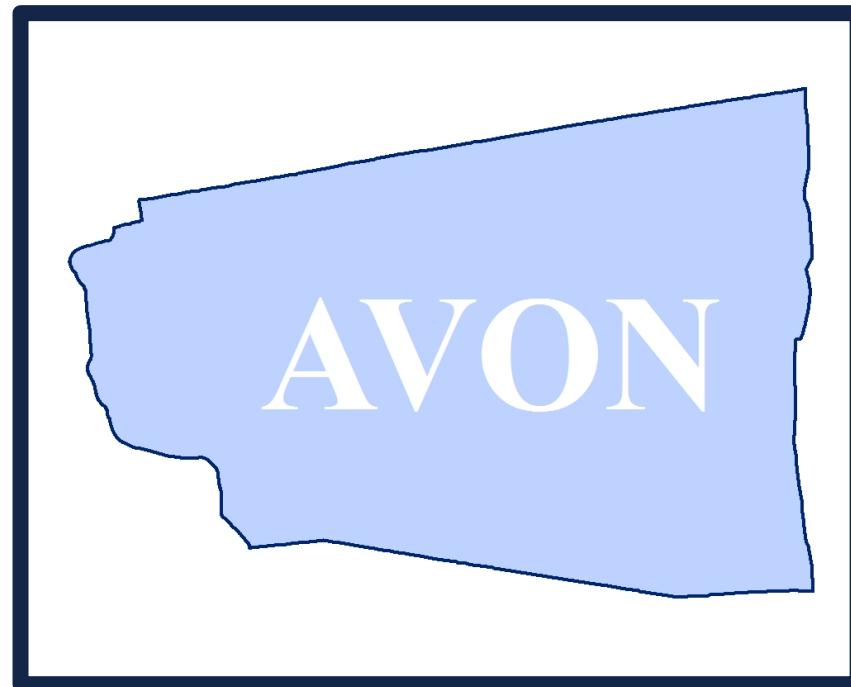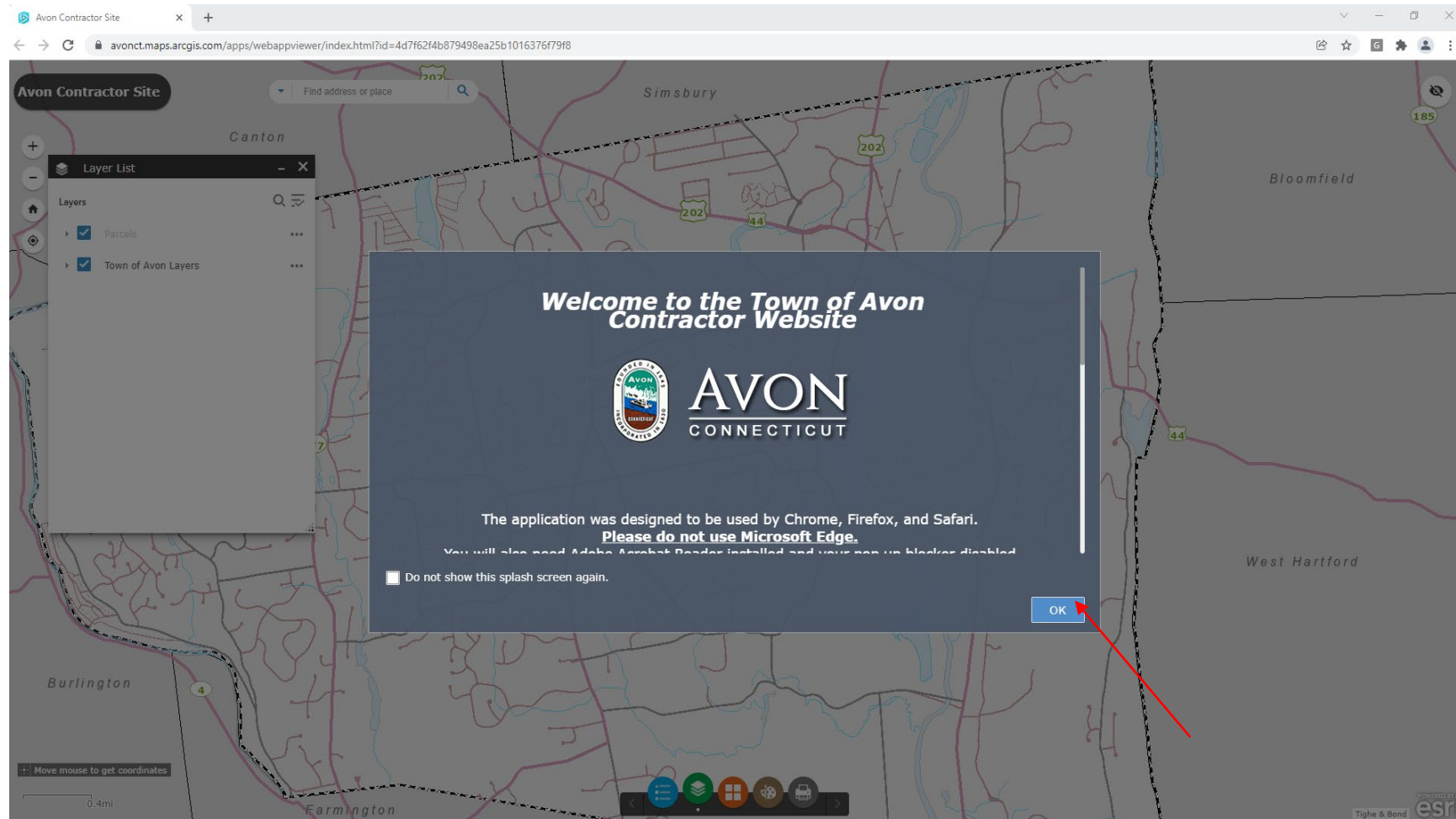# WELCOME TO
THE TOWN OF AVON CONTRACTOR WEB SITE

This site was created to provide the ability to create a sketch to be used with the *"Citizen Services/Viewpoint"* Permit system.

This is what you will see after clicking the link. Please read disclaimer then Click ok to continue.

This is what you will see after entering the site.
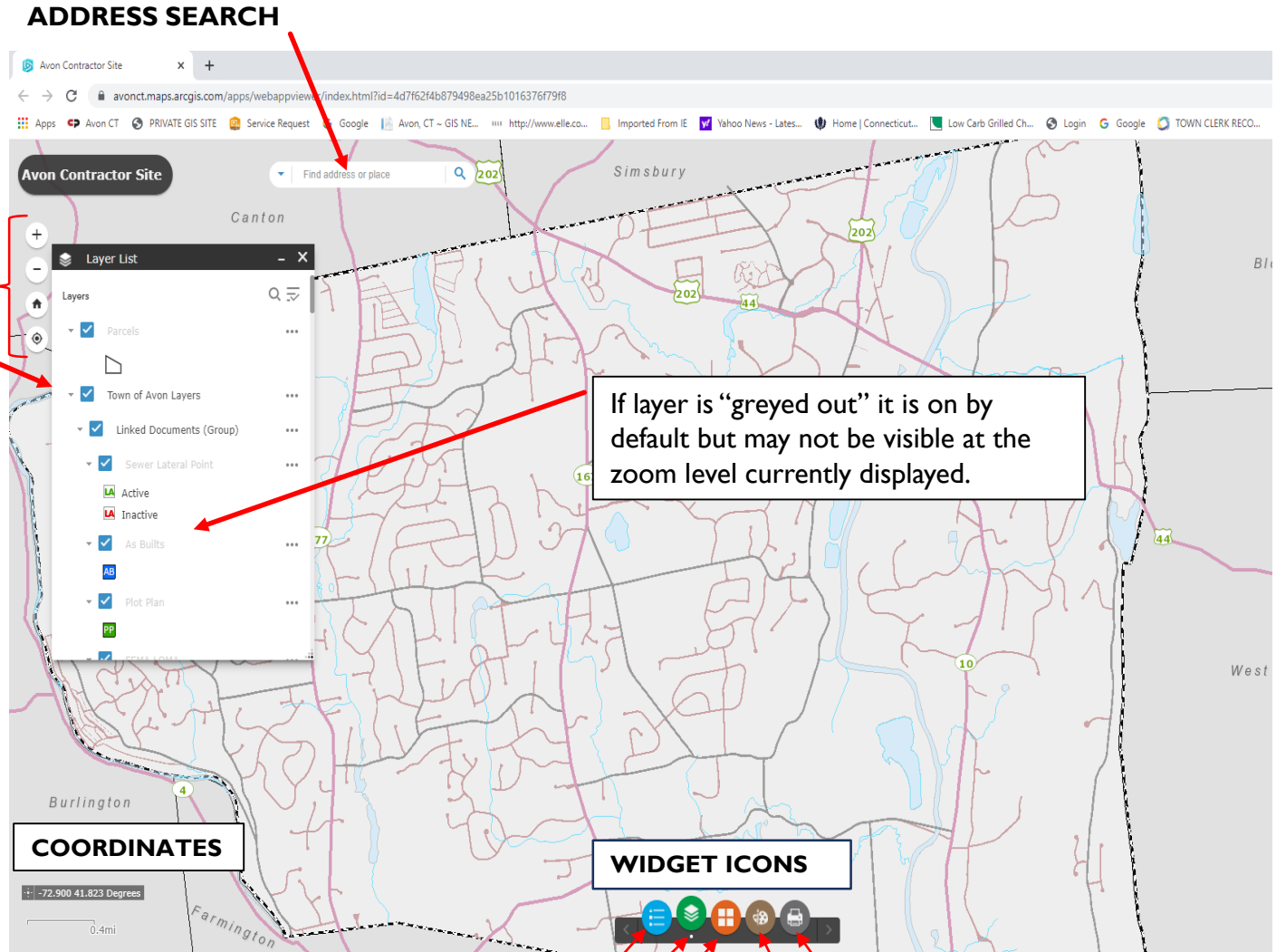
SEARCH : By address or parcel number

ADDRESS SEARCH

ZOOMING TOOLS

LAYER LIST

If layer is "greyed out" it is on by default but may not be visible at the zoom level currently displayed.

The Widget Bar has the following Widget Icons to choose from:

- **Legend:** Will show a map legend with a scroll to the right to scroll up and down the legend
- **Layer List:** What layers you want on or off. Can see what layers are on by default
- **Basemap Gallery:** Choose what background you want for the map
- **Draw:** This is where you would find symbols to do basic sketching, add a point, or add text for labeling.
- **Print:** Print area of map

COORDINATES

WIDGET ICONS

Map Legend

Print (Create PDF)

Layers

Draw Tools

Basemaps

COORDINATES: Are located in the lower left hand corner. Can click map to get coordinates.

Before you create a sketch, enter address of interest in **ADDRESS SEARCH** area or **ZOOM** to area.
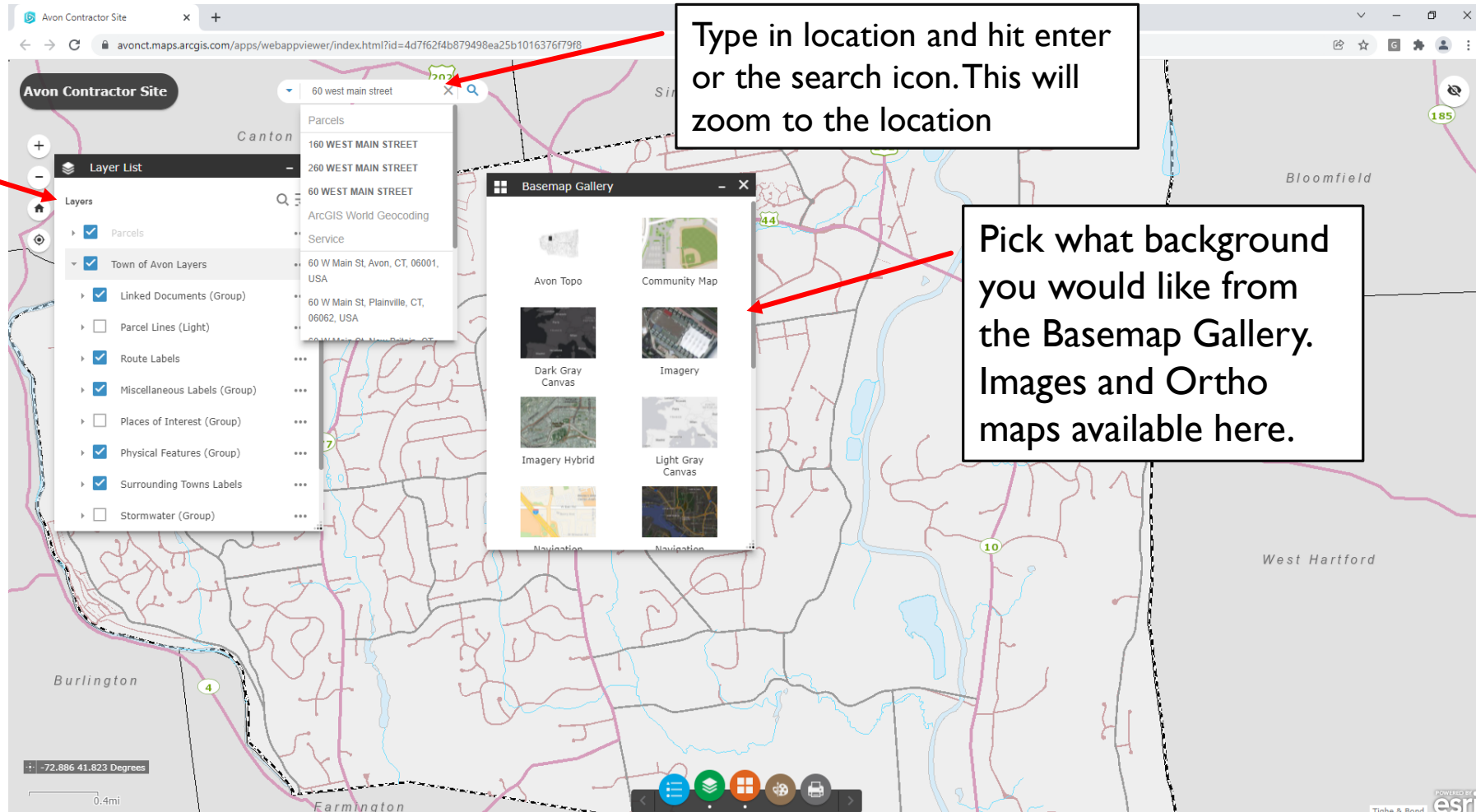
Once there, either use the map as shown, or select **LAYERS** and/or **BASEMAP** desired.
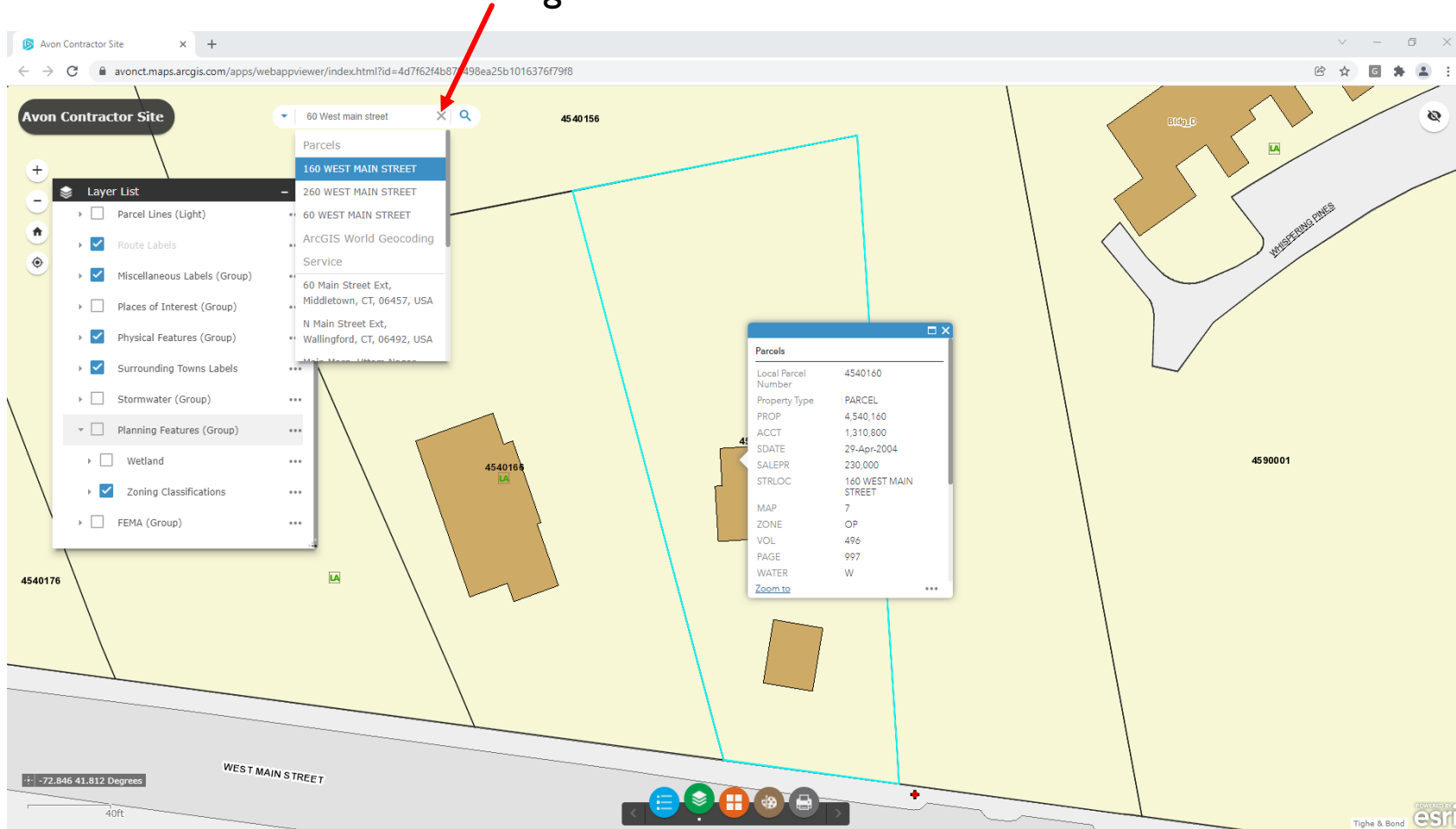
Choose layers

(Group) = More layers to choose from under that heading.

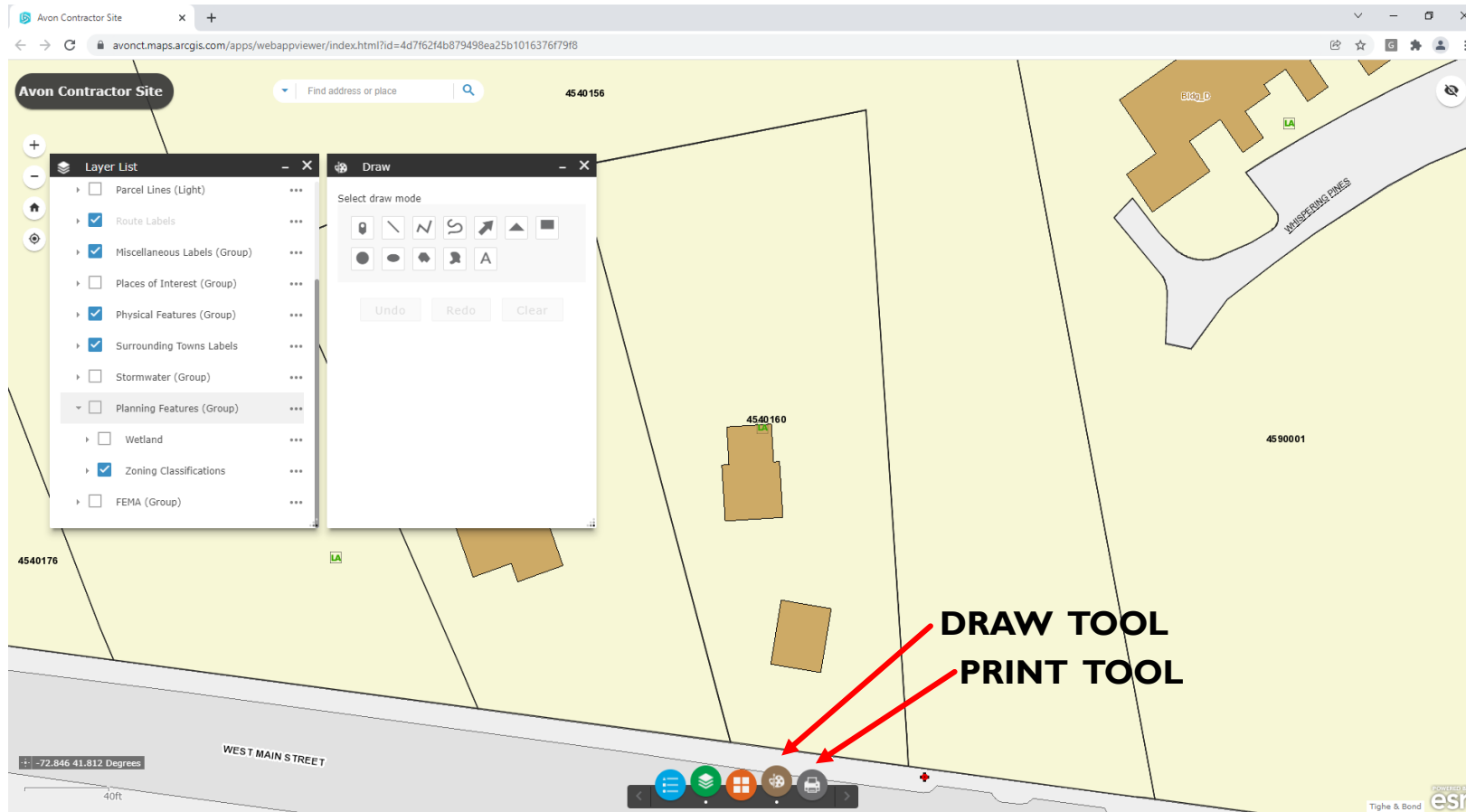Type in location and hit enter or the search icon. This will zoom to the location

Pick what background you would like from the Basemap Gallery. Images and Ortho maps available here.

After zooming to your location and selecting your basemap, close the Location box and Parcel info box by clicking the X in the upper right corner of the boxes.
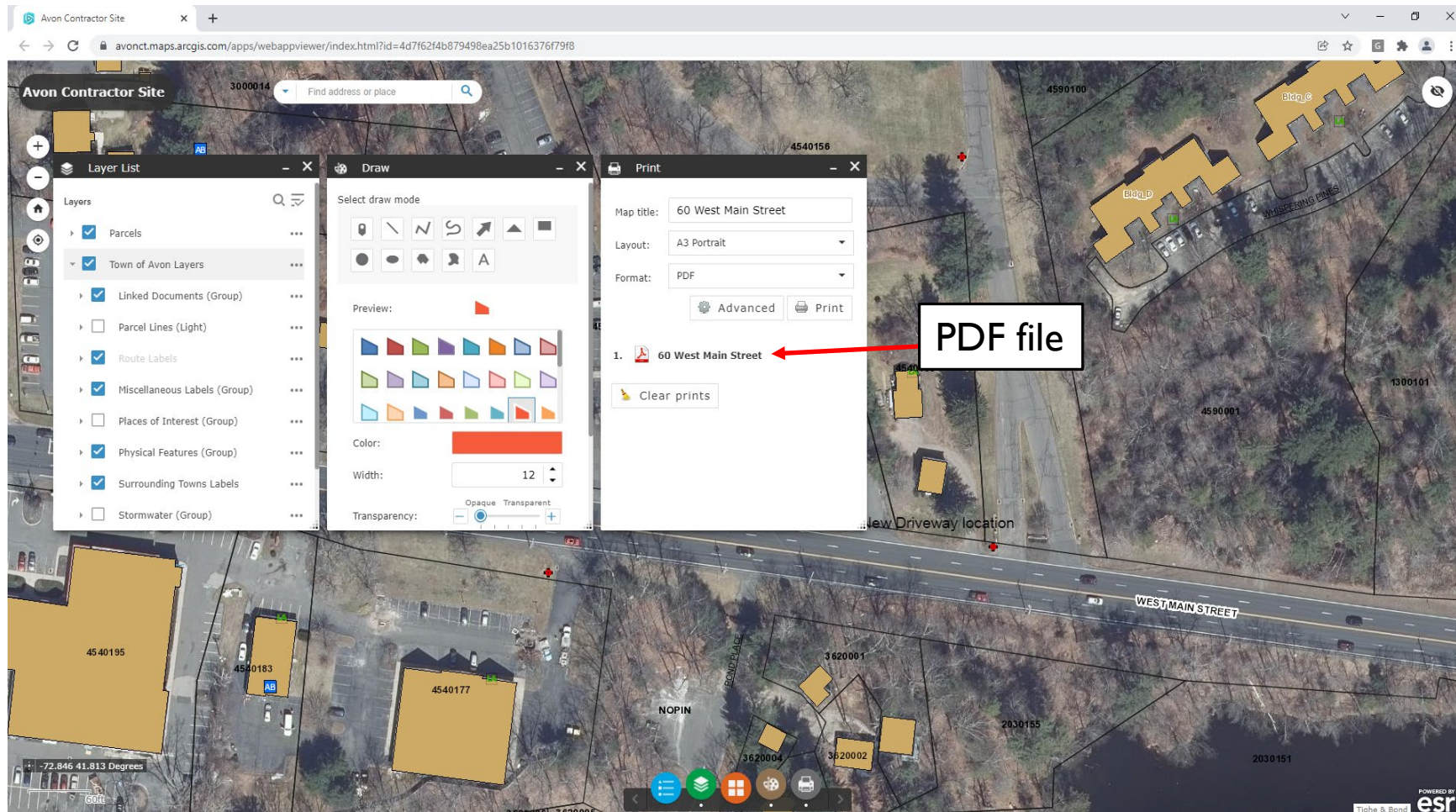
You are now ready to start your sketch. Use the **"DRAW"** icon and tools provided to create your sketch.

Note that there are several types of Drawing Features such as Lines, Arrows, Text etc. Each of theses can be colored uniquely. They can also be transparent, differing widths, etc. You will want to experiment to see how each feature works. Once you have your sketch the way you like it, click the **PRINT** tool.
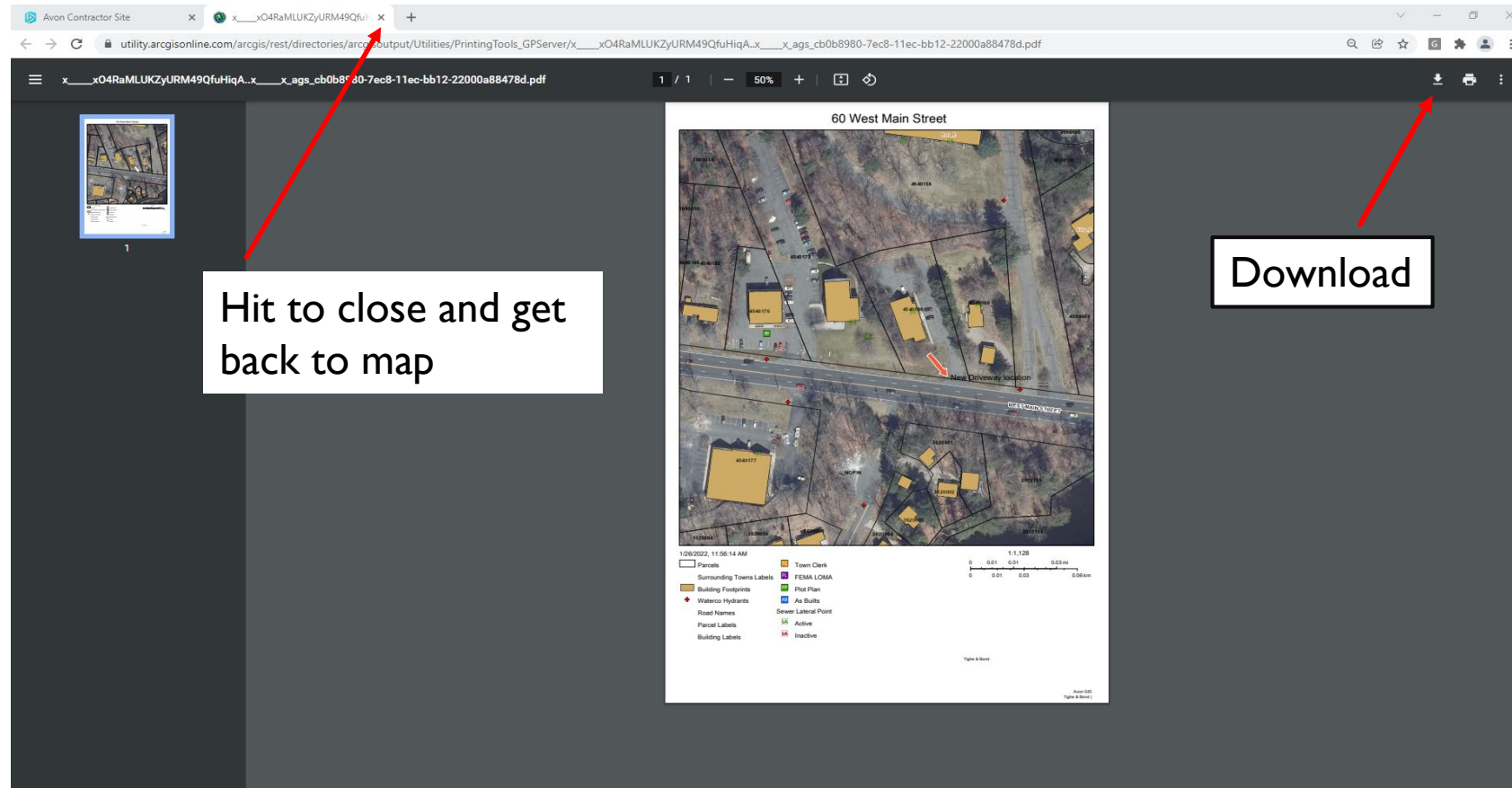
Once you hit the **Print** Icon, fill out the information in the print box.
When you are done, Click **Print**. A pdf file will be created.
Click the PDF file to view your sketch

This is what your sketch will look like when done.

You can download it, print it, or go back to the base map and make changes.
When you get back to the basemap you can hit the clear prints button to delete the pdf files created.

Hit to close and get back to map

Download

To be used for the Permit System, You will save the PDF to your local computer, and when in the Permit System, upload the file as an attachment.