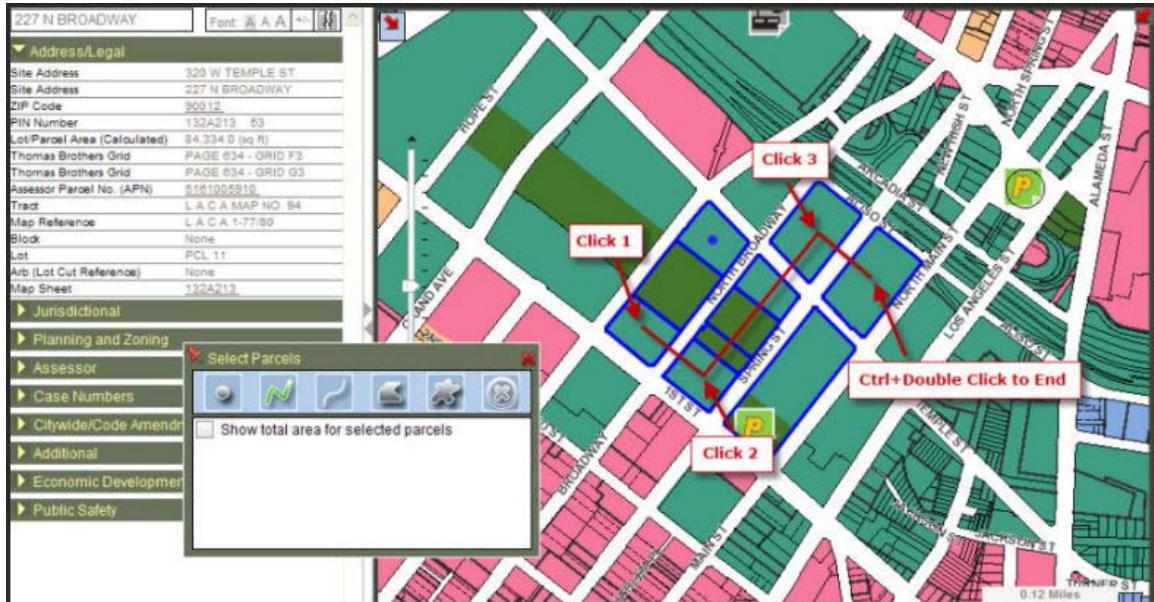
**Result:**



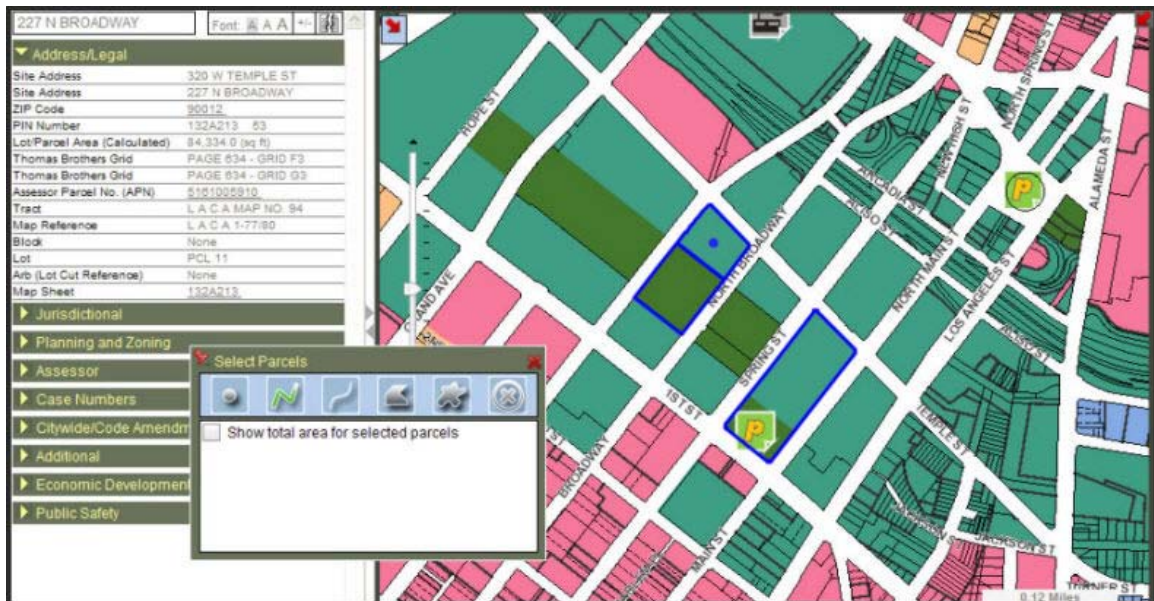
*To de-select parcels:*

- **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:**



**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 Freehand Line Tool



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

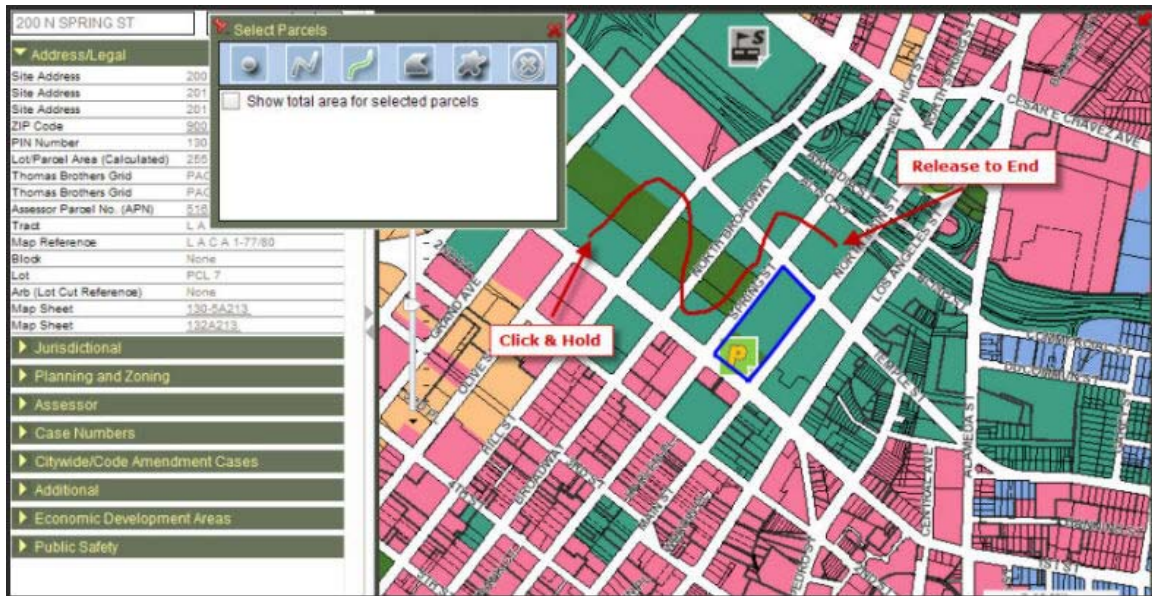
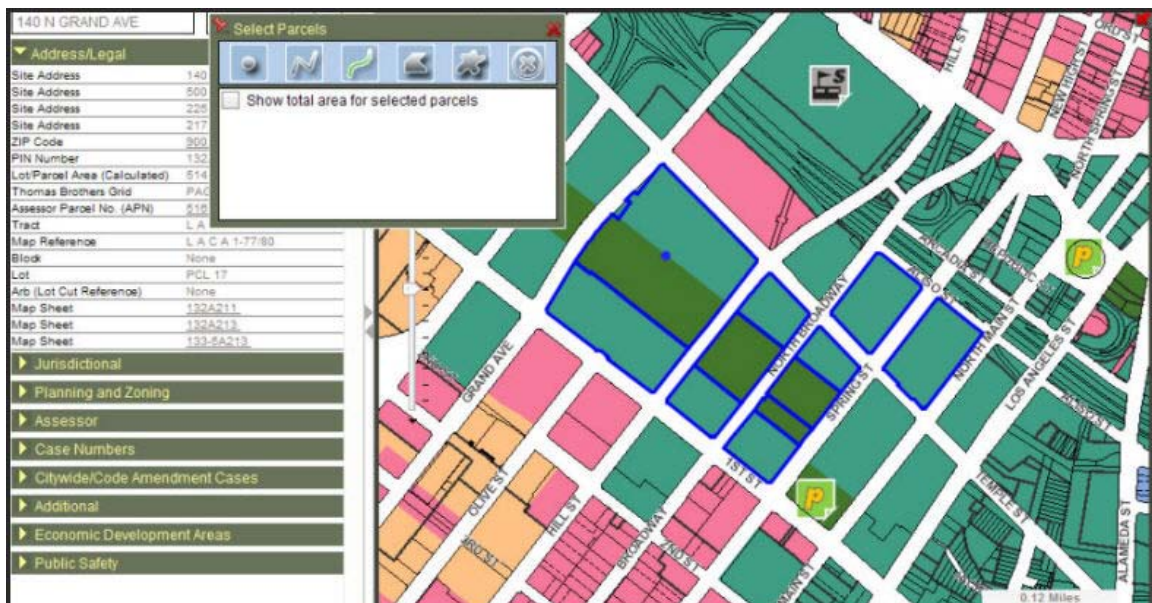


**Important Note:** Before you use the Parcel Selection Tools for selecting multiple parcels, it is **highly recommended** that you walk through the examples given in this help file under the five topics: **Select By Point Tool**, **Select By PolyLine Tool**, **Select By Freehand Line Tool**, **Select 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**.

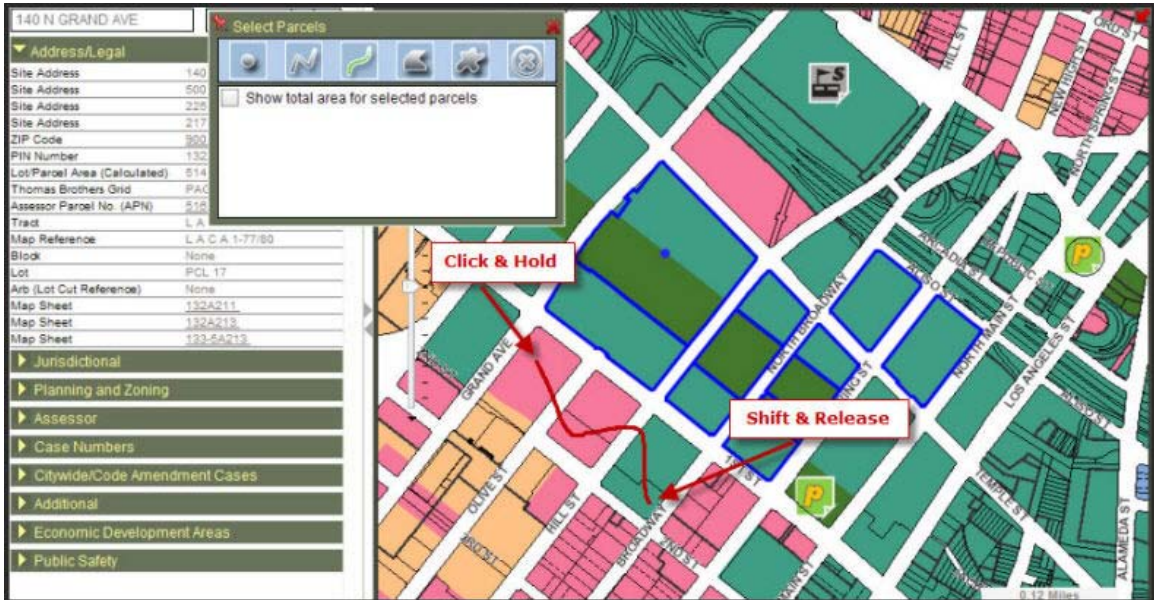
**To select parcels by drawing a line:**

- **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.

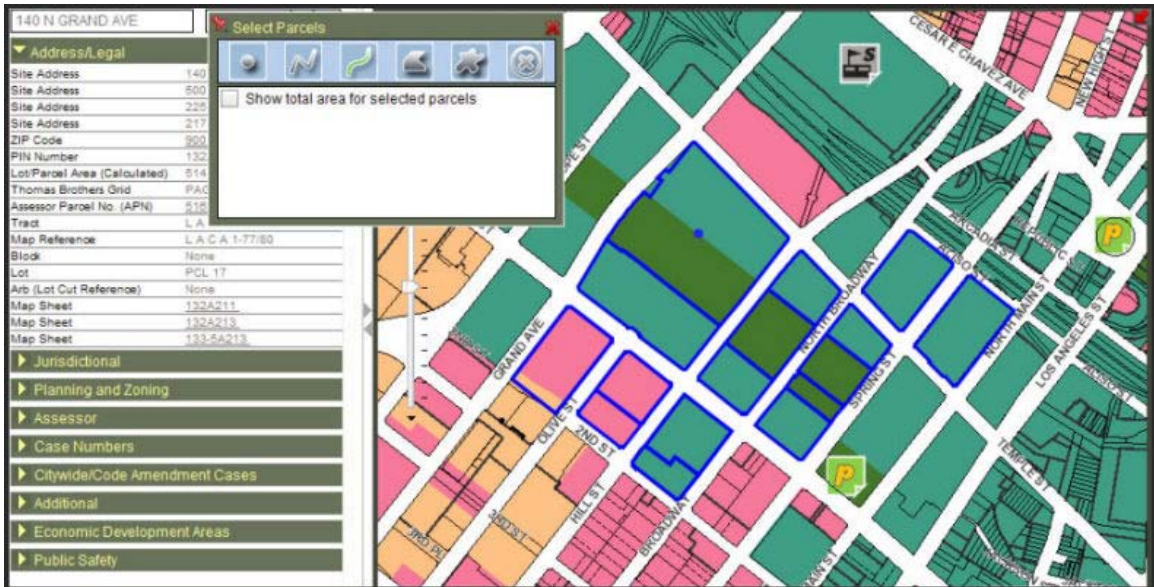
**Action:****Result:****To add additional parcels to the current selection:**

- **Step 1:** Click once to start the selection on the *Map Display*. Continue holding the mouse button, draw a 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.

**Action:**



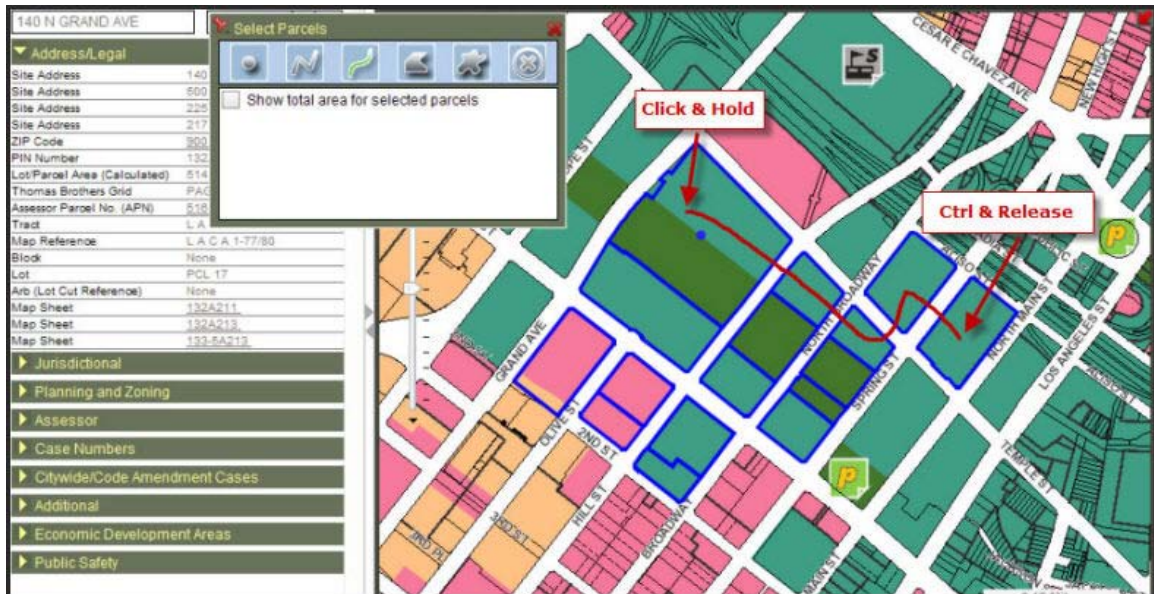
**Result:**



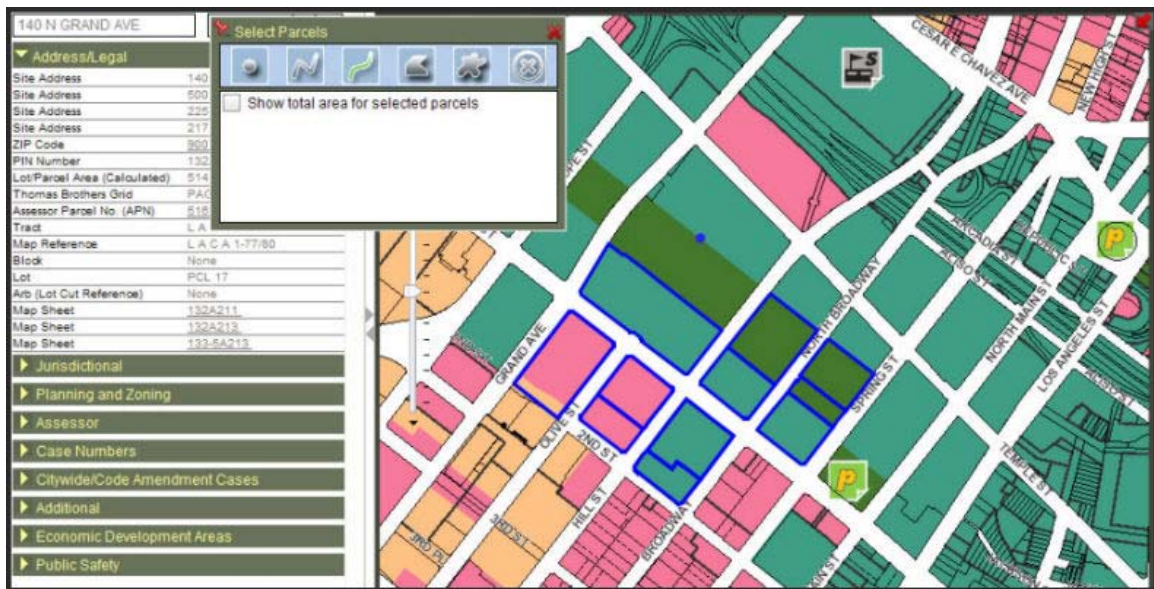
**To de-select parcels:**

- **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.

**Action:**



**Result:**

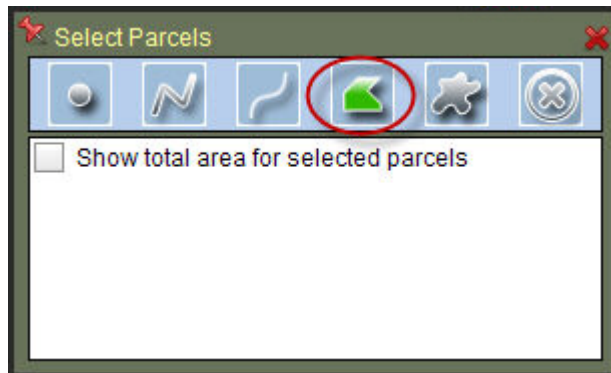


**Note:** If you de-select the current multi-selected parcel, one of the remaining parcels will be randomly chosen as the new multi-selected parcel.

**Select By 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.

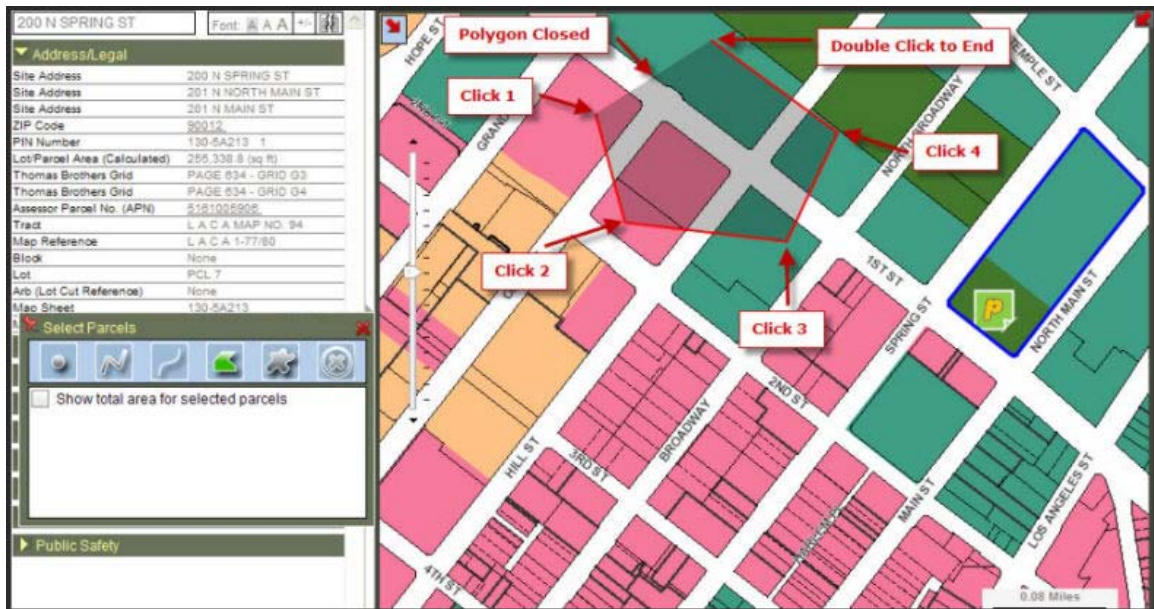
The *Select By Polygon Tool* allows the user to select and highlight multiple parcels by drawing a polygon on the *Map Display* area.

*To select parcels by drawing a polygon:*

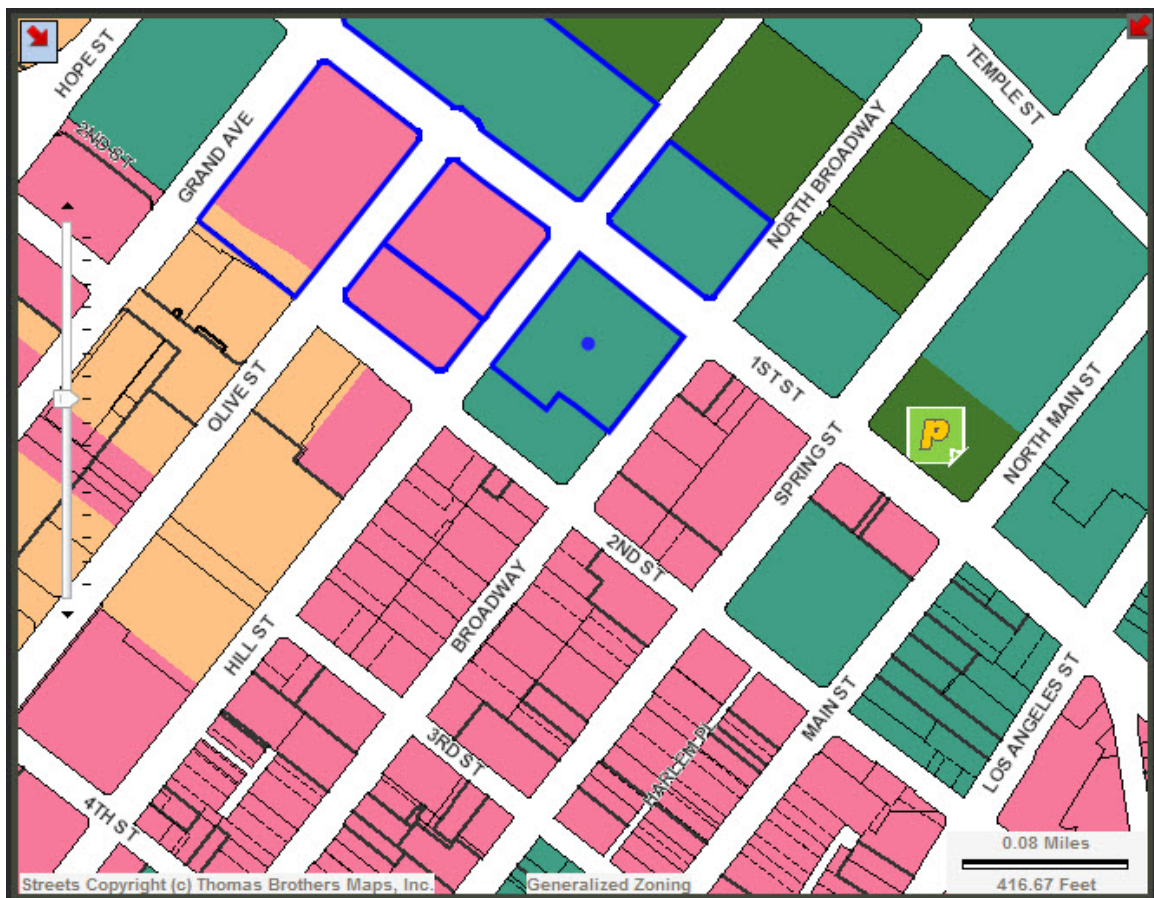
- **Step 1:** Click on the *Select By Polygon Tool* to make it the selected tool, the cursor will change to small cross-hairs.
- **Step 2:** Click multiple times to draw a polygon over some parcels in the *Map Display*. Double click to close and end the polygon. The parcels falling within and intersecting 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:**





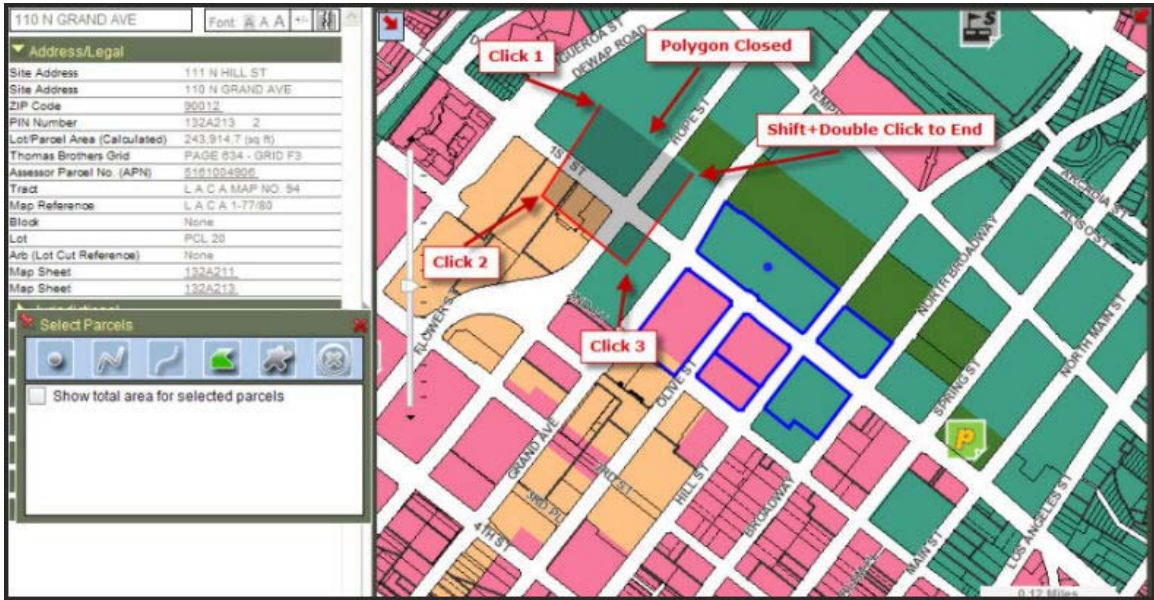
**Result:**



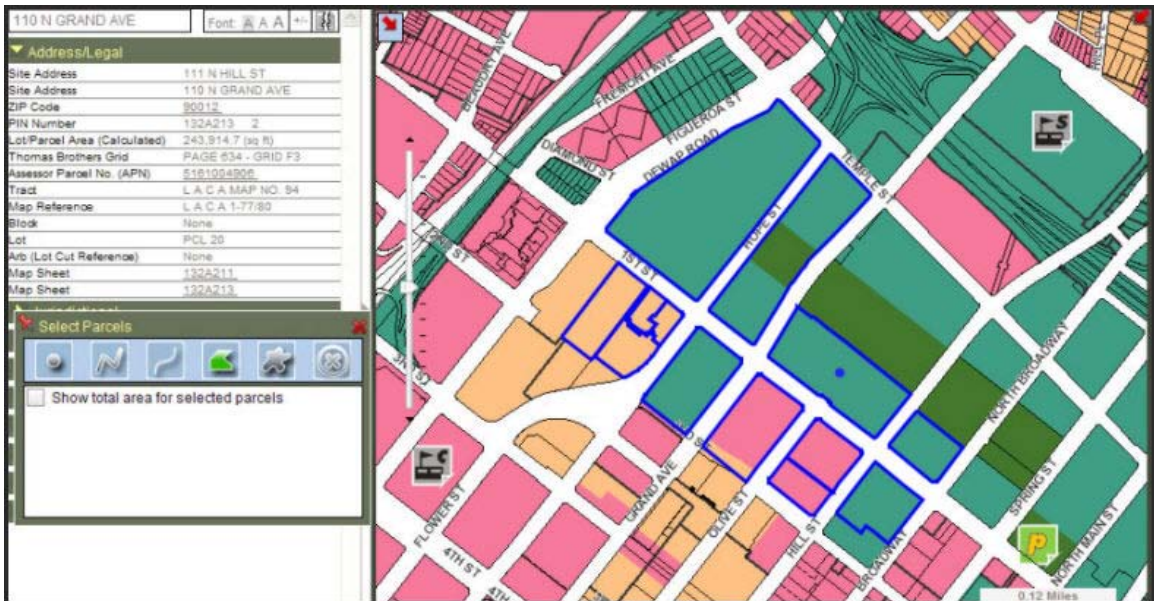
*To add additional parcels to the current selection:*

- **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:**

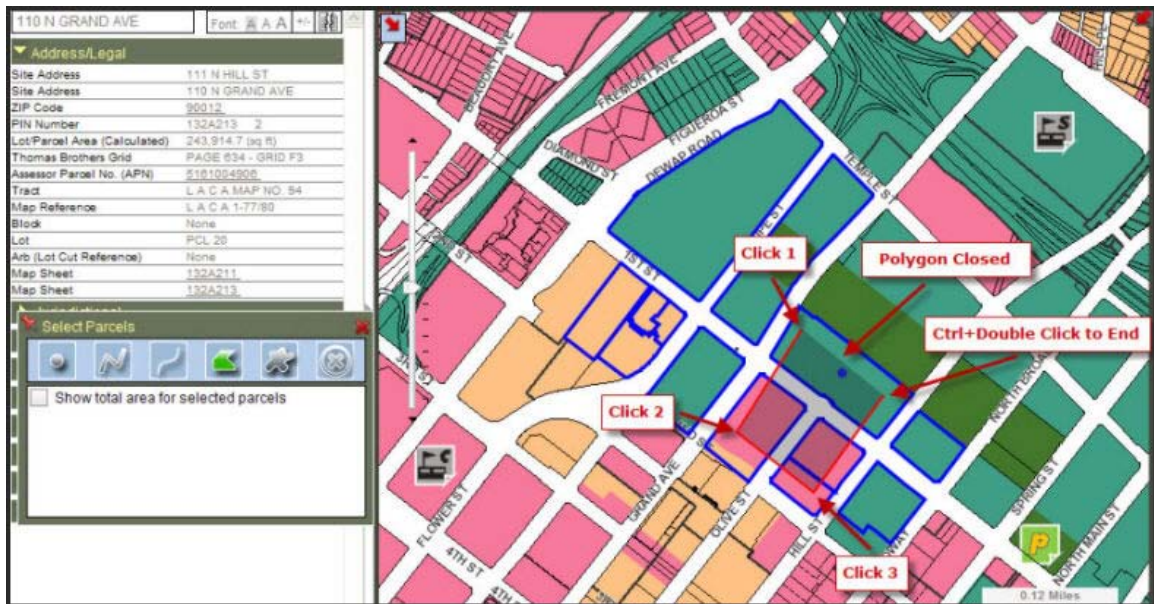


**Result:**



**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:**

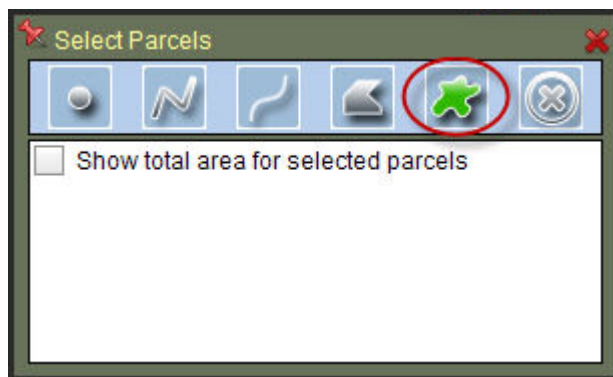
**Result:**



**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 Freehand Polygon Tool

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



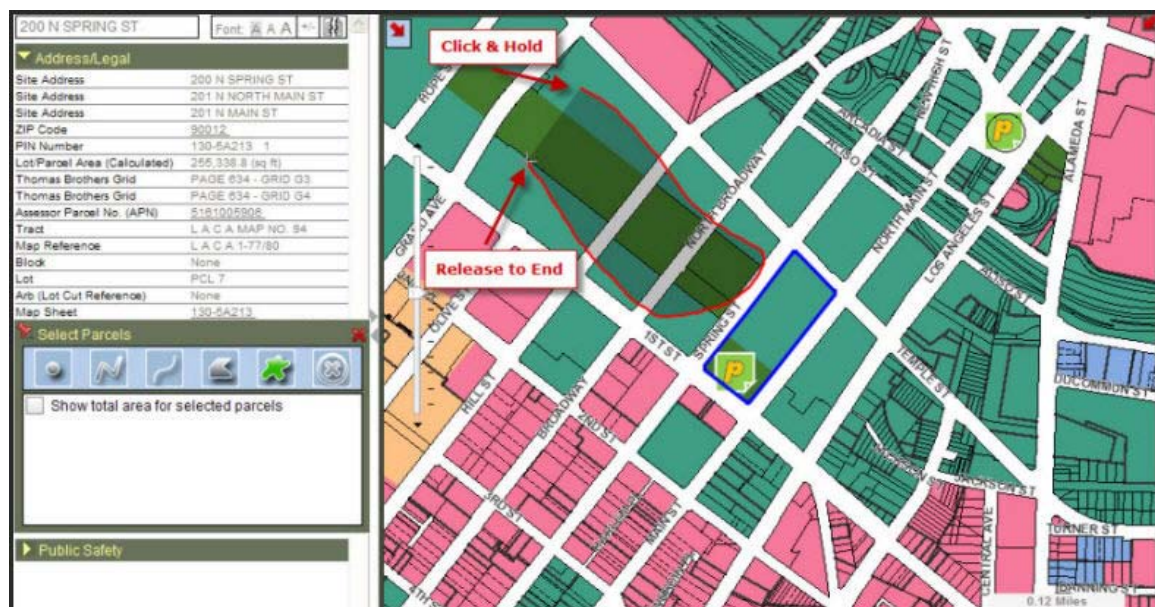
**Important Note:** Before you use the Parcel Selection Tools for selecting multiple parcels, it is *highly recommended* that you walk through the examples given in this help file under the five topics: *Select By Point Tool*, *Select By PolyLine Tool*, *Select By Freehand Line Tool*, *Select By Polygon 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 Freehand Polygon Tool* allows the user to select and highlight multiple parcels by drawing a polygon freely on the *Map Display* area.

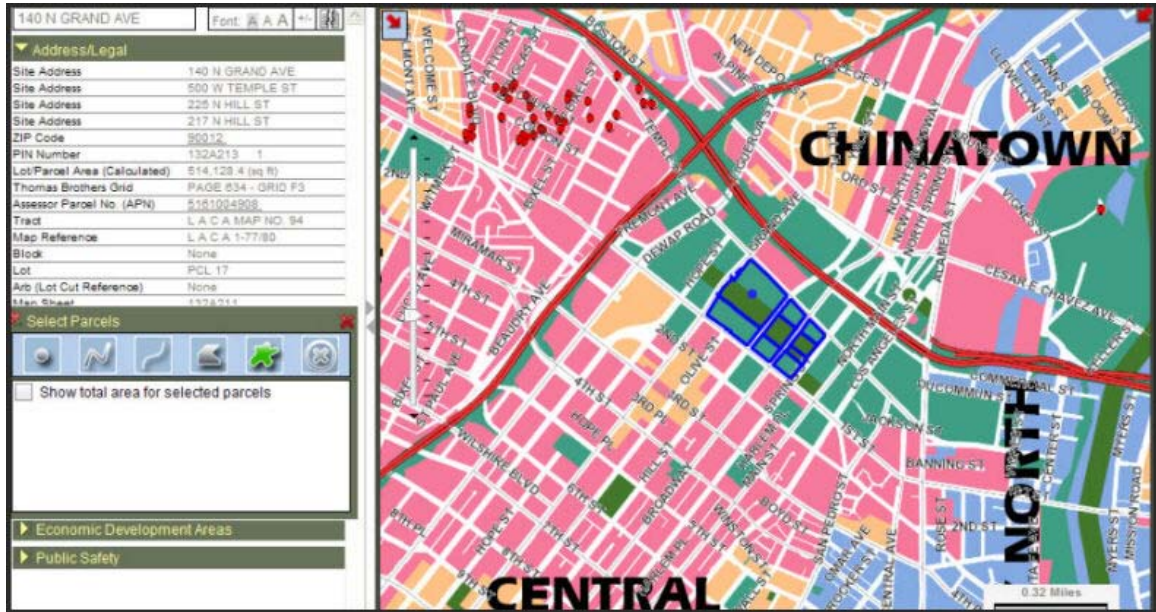
*To select parcels by drawing a polygon:*

- **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:**



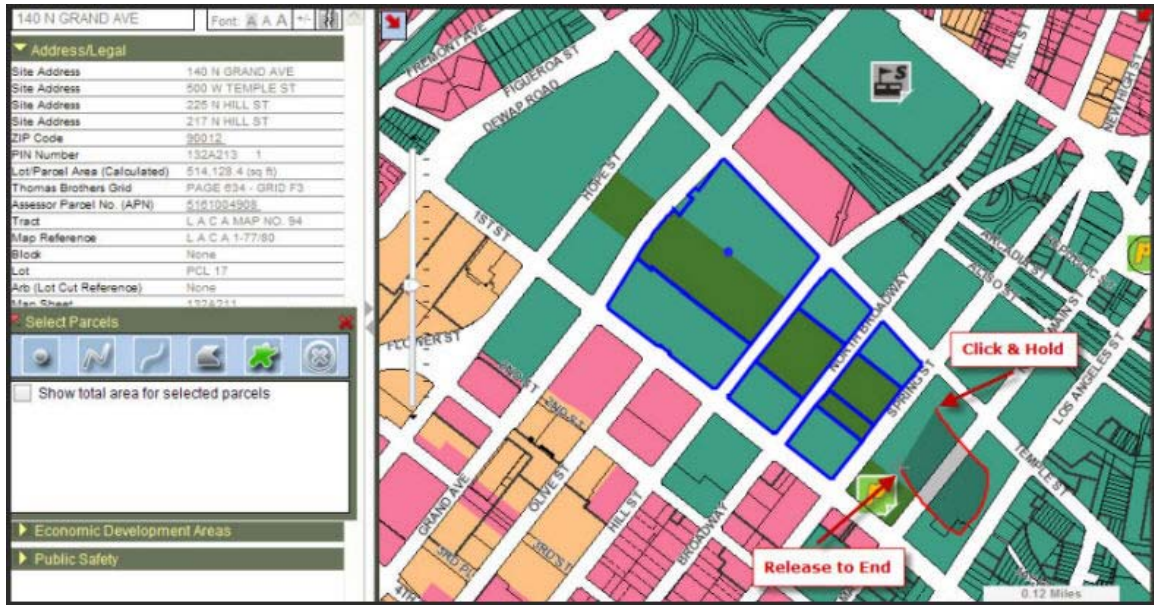
**Result:**



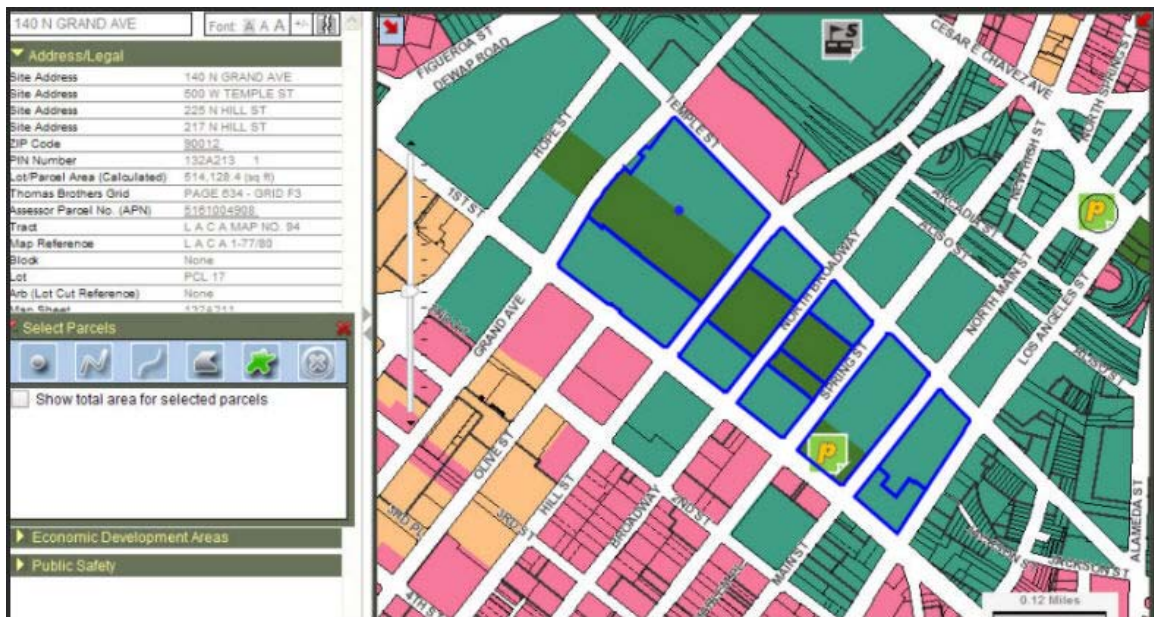
**To add additional parcels to the current selection:**

- **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:**



**Result:**

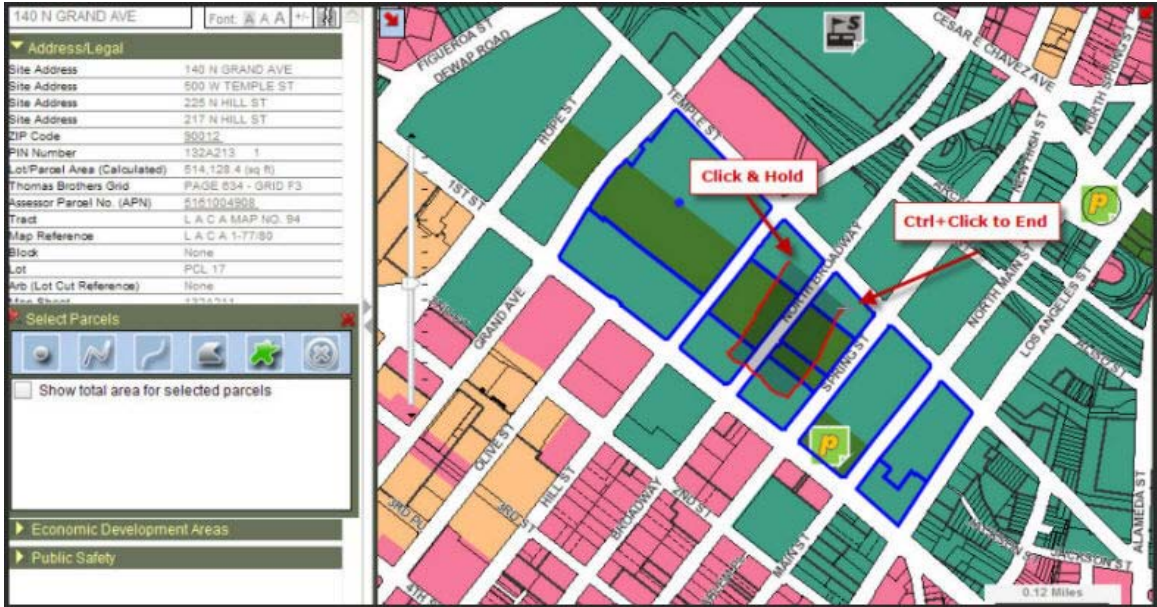


**To de-select parcels:**

- **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



Click on the **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.



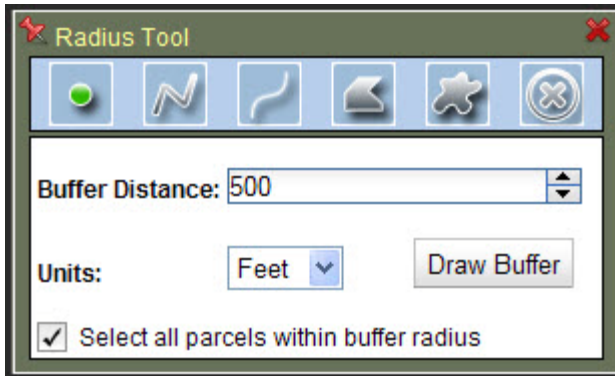
Result:



## Radius Tool



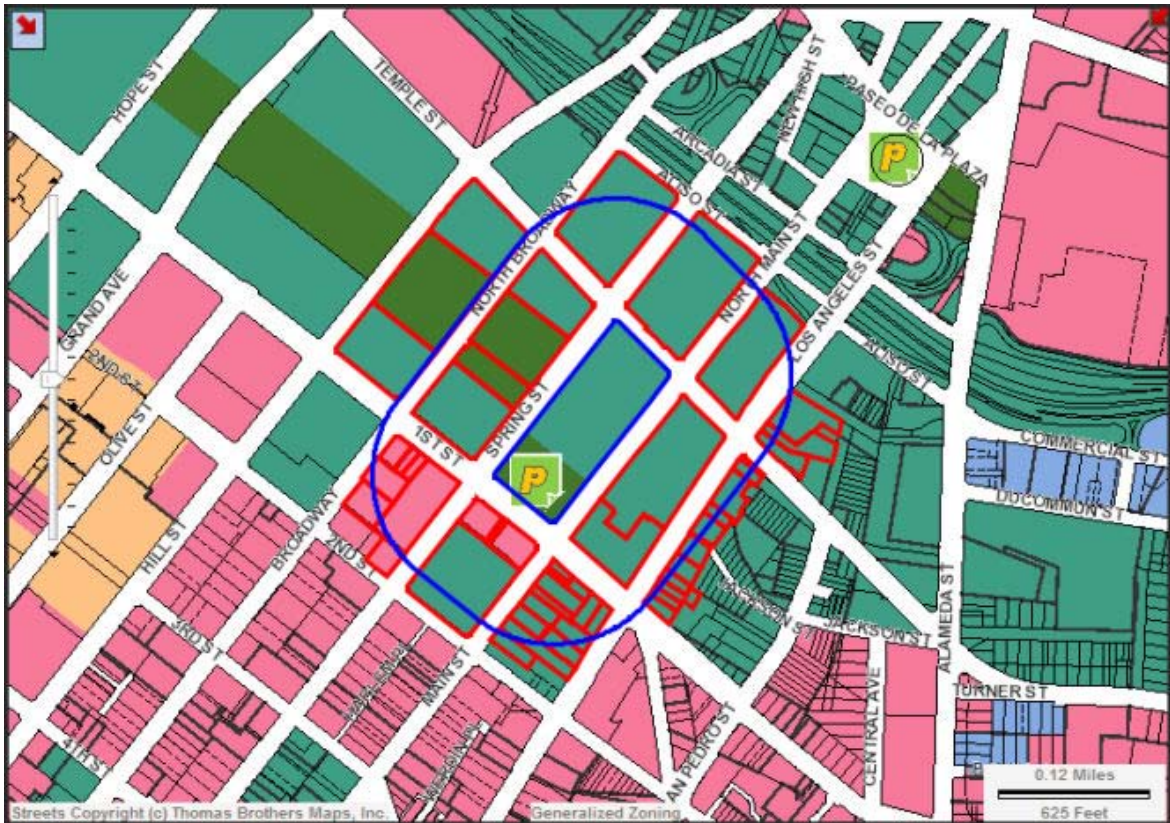
Click on the Radius Tool to activate the tool.




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**.

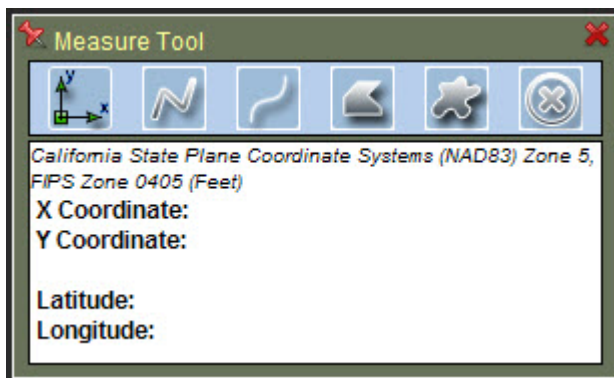
- **Step 4: Click Draw Buffer.** This will select and highlight the parcels intersecting the line. The map will refresh with the new parcels highlighted in red.



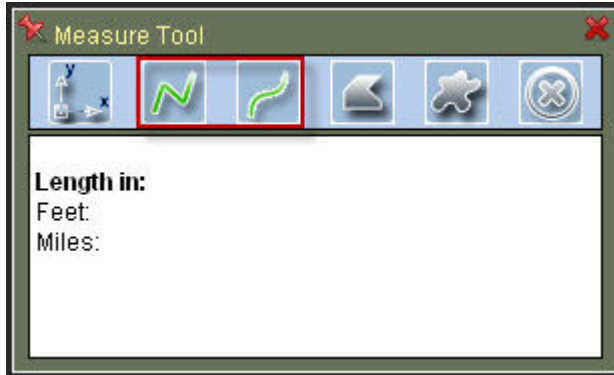
## Measure Tool

Click on the  Measure Tool to activate the tool.

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



When **Measure Tool** is selected in conjunction 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.



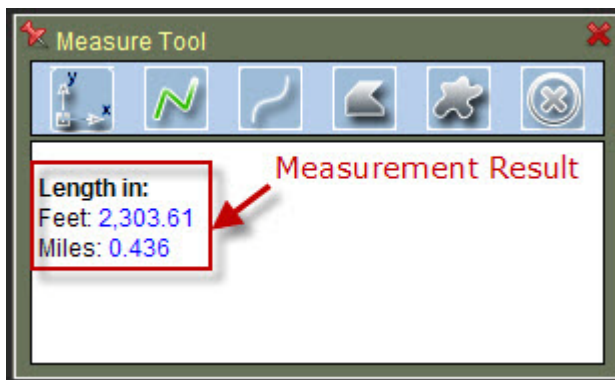
### How to Measure Distance



- **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.

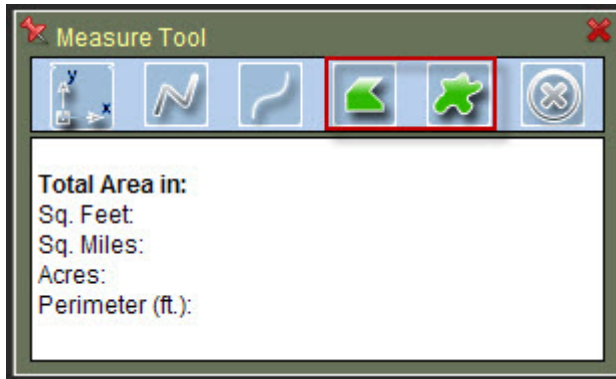


- **Step 5:** *Click* on the **Map Display** again to start a new measurement and erase the previous line; or select any other tool to stop measuring.

When **Measure Tool** is selected in conjunction 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


## ZIMAS User Guide

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.



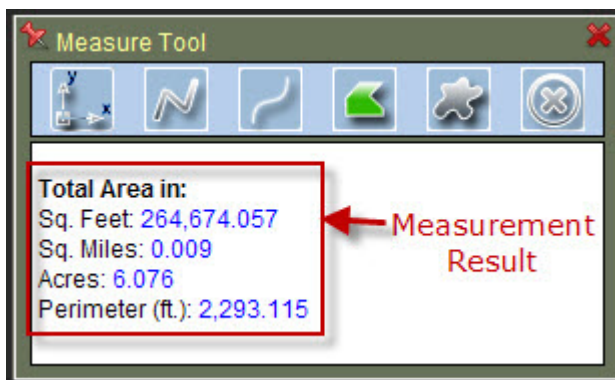
### How to Measure Area



- **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



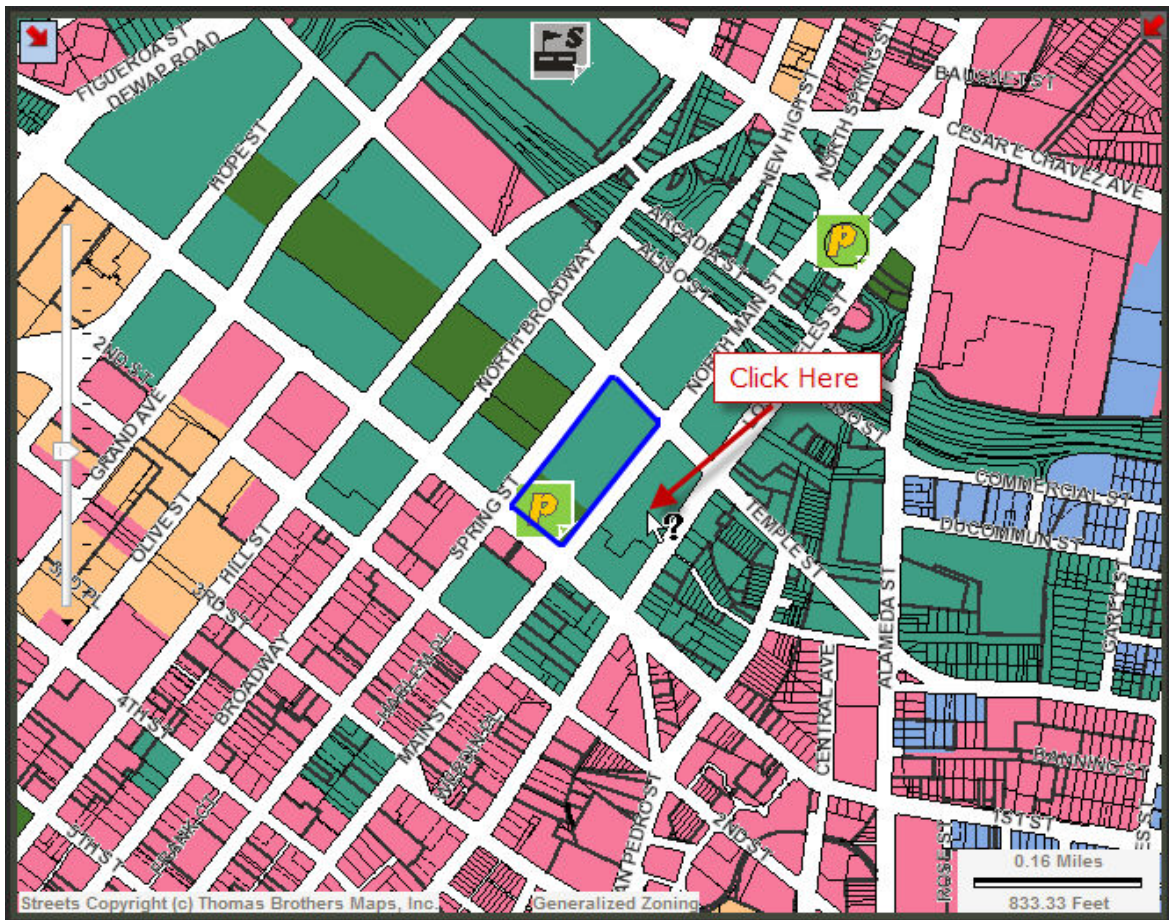
*Click* on the  **Identify Tool** to activate the tool.

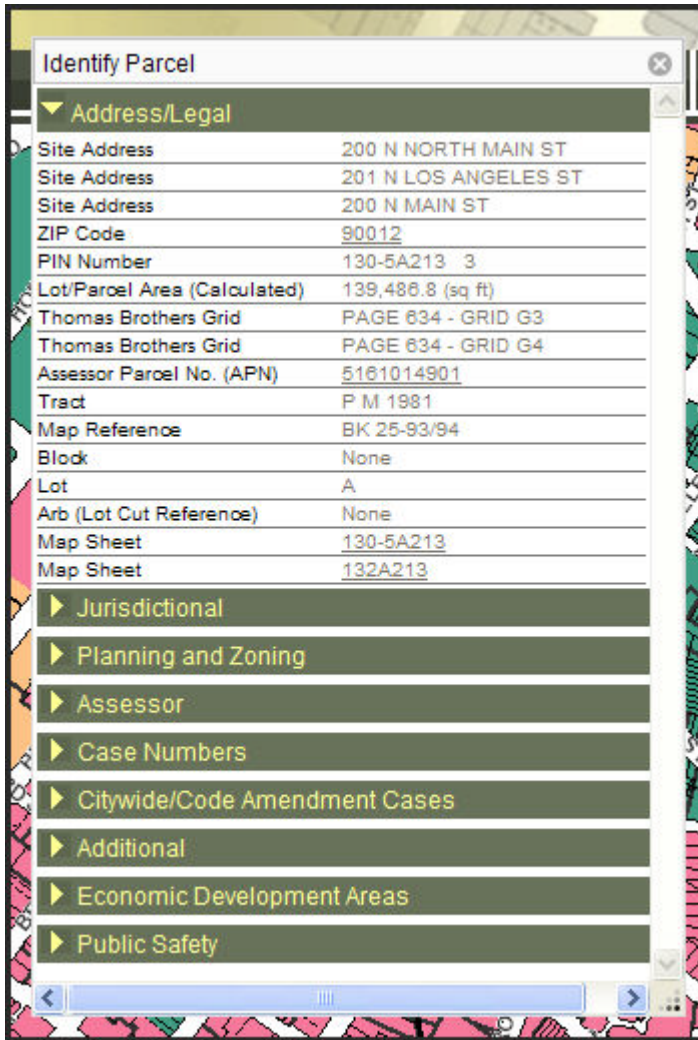
The *Identify* tool allows the user to compare parcels by clicking on a parcel to display its related attribute information in a separate pop-up window identical to the *Information Table* in which information is displayed after a parcel is selected.

**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.







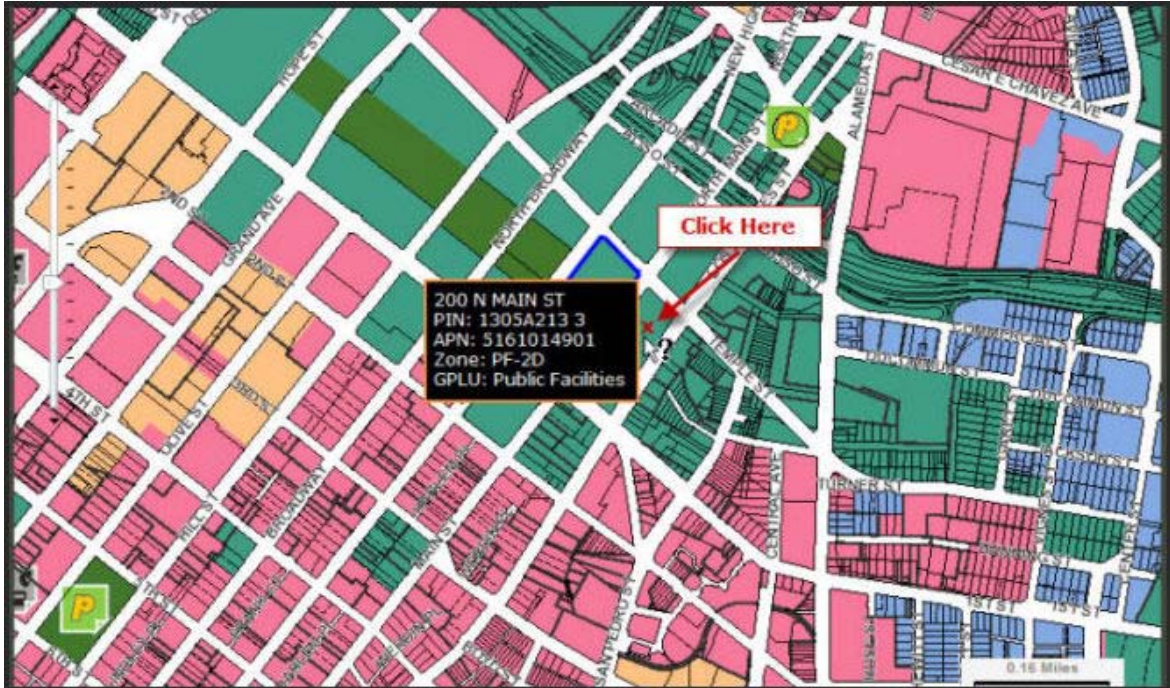
## Show Mini Parcel Info Window Tool



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.



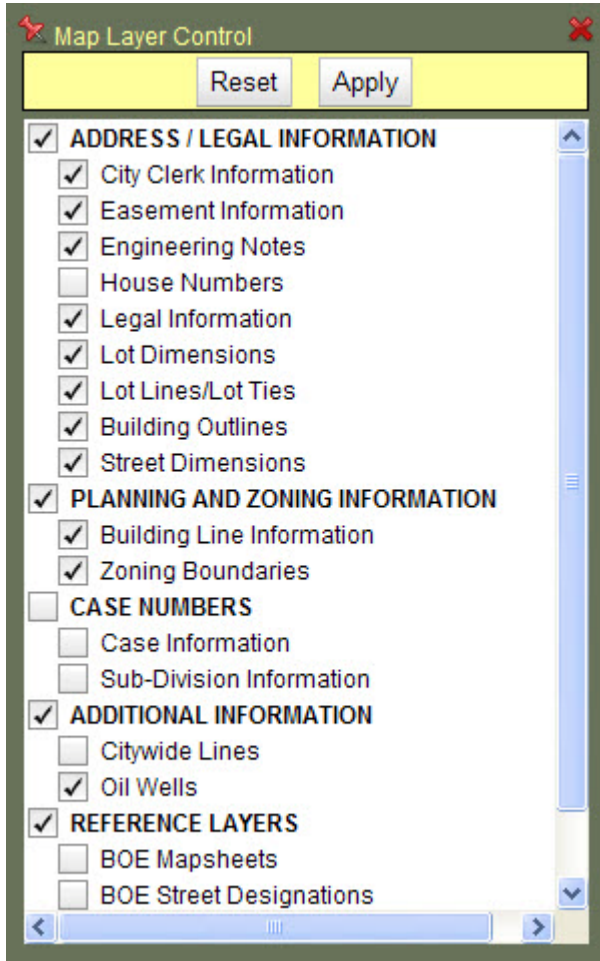
## Map Layer Control Tool



**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.



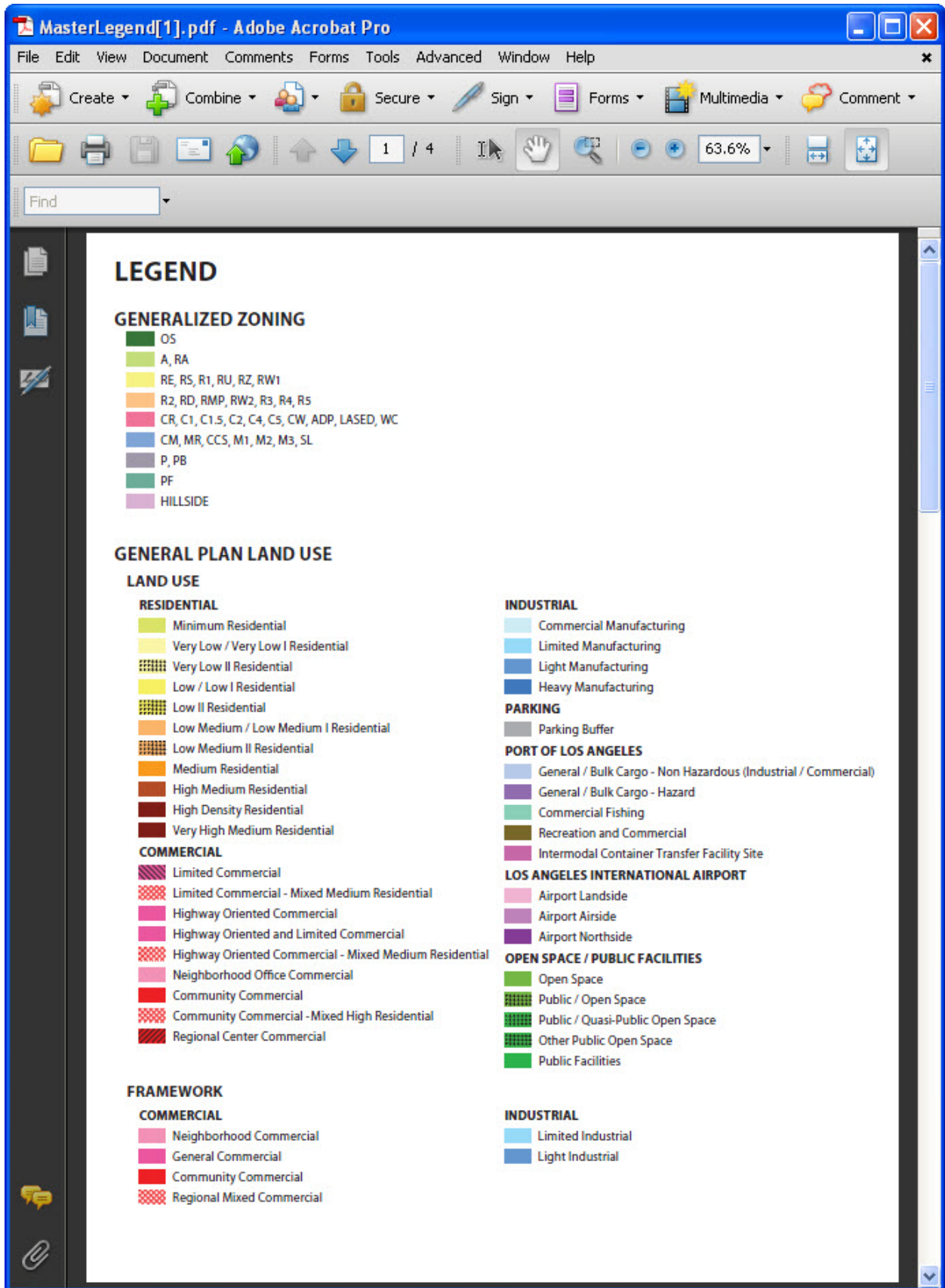
- **Step 2:** Click the **Apply** Button to see the changes on the **Map Display**.

**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.

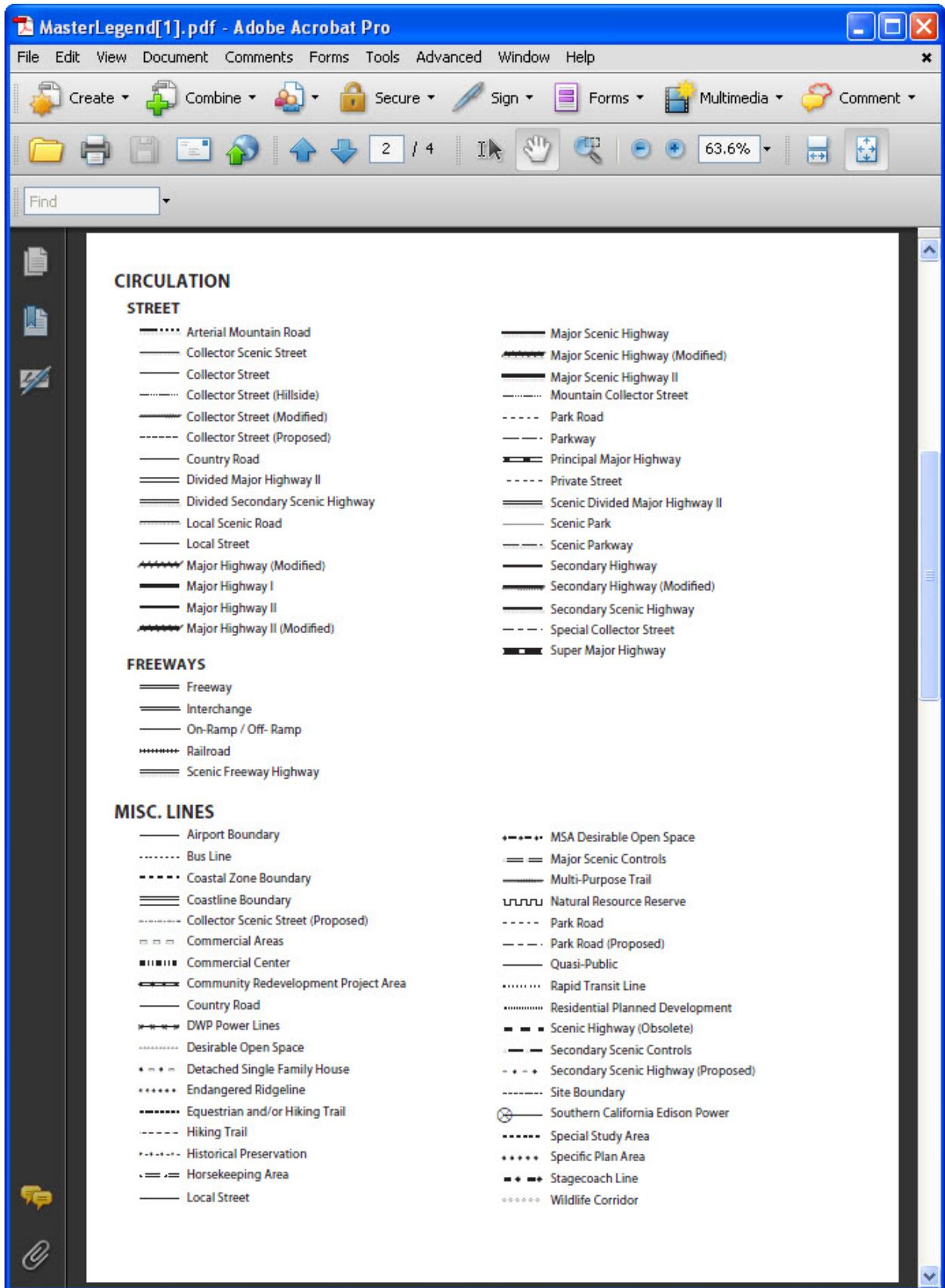
## Show Map Legend Button

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.

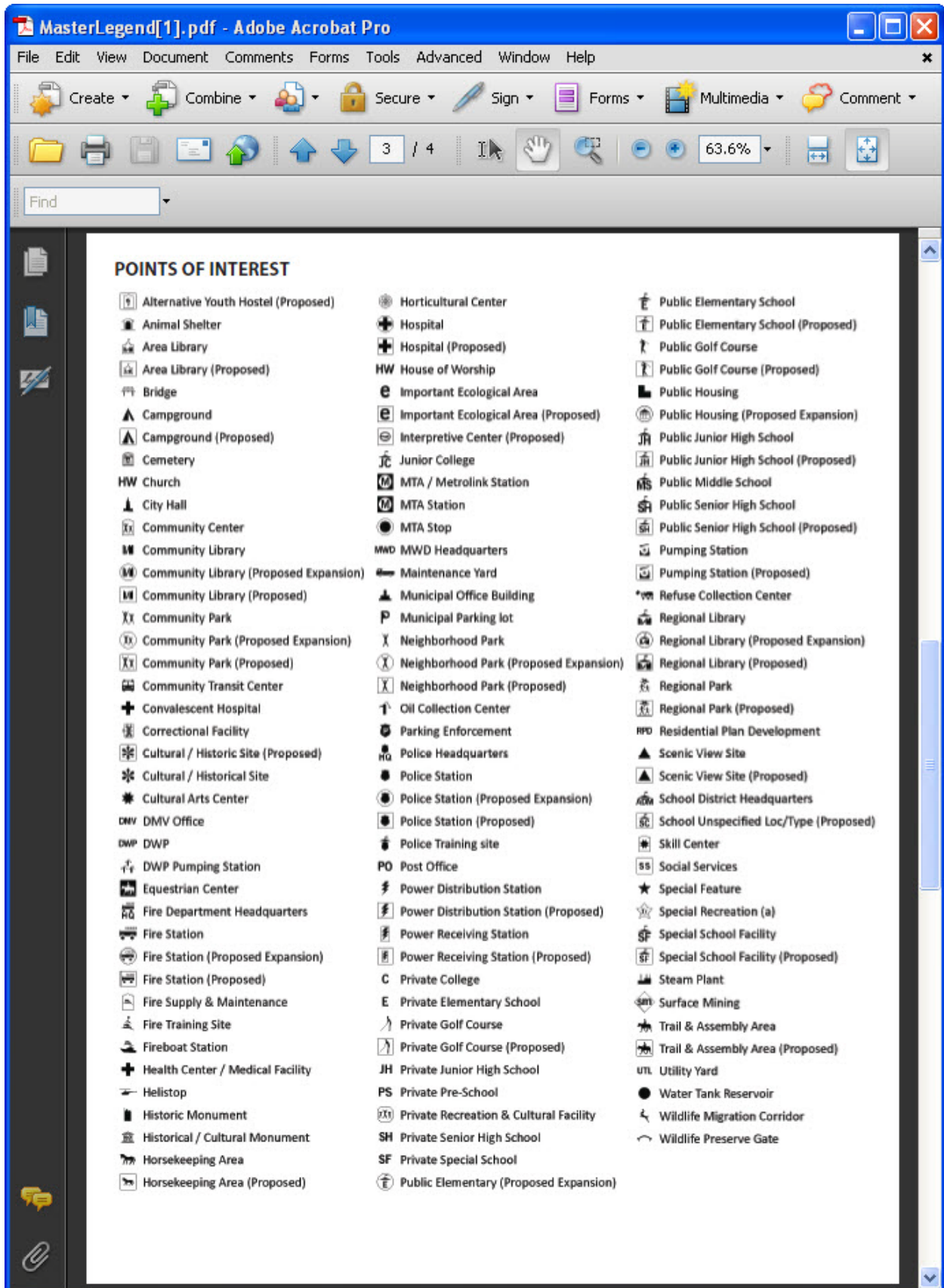




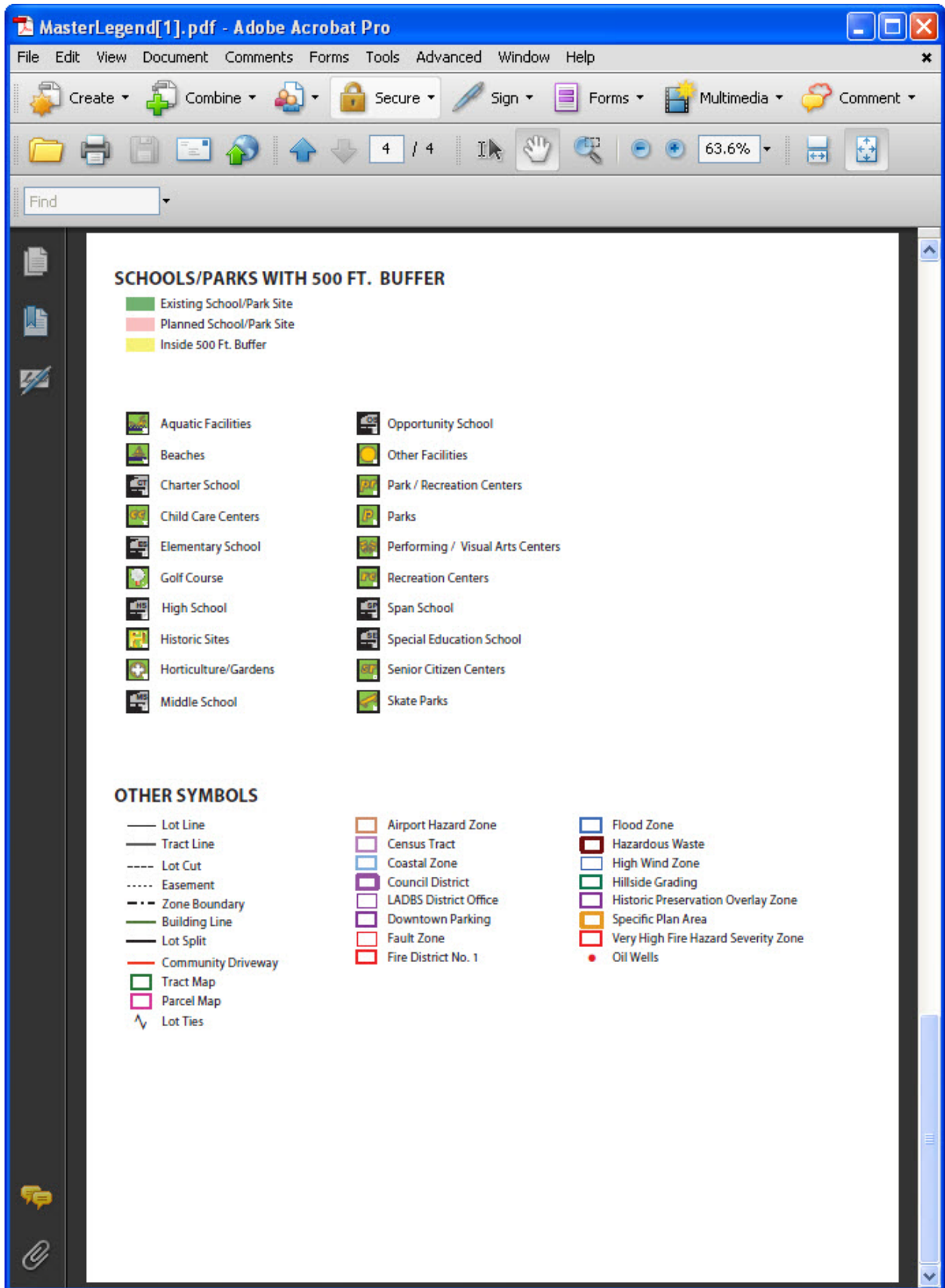












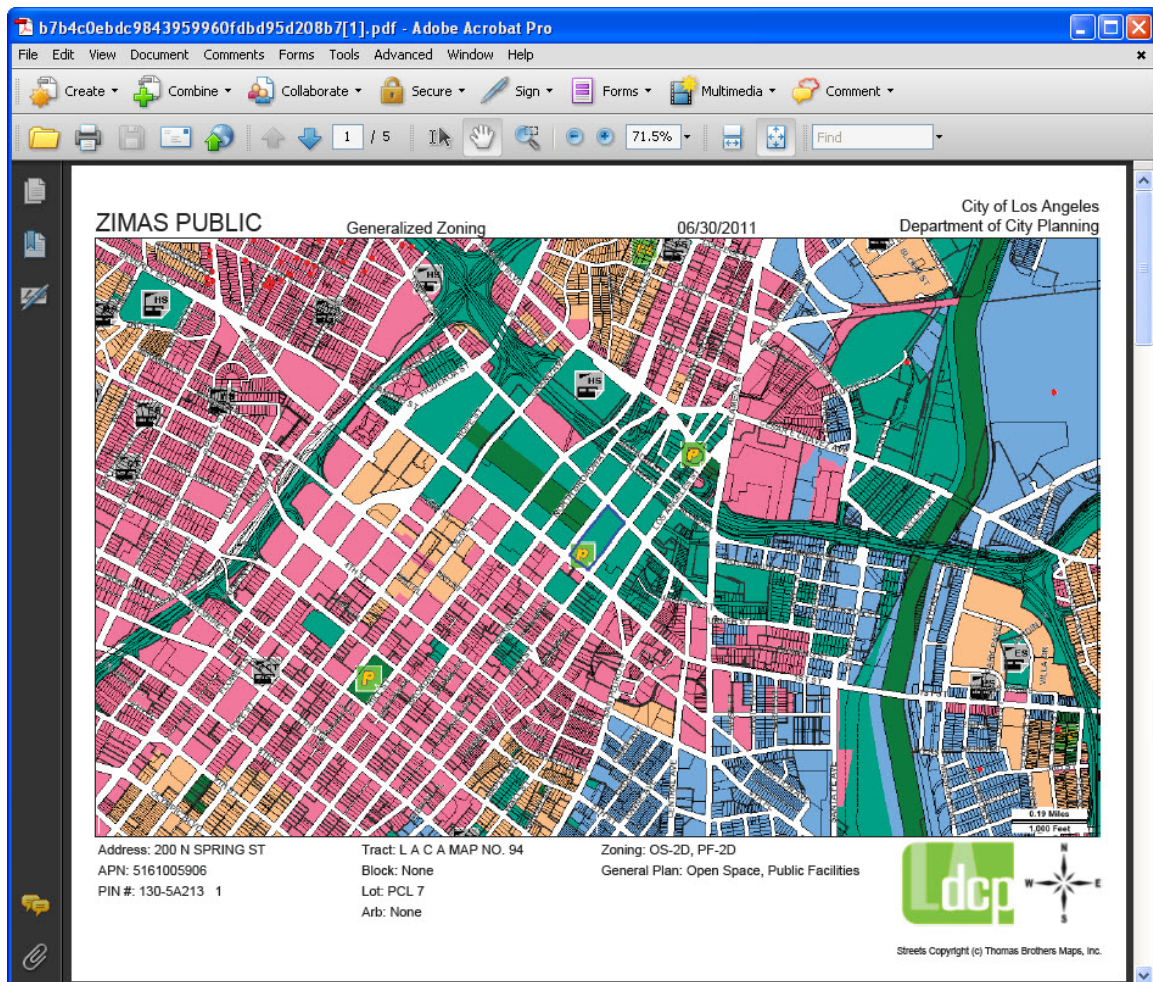
## Print Map Button

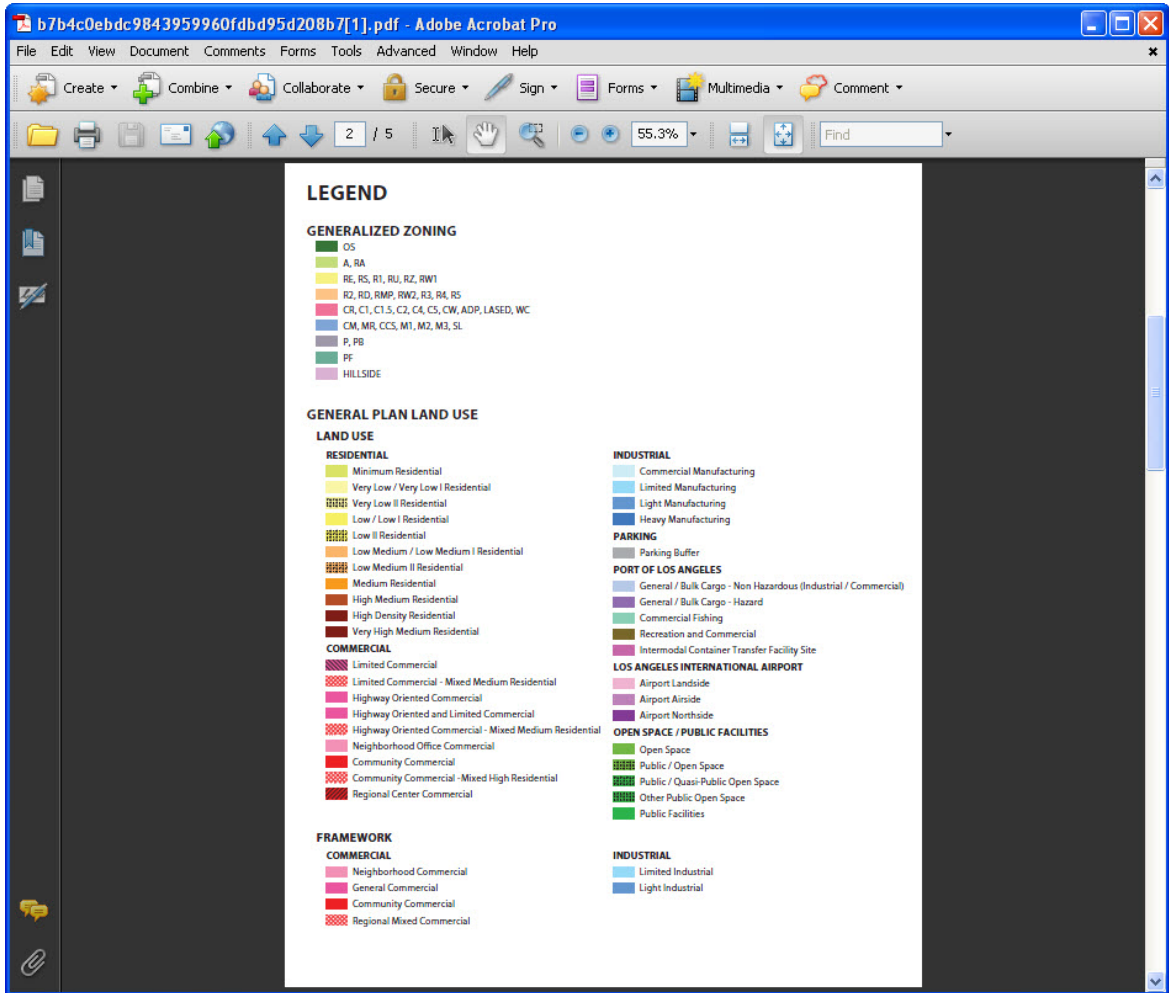


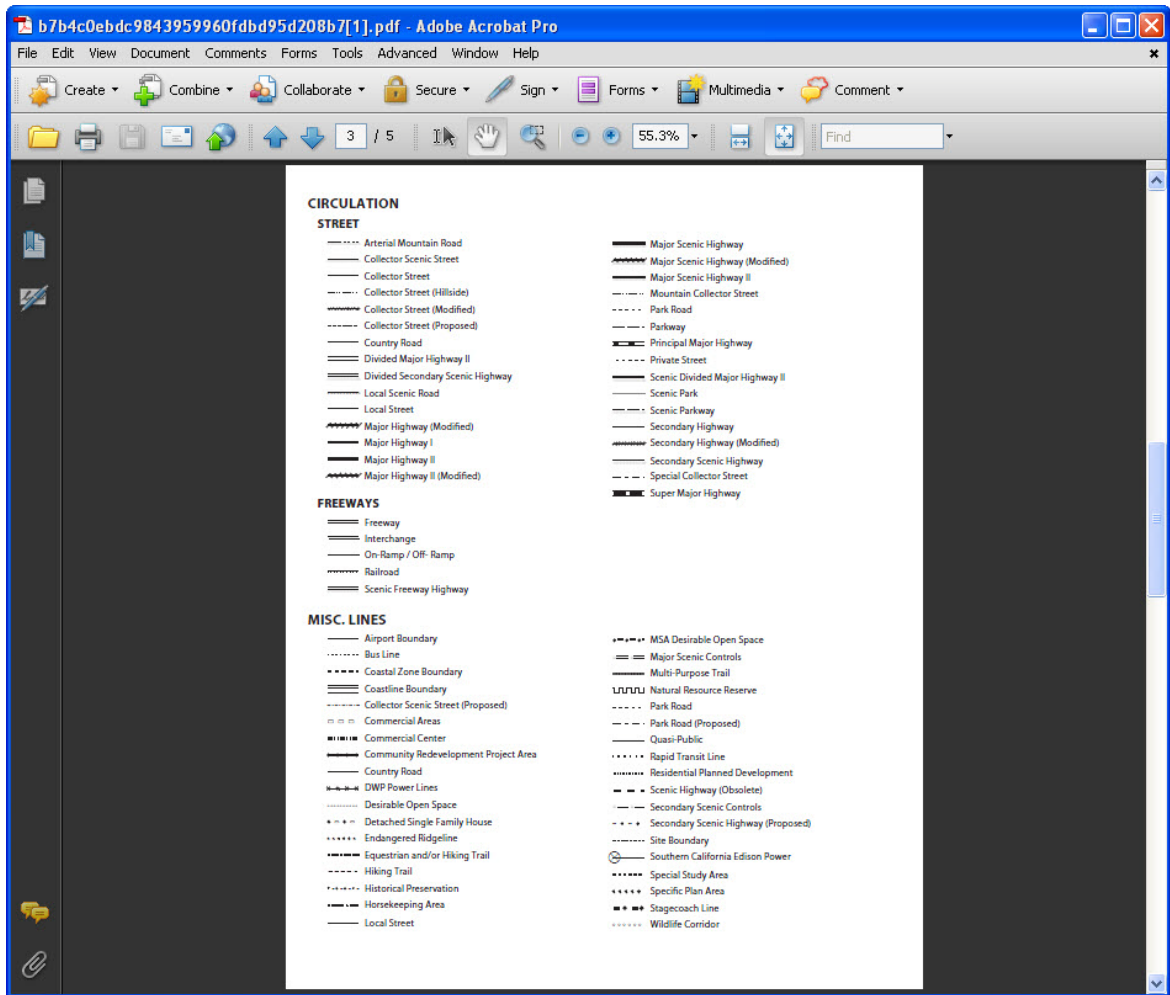
Click on the  **Print Map Button** to activate the tool.

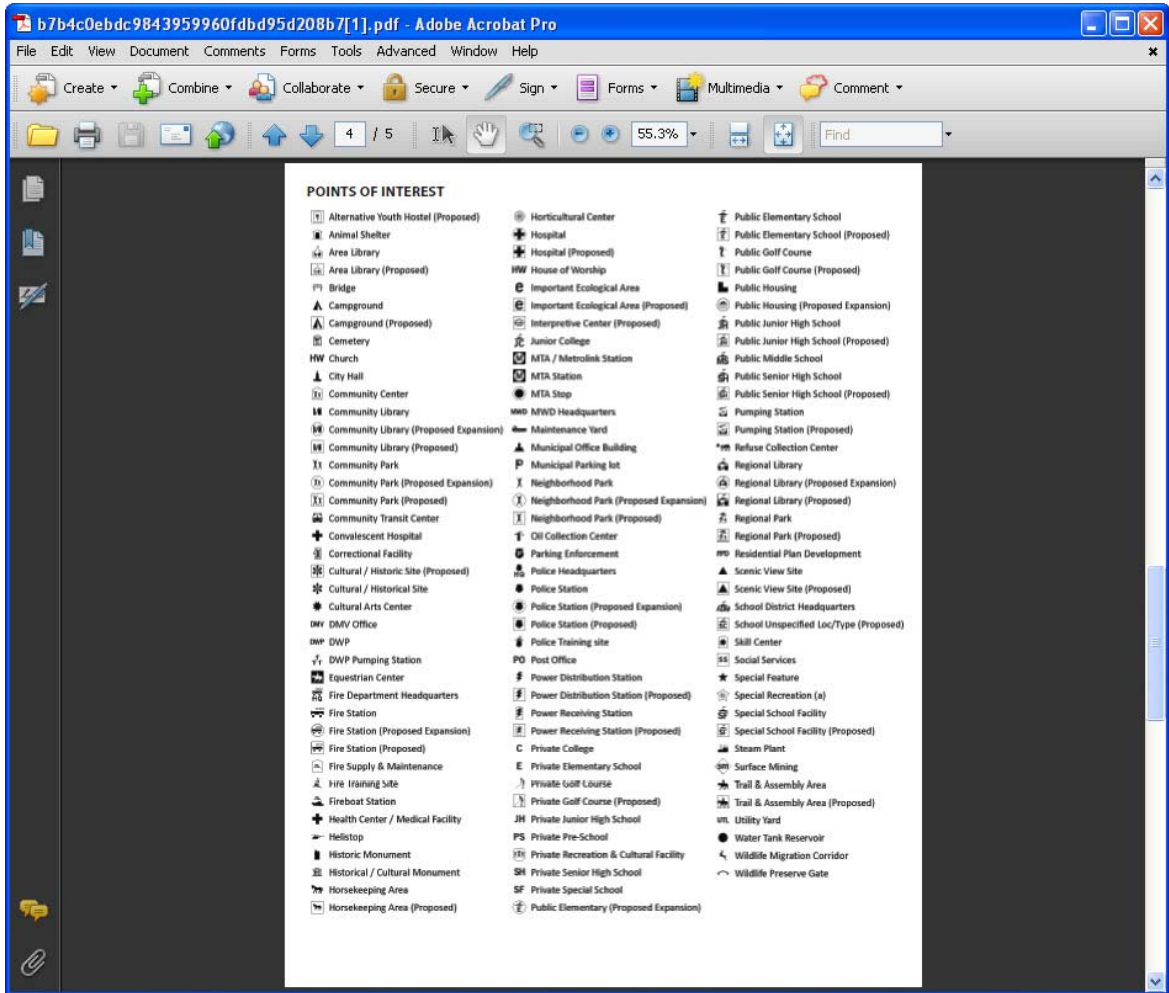
The **Print Map** Button creates a printable map that shows the current map, a legend (an explanation of the symbols on the map) and a scale. You can send this formatted map to a printer.

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

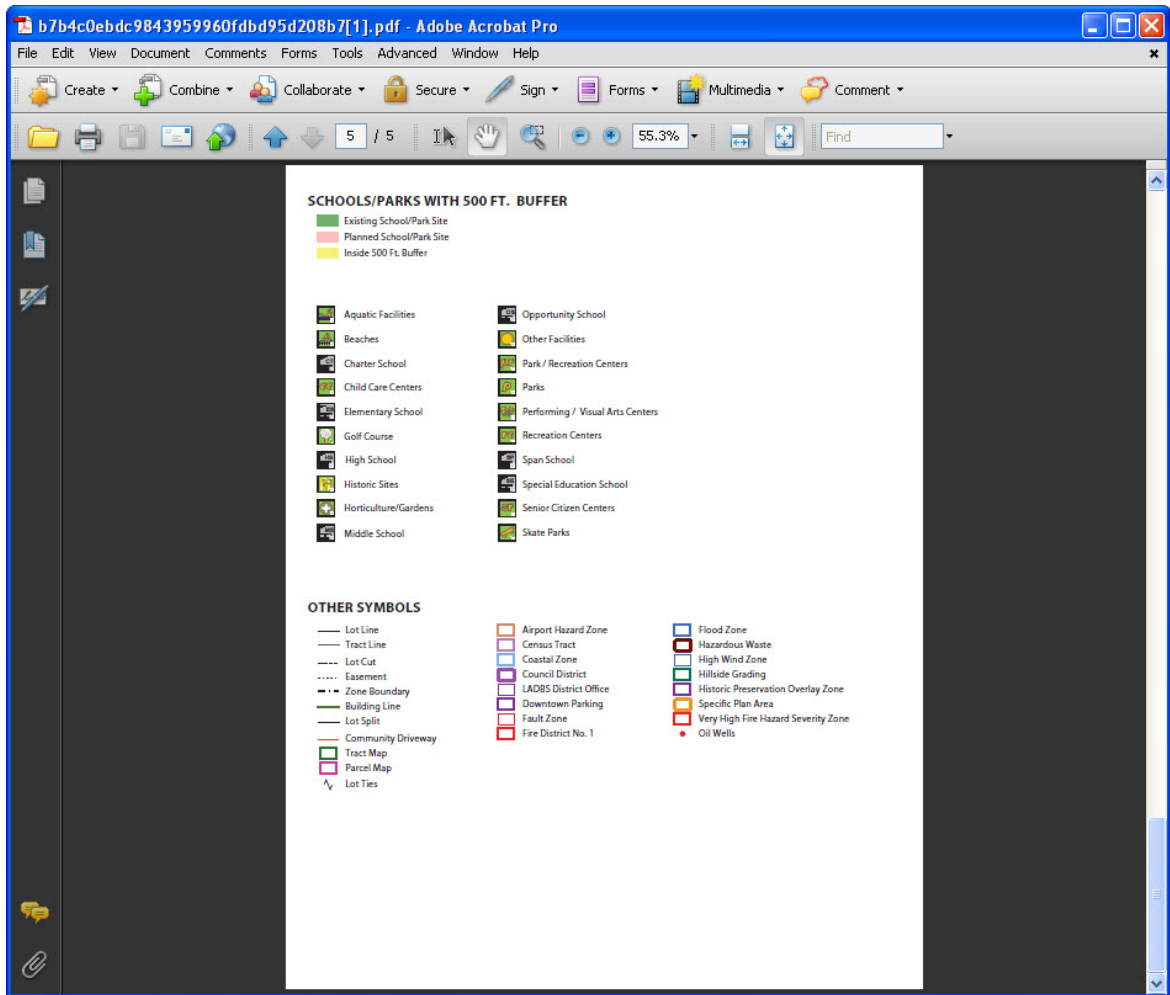




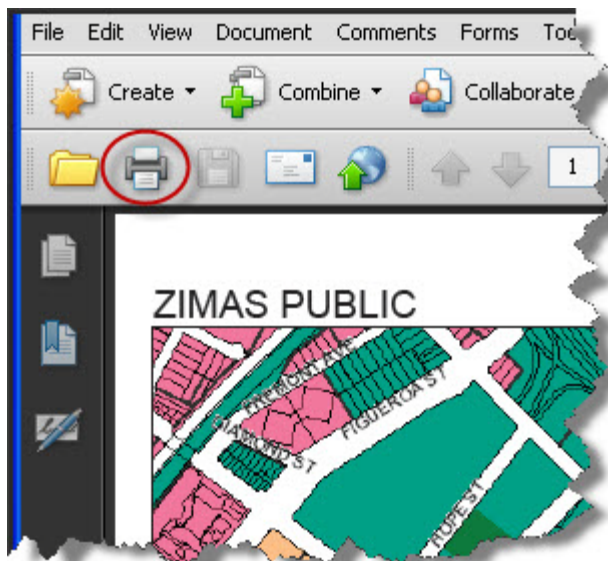








- **Step 2:** To print the map layout, click the *Print* button in the Adobe PDF toolbar.



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  **Open 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

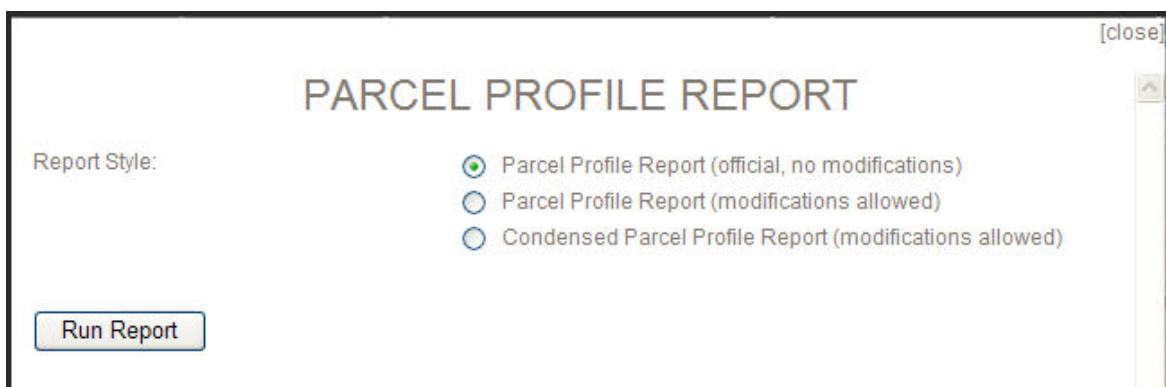
The *Parcel Profile Report* provides the user with a neatly formatted report containing all of the attribute data associated with the selected parcel.

- **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 multi-selected 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)**.



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

PARCEL PROFILE REPORT

Make sure you have your popup blocker turned off for this site

Report Style:

- Parcel Profile Report (official, no modifications)
- Parcel Profile Report (modifications allowed)
- Condensed Parcel Profile Report (modifications allowed)

Run Report

[close]

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

**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.

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

**City of Los Angeles  
Department of City Planning**

**11/15/2011  
PARCEL PROFILE REPORT**

PROPERTY ADDRESSES	
200 N SPRING ST	
201 N NORTH MAIN ST	
201 N MAIN ST	

ZIP CODES	
90012	

RECENT ACTIVITY	
None	

CASE NUMBERS	
CPC-631-D	
CPC-22988	
CPC-20445-CU	
CPC-2010-583-CA	
CPC-2010-213-CA	
CPC-2008-4502-GPA	
CPC-2005-361-CA	
CPC-2005-1124-CA	
CPC-2005-1122-CA	
CPC-1994-225-CPU-ZC	
CPC-1986-606-GPC	
ORD-176647-3A23	
ORD-176647-3A22	
ORD-164307-3A355	
ORD-120549	
ENV-2010-214-ND	
ENV-2008-4505-ND	
ENV-2005-362-CE	
ENV-2005-1125-CE	
ENV-2005-1123-CE	
ENV-1998-107-MND	
ND-83-437-CUZ-HEL	

Address/Legal Information	
PIN Number	130-5A213 1
Lot/Parcel Area (Calculated)	255,338.8 (sq ft)
Thomas Brothers Grid	PAGE 634 - GRID G3 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 132A213

Jurisdictional Information	
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

Planning and Zoning Information	
Special Notes	None
Zoning	OS-2D PF-2D
Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone ZI-2416 Downtown Design Guide Project Area ZI-2385 Greater Downtown Housing Incentive Area
General Plan Land Use	Open Space Public Facilities
General Plan Footnote(s)	Yes
Hillside Area (Zoning Code)	No
Baseline Hillside Ordinance	No
Baseline Mansionization Ordinance	No
Specific Plan Area	None
Special Land Use / Zoning	None
Design Review Board	No
Historic Preservation Review	Yes
Historic Preservation Overlay Zone	None
Other Historic Designations	None
Other Historic Survey Information	None
Mills Act Contract	None
POD - Pedestrian Oriented Districts	None
CDO - Community Design Overlay	None
NBO - Neighborhood Stabilization Overlay	No
Streetscape	No
Sign District	No
Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area

This report is subject to the terms and conditions as set forth on the website. For more details, please refer to the terms and conditions at [zimas.lacity.org](http://zimas.lacity.org)  
(\*) - APN Area is provided "as is" from the Los Angeles County's Public Works, Flood Control, Benefit Assessment.

[zimas.lacity.org](http://zimas.lacity.org) | [cityplanning.lacity.org](http://cityplanning.lacity.org)

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]

## PARCEL PROFILE REPORT

Report Style:

- Parcel Profile Report (official, no modifications)
- Parcel Profile Report (modifications allowed)
- Condensed Parcel Profile Report (modifications allowed)

APN's:

- All
- Currently Selected APN (5439032900)
- Multiple

Include Case Summary Information:

Include a printable map:

Uncheck boxes to the right if you would like to suppress those fields and/or sections from the report

- Address/Legal Information
  - Site Address
  - ZIP Code
  - PIN Number
  - Lot/Parcel Area (Calculated)
  - Thomas Brothers Grid
  - Assessor Parcel No. (APN)

[Check All](#) - [Clear All](#)

fcf7bc524b8c4a989bf1fe70e5e0a47f[1].pdf - Adobe Acrobat Pro

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Create Combine Sign Forms Multimedia Comment

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**City of Los Angeles**  
**Department of City Planning**

**11/15/2011**  
**PARCEL PROFILE REPORT (modified version)**

<p><b>PROPERTY ADDRESS</b></p> <p>200 N SPRING ST 201 N NORTH MAIN ST 201 N MAIN ST</p> <p><b>ZIP CODES</b></p> <p>90012</p> <p><b>RECENT ACTIVITY</b></p> <p>None</p> <p><b>CASE NUMBERS</b></p> <p>CPC-631-D CPC-22988 CPC-20445-CU CPC-2010-583-CA CPC-2010-213-CA CPC-2008-4502-GPA CPC-2005-361-CA CPC-2005-1124-CA CPC-2005-1122-CA CPC-1994-225-CPU-ZC CPC-1986-606-GPC ORD-176647-8A23 ORD-176647-8A22 ORD-164307-8A355 ORD-120549 ENV-2010-214-ND ENV-2008-4505-ND ENV-2005-362-CE ENV-2005-1125-CE ENV-2005-1123-CE ENV-1998-107-MND ND-83-437-OUZ-HEL</p>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Address/Legal Information</b></td> </tr> <tr> <td>PIN Number</td> <td>130-5A213 1</td> </tr> <tr> <td>Lot/Parcel Area (Calculated)</td> <td>255,338.8 (sq ft)</td> </tr> <tr> <td>Thomas Brothers Grid</td> <td>PAGE 634 - GRID G3 PAGE 634 - GRID G4</td> </tr> <tr> <td>Assessor Parcel No. (APN)</td> <td>5161005906</td> </tr> <tr> <td>Tract</td> <td>L A C A MAP NO. 94</td> </tr> <tr> <td>Map Reference</td> <td>L A C A 1-77/80</td> </tr> <tr> <td>Block</td> <td>None</td> </tr> <tr> <td>Lot</td> <td>PCL 7</td> </tr> <tr> <td>Arb (Lot Cut Reference)</td> <td>None</td> </tr> <tr> <td>Map Sheet</td> <td>130-5A213 132A213</td> </tr> <tr> <td colspan="2"><b>Jurisdictional Information</b></td> </tr> <tr> <td>Community Plan Area</td> <td>Central City</td> </tr> <tr> <td>Area Planning Commission</td> <td>Central</td> </tr> <tr> <td>Neighborhood Council</td> <td>Downtown Los Angeles</td> </tr> <tr> <td>Council District</td> <td>CD 9 - Jan Perry</td> </tr> <tr> <td>Census Tract #</td> <td>2074.00</td> </tr> <tr> <td>LADBS District Office</td> <td>Los Angeles Metro</td> </tr> <tr> <td colspan="2"><b>Planning and Zoning Information</b></td> </tr> <tr> <td>Special Notes</td> <td>None</td> </tr> <tr> <td>Zoning</td> <td>O9-2D PF-2D</td> </tr> <tr> <td>Zoning information (ZI)</td> <td>ZI-2374 Los Angeles State Enterprise Zone ZI-2416 Downtown Design Guide Project Area ZI-2385 Greater Downtown Housing Incentive Area</td> </tr> <tr> <td>General Plan Land Use</td> <td>Open Space Public Facilities</td> </tr> <tr> <td>General Plan Footnote(s)</td> <td>Yes</td> </tr> <tr> <td>Hillside Area (Zoning Code)</td> <td>No</td> </tr> <tr> <td>Baseline Hillside Ordinance</td> <td>No</td> </tr> <tr> <td>Baseline Manslonization Ordinance</td> <td>No</td> </tr> <tr> <td>Specific Plan Area</td> <td>None</td> </tr> <tr> <td>Special Land Use / Zoning</td> <td>None</td> </tr> <tr> <td>Design Review Board</td> <td>No</td> </tr> <tr> <td>Historic Preservation Review</td> <td>Yes</td> </tr> <tr> <td>Historic Preservation Overlay Zone</td> <td>None</td> </tr> <tr> <td>Other Historic Designations</td> <td>None</td> </tr> <tr> <td>Other Historic Survey Information</td> <td>None</td> </tr> <tr> <td>Mills Act Contract</td> <td>None</td> </tr> <tr> <td>POD - Pedestrian Oriented Districts</td> <td>None</td> </tr> <tr> <td>CDO - Community Design Overlay</td> <td>None</td> </tr> <tr> <td>NSO - Neighborhood Stabilization Overlay</td> <td>No</td> </tr> <tr> <td>Streetscape</td> <td>No</td> </tr> <tr> <td>Sign District</td> <td>No</td> </tr> <tr> <td>Adaptive Reuse Incentive Area</td> <td>Downtown Adaptive Reuse Incentive Area</td> </tr> </table> <p style="font-size: small; text-align: center;">This report is subject to the terms and conditions as set forth on the website. For more details, please refer to the terms and conditions at <a href="http://zimas.lacity.org">zimas.lacity.org</a> (* ) - APN Area is provided "as is" from the Los Angeles County's Public Works, Flood Control, Benefit Assessment.</p> <p style="text-align: center;">zimas.lacity.org   cityplanning.lacity.org</p>	<b>Address/Legal Information</b>		PIN Number	130-5A213 1	Lot/Parcel Area (Calculated)	255,338.8 (sq ft)	Thomas Brothers Grid	PAGE 634 - GRID G3 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 132A213	<b>Jurisdictional Information</b>		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	<b>Planning and Zoning Information</b>		Special Notes	None	Zoning	O9-2D PF-2D	Zoning information (ZI)	ZI-2374 Los Angeles State Enterprise Zone ZI-2416 Downtown Design Guide Project Area ZI-2385 Greater Downtown Housing Incentive Area	General Plan Land Use	Open Space Public Facilities	General Plan Footnote(s)	Yes	Hillside Area (Zoning Code)	No	Baseline Hillside Ordinance	No	Baseline Manslonization Ordinance	No	Specific Plan Area	None	Special Land Use / Zoning	None	Design Review Board	No	Historic Preservation Review	Yes	Historic Preservation Overlay Zone	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	Sign District	No	Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area
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Lot/Parcel Area (Calculated)	255,338.8 (sq ft)																																																																																		
Thomas Brothers Grid	PAGE 634 - GRID G3 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 132A213																																																																																		
<b>Jurisdictional Information</b>																																																																																			
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																																																																																		
<b>Planning and Zoning Information</b>																																																																																			
Special Notes	None																																																																																		
Zoning	O9-2D PF-2D																																																																																		
Zoning information (ZI)	ZI-2374 Los Angeles State Enterprise Zone ZI-2416 Downtown Design Guide Project Area ZI-2385 Greater Downtown Housing Incentive Area																																																																																		
General Plan Land Use	Open Space Public Facilities																																																																																		
General Plan Footnote(s)	Yes																																																																																		
Hillside Area (Zoning Code)	No																																																																																		
Baseline Hillside Ordinance	No																																																																																		
Baseline Manslonization Ordinance	No																																																																																		
Specific Plan Area	None																																																																																		
Special Land Use / Zoning	None																																																																																		
Design Review Board	No																																																																																		
Historic Preservation Review	Yes																																																																																		
Historic Preservation Overlay Zone	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																																																																																		
Sign District	No																																																																																		
Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area																																																																																		

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".**

[close]

## PARCEL PROFILE REPORT

Report Style:

- Parcel Profile Report (official, no modifications)
- Parcel Profile Report (modifications allowed)
- Condensed Parcel Profile Report (modifications allowed)

APN's:

- All
- Currently Selected APN (5439032900)
- Multiple

Include Case Summary Information:

Include a printable map:

Uncheck boxes to the right if you would like to suppress those fields and/or sections from the report

- Address/Legal Information
  - Site Address
  - ZIP Code
  - PIN Number
  - Lot/Parcel Area (Calculated)
  - Thomas Brothers Grid
  - Assessor Parcel No. (APN)

[Check All](#) - [Clear All](#)



**City of Los Angeles  
Department of City Planning**

11/15/2011  
**PARCEL PROFILE REPORT  
(modified version)**

Page 1 of 5

**PROPERTY ADDRESSES**  
200 N SPRING ST  
201 N NORTH MAIN ST  
201 N MAIN ST

**ZIP CODES**  
90012

**RECENT ACTIVITY**  
None

**CASE NUMBERS**  
CPC-631-D  
CPC-22988  
CPC-20445-CU  
CPC-2010-583-CA  
CPC-2010-213-CA  
CPC-2008-4502-GPA  
CPC-2005-361-CA  
CPC-2005-1124-CA  
CPC-2005-1122-CA  
CPC-1984-025-CPU-2C  
CPC-1986-605-GPC  
ORD-176647-8A23  
ORD-176647-8A22  
ORD-164307-8A355  
ORD-120549  
ENV-2010-214-ND  
ENV-2008-4505-ND  
ENV-2005-362-CE  
ENV-2005-1125-CE  
ENV-2005-1123-CE  
ENV-1998-107-MND  
ND-83-437-CUZ-HEL

**Address/Legal Information**  
PIN Number 130-5A213 1  
Lot/Parcel Area (Calculated) 255,338.8 (sq ft)  
Thomas Brothers Grid PAGE 634 - GRID G3  
PAGE 634 - GRID G4  
Assessor Parcel No. (APN) 5161005906  
Tract L.A.C.A. MAP NO. 94  
Map Reference L.A.C.A. 1-77180  
Block None  
Lot PCL 7  
Ab (Lot Cut Reference) None  
Map Sheet 130-5A213  
132A213

**Jurisdictional Information**

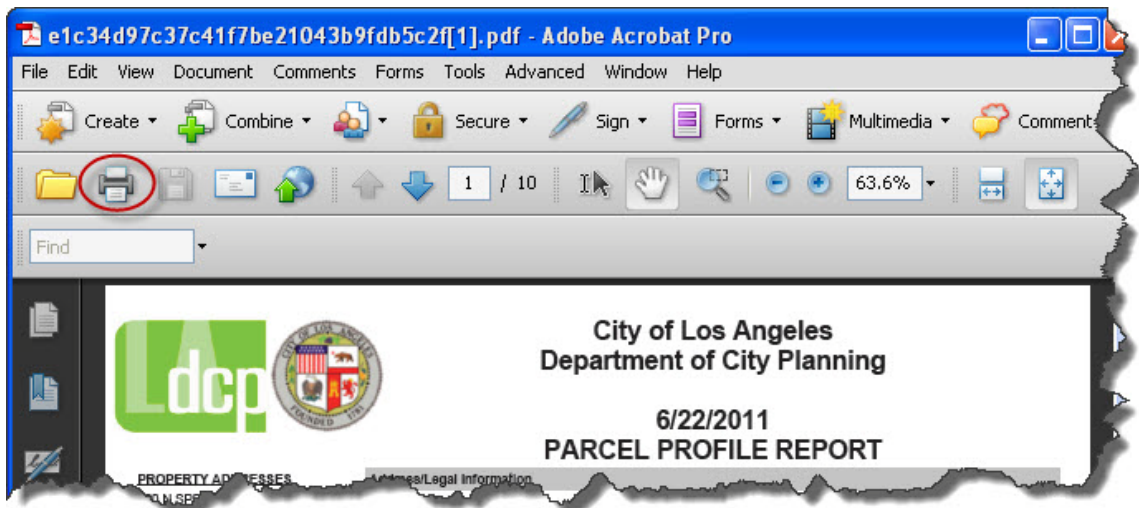
Community Plan Area	Central City	APN Area (Co. Public Works)	5.850 (ac)
Area Planning Commission	Central	Use Code	8821 - City Hall Administration Center
Neighborhood Council	Downtown Los Angeles	Assessed Land Val.	\$14,688,241
Council District	CD 9 - Jan Perry	Assessed Improvement Val.	\$0
Census Tract #	2074.00	Last Owner Change	00/00/75
LADBS District Office	Los Angeles Metro	Last Sale Amount	\$0
<b>Planning and Zoning Information</b>		Tax Rate Area	211
Special Notes	None	Deed Ref No. (City Clerk)	None
Zoning	OS-2D PF-2D	Building 1	No data for building 1
Zoning Information (ZI)	ZI-2374 Los Angeles State Enterprise Zone ZI-2416 Downtown Design Guide Project Area ZI-2385 Greater Downtown Housing Incentive Area	Building 2	No data for building 2
General Plan Land Use	Open Space Public Facilities	Building 3	No data for building 3
General Plan Footnote(s)	Yes	Building 4	No data for building 4
Hillside Area (Zoning Code)	No	Building 5	No data for building 5
Baseline Hillside Ordinance	No	<b>Additional Information</b>	
Baseline Mansions Ordinance	No	Airport Hazard	None
Specific Plan Area	None	Coastal Zone	None
Special Land Use / Zoning	None	Farmland	Area Not Mapped
Design Review Board	No	Very High Fire Hazard Severity Zone	No
Historic Preservation Review	Yes	Fire District No. 1	Yes
Historic Preservation Overlay Zone	None	Flood Zone	None
Other Historic Designations	None	Watercourse	No
Other Historic Survey Information	None	Hazardous Waste / Border Zone Properties	No
Mills Act Contract	None	Methane Hazard Site	None
POD - Pedestrian Oriented Districts	None	High Wind Velocity Areas	No
CCO - Community Design Overlay	None	Special Grading Area (BOE Basic Grid Map A-13372)	No
NSO - Neighborhood Stabilization Overlay	No	Oil Wells	None
Streetscape	No	Aquist-Priolo Fault Zone	No
Sign District	No	Distance to Nearest Fault	1.08304 (km)
Adaptive Reuse Incentive Area	Downtown Adaptive Reuse Incentive Area	Landslide	No
CRA - Community Redevelopment Agency	None	Liquefaction	Yes
Central City Parking	Yes	<b>Economic Development Areas</b>	
Downtown Parking	Yes	Business Improvement District	None
Building Line	None	Federal Empowerment Zone	None
500 Ft School Zone	No	Renewal Community	No
500 Ft Park Zone	Active: City Hall Park	Revitalization Zone	Central City
<b>Assessor Information</b>		State Enterprise Zone	Los Angeles State Enterprise Zone
Assessor Parcel No. (APN)	5161005906	Targeted Neighborhood Initiative	None
		<b>Public Safety</b>	
		<b>Police Information</b>	
		Bureau	Central
		Division / Station	Central
		Reporting District	124
		<b>Fire Information</b>	
		Division	2

This report is subject to the terms and conditions as set forth on the website. For more details, please refer to the terms and conditions at [zimas.lacity.org](http://zimas.lacity.org)  
(\*) - APN Area is provided "as is" from the Los Angeles County's Public Works, Flood Control, Benefit Assessment.

[zimas.lacity.org](http://zimas.lacity.org) | [cityplanning.lacity.org](http://cityplanning.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]

## CASE NUMBERS REPORT

Buffer Distance and Units:  Feet ▼

Include a printable map:

Output Format: PDF ▼

Filter By Prefix:  
(leave blank for ALL)

Include Checked  
 Exclude Checked

AA  
 APCC  
 APCE  
 APCH  
 APCNV

Filter By Suffix:  
(leave blank for ALL)

Include Checked  
 Exclude Checked

5A - SECTION 245 REVIEW  
 A - FIRST EXTENSION FOR PRIVATE STREET ONLY  
 A(n) - APPEALS  
 ACI - AMENDMENT TO COUNCIL INSTRUCTIONS  
 AD - ANNEXATION/DETACHMENT

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]

## CASE NUMBERS REPORT

Make sure you have your popup blocker turned off for this site

Buffer Distance and Units:

Include a printable map:

Output Format:

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

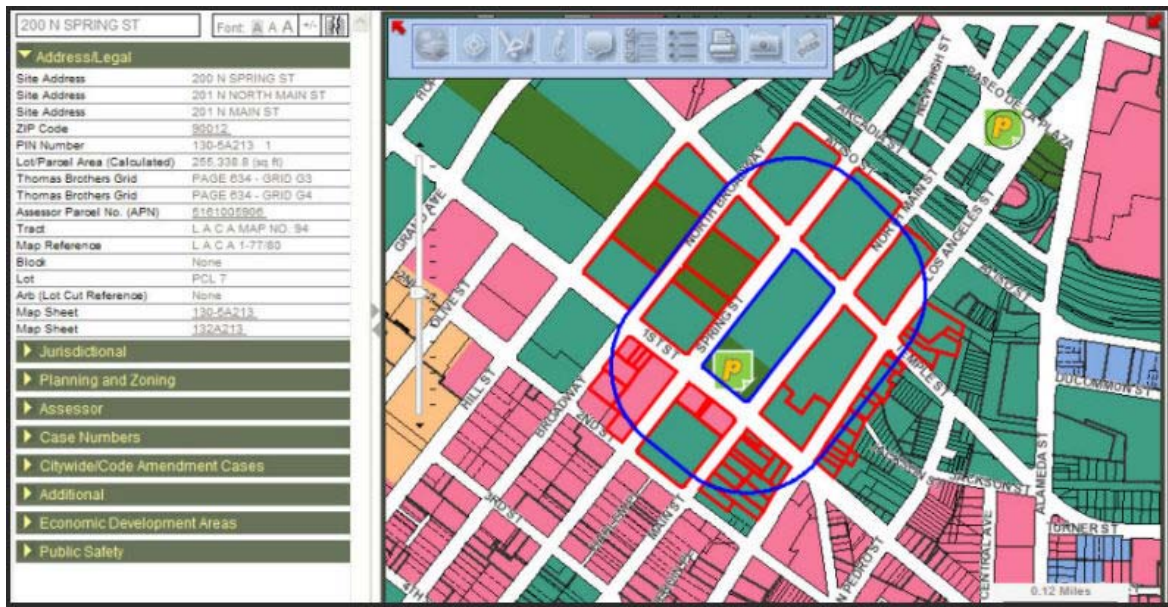
Exclude Checked

- (n)A - APPEALS
- 5A - SECTION 245 REVIEW
- A - 1ST REQUEST
- ACI - AMENDMENT TO COUNCIL INSTRUCTIONS
- AD - ANNEXATION/DETACHMENT
- ADD - ADDENDUM FOR EIR

- **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.



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.

**City of Los Angeles  
Department of City Planning**

**11/15/2011  
CASE NUMBERS REPORT**

Address: 200 N SPRING ST	APN: 5161005905	Map Ref: L A C A 1-77/80	Lot: PCL 7
Pin: 130-5A213 1	Traot: L A C A MAP NO. 94	Blook:	Arb:
<b>Cases</b>	CPC-1986-606-GPC CPC-1994-225-CPU-ZC CPC-2005-1122-CA CPC-2005-1124-CA CPC-2005-361-CA CPC-2008-4502-GPA CPC-2010-213-CA CPC-2010-583-CA	CPC-20445-CU CPC-22988 CPC-631-D ENV-1998-107-MND ENV-2005-1123-CE ENV-2005-1125-CE ENV-2005-362-CE ENV-2008-4505-ND	ENV-2010-214-ND ND-83-437-CUZ-HEL ORD-120549 ORD-164307-8A355 ORD-176647-8A22 ORD-176647-8A23

Address: 201 N NORTH MAIN ST	APN: 5161005905	Map Ref: L A C A 1-77/80	Lot: PCL 7
Pin: 130-5A213 1	Traot: L A C A MAP NO. 94	Blook:	Arb:
<b>Cases</b>	CPC-1986-606-GPC CPC-1994-225-CPU-ZC CPC-2005-1122-CA CPC-2005-1124-CA CPC-2005-361-CA CPC-2008-4502-GPA CPC-2010-213-CA CPC-2010-583-CA	CPC-20445-CU CPC-22988 CPC-631-D ENV-1998-107-MND ENV-2005-1123-CE ENV-2005-1125-CE ENV-2005-362-CE ENV-2008-4505-ND	ENV-2010-214-ND ND-83-437-CUZ-HEL ORD-120549 ORD-164307-8A355 ORD-176647-8A22 ORD-176647-8A23

Address: 201 N MAIN ST	APN: 5161005905	Map Ref: L A C A 1-77/80	Lot: PCL 7
Pin: 130-5A213 1	Traot: L A C A MAP NO. 94	Blook:	Arb:
<b>Cases</b>	CPC-1986-606-GPC CPC-1994-225-CPU-ZC CPC-2005-1122-CA CPC-2005-1124-CA CPC-2005-361-CA CPC-2008-4502-GPA CPC-2010-213-CA CPC-2010-583-CA	CPC-20445-CU CPC-22988 CPC-631-D ENV-1998-107-MND ENV-2005-1123-CE ENV-2005-1125-CE ENV-2005-362-CE ENV-2008-4505-ND	ENV-2010-214-ND ND-83-437-CUZ-HEL ORD-120549 ORD-164307-8A355 ORD-176647-8A22 ORD-176647-8A23

Address: 200 N NORTH MAIN ST	APN: 5161014501	Map Ref: BK 25-93/94	Lot: A
Pin: 130-5A213 3	Traot: P M 1981	Blook:	Arb:
<b>Cases</b>	AFF-68291-MB CPC-1986-606-GPC CPC-1994-225-CPU-ZC CPC-2005-1122-CA CPC-2005-1124-CA CPC-2005-361-CA CPC-2008-4502-GPA CPC-2010-213-CA	CPC-2010-583-CA CPC-22988 CPC-631-D ENV-1998-107-MND ENV-2005-1123-CE ENV-2005-1125-CE ENV-2005-362-CE ENV-2008-4505-ND	ENV-2010-214-ND OB-10415 ORD-120549 ORD-164307-8A360 ORD-176647-8A21 ZA-1998-26-2V ZAI-1977-1118

Address: 201 N LOS ANGELES ST	APN: 5161014501	Map Ref: BK 25-93/94	Lot: A
Pin: 130-5A213 3	Traot: P M 1981	Blook:	Arb:
<b>Cases</b>	AFF-68291-MB CPC-1986-606-GPC CPC-1994-225-CPU-ZC CPC-2005-1122-CA CPC-2005-1124-CA CPC-2005-361-CA CPC-2008-4502-GPA CPC-2010-213-CA	CPC-2010-583-CA CPC-22988 CPC-631-D ENV-1998-107-MND ENV-2005-1123-CE ENV-2005-1125-CE ENV-2005-362-CE ENV-2008-4505-ND	ENV-2010-214-ND OB-10415 ORD-120549 ORD-164307-8A360 ORD-176647-8A21 ZA-1998-26-2V ZAI-1977-1118

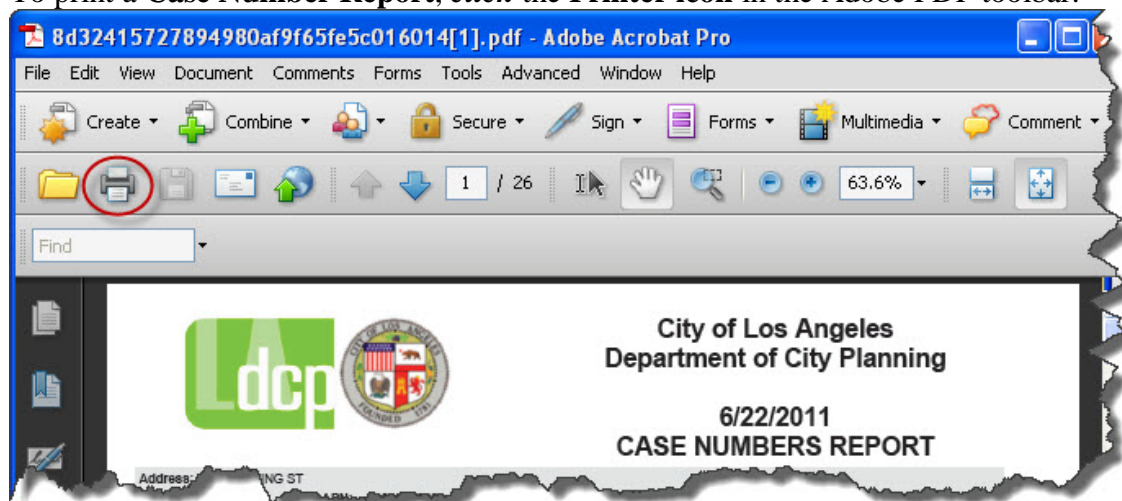
This report is subject to the terms and conditions as set forth on the website. For more details, please refer to the terms and conditions at [zimas.lacity.org](http://zimas.lacity.org)

[zimas.lacity.org](http://zimas.lacity.org) | [cityplanning.lacity.org](http://cityplanning.lacity.org)

	A	B	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	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-1986-606-GPC
3	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-1994-225-CPU-ZC
4	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-2005-1122-CA
5	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-2005-1124-CA
6	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-2005-361-CA
7	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-2008-4502-GPA
8	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-20445-CU
9	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-22988
10	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-631-D
11	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		ENV-1998-107-MND
12	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		ENV-2008-4505-ND
13	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		ORD-120549
14	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		ORD-164307-SA355
15	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		ORD-176647-SA22
16	200 N SPRING ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		ORD-176647-SA23
17	201 N NORTH MAIN ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-1986-606-GPC
18	201 N NORTH MAIN ST	130-5A213 1	5161005906	L A C A MAP NO. 94	L A C A 1-77/80		PCL 7		CPC-1994-225-CPU-ZC

## 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.

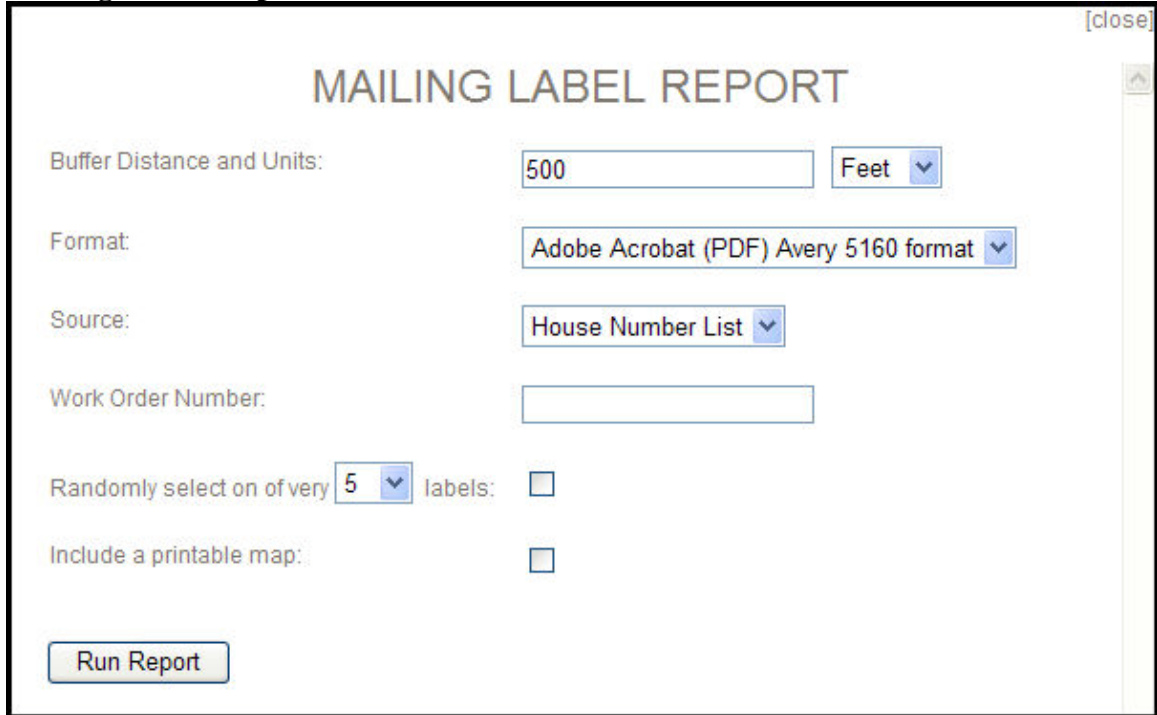
- To save a Case Number Report, click the **File/Save As** from the menu.

## 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).

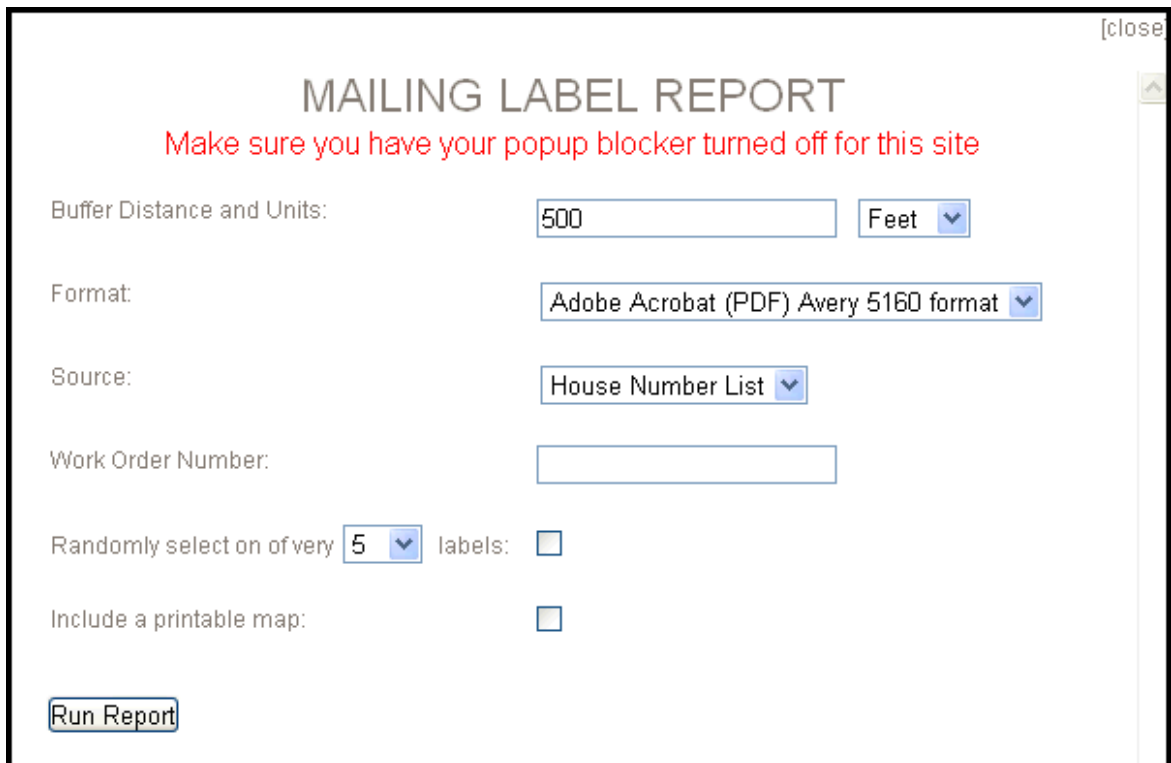
- **Step 1:** Start with one or more selected parcels, click the *Reports* button, then click the **Mailing Labels Report**.



The screenshot shows a web form titled "MAILING LABEL REPORT" with a "[close]" button in the top right corner. The form contains the following fields and options:

- Buffer Distance and Units: Input field with "500" and a dropdown menu set to "Feet".
- Format: Dropdown menu set to "Adobe Acrobat (PDF) Avery 5160 format".
- Source: Dropdown menu set to "House Number List".
- Work Order Number: Empty input field.
- Randomly select on of very  labels:  (checkbox is unchecked).
- Include a printable map:  (checkbox is unchecked).
- Run Report: Button at the bottom left.

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



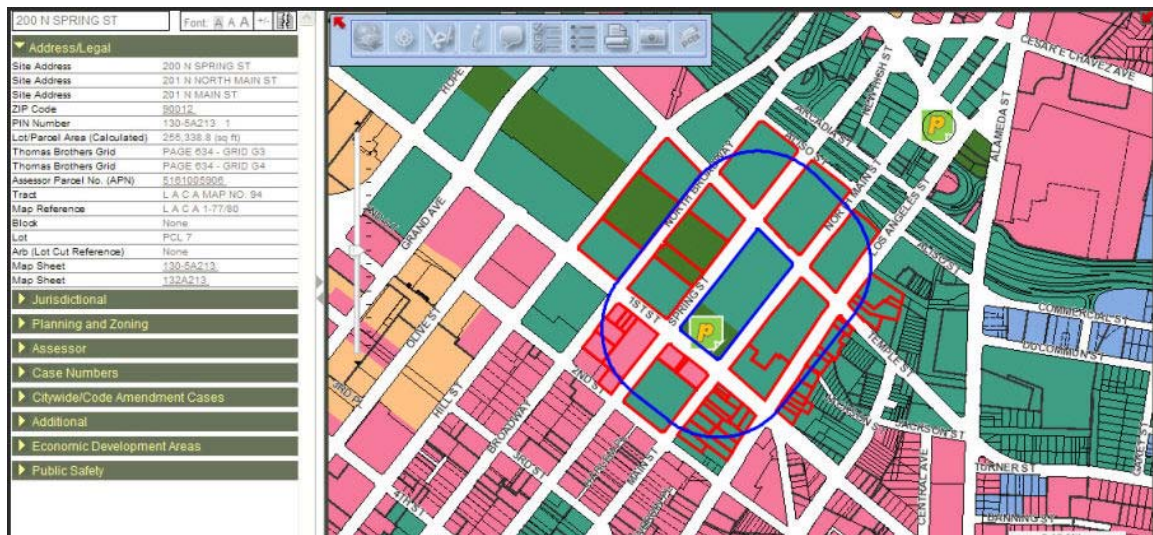
This screenshot is identical to the one above, but includes a red warning message at the top of the form area: "Make sure you have your popup blocker turned off for this site". The rest of the form fields and the "Run Report" button are the same as in the previous image.



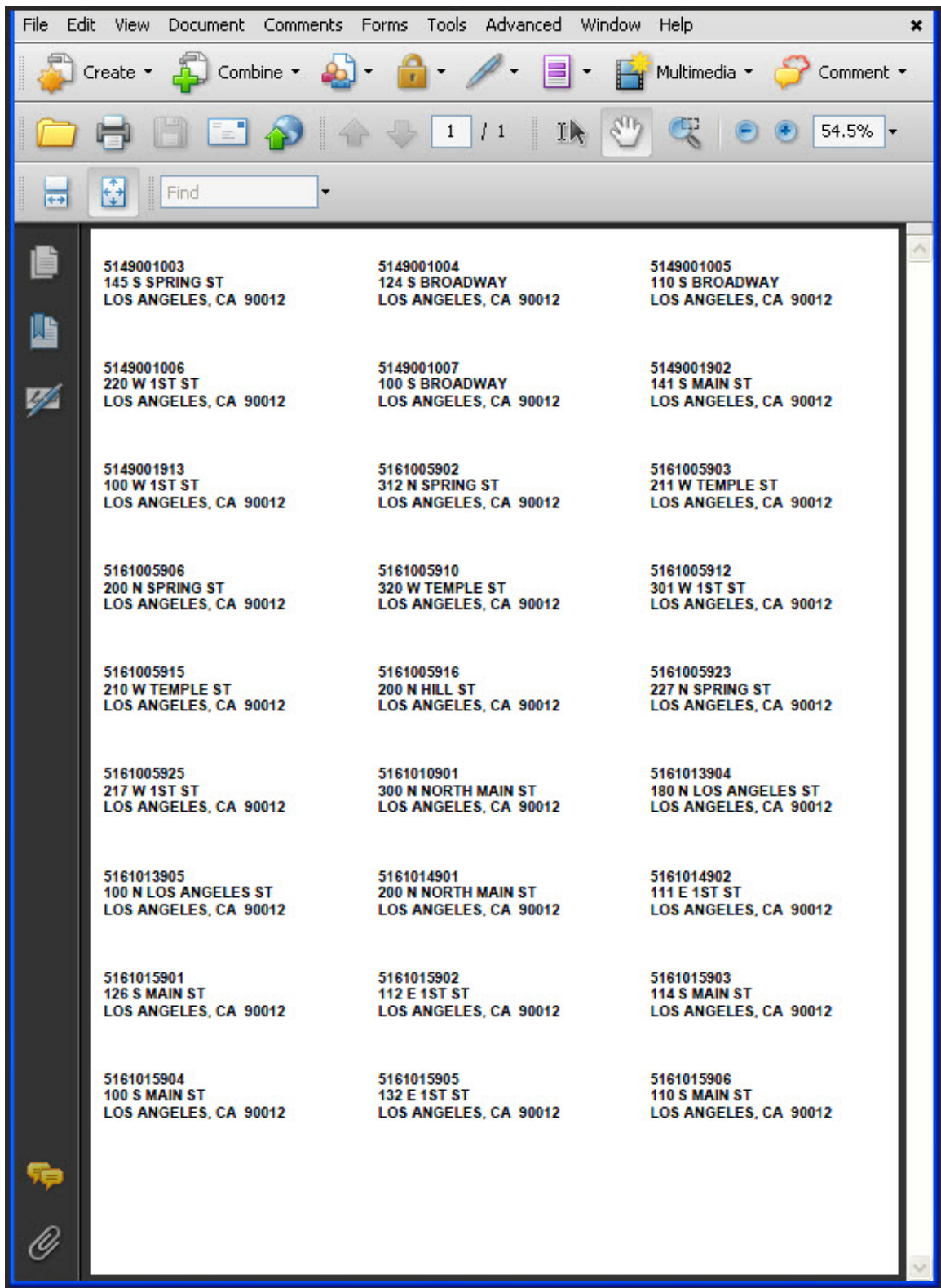
- **Step 2:** Enter a **Buffer Distance** in feet or miles (limited to **1,500 feet**, or **0.28 miles**), and select the appropriate **Units**. The buffer will be created based on the outside edge of the selected parcel(s) plus the **Buffer Distance**.
- **Step 3:** Select a report format, **Acrobat (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.



The above screen snapshot is a *Mailing Labels Report* in *Acrobat (PDF)* format.

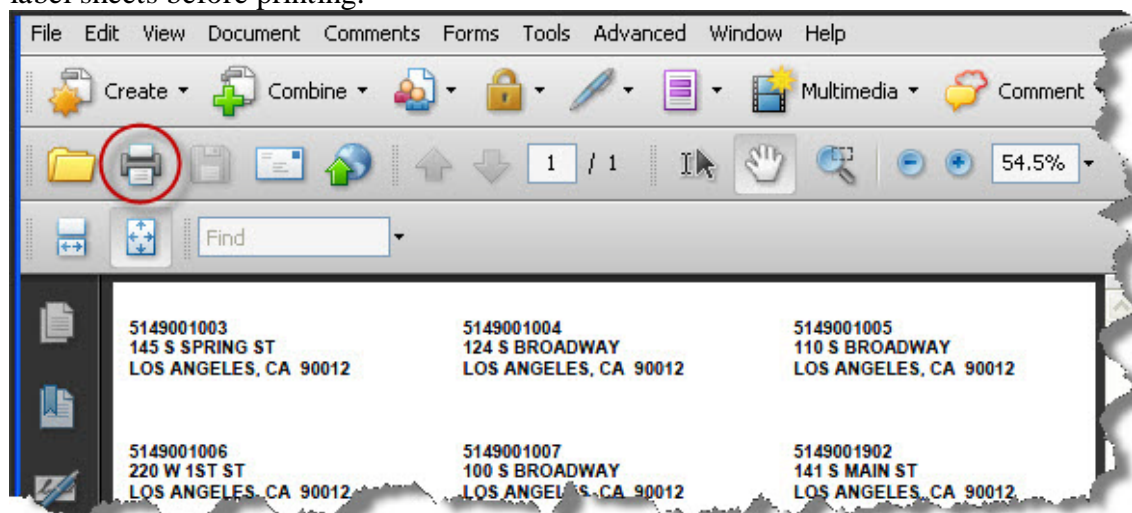
	A	B	C	D	E	F	G	H	I	J	K
1	APN	OWNER	HOUSENUM	FRACTION	DIRECTION	STREETNAME	UNIT	CITY	STATE	ZIP	
2	5149001003		145		S	SPRING ST		LOS ANGELES, CA	CA	90012	
3	5149001004		124		S	BROADWAY		LOS ANGELES, CA	CA	90012	
4	5149001005		110		S	BROADWAY		LOS ANGELES, CA	CA	90012	
5	5149001006		220		W	1ST ST		LOS ANGELES, 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

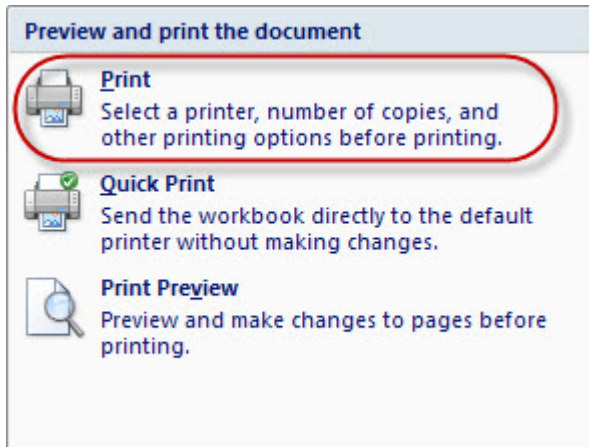
- To print an *Acrobat (PDF)* format *Mailing Labels Report*, click the *Printer* icon in the Adobe PDF toolbar.

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.

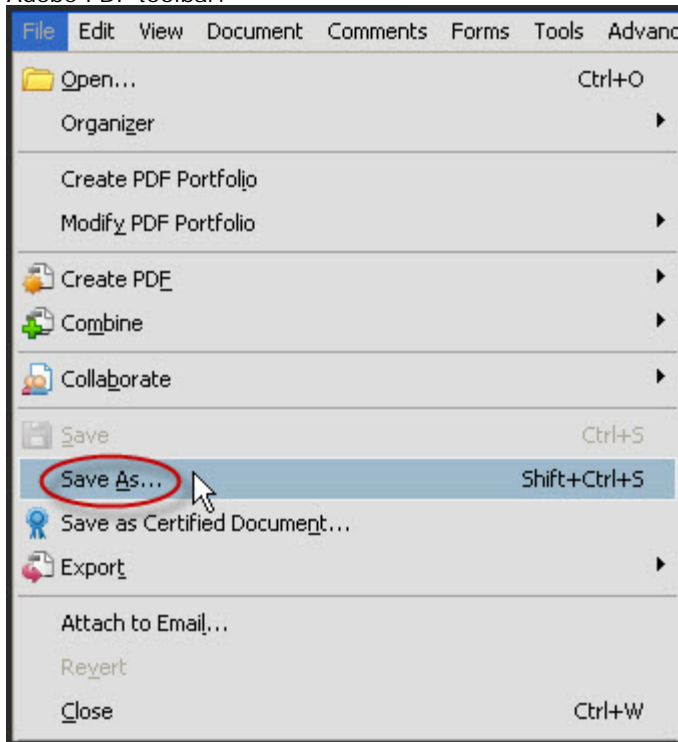


**Note:** Selecting Print from the Browser's File menu may result in printing a blank page. Make sure to click the Print button in the Adobe PDF toolbar.

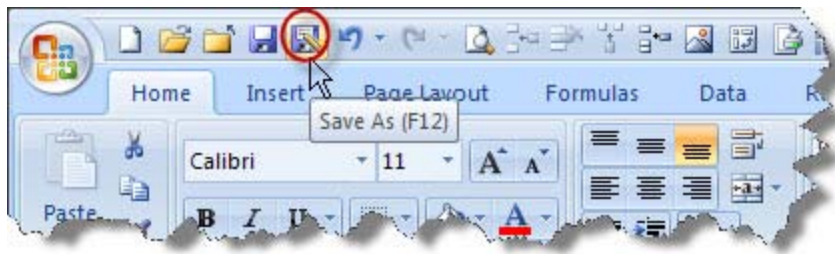
To print an *Excel (CSV)* format *Mailing Labels Report*, choose *Print...* from the Browser's *File* menu.



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



- To save an *Excel (CSV)* format *Mailing Labels Report*, choose *Save As...* from the Browser's *File* menu.





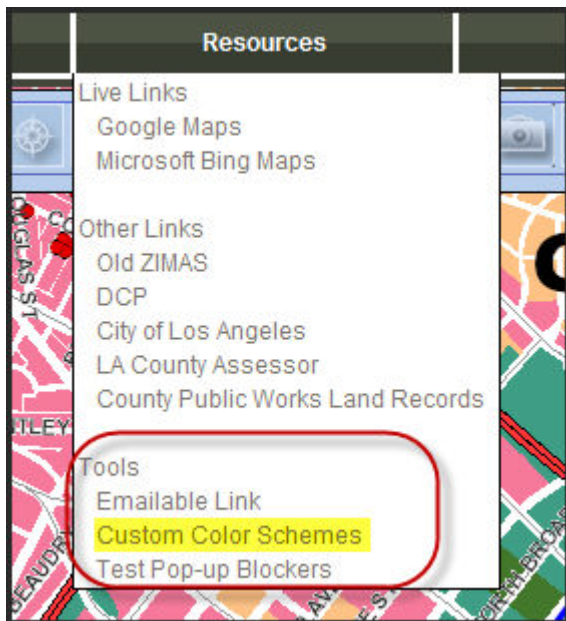
## How To

### How to Bring Up Ortho Map

[Click Here](#) for step by step instructions.

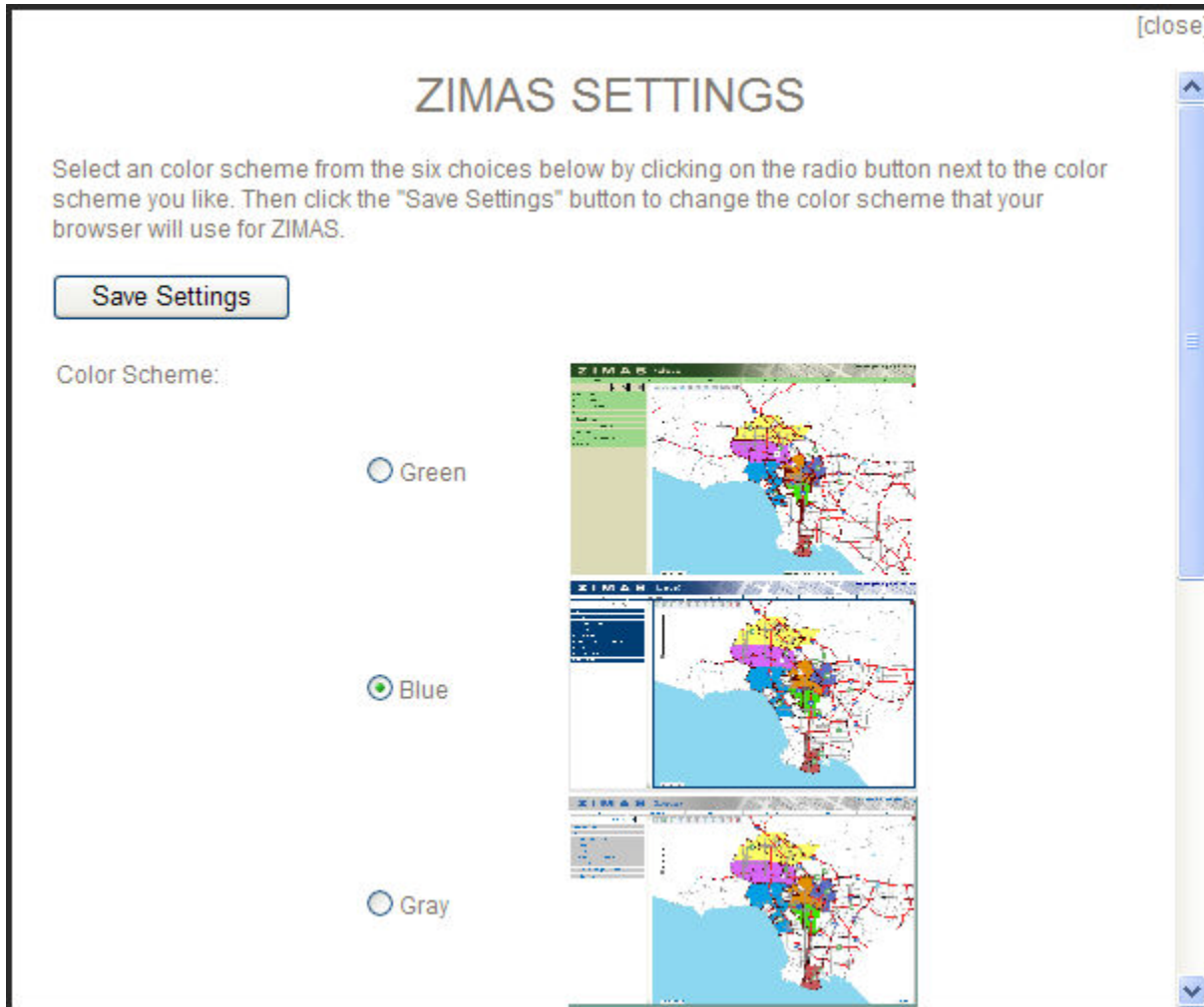
### How to Change Color Scheme

To change Color Schemes, *click* Resources. *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 selections 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.

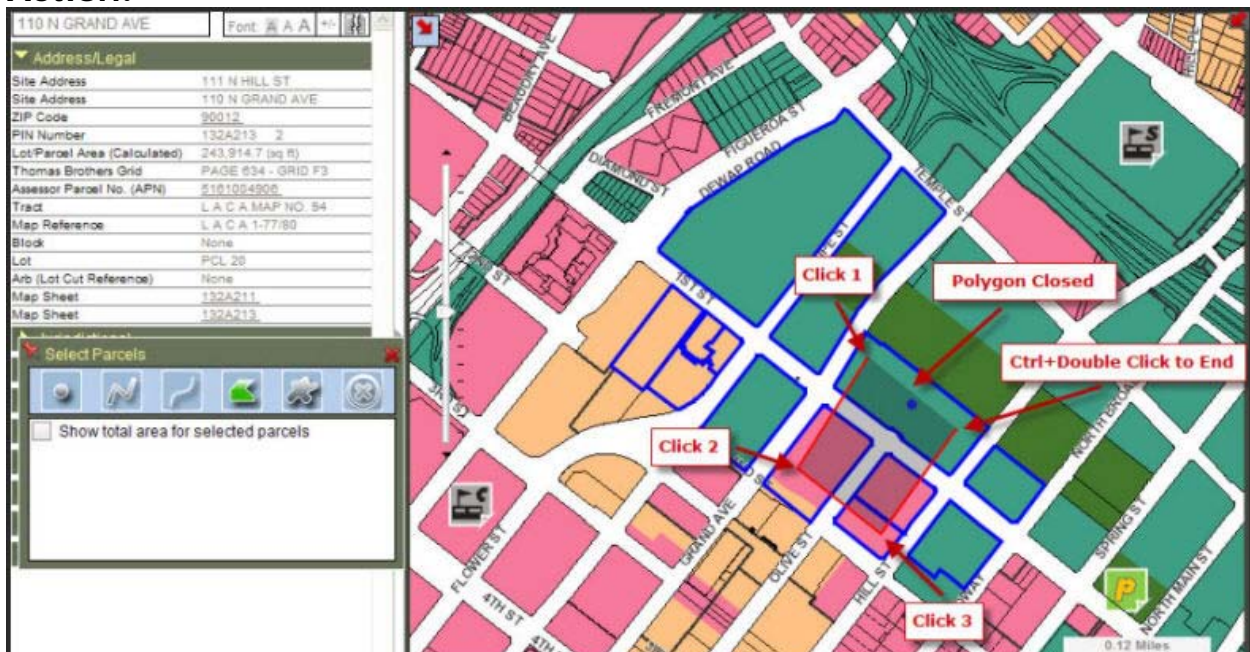
*This example uses [Select By Polyline Tool](#).* Note: For instructions on using other tools to de-select multiple parcels see [Select By Point Tool](#),



[Select By Polyline Tool](#), [Select By Freehand Line Tool](#), [Select By Freehand Polygon Tool](#). 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:



**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: [Search by Property Address](#), [Search by Assessor Parcel Number](#), [Search by PIN Number](#), or [Search by Legal Description](#).

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:**

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the menu items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District, etc.

House Number:  Street Name:

Example: Enter '14400' Note: Do not use prefixes or suffixes  
Example: For W Van Nuys Blvd, enter 'van nuys'

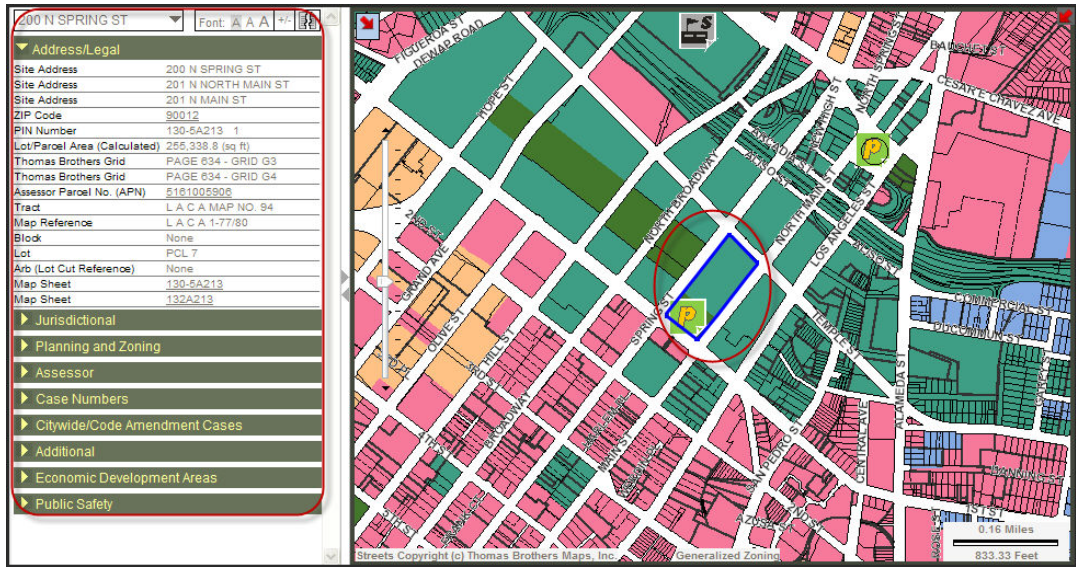
Click "GO" to start the search:

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.

SEARCH RESULTS		
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.



- **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: [Search by Property Address](#), [Search by Assessor Parcel Number](#), [Search by PIN Number](#), or [Search by Legal Description](#).

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:**

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the menu items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District, etc.

House Number:  Street Name:   
Example: Enter '14400' Note: Do not use prefixes or suffixes  
Example: For W Van Nuys Blvd, enter 'van nuys'

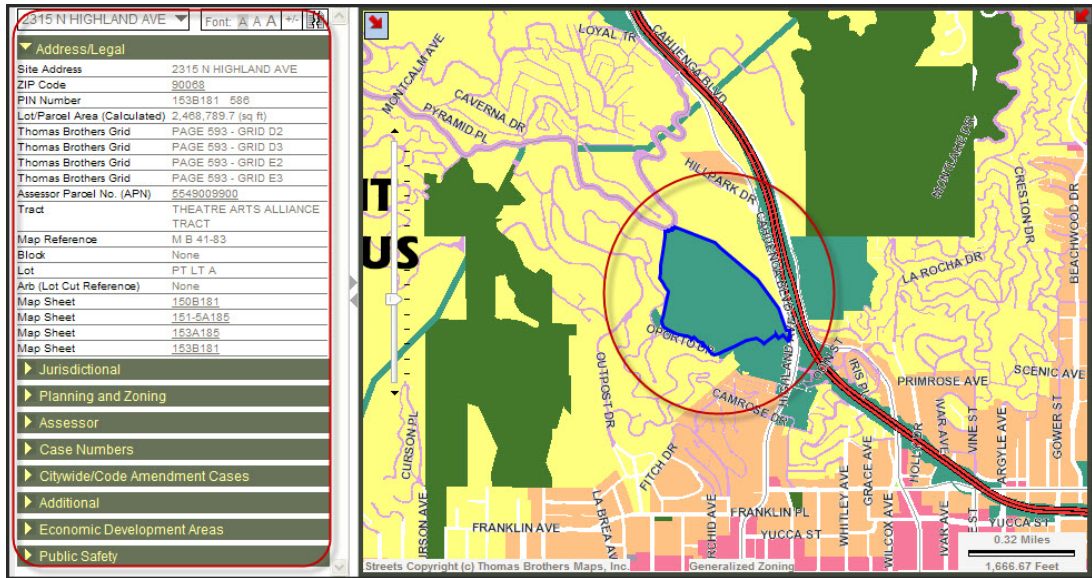
Click "GO" to start the search:

Display resulting parcel in a new popup for comparison?

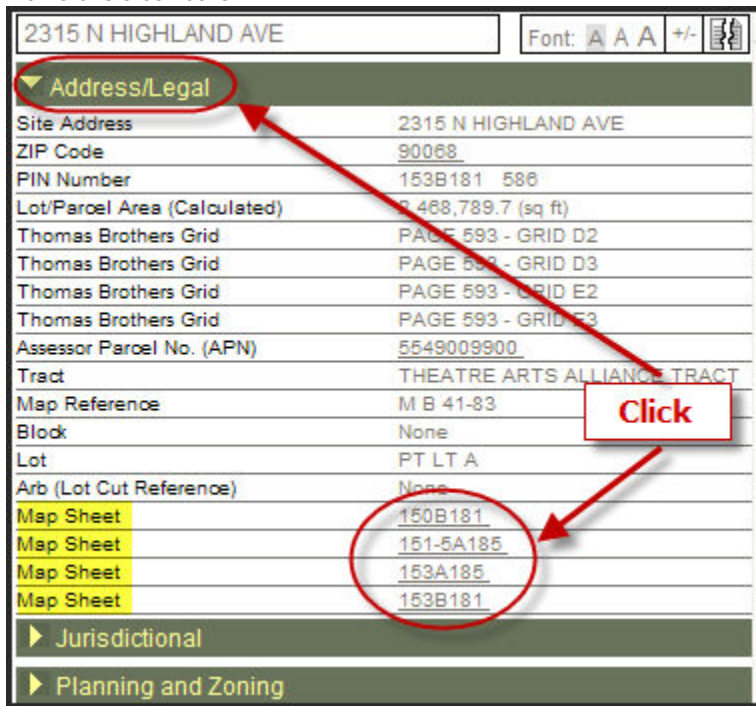
- **Step B:** If the search produces any matches, a list of **Search Results** will appear on the right hand side of the **Search** form. **Click** on the **address** link in the desired row to display property information and a map of the selected property.

SEARCH RESULTS		
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

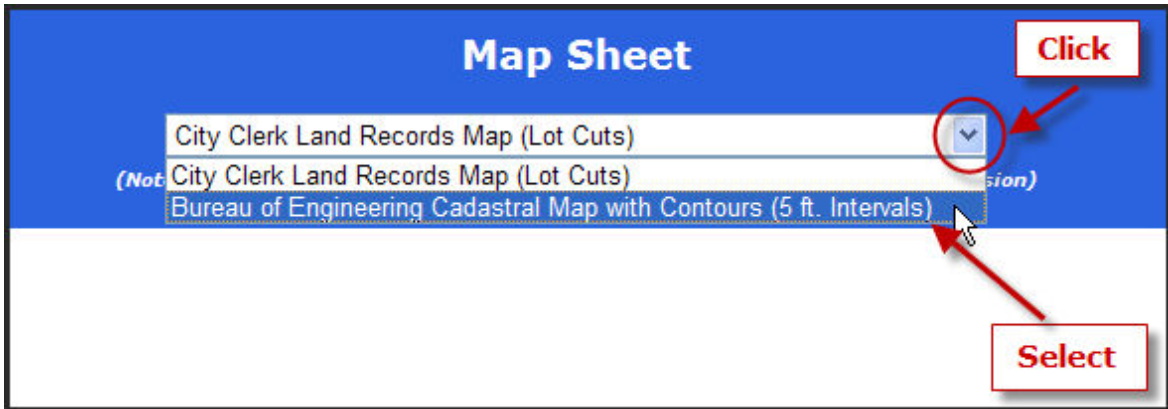
- **Step C:** When the parcel is found, the **Map Display** zooms to the selected parcel and highlights it in blue. The **Property Information Table** will be populated with property information for the selected parcel.



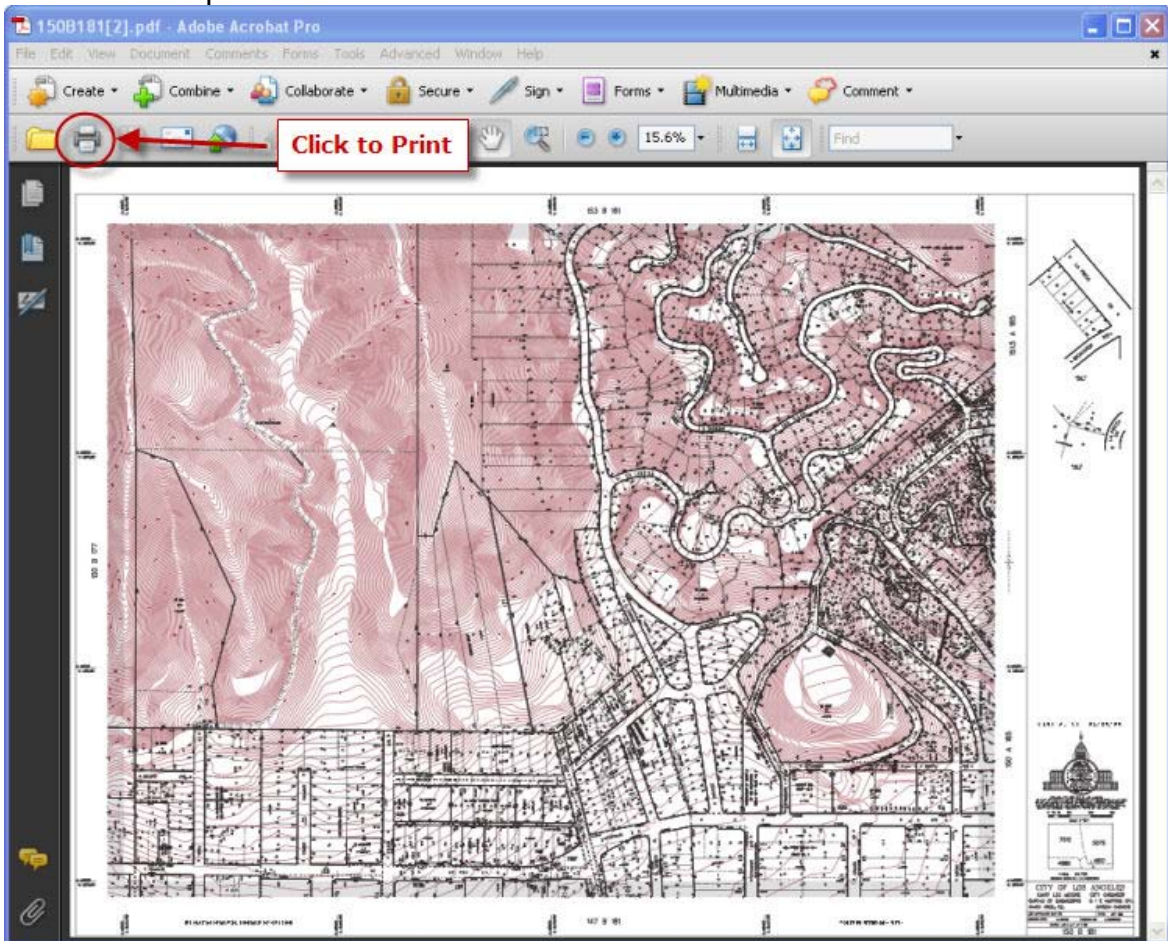
- **Step 3:** By default the Address/Legal tab is expanded once the property is selected. If it's not, **click** on **Address/Legal** to expand that data tab.



- **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: [Search by Property Address](#), [Search by Assessor Parcel Number](#), [Search by PIN Number](#), or [Search by Legal Description](#).

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:**

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the menu items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District, etc.

House Number:  Street Name:   
 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:

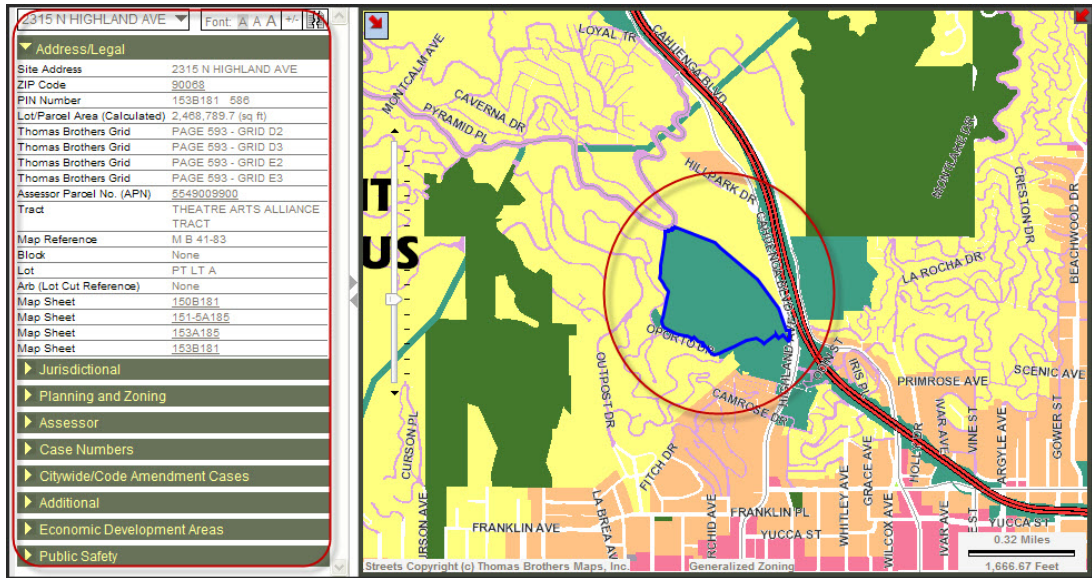
Display resulting parcel in a new popup for comparison?

- **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.

**SEARCH RESULTS**

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

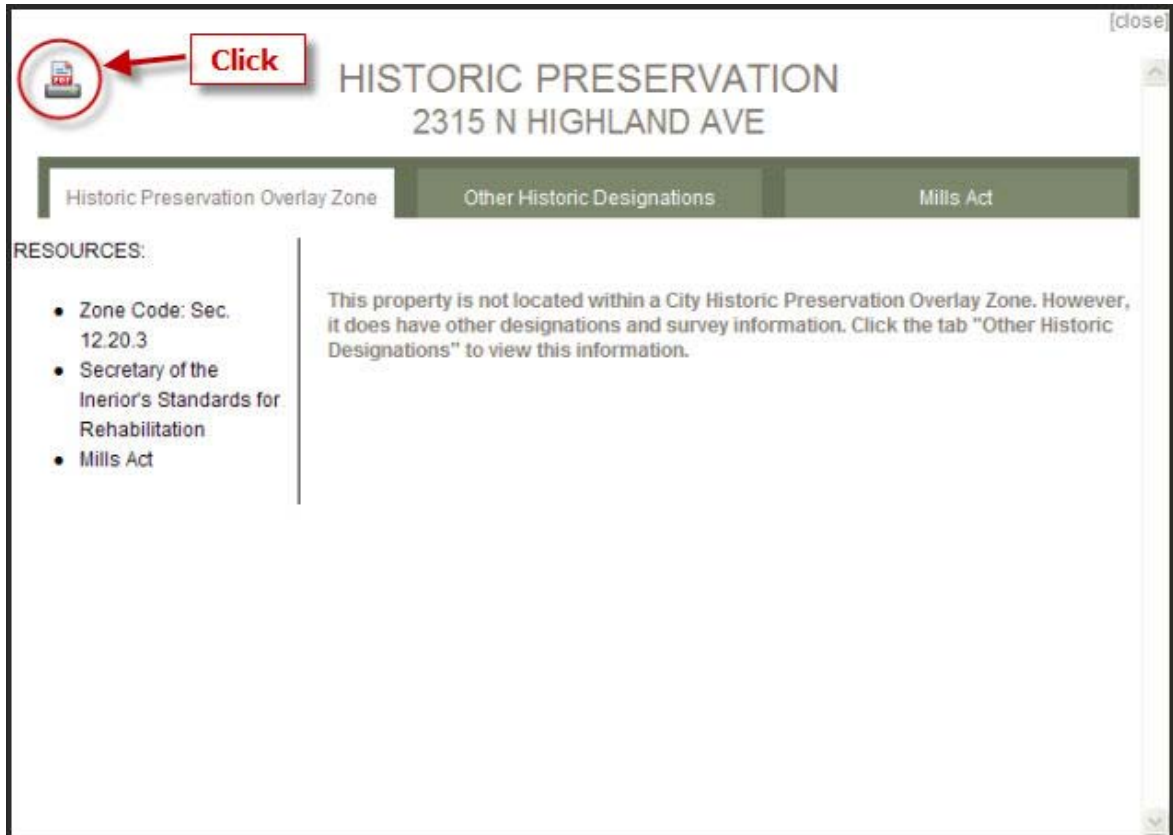
- **Step C:** When the parcel is found, the **Map Display** zooms to the selected parcel and highlights it in blue. The **Property Information Table** will be populated with property information for the selected parcel.



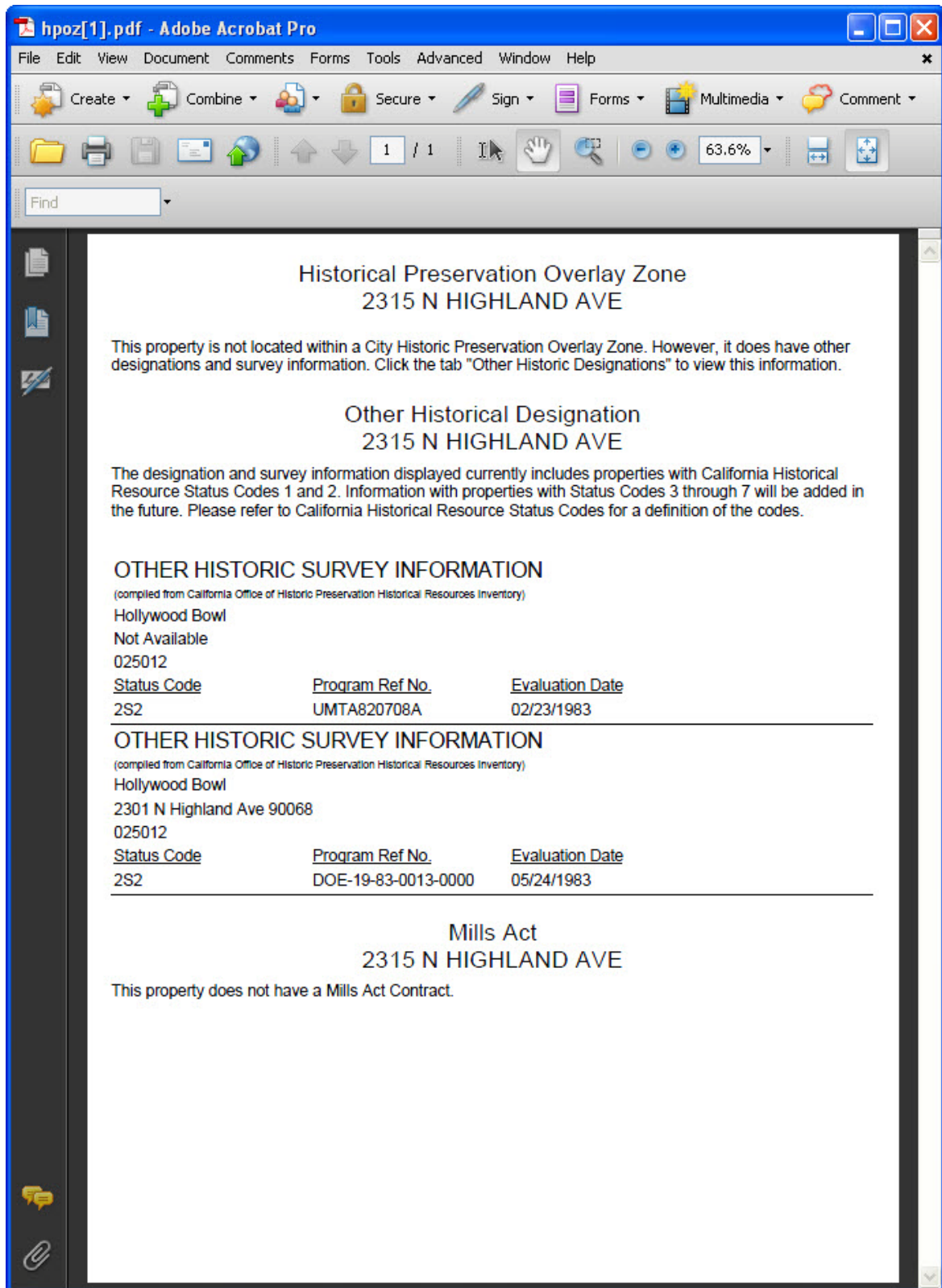
- **Step 3:** *Click* on **Planning and Zoning** to expand that data tab.



- **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.



- **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.



## 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: [Search by Property Address](#), [Search by Assessor Parcel Number](#), [Search by PIN Number](#), or [Search by Legal Description](#).

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:**

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the menu items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District, etc.

House Number:  Street Name:

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:

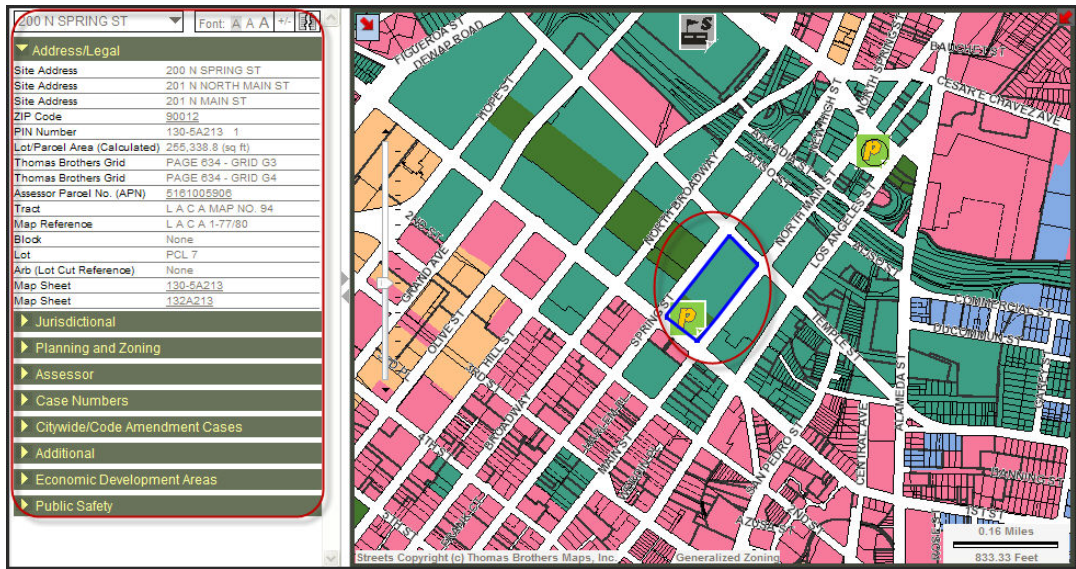
Display resulting parcel in a new popup for comparison?

- **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.

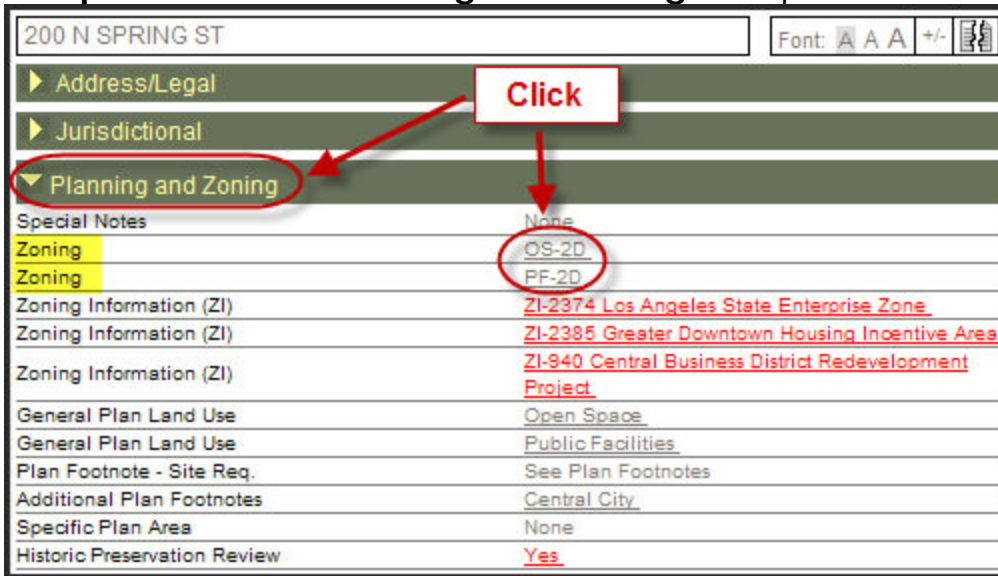
**SEARCH RESULTS**

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.



- **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

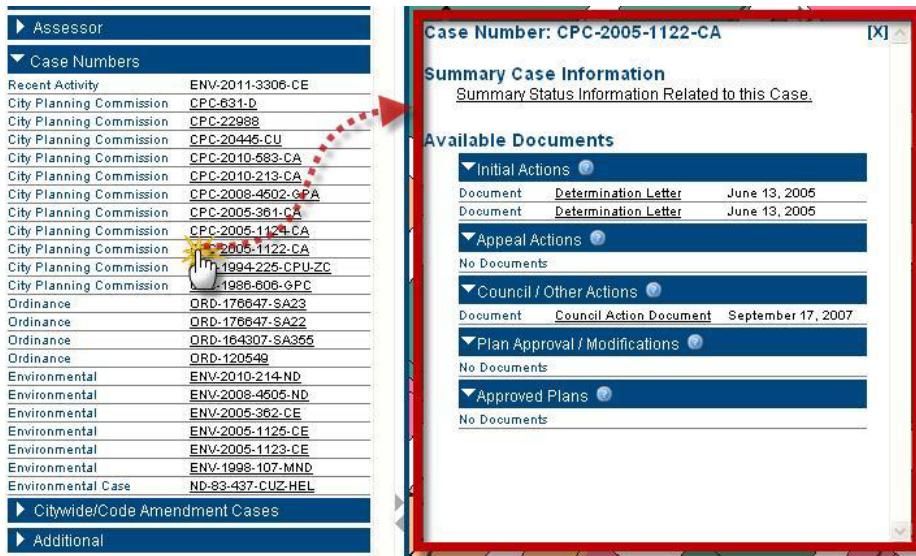
Council/Other Actions

## Plan Approval/Modifications

### Approved Plans

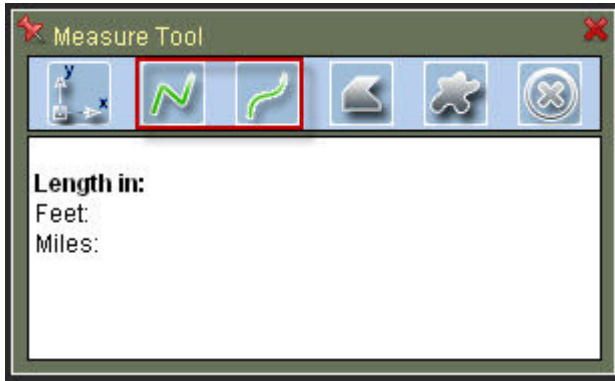
Additional details about each category can be found by clicking on the **blue** question mark icon next to the category name.

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



## How to Measure the Distance of a Property

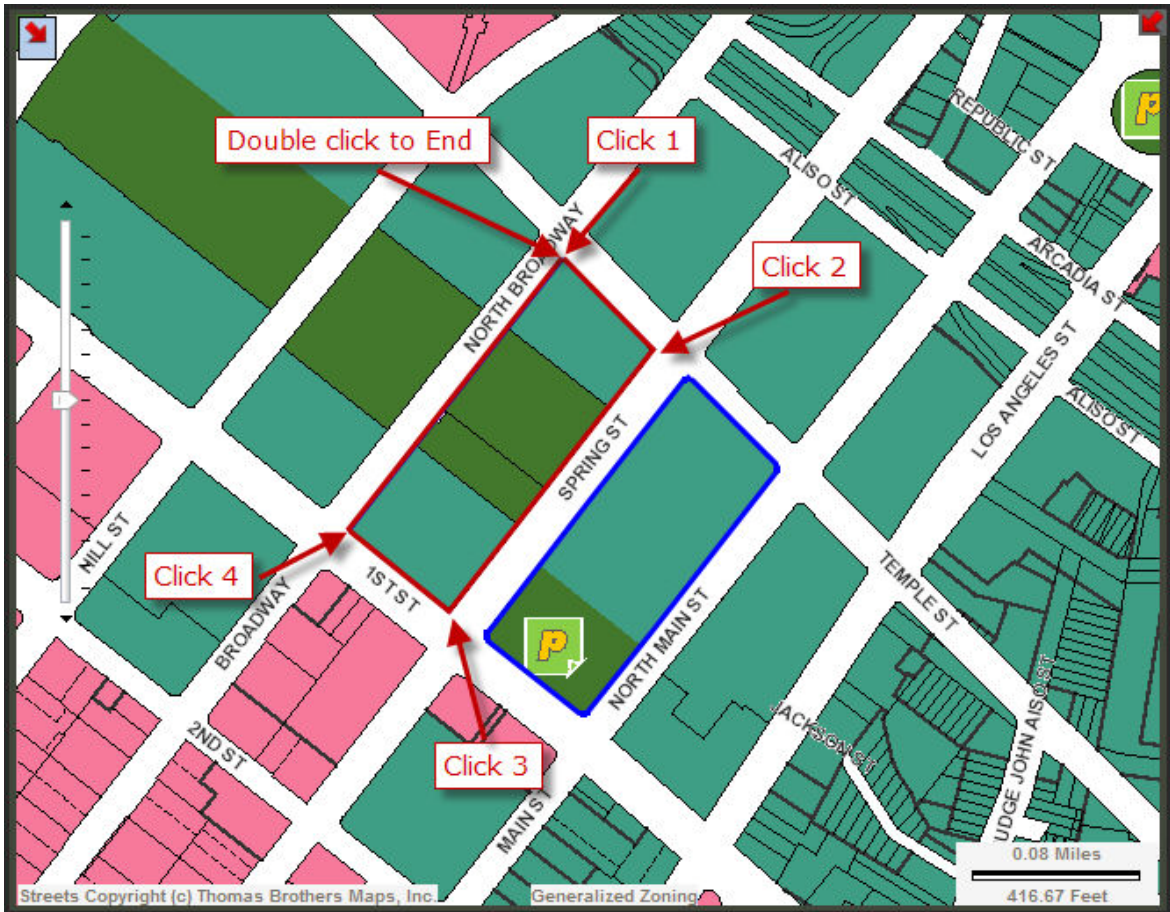
When [Measure Tool](#) is selected in conjunction with [Select By Polyline Tool](#) or [Select By Freehand Polyline Tool](#), you will get the measurement Length in Feet & Miles. These tools allows the user to interactively measure a distance on the Map Display.



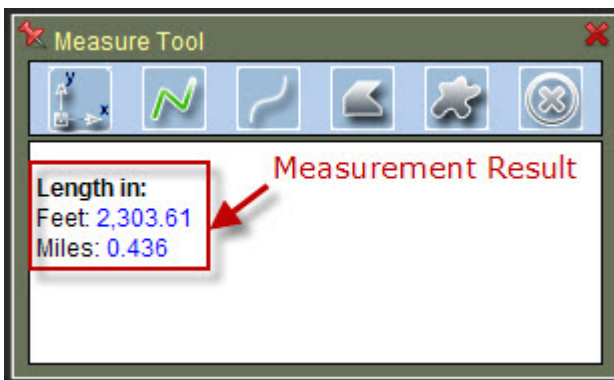
### How to Measure Distance



- **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.

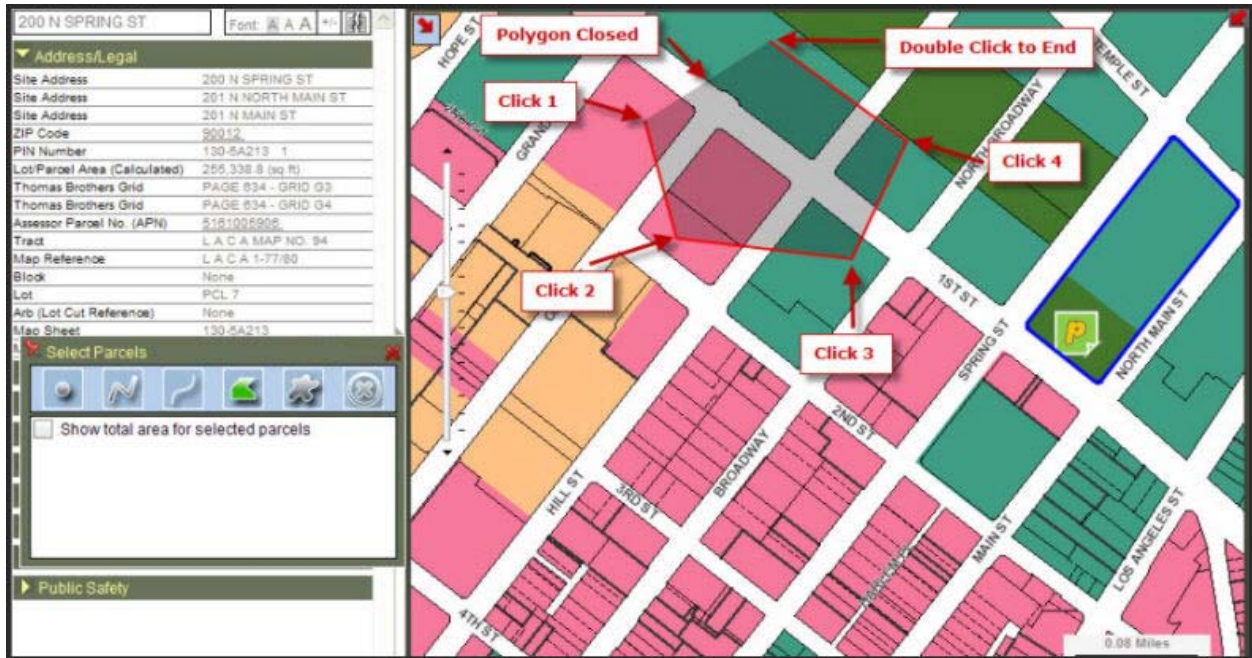
## How to Select Multiple Parcels

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.

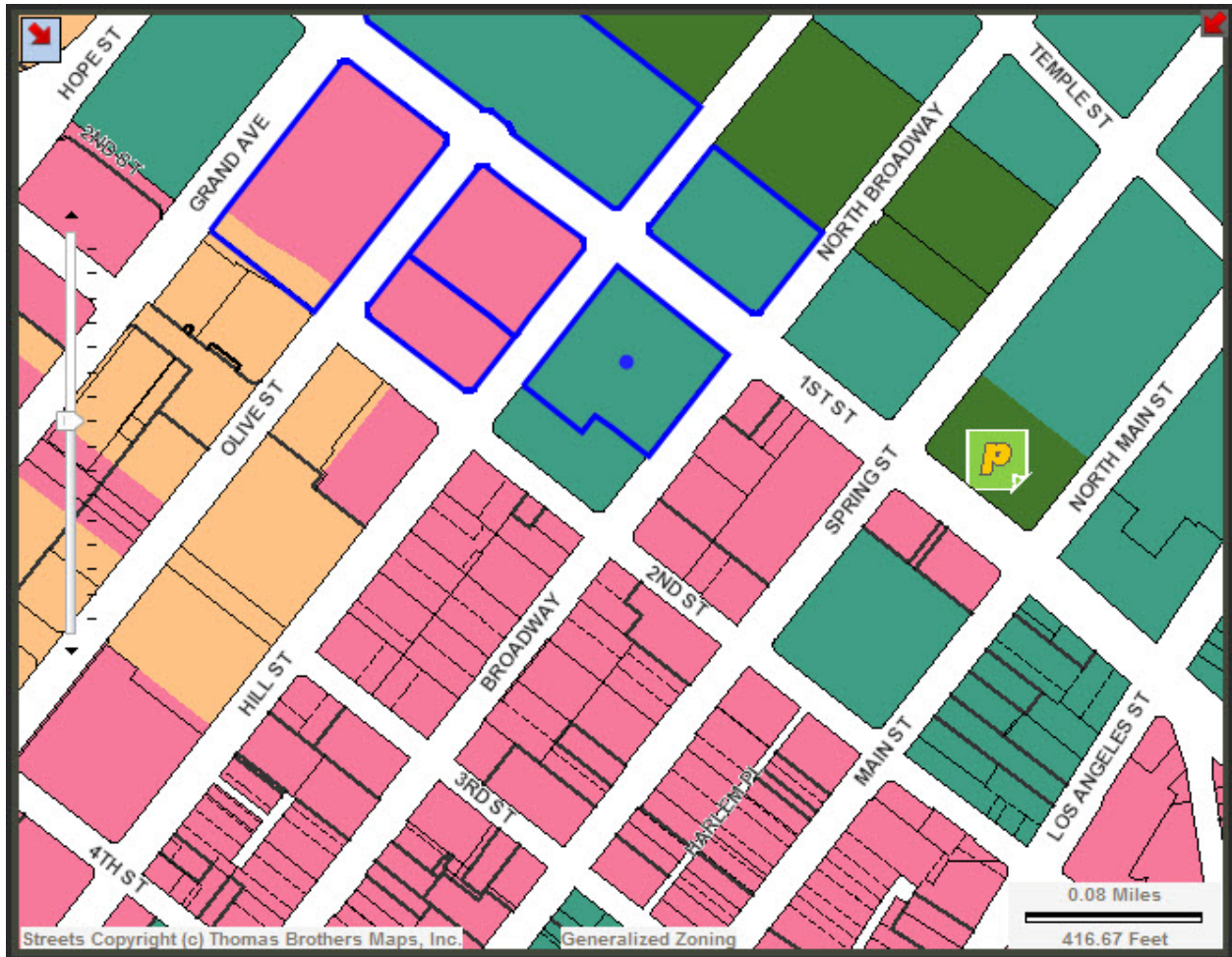
*This example uses [Select By Polygon Tool](#). **Note:** For instructions on using other tools to select multiple parcels see [Select By Point Tool](#), [Select By Polyline Tool](#), [Select By Freehand Line Tool](#), [Select By Freehand Polygon Tool](#). Scroll down to "To add additional parcels to 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:**



Result:



## How to Turn On/Off Layers of Information

[Click Here](#) for step by step instructions.

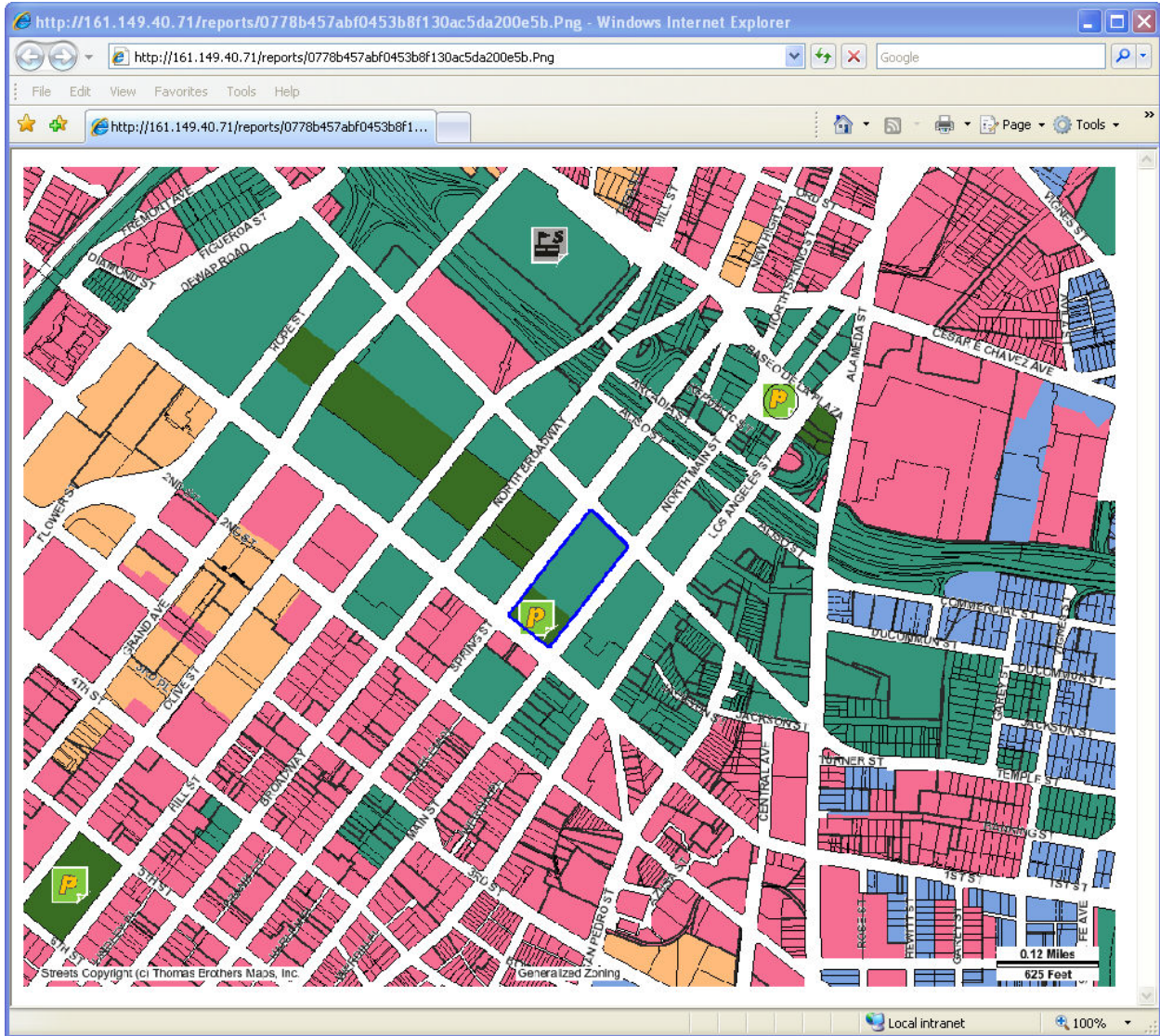
## How to Use Open Map Image (Camera Icon)

**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:

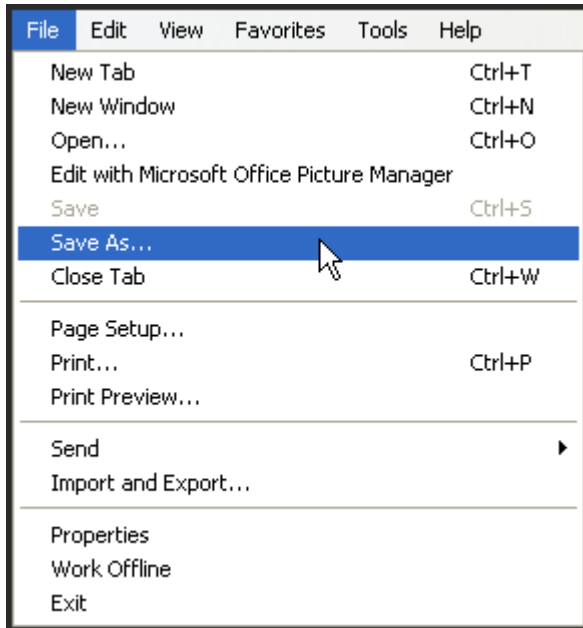


**Step 1:** *Click* on the **Open Map Image Button**. A separate window will pop up showing the Map Display area.



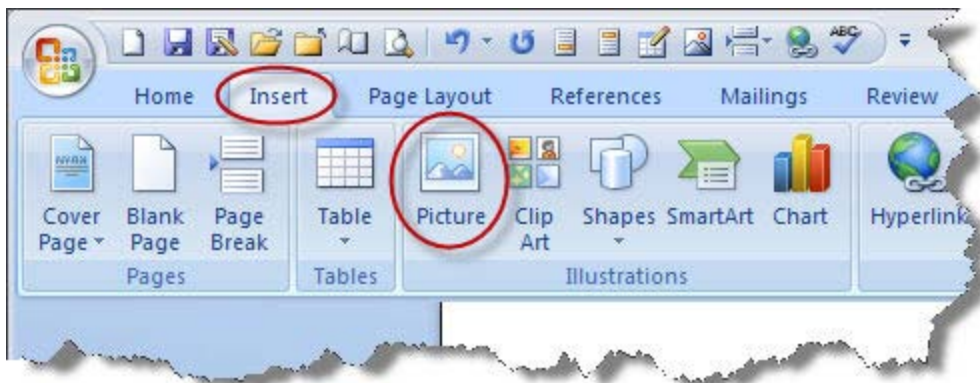
**Step 2:** *Click File/Save As...* Specified a location where you want to save the file. Enter a Filename and change the Save as type to Bitmap (\*.bmp).





**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?

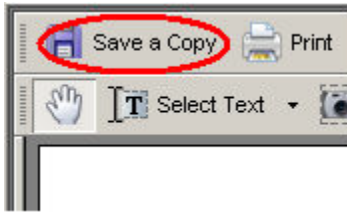
If you have further questions, comments, or suggestions, please notify us by e-mail at this address: [zimas@lacity.org](mailto:zimas@lacity.org).



## 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

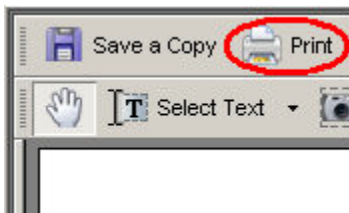
You may wish to print a help topic or two, or perhaps the entire help system. You can print directly from the help system by using the Print option on the File menu, or to print more than a few pages, you can open the PDF version of this file and print that file instead. The formatting is better, and 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!**





# Index

## 2

2001 Digital Ortho Photos..... 76

2006 Digital Color ..... 76

## A

Additional Information..... 69

Address..... 47

Address Information..... 69

Adobe PDF Print button..... 217

Adobe PDF Save button..... 215

APN..... 52, 56

Assessor Information ..... 69

Assessor Parcel No..... 52, 56

Assessor Parcel Number..... 1

## B

Background Map Display Layer..... 76

Block Number..... 56

Book-Page-Parcel ..... 1

Buffer Distance ..... 130

Building Permit Information ..... 182

Buttons ..... 73

## C

Case Numbers..... 59, 69

Case Numbers Report..... 165, 198

Certified Neighborhood Council..... 65

City of Los Angeles..... 27

Clear Graphics..... 129

Color Schemes ..... 179

Community Names..... 1, 61

Contour Information..... 185

Council District ..... 63

County Public Works Land Records..... 27

Create Buffer Areas..... 180

Custom Color Schemes ..... 32

## D

Data Links..... 71

DCP ..... 27

De-Select Multiple Parcels ..... 180

Drop Down Menu ..... 13

## E

Emailable Link..... 32

Engineering Cadastral Map Number..... 1

## F

Find Map Legends..... 195

Font Options ..... 17

**G**

Generalized Plan Land Use ..... 76

Generalized Zoning..... 76

Google Maps..... 24

**H**

Help..... 38

Help Menu ..... 13

Historic Preservation Information..... 189

Historic Preservation Overlay Zone..... 189

House Number ..... 1, 47

**I**

Identify Tool ..... 137

Information Table ..... 15, 69, 71, 137

Intersection ..... 50

Item Name ..... 69

Item Name Definition..... 71

**J**

Jurisdictional Information ..... 69

**L**

LA County Assessor ..... 27

Layer Control..... 140, 205

Legal Description..... 1, 56

Legal Information ..... 69

Live Links ..... 24

Los Angeles Map Sheet..... 58

Lot Number..... 56

**M**

Mailing Labels Report..... 172, 198

Map Navigation..... 7

MAP NO..... 56

Map Sheet ..... 58

Measure Area ..... 132

Measure Distance ..... 132, 200

Measure Tool ..... 132, 200

Microsoft Bing Maps..... 24

Mills Act ..... 189

**N**

News ..... 37

News Menu ..... 13

**O**

Old ZIMAS ..... 27

Open Map Image..... 156

Ortho..... 76, 179

Other Historic Designations..... 189

Overview Map..... 7

<b>P</b>	
Pan Tool .....	22, 88
Panning .....	7
Parcel Identification Number.....	54
Parcel Map .....	56
Parcel Profile Report.....	157, 198
Parcel Selection Tools.....	92, 101, 115
Parks .....	76
PIN .....	54
Print .....	150, 165, 171, 176
Print Help Topics .....	217
Printer button .....	150, 165, 171, 176
Property Search.....	47, 203
<b>Q</b>	
Questions .....	213
<b>R</b>	
Radius Tool.....	130
Recenter.....	7
Report Menu .....	13
Resources Menu.....	13
<b>S</b>	
Save button .....	215
Schools .....	76
Search .....	56
Search Menu .....	13
Select By Freehand Line Tool .....	108
Select By Freehand Polygon Tool.....	122
Select By Point Tool.....	92
Select By Polygon Tool.....	115
Select By Polyline Tool.....	101
Select Multiple Parcels .....	92, 101, 108, 115, 122, 203
Selected Parcel Address Selection Box.....	15
Show Map Legend Button .....	141
Show Mini Parcel Info Window Tool.....	139
Sliders .....	7
Street Intersection.....	1, 50
Street Name.....	47
<b>T</b>	
Terms & Conditions .....	38
Test Pop-up Blockers .....	32
Tools .....	73
Tract Number .....	56
Tract-Block-Lot .....	1
<b>U</b>	
URL.....	3

## ZIMAS User Guide

### **V**

Value ..... 69

Verticle Scale Bar ..... 22

### **Z**

ZIMAS User Interface..... 5

Zip Code ..... 59

Zoning Code..... 195

Zoning Information ..... 1, 69, 195

Zoom In ..... 7, 22, 84

Zoom Out..... 7, 22, 86

Zoom To Full Extent Of Map Button..... 91

Zoom To Next Extent..... 92

Zoom To Previous Extent..... 92