



Chattanooga-Hamilton County Regional Planning Agency (RPA)

Zoning Information Mapping System (ZIMS) User Guide

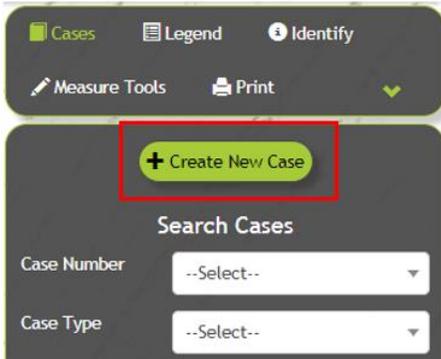
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1. Create Case

From the Cases menu, click the “Create New Case” button:

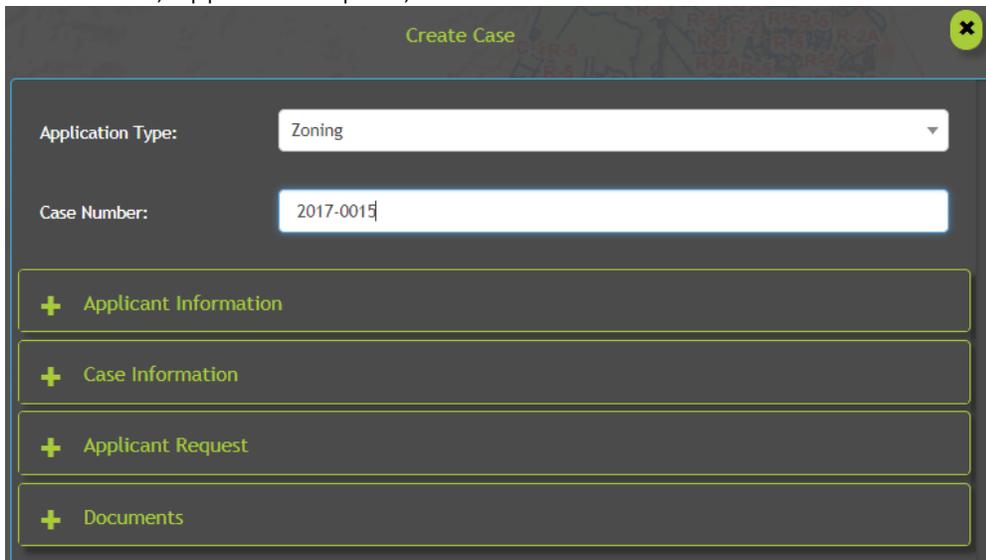


Select an Application Type from the dropdown menu.

Note: the information required in subsequent sections of the form will change based on the Application Type selected.

Populate the Case Number field (required format year-#####). Each case must have a unique case number. A warning message will appear if the case number entered has been used before.

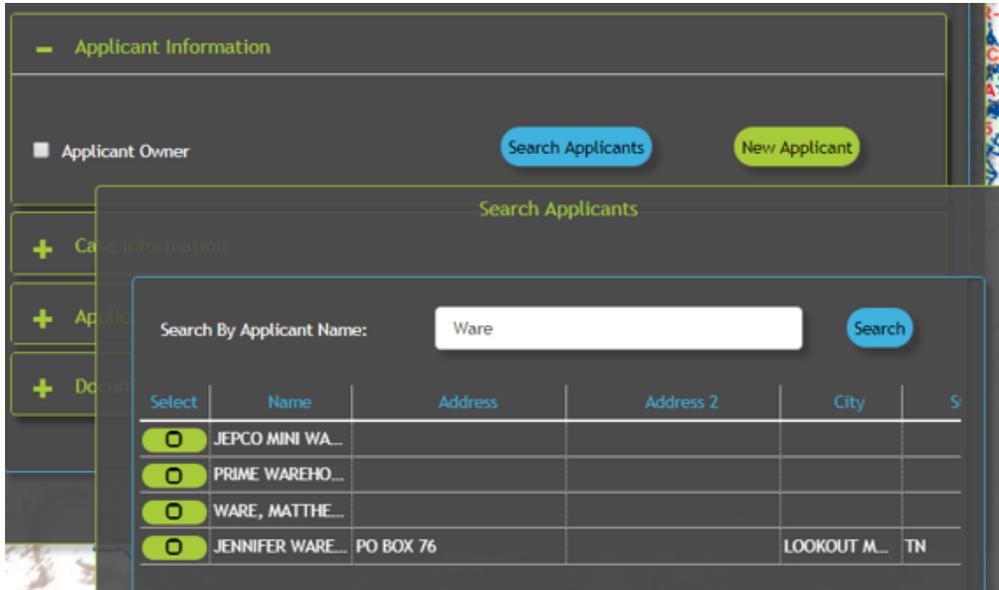
Expand each section of the form and populate the required fields: Applicant Information, Case Information, Applicant Request, and Documents.



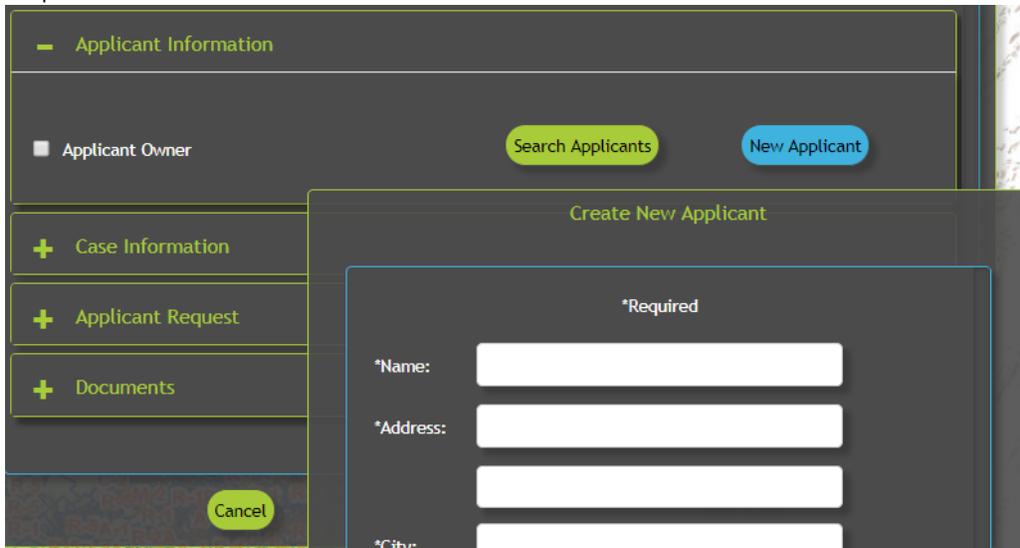
The screenshot shows the 'Create Case' form. At the top, it says 'Create Case' with a close button (X). The form has two main input fields: 'Application Type' with a dropdown menu showing 'Zoning', and 'Case Number' with a text input field containing '2017-0015'. Below these are four expandable sections, each with a plus sign and a label: '+ Applicant Information', '+ Case Information', '+ Applicant Request', and '+ Documents'.

Applicant Information

To search for a previous applicant click “Search Applicants”, enter a name, click Search, check the box in the select column next to the record you would like to use.



If the applicant does not appear in the search results, click “New Applicant” and populate the required information.



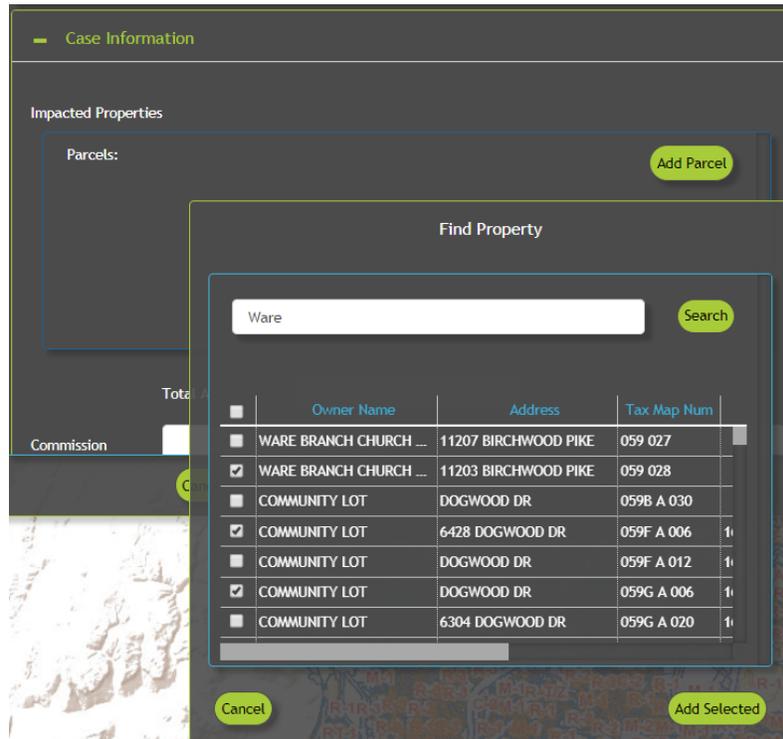
Click create to add the new applicant.

Check “Applicant Owner”, if applicable

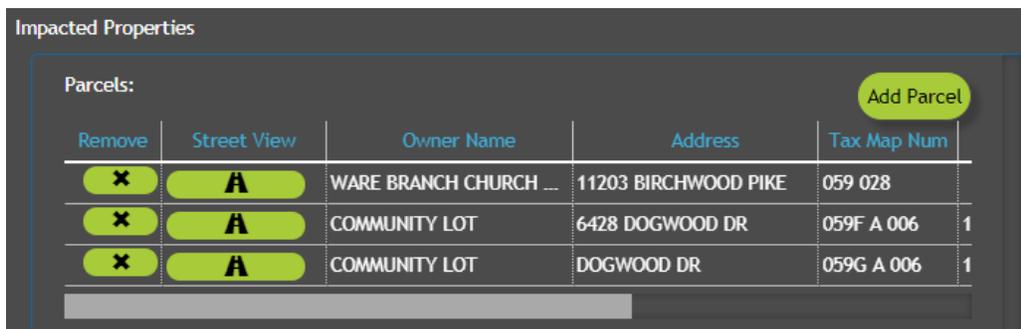


Case Information

To add impacted parcels to the case, click the “Add Parcel” button. Use the Find Property window that appears to search for parcels by the Tax Map Number, Parcel Number, or the Owner Name. The formatting of the Tax Map Number and Parcel Number does not matter, it can have dashes or spaces. Click the “Search”, check the boxes next to the records you would like to include then click Add Selected.



Selected parcels will appear in the Parcels list. If you want to remove a parcel, click the “X” next to the record. Click the Street View button next to the record to open the Google Street View.

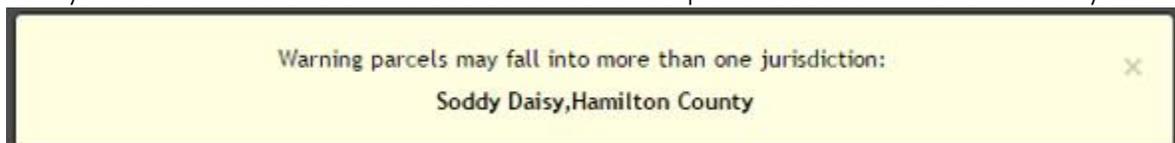


If you would like to change the name of the owner, click on the cell of the name you would like to change. The cell will turn into a text box where you can type in a new name. Click on another cell on the row to save the value.

Parcels: Add Parcel

Remove	Street View	Owner Name	Address	Tax Map Num
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="New Name"/>	11203 BIRCHWOOD PIKE	059 028
<input type="checkbox"/>	<input type="checkbox"/>	COMMUNITY LOT	6428 DOGWOOD DR	059F A 006 1
<input type="checkbox"/>	<input type="checkbox"/>	COMMUNITY LOT	DOGWOOD DR	059G A 006 1

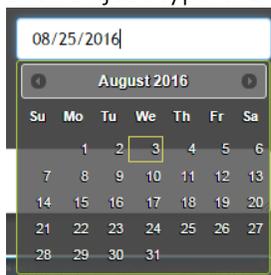
The Jurisdiction field is automatically populated based on the selected parcels but may be edited, if need be. If the parcel(s) falls within more than one jurisdiction, a warning will appear. Verify that the Jurisdiction field is correct and make updates or additions as necessary.



Commission District, Council District, Planning District, and Neighborhood have dropdown options. At least one value will need to be selected. Multiple options can be selected as well. These dropdown boxes are searchable by typing in the textbox. To remove an option that is selected, click the “X” next to the option.



To choose a Planning Commission Date click on the text box and either navigate to the date and click or just type the date into the box in this format “MM/DD/YYYY”.



Current Use, Surrounding Use, and Purpose/Proposed Use are text boxes to be filled in. If more room is need you can drag from the bottom right to expand the box.



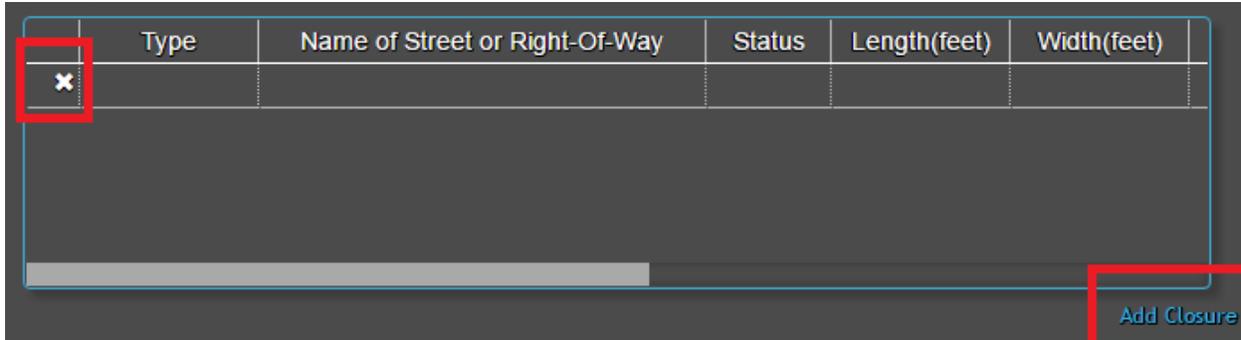
A numeric value is required for the Notice Signs and Filing Fee fields.

Applicant Request

The applicant request panel changes based on the “Application Type” that is chosen in the first dropdown on the Create Case form. Each type will be explained below.

Closure/Abandonment

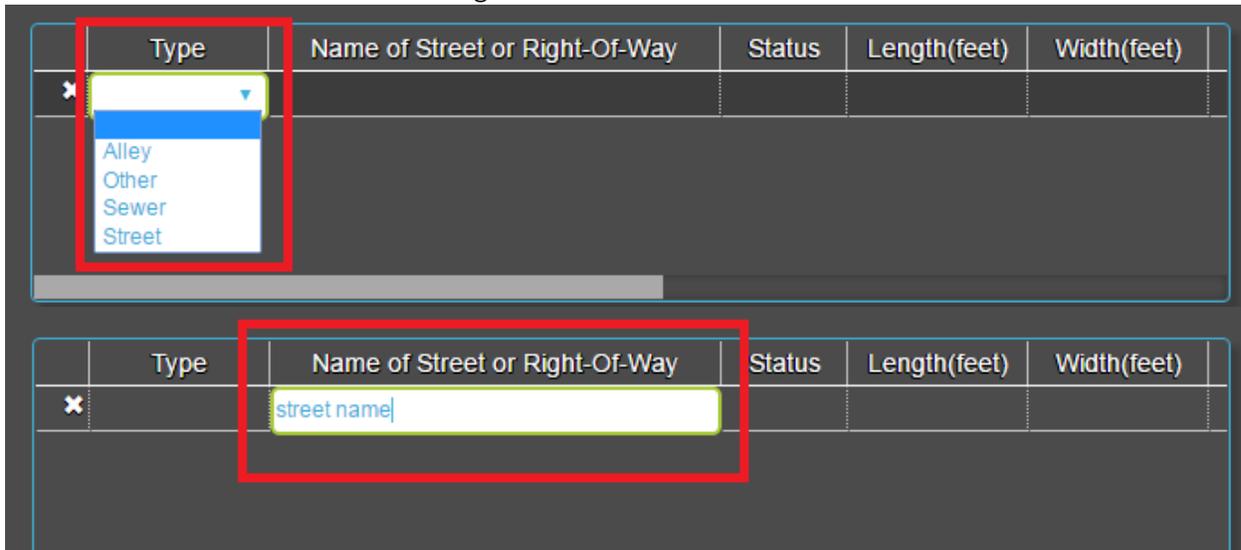
This request will be a table of multiple closures. To add a closure click the Add Closure button and a row will appear in the table. Fill in all values for the row. More rows can be added by clicking the button again. To remove a row click on the “X” on the far left of the row.



	Type	Name of Street or Right-Of-Way	Status	Length(feet)	Width(feet)
X					

Add Closure

Click on a cell to change it's value. It will either be text box or a dropdown. Click on another cell in the row to save and exit the editing.



The first screenshot shows the 'Type' cell selected, with a dropdown menu open showing options: Alley, Other, Sewer, and Street.

	Type	Name of Street or Right-Of-Way	Status	Length(feet)	Width(feet)
X	Alley				

The second screenshot shows the 'Name of Street or Right-Of-Way' cell selected, with a text input field containing 'street name'.

	Type	Name of Street or Right-Of-Way	Status	Length(feet)	Width(feet)
X		street name			

Lift/Amend Conditions

This request has 3 fields to fill out. The Description and Resolution/Ordinance Number fields are text boxes. The Previous Case Number field allows the user to select multiple cases from a dropdown. The dropdown is searchable by typing into the text box. Click the “X” button next to the item to remove it or the “X” to the far right to remove all options.



x 2014-0120 x 2014-0122 |

Planned Unit Development

This request has two text boxes and one radio button to fill in. Only one of the options can be chosen for “Residential” or “Institutional”

Applicant Request

PUD Name:

Density:

Residential Institutional

Public Property Transaction

This request has one radio option to choose. Only one of the following options can be chosen: Acquisition, Lease Agreement, Surplus, or Other.

Applicant Request

Acquisition Lease Agreement Surplus Other

Special Permit

This request has one dropdown. The dropdown values may change based on which jurisdiction is selected in the Case Information. Only one permit type can be selected. The dropdown is searchable by typing in the text box.

Applicant Request

Special Permit Type:

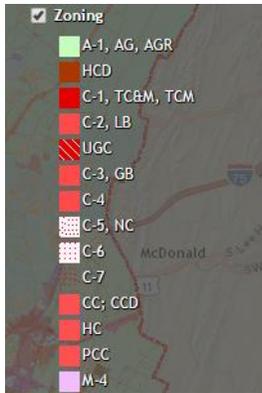
Zoning

This request has two dropdowns to fill in. These options correspond to the Zoning values in the legend. Only one type can be selected for each dropdown. The dropdown is searchable by typing in the text box.

Applicant Request

From Zone Type:

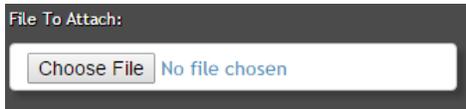
To Zone Type:



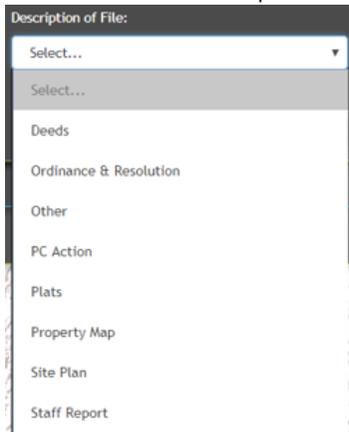
Adding Document Attachments

Documents are not required to create a case.

To add a file click the “Choose File” button and navigate to the file.



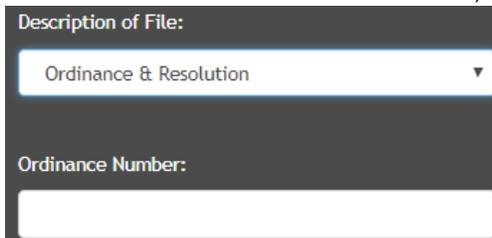
Then select a description of the file from the dropdown to the right



If “Other” is selected, name or describe the document in the text box.



If Ordinance & Resolution is selected, you will be prompted to add the Ordinance Number.

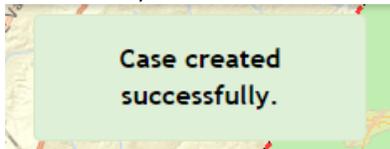


Click the Attach File button to add the file. Multiple documents can be uploaded. Click the file name/description to open the attachment. To remove an attachment, click the “X”.



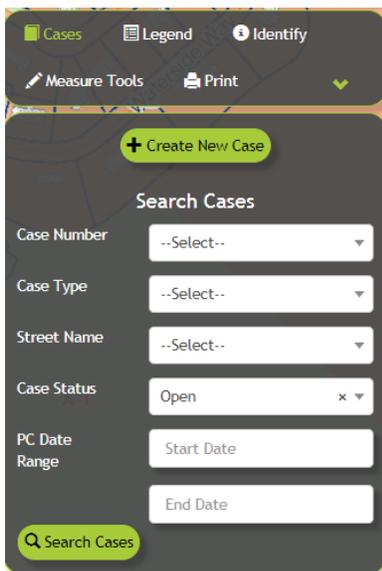
Save Draft

When you have finished filling out the form, click Save Draft to create the case. Save Draft will check that the Case Number follows the correct format (XXXX-XXXX) and that it is not a duplicate and that the case has at least one impacted parcel. Once the draft is saved, you can search for the case by case number or case status (open) to add or edit information.

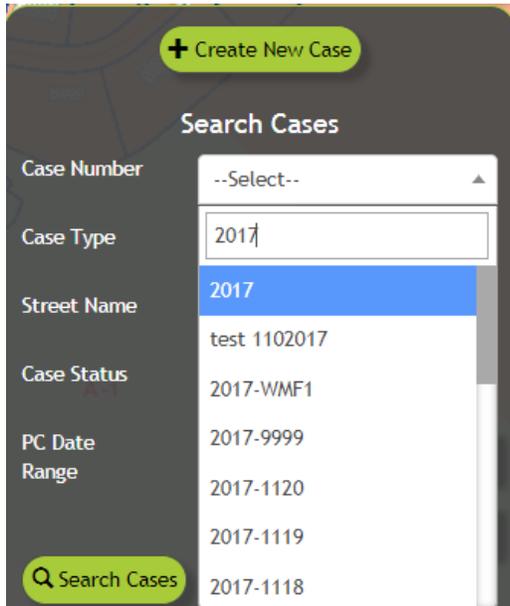


2. Searching for a Case

Use one or more of the filter options on the Case menu to define search parameters:



All filters have type to search and select an option from the list functionality. For the Case Number search, the value you type into this text box can be used as a custom search parameter. For example, if “2017” is entered, all cases that contain “2017” in the case number will be returned in the search results. Click on the custom search value, or choose a specific case number record from the list.



If all the fields have values selected for the search, the database will be searched for a case that contains all of the values. For example the following search returns 0 results because the street name for this case is not 101 E 11th St. and the status of the case is Open. To retrieve that case, the street name would need to be correct, or left empty.



Click Search Cases. A results table will appear when multiple cases match the selected search criteria. The Edit Case form will open when exactly one result is found.

Using the Search Results Table

The search results window can be resized to increase visibility and results can be sorted by clicking column headers. Additional features available from the search results window are described below.

Search Results - 17											Download	X
<input type="checkbox"/>	Zoom	View/Edit	Case Number	Case Status	Application Type	Current Zone	To Zone	PC Date	Planning District	Impacted F		
<input type="checkbox"/>			2017-0013	Open					12 (Collegedale / O...	BILL JONE		
<input type="checkbox"/>			2017-001test	Open	Zoning	R-1	O-1	01/09/2017	10 (Highway 58 Area)	HICKORY		
<input checked="" type="checkbox"/>			2017-0127	Open	Zoning	C-2			6 (Brainerd / East ...	RINGGOLI		
<input type="checkbox"/>			2017-0137	Open	Lift/Amend Condi...				4 (South Chattanoo...	FLORIDA		
<input type="checkbox"/>			2017-0901	Open	Lift/Amend Condi...			08/14/2017	6 (Brainerd / East ...	SEMINOLE		
<input type="checkbox"/>			2017-0911	Open	Lift/Amend Condi...				4 (South Chattanoo...	ROSSVILL		
<input type="checkbox"/>			2017-1011	Open					8 (North County)	S DENT		
<input type="checkbox"/>			2017-1031	Open	Zoning	M-2,R-3	MXU	10/18/2017	1NS - FBC, 11 (East ...	HIXSON		
<input type="checkbox"/>			2017-1115	Open	Closure/Abandonm...				Not in planning area	ASHMORE		
<input type="checkbox"/>			2017-1116	Open	Closure/Abandonm...			12/12/2016	12 (Collegedale / O...			
<input type="checkbox"/>			2017-1117	Open	Zoning				2 (Hixson / Red Ba...	ROBERTS		
<input checked="" type="checkbox"/>			2017-1118	Open	Zoning	A-1			2 (Hixson / Red Ba...	ROBERTS		
<input checked="" type="checkbox"/>			2017-1119	Open	Zoning	A-1			2 (Hixson / Red Ba...	ROBERTS		
<input type="checkbox"/>			2017-1120	Open	Zoning	R-1			Lakesite	HIXSON		

Zoom Button

Click the Zoom button next to the case you would like to see. The map will zoom to/center over the most recent recommendation or the original impacted parcels for that case. The parcel/recommendation will be highlighted on the map.

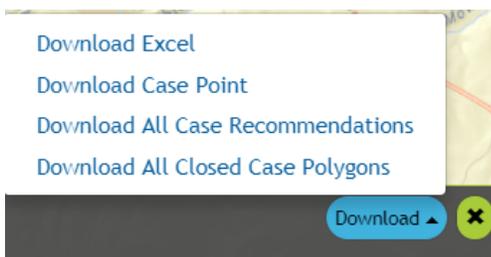


Open Form

To view or edit case information, click the Open Form button in the View/Edit column next to the record or double click the record in the table.

Download/Export

Check the box next to the record(s) that you would like to include in the export. If you would like all records to be included, check the box in the column header. Click the Download button and specify the format of the export.



3. Edit Case

The Edit Case form is similar to Create Case form with a few additional features. The original sections (Applicant Information, Case Information, Applicant Request, and Documents) will be on the form with the most recent values. If the case has an “Open” status, users with Edit permissions will be able to change values in these sections that same way as in Create Case. A new section called Recommendations will also be visible.

Recommendations

All proposed mapping updates will be created and managed in the recommendations table. All cases include an “Impacted Parcels” record which contains the original parcel(s) selected when the case was created. The “Impacted Parcels” record is not editable but it can be cloned (i.e. copied) and edited as a subsequent recommendation as the case moves through the approval process.

Editing field values

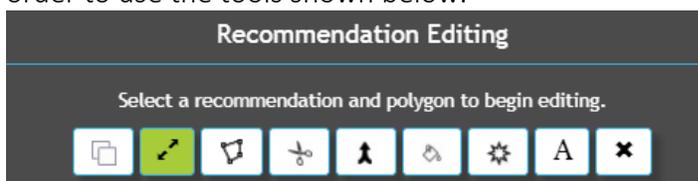
To activate a row for editing, click the arrow button. To change the values stored in the different fields for the selected record, click on the cell. A text box or a dropdown menu will appear for editable fields.



Activate	Delete	Type	Action	Recommendati...	Comments	Last Update
		Impacted Parcels				
		Staff	Approved			

Recommendation Tools

You must activate a record from the recommendations table and select a polygon on the map in order to use the tools shown below.



Cloning

This tool will make a copy of the entire recommendation including the information shown in the editable fields as well as the polygons associated with it.

To create a new recommendation, you will **clone** an existing recommendation. To do this, click on the record you wish to clone to activate it (text will turn blue). The polygons for the selected record will be displayed on the map with a red border.

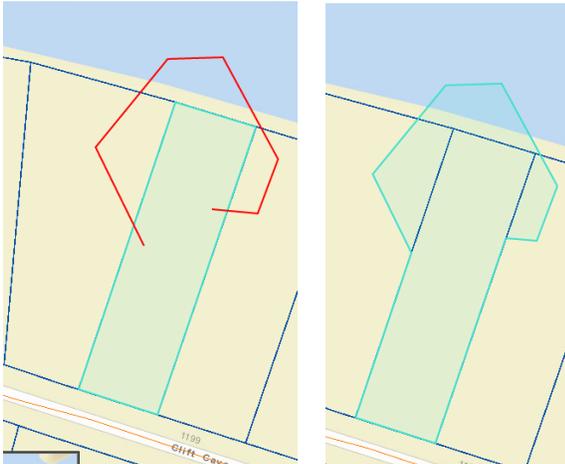


Next, select the clone tool 

Clicking this will create a new row in the recommendations table. Specify the Recommendation Type for the new record and edit the spatial footprint as desired.

Reshaping

This tool will be disabled until a polygon is selected on the map. Once a polygon is selected, click the reshape button then click once inside the polygon to start drawing. Each click will create a vertex in the line. Double click when you are done drawing a line. The start and end point must be inside the selected polygon. Whatever area is between the line and the selected polygon will become part of the polygon after double clicking.



Edit Vertices

This tool will be disabled until a polygon is selected on the map. Once a polygon is selected click the Edit Vertices button and the polygon will have the vertices displayed on the map. You will be able to drag the vertices to new locations. Click the button again when you are done to remove the vertices from the map.



Cut Polygon

This tool will be disabled until a polygon is selected on the map. This tool will split the selected polygon from a line drawn on the map. Click on the button then on the map to begin drawing the line. Each click creates a vertex in the line. Double clicking ends the line then splits the polygon.



Merge Polygons

This tool will be disabled until a polygon is selected on the map. Click on this button to begin the merge process. Click on the map and hold the left clicker down while dragging to create a box. All polygons inside the box will be merged into the currently selected polygon.



Delete

Clicking the delete button will remove the selected polygon from the recommendation.

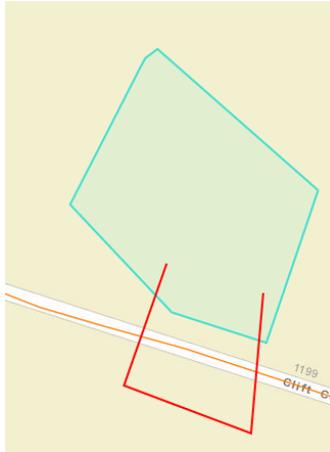
Fill

This tool will be disabled until a polygon is selected on the map. This tool is used against a polyline snap layer. The user will draw a box starting in the selected polygon then past the selected Snap polyline. After drawing is complete polygons will be created on either side of the line.

For example, the road centerlines are selected as the snap layer



Next, a line is drawn starting and ending in the selected polygon, passing over the centerline (orange line). The line is drawn by single clicking on the map to add a vertex, after clicking the Fill button, then double clicking to complete.



Once the line has been complete the polygon was split through the line

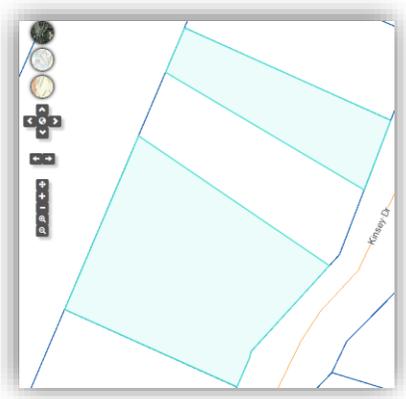


The fill tool is usually used in conjunction with the Delete and Merge tool. In this case we could delete the polygon on the bottom side of the road then merge the other polygon into the top. This ensures that the polygon is now completely against the road centerline and there will be no spaces between it.

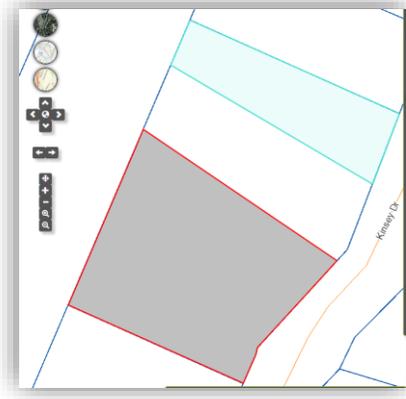


Explode

This tool is used to make a multipart polygon into separate polygons.



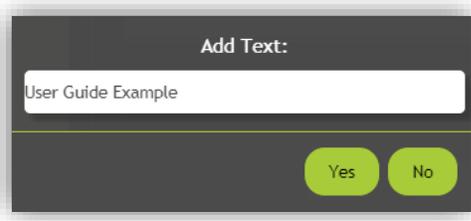
Multipart:



Singlepart:

Text

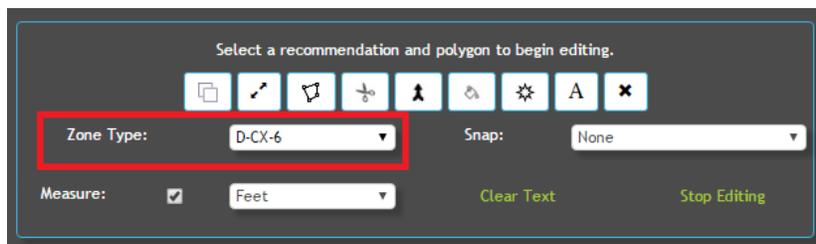
This tool will add text to the center of the selected polygon.



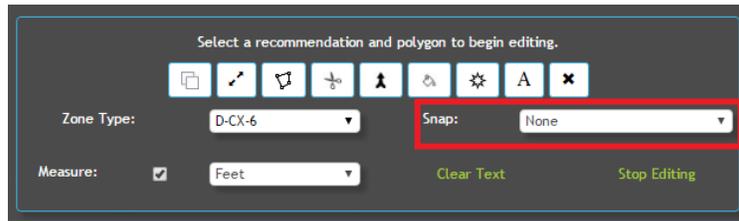
Click the Clear Text button Clear text will remove all text for that recommendation.

Zone Type

Each polygon for a recommendation can have a specified zone type. Choose from the Zone Type dropdown to assign a type to a selected polygon. The dropdown will be disabled until you select a polygon.



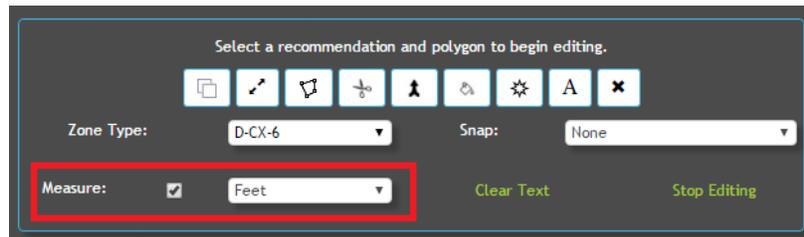
Snapping



The snapping dropdown will turn on this field on the map. Any of the drawing tools will then be able to snap to that option. When you get close to a snap feature the line will automatically snap to it. A blue crosshair is shown. Select the “None” option in the dropdown to turn off snapping.



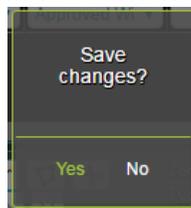
Measure



The measure tool, when checked, will display the distance on the map when using certain tools. Measure tool works with Reshape, Cut, and Fill.

Saving a Recommendation

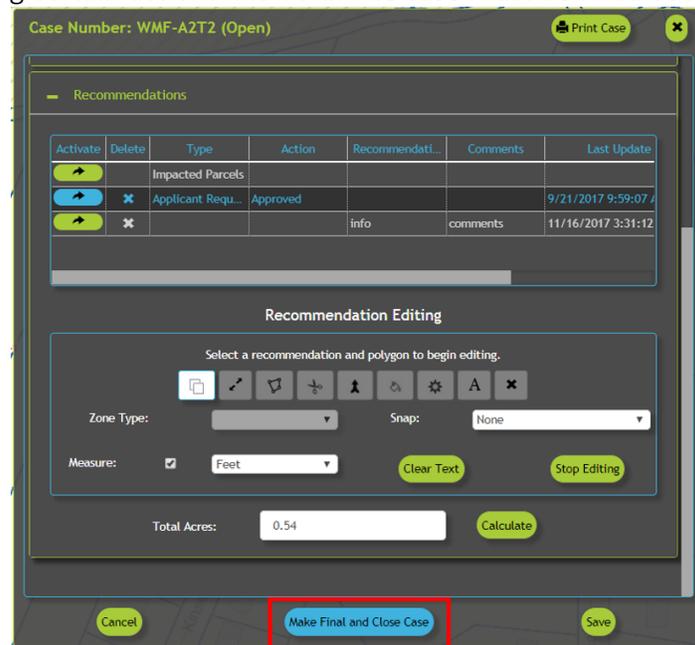
Clicking between recommendation rows in the table will trigger a Save prompt.



Or the user can select the Stop Editing button to save changes and unselect recommendations in the table.

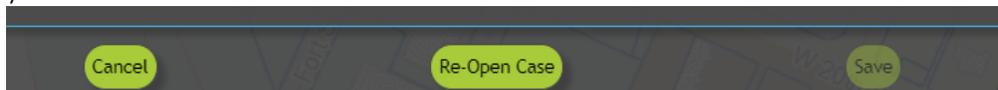
Closing a Case

From the recommendation panel a case is able to be closed. Select a recommendation then click 'Make Final and Close'. Depending on the Action, either the Zoning, Mandatory Referrals, or Special Permits layer will be updated. It is also possible to close a case without the spatial data being updated using certain actions like Void. The case must be filled out completely to close.



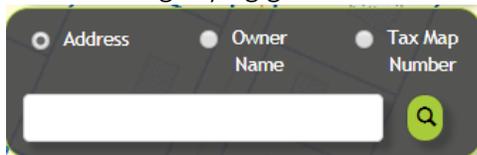
Reopening a Case

If the current case is closed, fields will no longer be editable. Clicking the Re-Open case button if you would like to make additional edits to the case information.



4. General Location Searches

To find a general location on the map, select a search option, enter keywords in the text box, and click the magnifying glass icon to execute the search.



Address Search via Geocoding Service:

This search option uses ESRI's geocoding service. It does not search address information stored in the parcel dataset as the information is incomplete and inconsistently formatted. Search Address by specific street or by intersection. To search an address by intersection, put a '&' between two street names (e.g. Broad & Martin Luther King). Results will appear in a new window. Each record will have an accuracy score based on the search parameter.



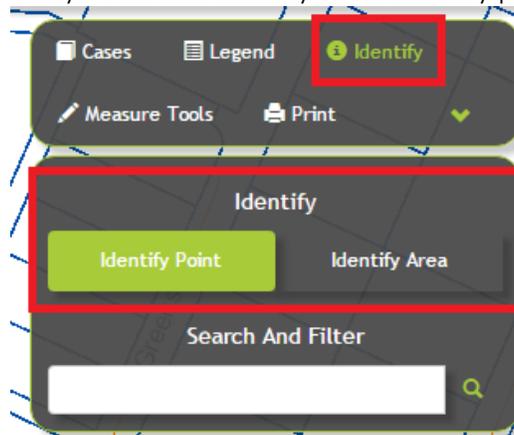
Click on the Zoom button to move and center the map over that location.

Owner Name and Tax Map Number Search:

These search options query the Hamilton County parcel dataset. If information shown in the results table is inaccurate, contact Hamilton County GIS.

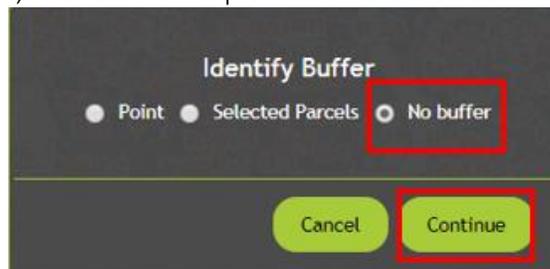
5. Identifying

There are multiple ways to identify GIS layers on the map. Under the Identify tab there are two options for Identification: Identify Point and Identify Area. Identify point is on by default.



Identify point requires the user to click a single location on the map. Identify Area requires the user to click and drag to create a polygon to search. All layers turned on in the Legend will be identified.

To identify by a single point, click on the map then choose “No buffer” and click “Continue”.



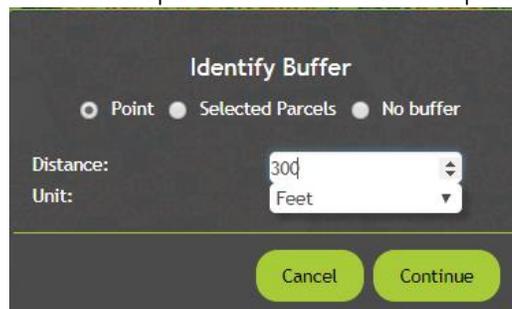
To identify by an area, make sure “Identify Area” is on under the Identify tab. Click and drag to create a polygon over the area you wish to identify. Then choose “No buffer” and click “Continue” when the window pops up.

Buffering

There are two type of identification buffers: buffer by point and buffer by parcels.

Buffer by Point

To buffer by point. Make sure “Identify Point” is on under the Identify tab. Then click a spot on the map. Check the “Point” button and fill out the desired distance and unit then click “Continue”. All visible layers inside the specified distance of the point will be identified.



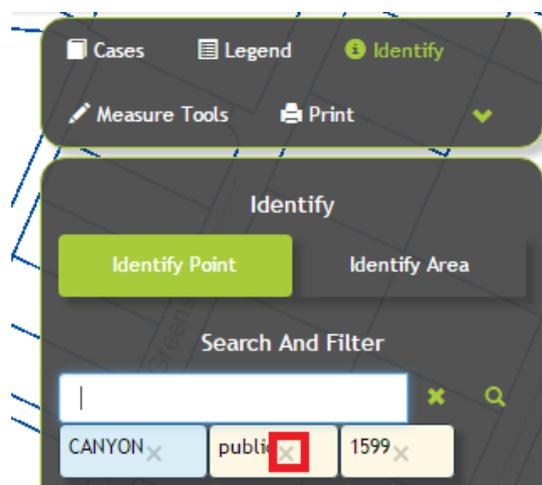
Buffer by Parcels

This buffer option is available for both Identify Point and Identify Area. It will create a buffer around the selected parcel(s) at the specified distance. The selected parcel(s) will be outlined in red.

After getting to the identify window, by either click on a parcel or creating a search polygon over multiple parcels, check the “Selected Parcels” option and fill in the desired distance and unit.

Search and Filter

This functionality allows the user to search the GIS data attributes by key words or filter existing search results by key words. All layers turned on in the Legend will be searched. Filters can be removed by clicking the “X” next to that filter



6. Identify Results

Search Results Window View

Identify and Search and Filter results are displayed in a pop up window. This window is drag-able and resizable. The dropdown menu next to the Table View button lists all of the layers that were identified. Tips and tricks:

- Changing this dropdown from “All layers” to a specific layer will only show that layer’s results in the window.
- Pan through the results using the numbers or arrows located below the layer dropdown.
- Click the Zoom button to move the map to the identified feature.

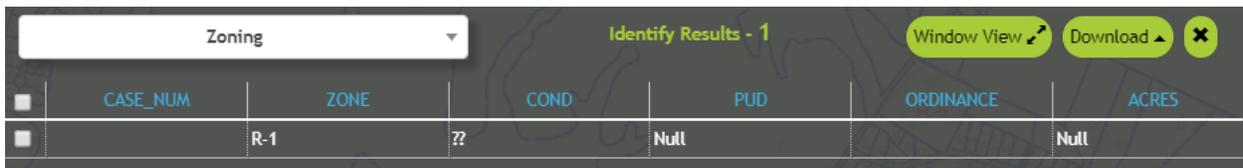


The screenshot shows a dark-themed window titled "Identify Results" with a close button (X) in the top right corner. At the top left, there is a dropdown menu set to "All Layers" and a "Table View" button. Below these are two circular navigation buttons labeled "1" and "2". A "Zoom" button is located below the navigation buttons. The main content is a table with the following data:

PBA_NUM	033084 01700P000
MAP	084
PARCEL	017
Tax Map No	084 017
PARCEL_TYPE	1
Owner Name	HIXSON ROBERT HAROLD
OWNERNAME2	C/O JOANNE VANDERGRUFF
STNUM	
DIRPFX	
STNAME	OLD HIXSON
TYPESFX	PIKE
ADDRESS	OLD HIXSON PIKE
MASTNUM	
MADIRPFX	
MASTNAME	2219 DRIFTWOOD RD

Search Results Table View

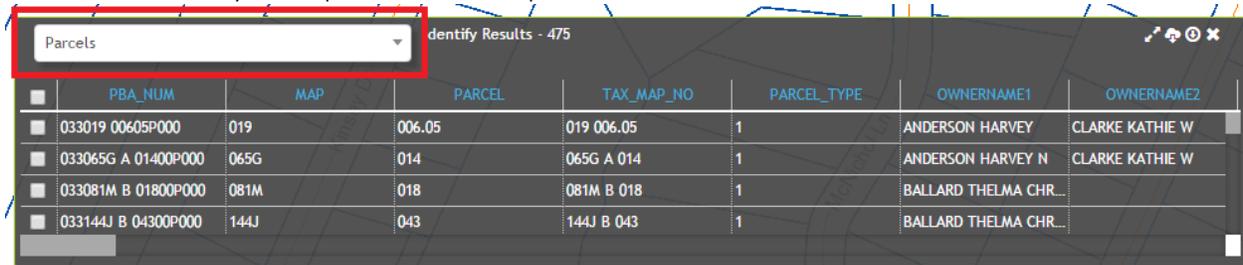
At the bottom of the identify results window there is an option to switch to table view. Clicking this closes the results window and opens a table with the same results at the bottom of the page.



The screenshot shows a table view titled "Zoning" with a dropdown menu. The table has columns: CASE_NUM, ZONE, COND, PUD, ORDINANCE, and ACRES. A single row of data is visible.

CASE_NUM	ZONE	COND	PUD	ORDINANCE	ACRES
	R-1	??	Null		Null

This view is useful to see all results of a certain layer at once. The user can change which layer is shown with the layer dropdown in the top left



The screenshot shows a table view titled "Parcels" with a dropdown menu set to "Parcels". The table has columns: PBA_NUM, MAP, PARCEL, TAX_MAP_NO, PARCEL_TYPE, OWNERNAME1, and OWNERNAME2. A red box highlights the dropdown menu.

PBA_NUM	MAP	PARCEL	TAX_MAP_NO	PARCEL_TYPE	OWNERNAME1	OWNERNAME2
033019 00605P000	019	006.05	019 006.05	1	ANDERSON HARVEY	CLARKE KATHIE W
033065G A 01400P000	065G	014	065G A 014	1	ANDERSON HARVEY N	CLARKE KATHIE W
033081M B 01800P000	081M	018	081M B 018	1	BALLARD THELMA CHR...	
033144J B 04300P000	144J	043	144J B 043	1	BALLARD THELMA CHR...	

Download results using the options available in the Download menu. Clicking Switch to Window View will return the user to the default identify window.