

# SaanichMap

## Create a Property Information Report



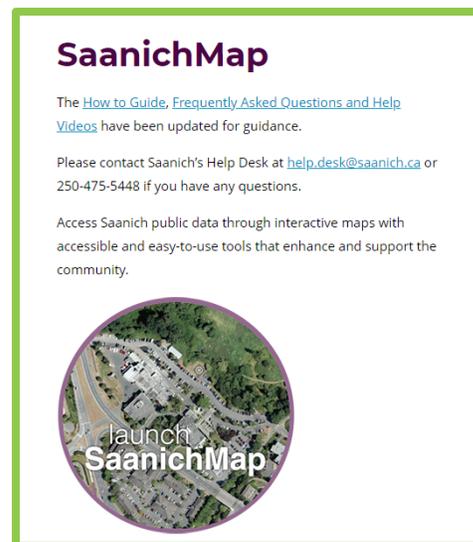
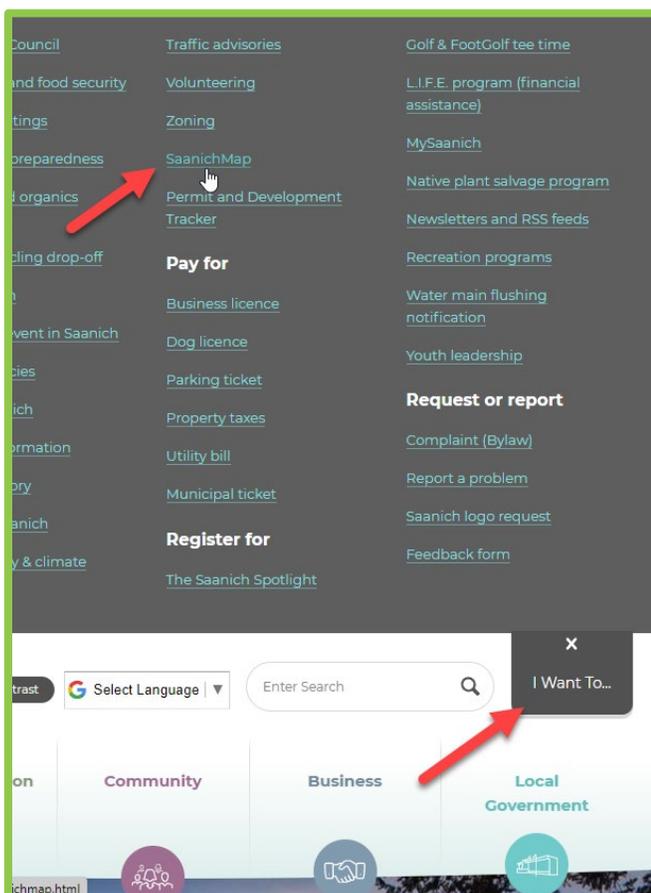
### Introduction

The Property Information Report contains useful property details such as lot size and location, zoning, school district, tax levies, and assessments. There are multiple ways to create the report and this guide outlines three options.

### Launch SaanichMap

In any web browser, go to <https://map.saanich.ca> or go to [www.saanich.ca](http://www.saanich.ca) and choose **SaanichMap** under the **I Want to...** menu.

On the GIS page, click on **Launch SaanichMap**.



# 1. Generate a report for a property you locate on the map

In SaanichMap, zoom in on the map, right click on a property and select **What's here...** from the context menu.

The screenshot displays the SaanichMap web application. The main map area shows a street grid with a green pin marking a location. A context menu is open over this pin, listing several actions: 'What's Here' (circled in red), 'Add Some Text', 'Clear all markup', 'Clear Graphics', and 'Clear all results'. The left sidebar contains a 'Welcome to SaanichMap!' message and a list of links. Below the map, a panel titled 'Parcel (1)' shows the address '770 VERNON AVE' and a list of actions: 'Show Buffer Options', 'Zoom to Feature', 'Pan', 'Run a Report' (circled in red), 'Remove from Results', and 'Copy to Drawing Layer'. A red arrow points from the 'Run a Report' option in the left panel to the 'What's Here' option in the context menu.

Lat: 48.45979° N  
Lon: 123.37733° W

What's Here

Add Some Text

Clear all markup

Clear Graphics

Clear all results

Parcel (1)

770 VERNON AVE

Show Buffer Options  
Identify nearby features

Zoom to Feature  
Zoom to this feature on the map

Pan  
Pan the map to center this feature

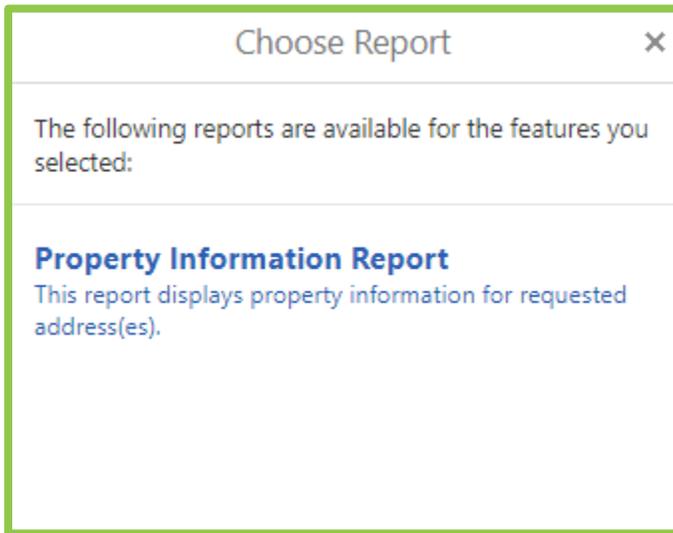
Run a Report  
Run a Report on the selected results

Remove from Results  
Remove this feature from the current set of results

Copy to Drawing Layer  
Copy this feature to the drawing layer

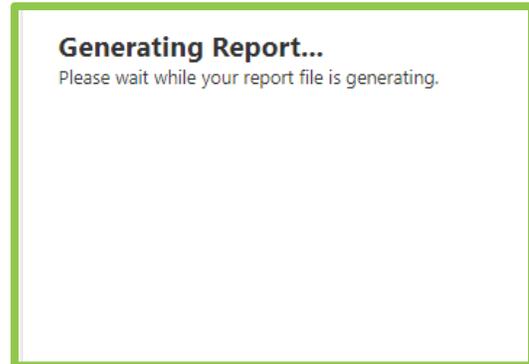
The address selected will display in the left panel.

Click on the (three dots) Feature Action button located next to the address, and under the drop-down select **Run a Report**.

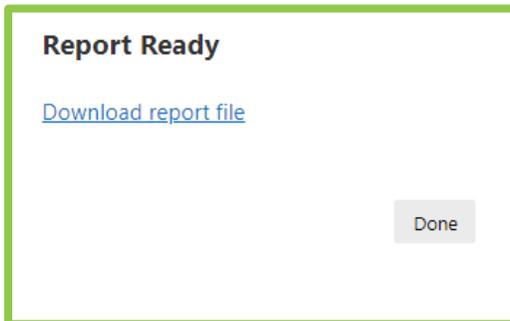


A Report window will appear on the left. Click on **Property Information Report**.

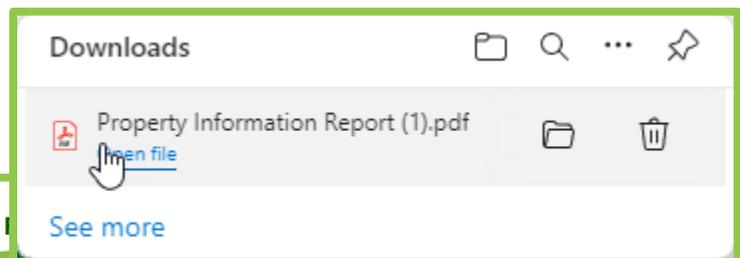
The report will start generating. *Note – this may take a bit of time to run.*



Once ready, select **Download report file**.



This will download a PDF of the Property Report for the selected land parcel. Open it to view the report and share or print.



## District of Saanich Property Information

Report Generated: 9/11/2024 1:31:00 PM

Property location within District of Saanich

Property Map

4276 CAEN RD

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Property Information

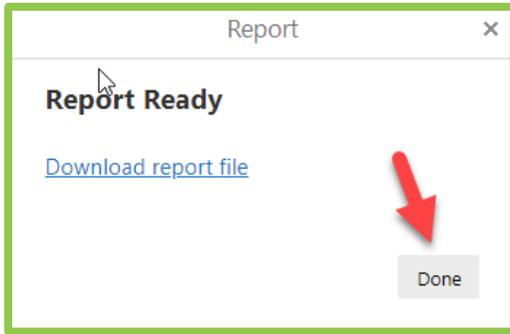
Folio:	49-0683-015	Property Number:	128803
PID:	000-964-280	LTO Number:	CB886540
Status:	ACTIVE	Legal:	LOT 1 SECTION 8 LAKE DISTRICT PLAN 39831

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Land Attributes

Exemption/Taxation Code:	FULLY TAXABLE LAND, STRUCTURES, ETC
School District:	SCHOOL DISTRICT 63
BCAA Lot Size:	.44 ACRES
BCAA Manual Class:	1 STY SFD - AFTER 1960 - MODERN STD

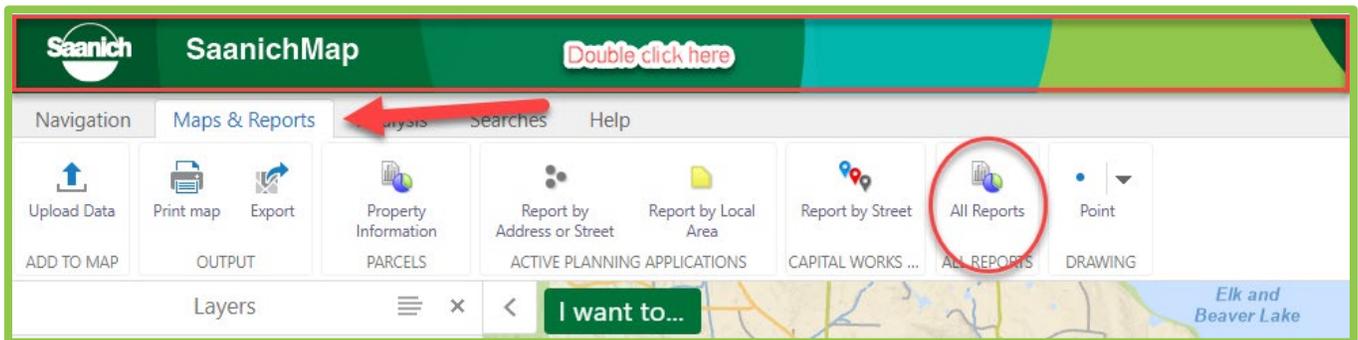
Click on **Done** to close the report window.



*Note – Panels in SaanichMap can be closed by clicking on the 'x' or backing out of them. You can also refresh SaanichMap to reset the window.*

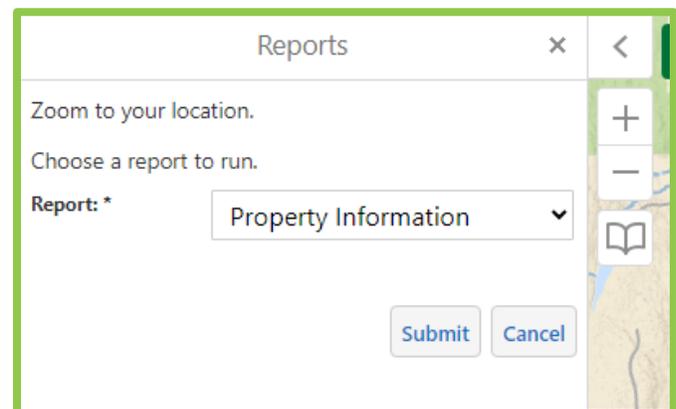
## 2. Generate a report for multiple selected properties

To generate a Property Information Report for multiple properties, navigate to the area of interest. Double click the green Saanich banner to view the menus.



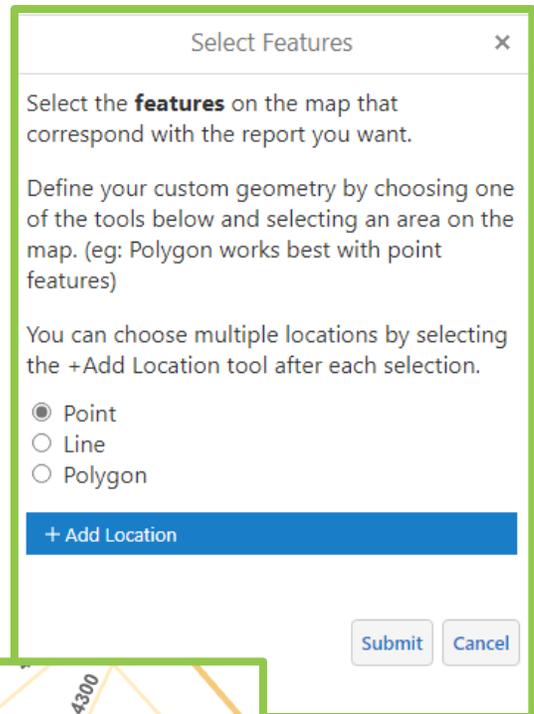
Under **Maps & Reports** tab, select **All Reports**.

Under the drop-down menu in the Report window, select **Property Information** and **Submit**.

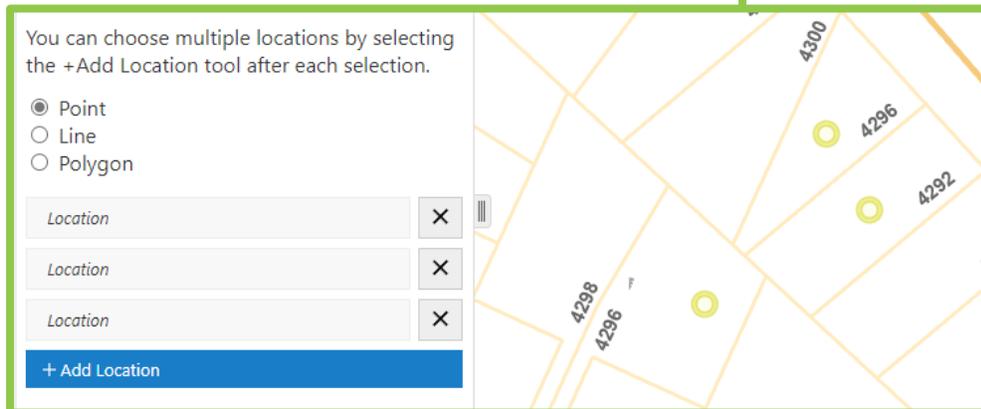


A prompt asks for properties to be selected.

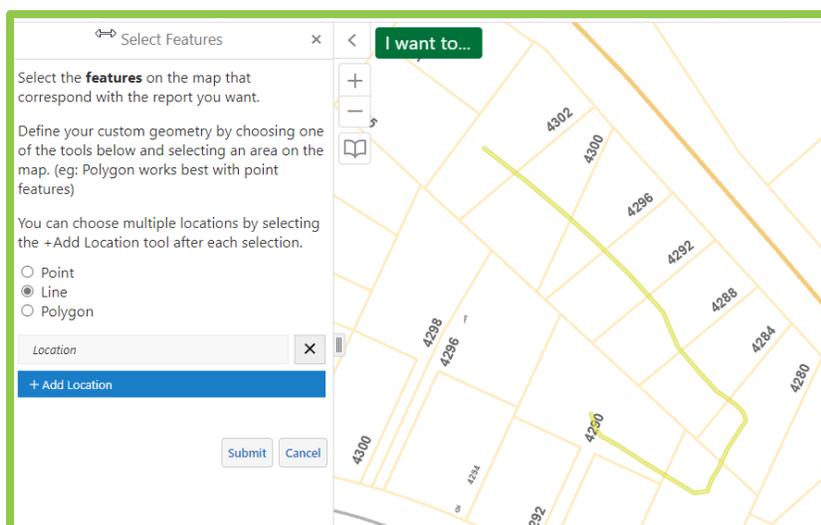
Use one of three **Selection Tools** to manually draw your selection area.



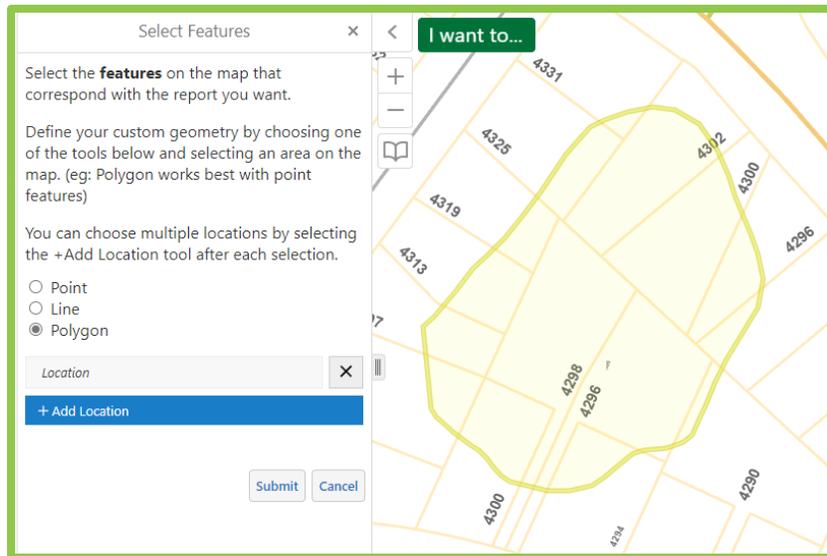
1. Use **Select by Point** to click on a single parcel at a time. Click on + Add Location to keep adding parcels.



2. Use **Select by Polyline** to click on the map to draw a line covering the parcels of interest.

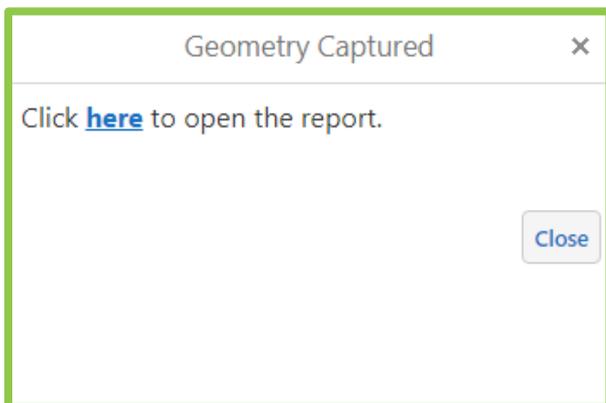


3. Or use **Select by Polygon** to click on the map and drag a polygon shape covering the parcels of interest.



To add more selections, click **Add Location**.

Once selections are complete, click **Submit** to generate a combined report for all properties chosen. Depending on the number of properties selected, this process could take considerable time.



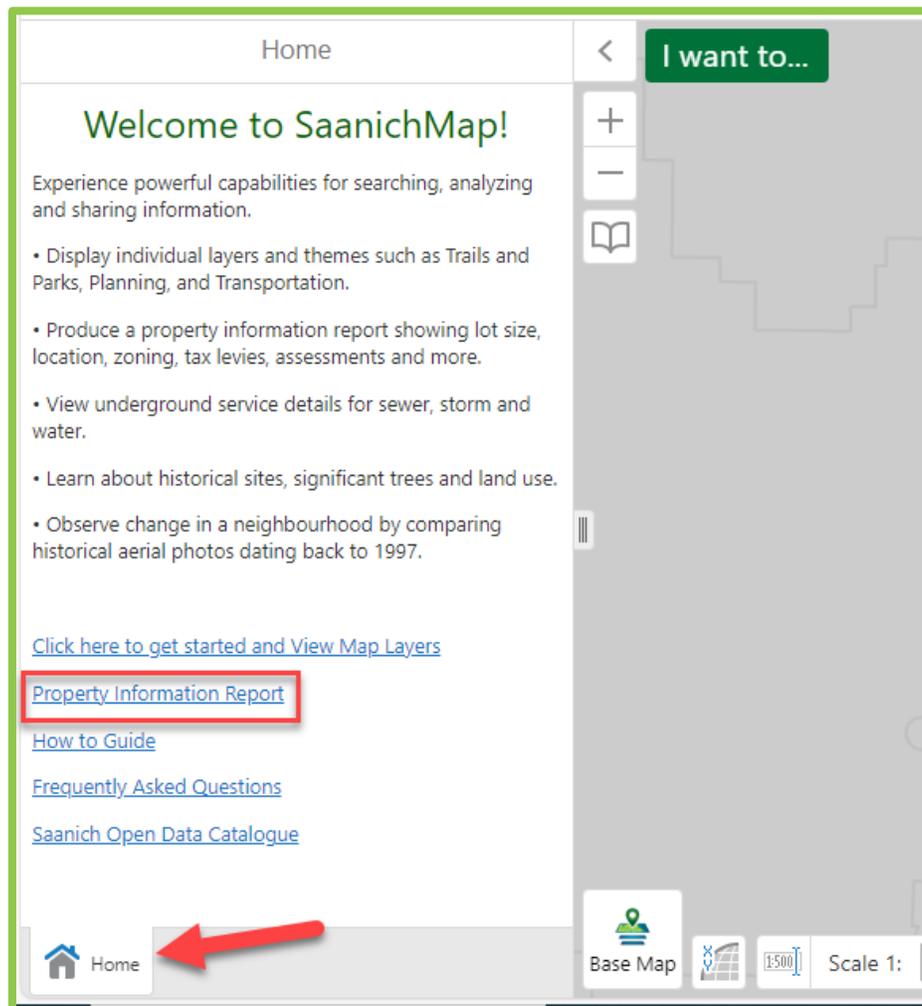
Once the report is generated, click **here** to open it. A new webpage will open with the completed report.

All properties intersecting the search area will be listed in the report one after the other.

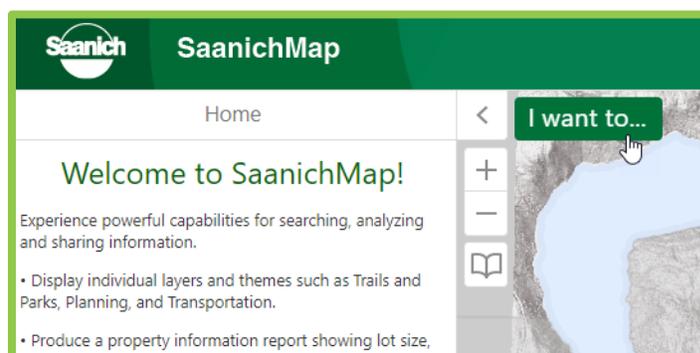
### 3. Generate a Property Information Report using Find by Address

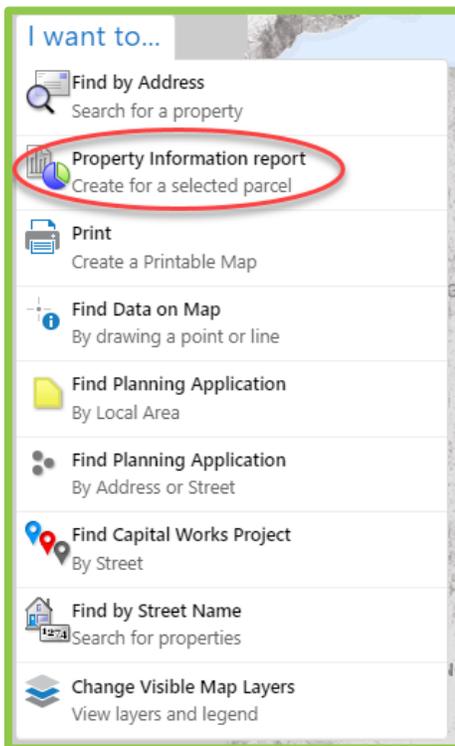
A third method to generate a Property Information Report is to use the **Find by Address** tool.

The **Find by Address** tool can be accessed from several places in SaanichMap. When on the homepage of SaanichMap, it can be accessed by clicking the link **Property Information Report**.



Another way to access the tool is from the **I want to...** button at the top left of the window.





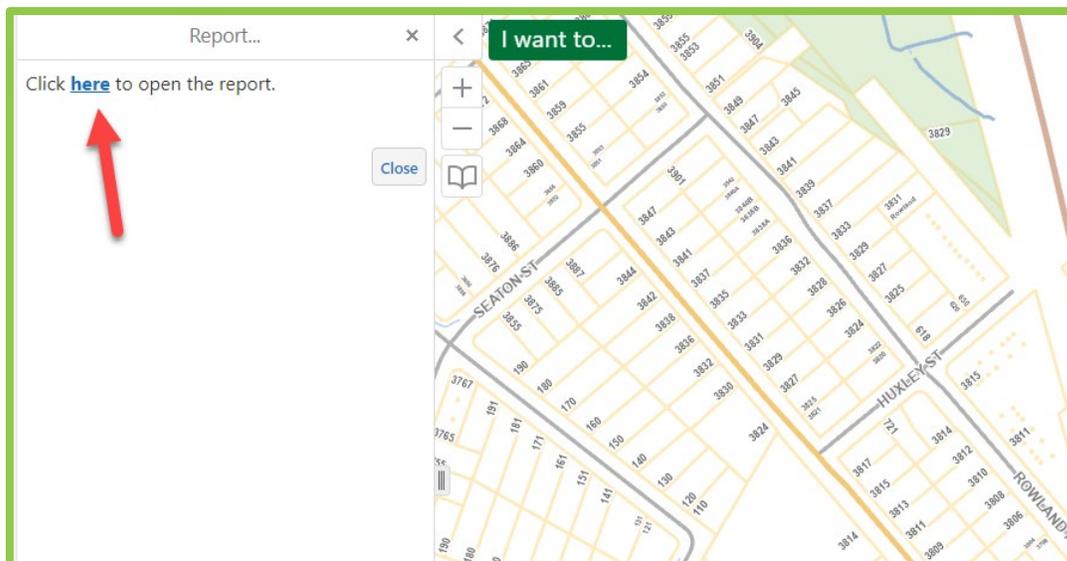
From the **I Want to...** menu click on **Property Information report**.

A panel will open prompting entry of an address.

Start typing the address of interest and then select the full address from the drop-down list that appears. Click on **Submit** and the site will automatically zoom to the address on the map.

The image shows a form titled "Enter an address." with instructions: "As you type, a filtered list of matching addresses will display to help you find an exact match. When entering the address, please ensure to enter the street number followed by the street name and include the appropriate spaces (see example below). Choose an address from the list to populate the text box quickly and click Submit to get your request." Below the instructions is an example: "(Example: 770 VERNON AVE).". The form has a text input field containing "770 Ve" and a dropdown list showing "770 VERNON AVE". There are "Submit" and "Cancel" buttons. Three red callouts with numbers 1, 2, and 3 point to the input field, the dropdown list, and the "Submit" button respectively.

The site will start generating a report for the address that was selected. Once this is complete, a new link will appear on the left panel of the page.



Click on **here** to open a webpage with the Property information report for the selected address.

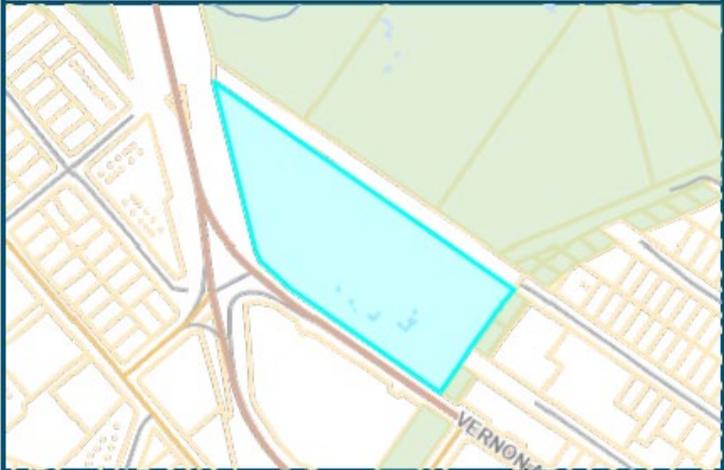


## District of Saanich Property Information Report

Report Generated: 7/15/2024 11:31:54 AM



Property location within District of Saanich



Property Map

**770 VERNON AVE**

### Property Information

<b>Folio:</b>	65-2046-999	<b>Property Number:</b>	114568
<b>PID:</b>	004-317-211	<b>LTO Number:</b>	EM6832
<b>Status:</b>	ACTIVE	<b>Legal:</b>	LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

### Land Attributes

*Note – For further help with SaanichMap, refer to the “How to Guide” on the left of the SaanichMap home page*

## How do I submit feedback or get assistance for SaanichMap?

Please email [gis@saanich.ca](mailto:gis@saanich.ca) or ask to speak with GIS staff at 250.475.1775  
We are here to help!