

USER GUIDE FOR JACKSON COUNTY PROPERTY DATA ONLINE

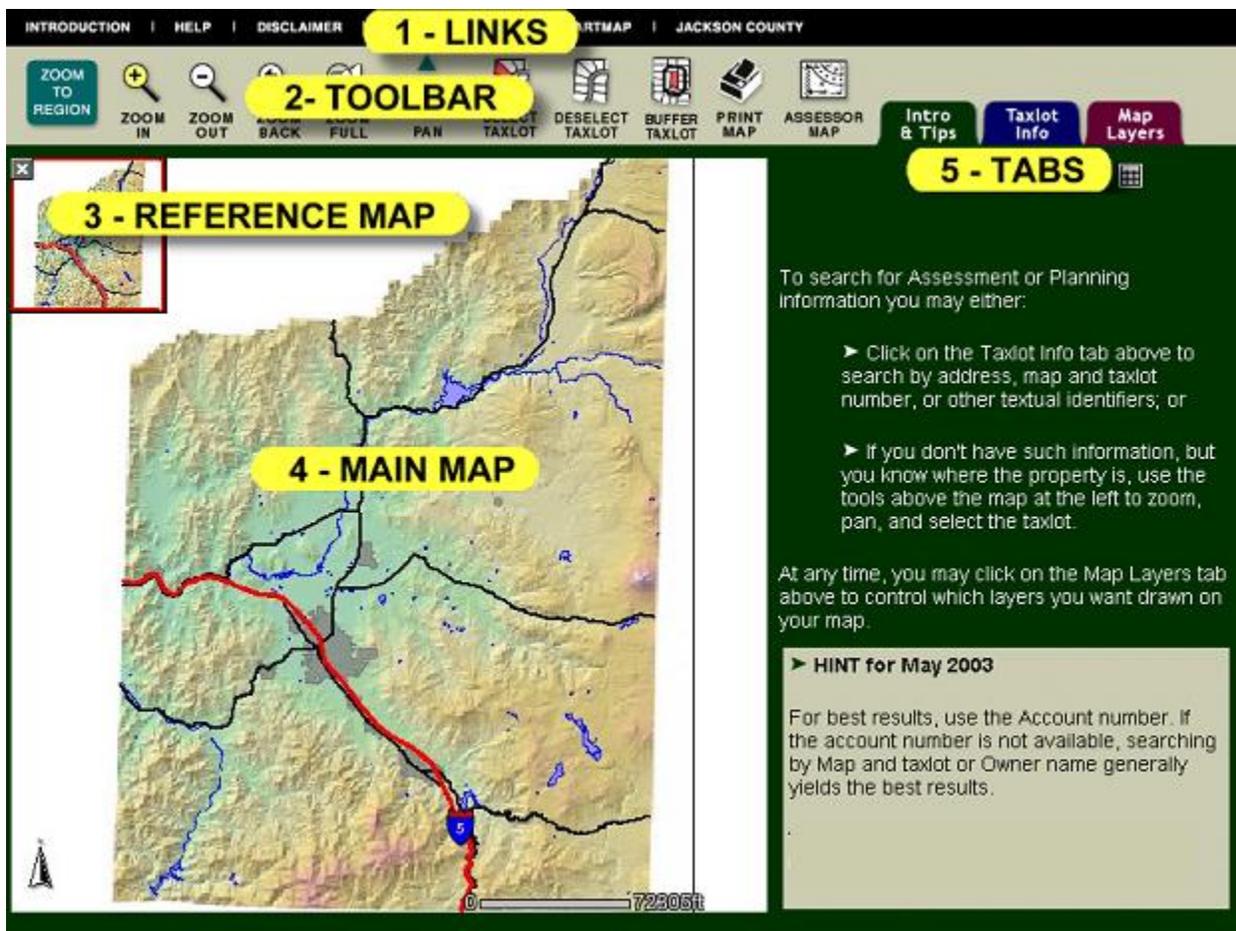


- I. [Orientation to the program interface](#)
- II. [Examples and Hints](#)

I. Orientation to the program interface

In this section, you will learn the basic features of the program and how to use the interface.

Below is the standard screen you will find when you first access the program. Each major section is labeled and described below. (If you are viewing this document on your computer, you may click on the labels in the image to jump to the respective descriptions.)



1) Each of the **LINKS** opens a reference document for the program or a Jackson County website.

- Introduction – A brief summary of the purpose and use of the program.
- Help – This document.
- Disclaimer – A legal statement of the intended use and limits of responsibility for information provided by the Program.
- Data Dictionary – A document that describes the contents of the spatial datasets available in the map.
- JC GIS – A hyperlink to JC GIS, a Jackson County website that provides interactive mapping applications, a wide variety of ready-to-use maps, and downloadable spatial data.
- Jackson County – A hyperlink to the official Jackson County website.

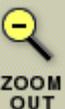
2) Each item on the **TOOLBAR** enables you to interact with the map in a different way. To use a tool, you must first select it. Icons turn yellow, as displayed below, when they are selected and in active mode.



The Zoom to Region tool allows you to zoom to the full extent of a specific region. Click the Zoom to Region button, then click on a specific region. The map will redraw at the scale and extent indicated by that region. For example, under CITY, if you click on *Jacksonville*, the map will redraw to show you the extent of the City of Jacksonville.



The Zoom In tool allows you to interactively zoom in to an area smaller than the area currently visible on the screen. Click the Zoom In icon to make it active (it is the default tool, so it may already be active). Move your cursor to a corner of the area you wish to enlarge. Depress the left mouse button and drag a rectangle around the remaining area of interest. As you draw this boundary, it will appear as a red box on the screen. When you have defined the zoom-into area, release the left mouse button. The map will automatically zoom into the area you designated. You may also simply click once on the map with the Zoom In tool, and the map will zoom in and center on the point where you clicked, but you will have less control over the extent covered by the new map view.



The Zoom Out tool allows you to zoom out to an area larger than what is currently visible on the screen. To zoom out, click the zoom out button, then click on the map at your point of interest. The map will zoom out and re-center on that point.



The Zoom Back tool will automatically redraw the map at the previous scale and extent. If you make an unwanted change to your view, use this tool to back up a step.



The Full View tool allows you to reset the view of the map to the full extent – the boundary of Jackson County. When you click the Full View icon, the map automatically redraws.



The Pan tool allows you to shift the map North, South, East, or West from its current location. Click one of the four triangles to move the map in the direction indicated by the triangle's orientation.



The Active Pan tool allows you to drag the map to a new location relative to the current position. Place your mouse over the word PAN. When the word changes to ACTIVE PAN, click to activate this tool. When the Active Pan tool is selected, you may dynamically pan around the map by clicking on the map with the left mouse button, holding the mouse button down, and dragging the map to a new location.



The Select Taxlot tool allows you to identify features on the Taxlot layer of the map. Click the Select Taxlot icon to make it active. Then click inside the Taxlot layer polygon you wish to select. The taxlot will turn red. Information matching the Taxlot selected will be retrieved from Jackson County Assessment Database. When active, the Identify tool will be highlighted yellow.



When you select a taxlot, it will turn red in your map view. If you wish to turn this color off, click the Deselect Taxlot icon and the map will refresh without the selected taxlot highlighted.



The Buffer tool allows buffering of various layers based on either taxlot coordinates or user drawn shape coordinates. This tool has advanced functionality which was designed for the Planning and Development program and Roads department, for use in planning action notifications and Right of Way acquisitions. This tool's advanced functions are beyond the scope of this document.



The Print tool enables you to print a custom map based on the view you've created on screen. Click the Print Map tool, then type in the title for your map or use the default title. Next, click the Draw Printable Map heading to display the Printable Map window. The printable map will mimic the current map displayed in the main program window. It will include the legend for the map layers you've drawn. Click the Print Map button to print the map or Close Window button to return to the Program without printing anything.

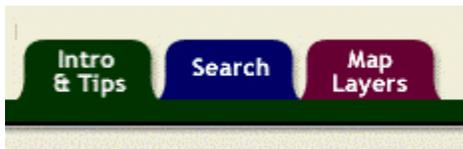


Assessor maps are available for any location in Jackson County. Click on the Assessor Maps icon to make it the active tool, then click onto the map at the location you're interested in. A new window will appear with the map that covers the point at which you clicked. This feature requires that you have TiffSurfer, an image viewing application that is standard on Jackson County Staff computers and available to the public to download at web.jacksoncounty.org in the download area.

3) The **REFERENCE MAP** indicates the region displayed in the main map with a red rectangle. It is also interactive – by clicking on the reference map, you can quickly re-center the main map.

4) The **MAIN MAP** provides the focal map content, all tools work directly upon the main map. It includes a scale bar and north arrow for spatial reference. As you zoom in and out, you will notice that certain map layers become visible and invisible. These are scale-dependent layers. Taxlots, for example, are only visible when you zoom in relatively close; zoomed out, the lines in this layer would be too dense to be useful. Other scale-dependent layers are: 40-foot contours, 5-foot contours, All Streets, Buildings, Color Shaded Relief, Countywide Photo, Gray Shaded Relief, Major Roads, Soils, Tax Lots, Taxlot Numbers, USGS 7 1/2 Minute Quad Maps N and USGS 7 1/2 Minute Quad Maps S.

5) **TABS** control the type of information presented on the right side of the main map. You may toggle between Taxlot Information, for querying and displaying taxlot data, and Map Layers, to select the map layers you wish to see.



a) **Intro & Tips** is the default display page when starting a new instance of the program. General information about how to start using the program and tips for more effective use are displayed on this page. System Messages and Announcements may also be displayed here from time to time to inform the users of the program about upcoming events, current problems, or changes related to this program. This help document and the hints and tips archive are also accessible from here.

b) **Search** opens with a search interface. Select whether you want to search by Map and Taxlot, Site Address, Account, Subdivision, or Manufactured Structure Park. Sales Study and Clerk Inquiry links open external search interfaces and are beyond the scope of this document. Click on the term of choice and enter search terms in the textboxes that appear below it. Each search method includes a set of examples and hints at the bottom. Once you have successfully performed a search, the results will be displayed along with several tools. The Tab Menu



just below the *Intro & Tips*, *Search*, and *Map Layers* tabs allows you to return to the previous screen with *Back* button or start a *New Search* with the *New Search* Button. The tab menu is dynamic and will change based on the state of the

tabs. The *Mailing label*  **Mailing Labels** tool will guide you through the creation of mailing labels in various Avery® formats. The labels will be produced from the current search result set. *The Assessment and Planning Details*



tool acquires more detailed information about the account selected, and displays even more tools that can be used to further investigate the



Click to zoom map to this taxlot.

property. *The Zoom Map* tool centers and brings into view the selected account on the map and highlights it in red for identification.

From the listing of search results, you can perform several additional functions. You may click on the account number to view the account details screen. If you click on the map and taxlot number, the *Assessor Map* for this property will be displayed.

c) The **Map Layers** section enables you to change the set of layers that will draw (at appropriate scales) and provides legends for each. The default screen is Layers – here you can click the data category you’re interested in, such as water or transportation, to get a list of available layers in that category. The list of layers will be accompanied by checkboxes – place a check next to those you wish to draw. Uncheck any layers you wish to remove from your map view. When finished, be sure to press the *Update Map Layers* button to implement your changes.

ASSESSOR MAP Intro & Tips Search Map Layers

Layer | Legend Text Only Mode

Bookmarks Not Logged In: [Login](#)

+ [Do I need to login?](#)

1. Click a heading to show layer choices:

- + [Tax Lots](#)
- + [Boundaries / Zoning](#)
- + [Transportation](#)
- + [Public Services](#)
- + [Water](#)
- + [Aerial Photos / Soils / Contours](#)
- [Structures](#)

2. Select or deselect layer to draw:
 Check box to display layer.
 Click name to display metadata.

- [Apartments](#)
- [Building Footprints](#)
- [Mobile Home Parks](#)

3. Click the Update Map Layers button to redraw the map:

Update Map Layers

When you want to find out what the symbols in your map indicate, click on *Legend* and a custom legend will appear, detailing the symbolization used in layers you have selected.

Intro
& Tips

Taxlot
Info

Map
Layers

Layer | Legend



-  I-5 (Interstate)
-  Major Roads
-  Rivers and Lakes
-  City Limits
- Color Shaded Relief
county

II. Examples and Hints

A. Applying for a Permit

B. Researching Property Values

A. Applying for a Permit

If you wish to build onto your property, you will likely need to apply for a permit from the Jackson County Planning Department. If you live outside a city, or in Gold Hill, Butte Falls, Jacksonville, Shady Cove, or White City, the Planning and Development program administers most of the development codes that apply to your property. We know that, your chief concern is to accomplish your goal as quickly and easily as possible. Due to the complexities surrounding land use planning, it is not possible to provide all of the necessary information in Property Data Online. However, Property Data Online is extremely useful for collecting pertinent information for your permit application.

1. Open Property Data Online and start a new search. If the maroon *Map Layers* or the green *Intro & Tips* panel is visible on the right, click the blue *Taxlot Info* tab to go to the search screen. If the right side panel is blue but *Assessment & Planning Details* is open, click *New Search* to get the search screen.
2. Select your search method by clicking on one of the following: Account to search by account number; Map & Taxlot to search by map and, if available, taxlot numbers; Address to search by house number and/or street name; or Subdivision to search by subdivision name and lot and block numbers. Enter the identification information in the text boxes provided and then click *Search*. In this example, we will assume we only have site address information. We will run a search to find a taxlot located at 1694 Salt Creek Access Road. To start, we will search on the street name “salt.”

HINT: For best results, use the Account number. If the account number is not available, searching by Map and Taxlot generally yields the best results.

SEARCH

Map & Taxlot

Address Account

Subdivision MS Park

Sales Study Clerk Inquiry

Assessment Year

House #:

Street:

Unit #:

Direction: Type:

Region:

3. The search returned 81 records.

SEARCH RESULTS

81 Records found for SALT Jackson County
Search took 12.922 seconds.

 Mailing Labels

17 Pages

6 thru 10 Displayed

When a large number of results are returned the *Pages* navigation and *First Previous Next Last* navigation buttons are displayed. These result navigation controls can be used to find specific results within a larger set of returned data. The *Pages* navigation is activated by clicking the page number you wish to view, with the current displayed page being grayed out. The *Previous Next* Navigation buttons take you to forward or backward through the result set a single page at a time and are only displayed when needed. The *First Last* navigation buttons take you to the first result page or the last result page and are only displayed when needed.

- To refine our search we will add the house number, 1694, in the appropriate field.

SEARCH

Map & Taxlot

[Address](#) Account

Subdivision MS Park

Sales Study Clerk Inquiry

Assessment Year 2003

House #: 1694

Street: salt

Unit #:

Direction: All Type: All

Region: Jackson County

Submit Reset Help

HINT: When searching by address, it is best to start with a simple search of the main road name without the road type designation (Rd., St., Hwy., etc.). If you find that too many records are returned, you may add additional search words. In this case, a search for “salt” returns 81 records, and a search for “salt cr” returns 60. Adding “1694” in the House # field yields just two matching records. The following example examines the first listing.

- If more than one account is retrieved, scroll or navigate through the results pages to find your account.
- Click the *Assessment and Planning Details*



tool to view a summary of Assessment & Planning Details for this account. Make sure to check all accounts associated with each map and taxlot, as they may contain additional information.

Intro & Tips		Taxlot Info		Map Layers	
◀ Back		◀ New Search		☰	
ASSESSMENT & PLANNING DETAILS					
Account Details		Sales		Deed Card	
Overlay Report		Permit Details		Tax Report	
🔍 Click to zoom map to this taxlot.					
☰ Account 1-024389-7					
Map & TaxLot	362E 2300				
<u>Tax Code</u>	9-02				
Acreage	52.00				
<u>Zoning</u>	EFU_Land Class VIII 52.00 Ac				
<u>Property Class</u>	551				
<u>Stat Class</u>	000				
Unit ID	134450-2				
Maintenance Area:	1				
Neighborhood:	000				
Study Area:	01				
Account Status	ACTIVE				
Tax Status	ASSESSABLE				
Sub Type	NORMAL				
Owner	PEILE MAXINE				
Situs Address	1694 SALT CR County				R
Mailing Address:	PEILE MAXINE 1694 SALT CREEK RD EAGLE POINT OR, 97524				
☰ Associated Accounts: 1 Acct					
Tax Code 9-21	1-074098-6				
Acreage	25.30				
☰ 362E 2300 Totals 1 Imp					
Taxlot Acreage	77.30				
☰ 1-074098-6 Improvements					
BLD# 1	1930 1196 SqFt One story				

In Assessment & Planning Information, basic identifying information is provided at the top, such as map and taxlot number, zoning class, acreage, property and tax codes, and owner contact information. Click on hyperlinked (underlined) fields to find out what special codes mean.

7. Information listed in the top portion of this report is specific to the selected account. Owner is the recorded Fee Owner for this account. Other types of ownership will also be listed here when they pertain to the subject property. If this property had a land sale contract associated with it, the contract purchasers would be listed as Agent.
8. The zone is identified as EFU. Click on the underlined Zone abbreviation to find the detailed description; in this case, you will see that EFU is the abbreviation for Exclusive Farm Use. This zone information is populated from Assessment records, and should be verified against the map-based zone information.
9. Associated accounts, or other accounts on the same taxlot, will be listed under the heading “Associated Accounts.” Click on the account numbers to reload the Planning Information page with data specific to each.
10. “Totals” and “Improvements” summarize the total acreage and any buildings or improvements for all the accounts associated with the selected taxlot.
11. Click the hyperlinked “Overlay Report” heading. You will see a new window with spatial information about the zoning overlays that intersect the selected map and taxlot. Layers include fire district, flood plain status, wetlands, vernal pools, and soil type. This report is very useful for determining which requirements may affect your proposal. The results for each of the overlay categories will have some bearing on how your proposal is regulated. For example: The property is found to be located in the 100-year floodplain, it is likely that a Floodplain Review application will be required by the Zoning division prior to any development. Also, it is likely that special requirements will be enforced by the Building and Sanitation Divisions.
12. Scroll through the complete spatial layer query results. You may print this report with the print button at the bottom of the screen.

HINT: Throughout the program and symbols are used to show or hide larger amounts of data. In the example below Associated Accounts has 121 members. The default state of Assessment & Planning Details has the associated accounts hidden from view due to the large amount of accounts.

Associated Accounts: 121 Acct

If you wish to view these accounts click the symbol to open the table showing the accounts. The symbol will be changed to showing the next toggle will cause the table to be closed and data hidden again.

<input type="checkbox"/> Associated Accounts: 121 Acct	
Tax Code 9-26	1-025569-1
Acreage	10.54
Tax Code 9-26	3-002654-3
Acreage	*Manufactured Structure*
Tax Code 9-26	3-003160-5
Acreage	*Manufactured Structure*

Planning Layer Information for 362E 2300	
Fire District	1 Record Found
Name	District
Lake Creek	LC
Urban Growth Boundary	0 Records Found
Urban Containment Boundary	0 Records Found
Unincorporated Rural Community	0 Records Found

In this example, the taxlot is located within the Lake Creek Fire District. Also note that no records are found for Urban Growth Boundary – this indicates that the property is outside of any urban growth boundaries.

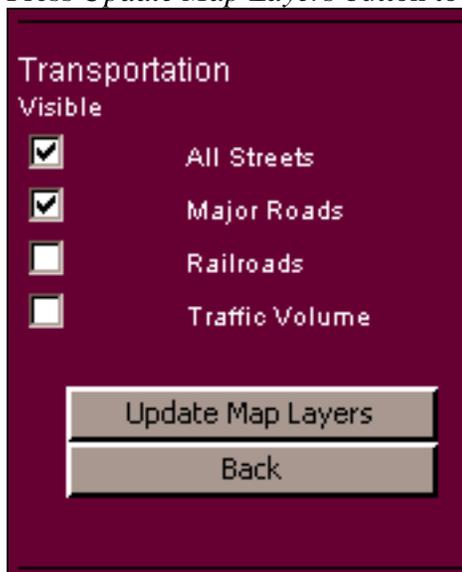
13. You now know that this taxlot is zoned EFU and it lies outside any Urban Growth Boundary. It also lies within an Area of Special Concern: Very Sensitive Big Game Winter Range Habitat. Soil and irrigation information is included in greater detail. Depending upon your proposal, these results may be helpful for completing the appropriate zoning application.
14. EFU is a "resource zone" for planning purposes. Based on current land use laws, EFU-zoned lands are generally protected to allow for farm use in conjunction with farm activities. Other types of uses may be allowed, subject to land use approval. Development on EFU-zoned land is subject to special setbacks and minimal impact siting standards. Development is not permitted "outright." It is likely that land use applications will be required prior to any development or construction.
15. Permit information is also useful to current or prospective property owners. You may check the status of all permits for the selected account by clicking on the "Permit Details" link. Zoning files as well as Building, Electrical, Plumbing, and Sanitation permits tied to the account will be retrieved. The program offers permit information dating back to the early 1980s; for permit information prior to that period, you will need to visit the Planning Department. In this case, there are no pending or existing permits on this account. Note, however, that you must select each associated account on this taxlot and check the permit status for each.

16. Use the “Back” link to return to previous results page.

B. Researching Property Values

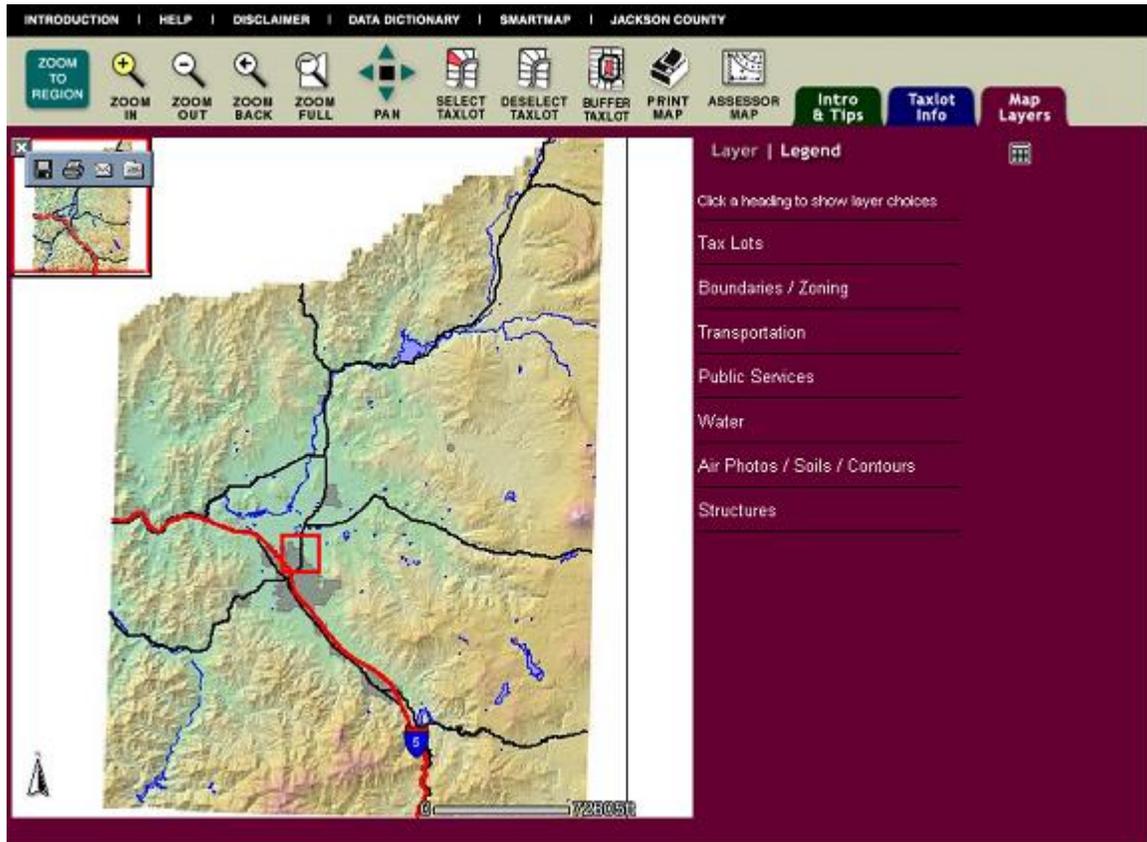
When considering the purchase of a piece of property, you might benefit from knowledge of its assessed value and taxes. With the program, you may look up Assessment information for a taxlot.

1. We explored searching by taxlot identifiers in the first example; here we will search directly through the map. Before you select an area to zoom into, turn on the Major Roads layer to use as a reference on your map. Click the dark red **Map Layers** tab to get a list of map layer categories.
2. Click on “Transportation” in the list of layers.
3. Place a checkmark next to the “Major Roads” to make that layer visible on your map.
4. Press *Update Map Layers* button to redraw the map with your changes.



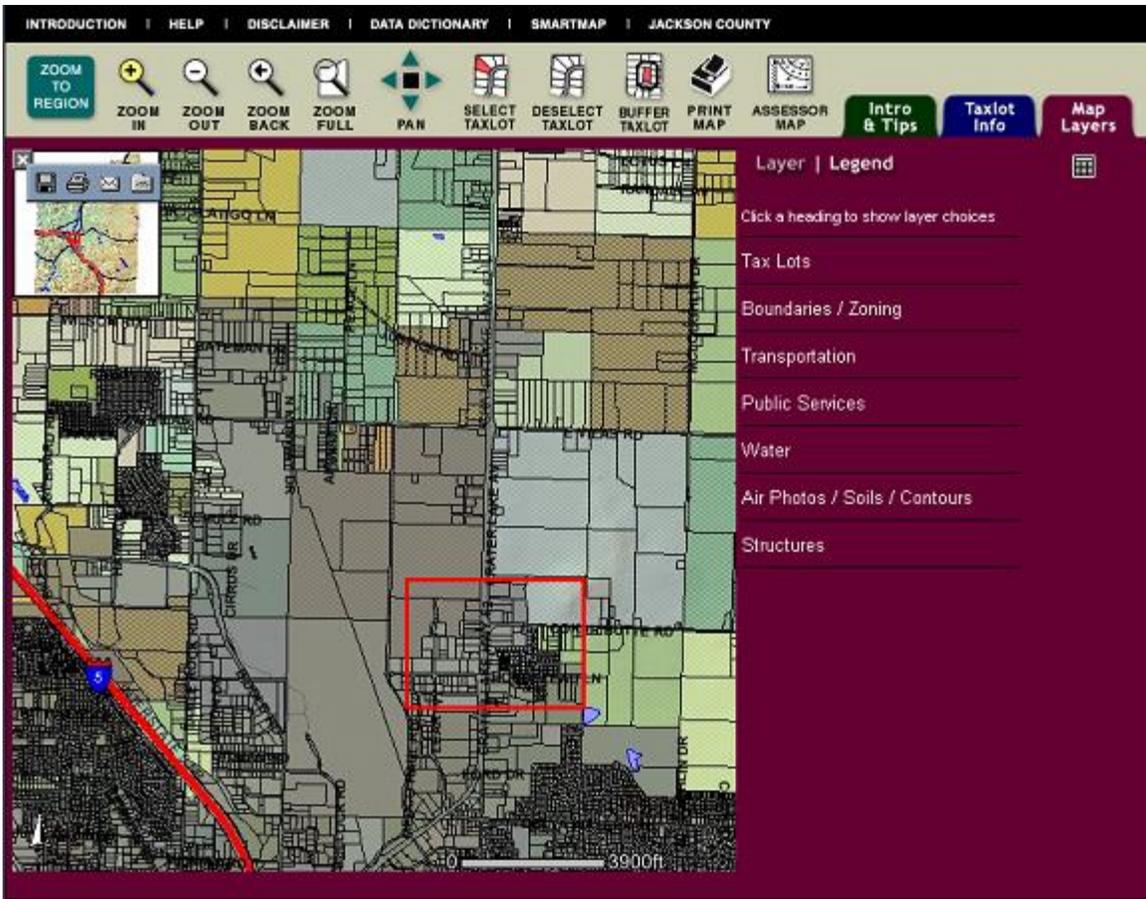
5. Begin your search by zooming into an area of the map. Make sure that the Zoom In tool  is selected – it will have a yellow magnifying lens when it is the active tool. If it is not selected, or active, click on the Zoom In icon to select it. In this example, we will zoom into the Wood Products Credit Union on Crater Lake Highway, but you may focus on any area of your choice.
6. To zoom in, place your mouse in the upper-left corner of the area you wish to enlarge. Click the mouse button and hold it down while you drag the mouse to the lower right corner of the area you’re interested in. Release the mouse button when you’ve outlined

the desired area – a red box will appear on the screen to show you the actual extent as you move the mouse around. The map will automatically refresh with the new scale and extent.



The red square indicates the area you selected – it will be the extent of the new map view after it automatically reloads.

7. Repeat the zooming function until you see the taxlot you are interested in. You may wish to turn on additional map layers, such as All Streets, for reference.



8. Click the Select Taxlot icon  to change your active map tool. It will refresh with a yellow highlight  when it has been selected. While this tool is selected, you may click on any taxlot to retrieve ownership, planning, and assessment information for it. The taxlot will turn red in your map view as the records are retrieved.

INTRODUCTION | HELP | DISCLAIMER | DATA DICTIONARY | SMARTMAP | JACKSON COUNTY

ZOOM TO REGION ZOOM IN ZOOM OUT ZOOM BACK ZOOM FULL PAN SELECT TAXLOT DESELECT TAXLOT BUFFER TAXLOT PRINT MAP ASSESSOR MAP

Intro & Tips Taxlot Info Map Layers

Back New Search

SEARCH RESULTS

1 Record found for 371W07A 3200
Search took 0 seconds.

Mailing Labels

1 of 1 Displayed

Click to View Assessment & Planning Details for this account.

Click to zoom map to this taxlot.

Owner	WOOD PRODUCTS CREDIT UNION
Account #	1-066843-4
Map & TL	371W07A 3200
Situs Address	CARDINAL AVE MEDFORD R
Code Tax #	49-01 1-066843-4
Status	ACTIVE

Record 1

In this example, only one account is associated with the selected taxlot. Often, multiple accounts for a specific taxlot will be listed in the search results, and you will need to select the account you are interested in by clicking Assessment & Planning Details tool.

9. Click the *Assessment and Planning Details*



tool to retrieve a summary of Assessment & Planning information for the selected account.

Intro & Tips | **Taxlot Info** | **Map Layers**

◀ Back | ◀ New Search

ASSESSMENT & PLANNING DETAILS

[Account Details](#) | [Sales](#) | [Deed Card](#)

[Overlay Report](#) | [Permit Details](#) | [Tax Report](#)

🔍 Click to zoom map to this taxlot.

Account 1-066843-4

Map & TaxLot	371W07A 3200
<u>Tax Code</u>	49-01
Acreage	1.23
<u>Zoning</u>	1.23 Ac
<u>Property Class</u>	231
<u>Stat Class</u>	000
Unit ID	143893-2
Maintenance Area:	6
Neighborhood:	000
Study Area:	00
Account Status	ACTIVE
Tax Status	ASSESSABLE
Sub Type	NORMAL
Owner	WOOD PRODUCTS CREDIT UNION
Situs Address	CARDINAL AVE MEDFORD R
Mailing Address:	WOOD PRODUCTS CREDIT UNION PO BOX 70225 EUGENE OR, 97401

371W07A 3200 Totals 0 Imp

Taxlot Acreage 1.23

10. The initial Assessment & Planning information display page includes basic account and owner data. Click on hyperlinked codes to find out what they mean.
11. To get the sales history, tax information, appraisal values, as well as other assessment data, click the hyperlinked “Account Details” heading. A new window will appear with a complete assessment report which you can view on screen or print with the print button at the bottom.

Details for account number 1-066843-4 - Microsoft Internet Explorer

Assessment Info for Account: 1-066843-4 Map: 371W07A Taxlot: 3200

Account Info		Tax Info			Land Info	
Account:	1-066843-4	Tax Year:	2002		Tax Code	49-01
Map Taxlot:	371W07A 3200	Tax Code	49-01		Acreage	1.23
Owner	WOOD PRODUCTS CREDIT UNION	Rate:			Zoning	
Situs Address	CARDINAL AVE MEDFORD R	Tax Report			1.23 Ac	
Mailing Address:	WOOD PRODUCTS CREDIT UNION PO BOX 70225 EUGENE OR, 97401	49-01	1-066843-4		Property Class	231
		Tax type	Amount	Due date	Stat Class	000
		Advalorem	\$6,353.36	11/15/02	Unit ID	143893-2
		Tax District:	49-01	Details	Maintenance Area:	6
					Neighborhood:	000
					Study Area:	00
					Account Status	ACTIVE
					Tax Status	ASSESSABLE
					Sub Type	NORMAL

Sales Data (AS 400)			
Last Sale: (consideration > 0)	Sale Date:	Instrument Number:	Sales History:
\$200,000.00	4/13/1994	1994-13812 Details	Details

Value Summary				
Current Values 2002-2003				
	RMV	M-5	MAV	AV
Land:	\$ 213,510	\$ 213,510	\$ 142,610	\$ 142,610
Bldgs:	\$ 410,890	\$ 410,890	\$ 289,330	\$ 289,330
Total:	\$ 624,400	\$ 624,400	\$ 431,940	\$ 431,940
Prior Values Details				
	RMV	M-5	MAV	AV
Land:	\$ 205,300	\$ 205,300	\$ 138,460	\$ 138,460
Bldgs:	\$ 395,090	\$ 395,090	\$ 280,910	\$ 280,910
Total:	\$ 600,390	\$ 600,390	\$ 419,370	\$ 419,370

Real Property Improvements
Manufactured Structure Information
Exemptions / Special Assessments / Potential Liability
- Location Map

This report is divided into sections by topic. Blank sections indicate that the account has no data for the topic. In this example, the account has no Real Property Improvements,

Manufactured Structure Information, or Exemptions / Special assessments / Potential Liability data, so there are three respective blank sections in the report.

12. The “Account Details” report is organized as follows:
 - Account Info – Identifying account information, similar to summary data on previous display.
 - Tax Info – Tax rates and values for the most current year of available data.
 - Land Info – Detailed assessors data. Property Class is a description of the current land use; Factor Book a code to describe the structure. For additional information about this section, contact the Assessor’s Office.
 - Sales Data – Summary of the most recent sale of this property as well as a link to other recent sales. Instrument Number is the recording number from the Clerk’s Office.
 - Building Inventory – Building details, including year built, square footage, roof and heat type, and garage size
 - Current Values – Assessment values based on most recent assessment. Assessment categories include: Real Market Value, Assessed Value, Measure 5 Assessed Value, and Maximum Assessed Value.
 - Manufactured Structure Information – When applicable, a brief mobile home description including type and size.
 - Exemptions / Special assessments / Potential Liability – When applicable, special condition affecting the assessment and taxation of the property. For additional information about this section, contact the Assessor’s Office.
 - Locator Map – Selected taxlot is indicated in yellow.

13. Click on red “DETAILS” buttons and text hyperlinks to open new windows with additional details about the listing.