



# CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

## ONE PAGER PLUS

### Accessing Parcel Imagery through the City

#### How to Access Public GIS

1. Go to the City's website: <https://battlecreekmi.gov/>
2. Hover over the Your Government section at the top of the page and select "Assessing" from the list of Departments.
3. Select "Property Data & Taxes" from the left sidebar. This will open the Battle Creek BSA homepage.
4. In the top search bar, type in the address of the property. Click "Search" or hit the Enter key.
5. Click on the address in the table that corresponds to your property.
6. Click on the GIS button in the top right of the main section of the screen.
  - a. The map may not go directly to the parcel. If this occurs, type the address in the "Find address or place" searchbar and it will zoom to the parcel.
7. At the bottom of the page, you will find a print icon. Click this icon.
8. In the box that appears, click the "Print" button.
9. When the PDF is finished loading, click on the link. This will open the PDF on the computer.
10. The PDF can be edited, printed out, and shared from this point using a PDF editor.

