

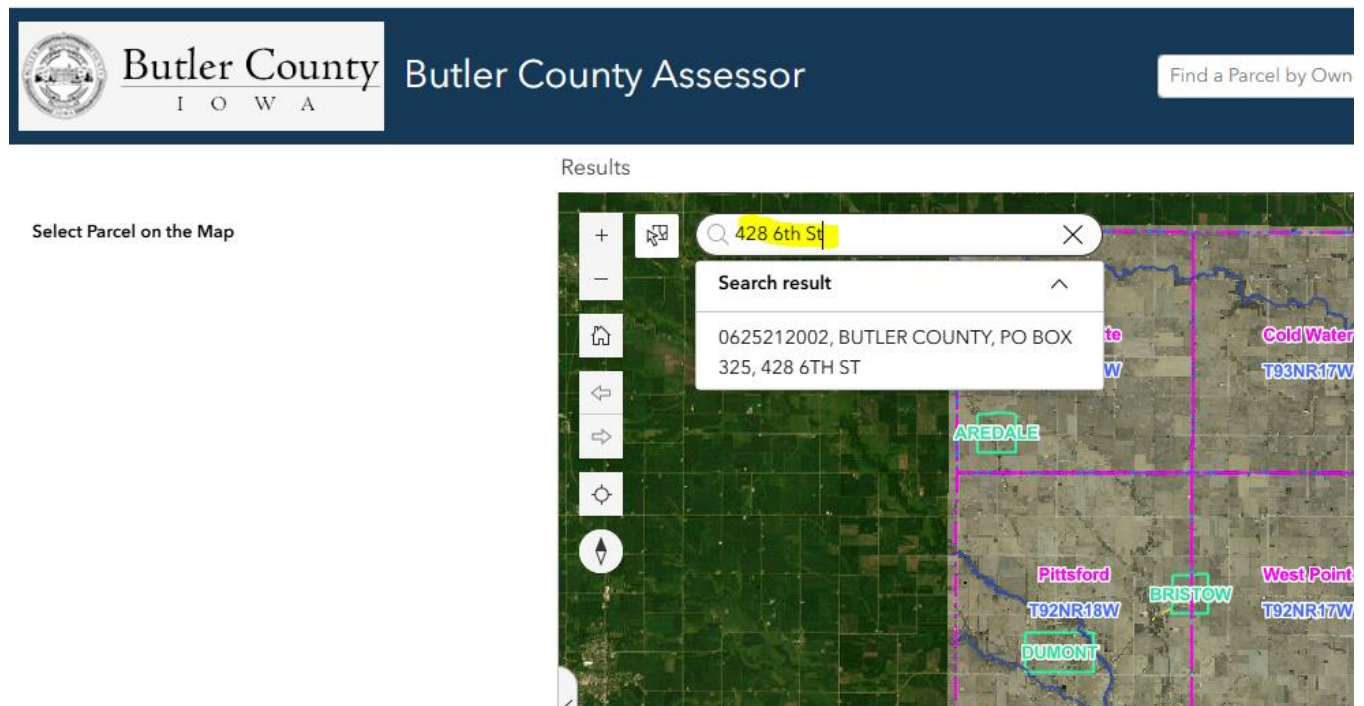
Instructions on how to upload a site map

Part of the application requires you to upload a site map showing the location of the proposed structure on the parcel to verify that the setbacks are being met in addition to your building plans, if available. If you don't have an existing site map showing the building in relation to property lines, use the following steps to create one using our GIS aerials.

The site map can be created by clicking on the "look up parcel information and size" link towards to the top of the application, which will take you to Sidwell Portico for our county aerial maps.

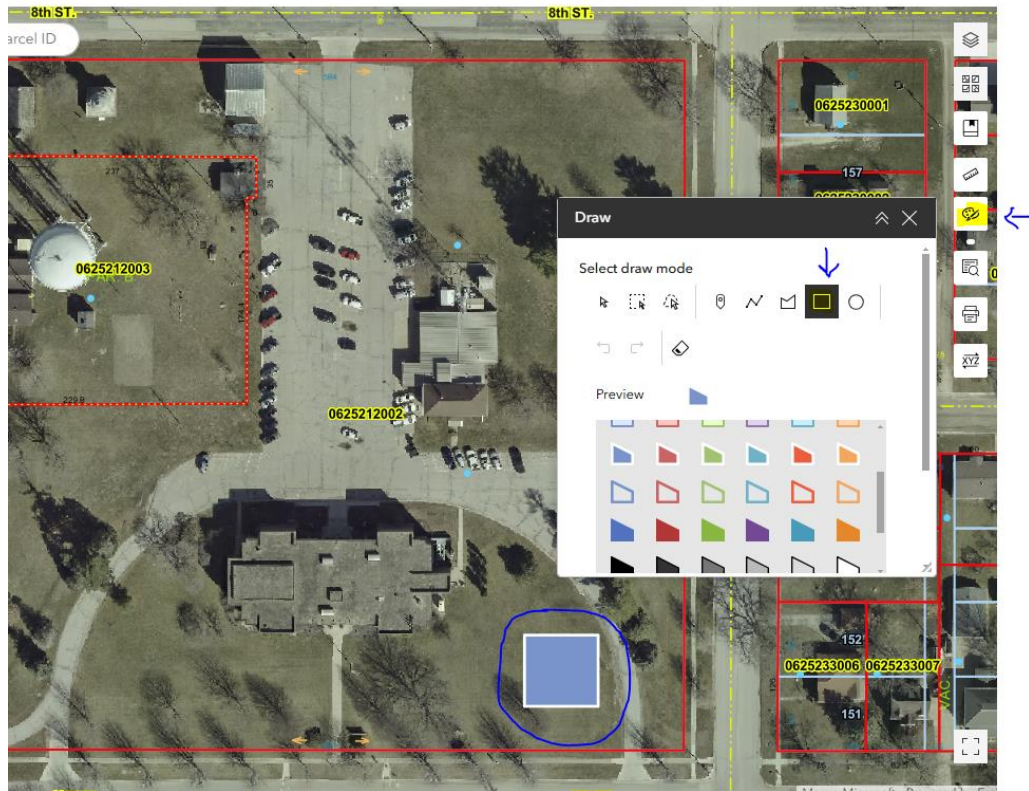
[Click here to look up parcel information and size \(Butler County Assessors Office\).](#)

Search for the parcel using the Search bar in the upper left corner of the map. You can search by house number, name or parcel #. Click on the proper parcel from the results shown below the search bar to zoom to that parcel aerial. You can also scroll to your parcel if you do not have the search information needed to do a search.

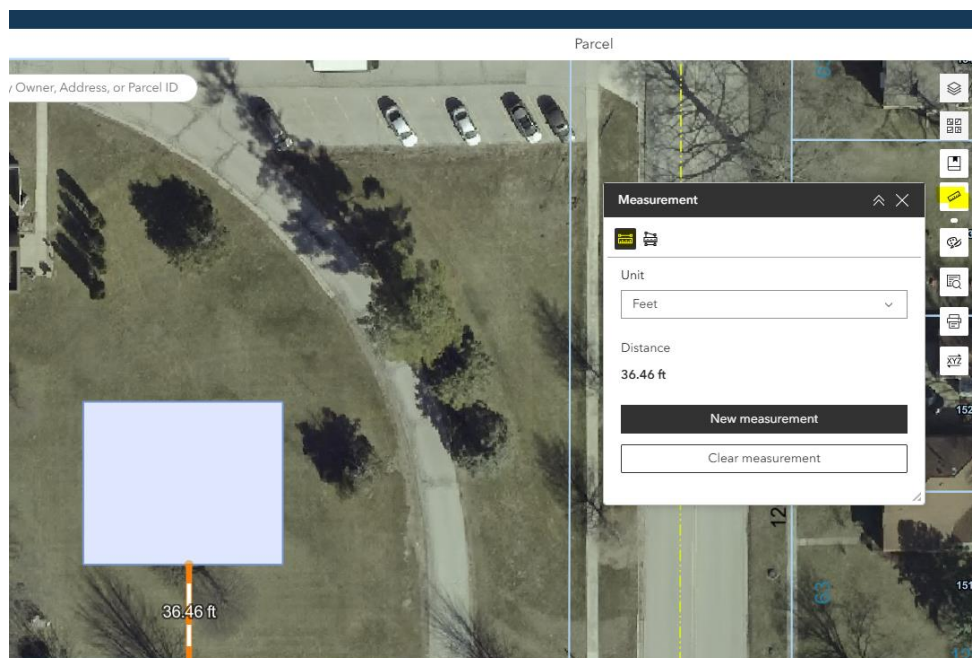


It is helpful to deselect the parcel by clicking on the X on the right side of the search bar to remove the blue shading.

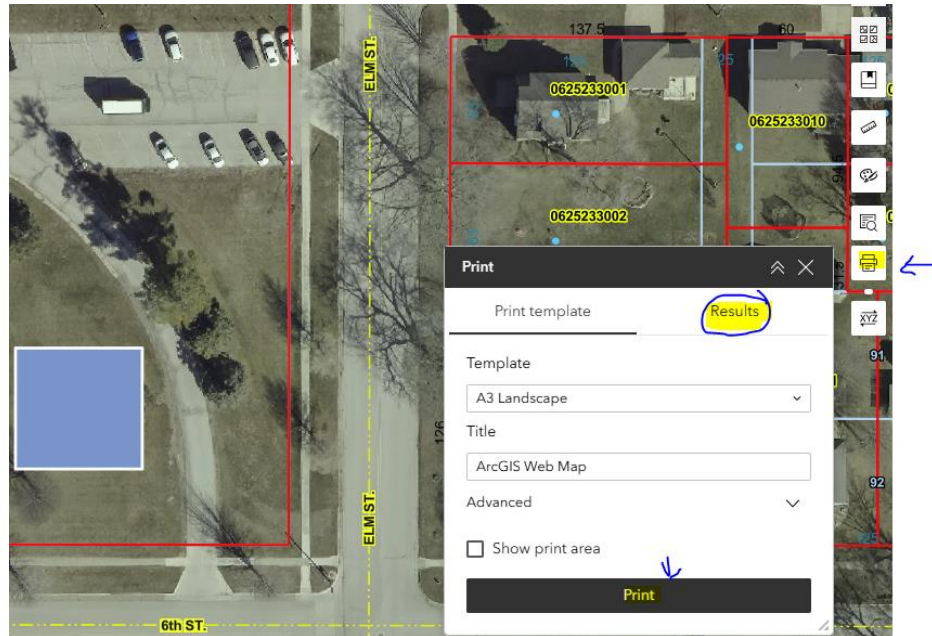
The toolbar on the right side of the aerial map has a “Draw” tool, click on that tool, select a shape and sketch the proposed structure on the aerial map. *It is also helpful to select a color other than black so that it is easier to see on the aerial.*



Measure the distance from the proposed structure to the property lines using the measuring tool to ensure your proper setbacks are being met. Refer to the bulk requirements table on the Butler County Zoning Department website if you are unsure of what setbacks are required.



To save the map, click on the print tool and select print. Click on Results tab to open the map.



Open the map document and click the download arrow at the top right in order to save the map to your computer. You will be able to upload this document to the building permit application once downloaded.

