<u>**Searches**</u>

1. **Find Parcels (Basic)**
   - NOTE: If you search for more than one thing at a time, the parcel will have to meet all the criteria not just one of them (ex. Owner : Monticello, Parcel: 78-22 will look for parcel 78-22 owned by Monticello)
   - Click on the search function on the left side of the screen
   - Under the dropdown you will see many different search types
   - For basic you can type in address, owner, parcel (autofill, must use hyphens), and the short parcel ID (also autofill and must use hyphens)
   - Type in the criteria you would like and hit search
   - You can then hit "Show All on Map" or double click on a single entry to zoom you to that area in the map.

2. **Find Parcel (Advanced)**
   - Same steps as above but this one gives you more ways to search, for example value, zoning, land use, etc.

3. **Find Parcels by Subdivision**
   - You can either scroll to the name you want to find or start typing and it will autofill
   - Use this to search for all parcels in the same subdivision

4. **Find Parcels by Sale Date**
   - You can use this function to search by sale date, sale price, and/or subdivision

5. **Find Roads**
   - You can use this function to search by road name or route number, they both autofill

6. **Find Public Notice Signs**
   - You have to know the sign number to type in and zoom to that area

7. **Find E911 Road Signs**
   - You can use this function to search by road name, it is autofill

8. **Find New Addresses**
   - You can use this function to search by permit, year, or street.