How to Use the Map Tool in the Portal

1. Click on the Map tab, which pulls up the Map page.

2. Enter the address in the search bar. It will pull up all the locations, including apartment/unit/suite/lot numbers.
3. After selecting the parcel location(s) by clicking on the check box, View Records and Start Application appear. **View Records** shows all the records linked to the location(s).

Start Application redirects you to the License, Permits, and Plans Application page. Once an application is started, the location will automatically fill in with the selected parcel(s).
4. How-to Use the Map Tools

Draw a Point
You can select a parcel by clicking on it, and the Map will bring up the addresses in that parcel.
**Draw a Polyline**

You can draw a line over the Map to include multiple parcels, and once you double click the end point, the Map will bring up the addresses in those parcels.
Draw a Polygon

You can draw over the Map to include multiple parcels. Make sure you are connecting the dots. When all the points are closed, the Map will bring up the addresses in those parcels.
- **Draw a Rectangle**
  You can select multiple parcels by drawing a rectangle. The Map will bring up all the addresses on the parcels the rectangle falls on.

- **Draw a Circle**
  You can select multiple parcels by drawing a circle. The Map will bring up all the addresses on the parcels the circle falls on.
If you have any questions, please call Planning & Development Services at 785-832-7700, option 7 or send an email to PDSAdmin@lawrenceks.org