

# Collierville Fence Plan Web App Instructions

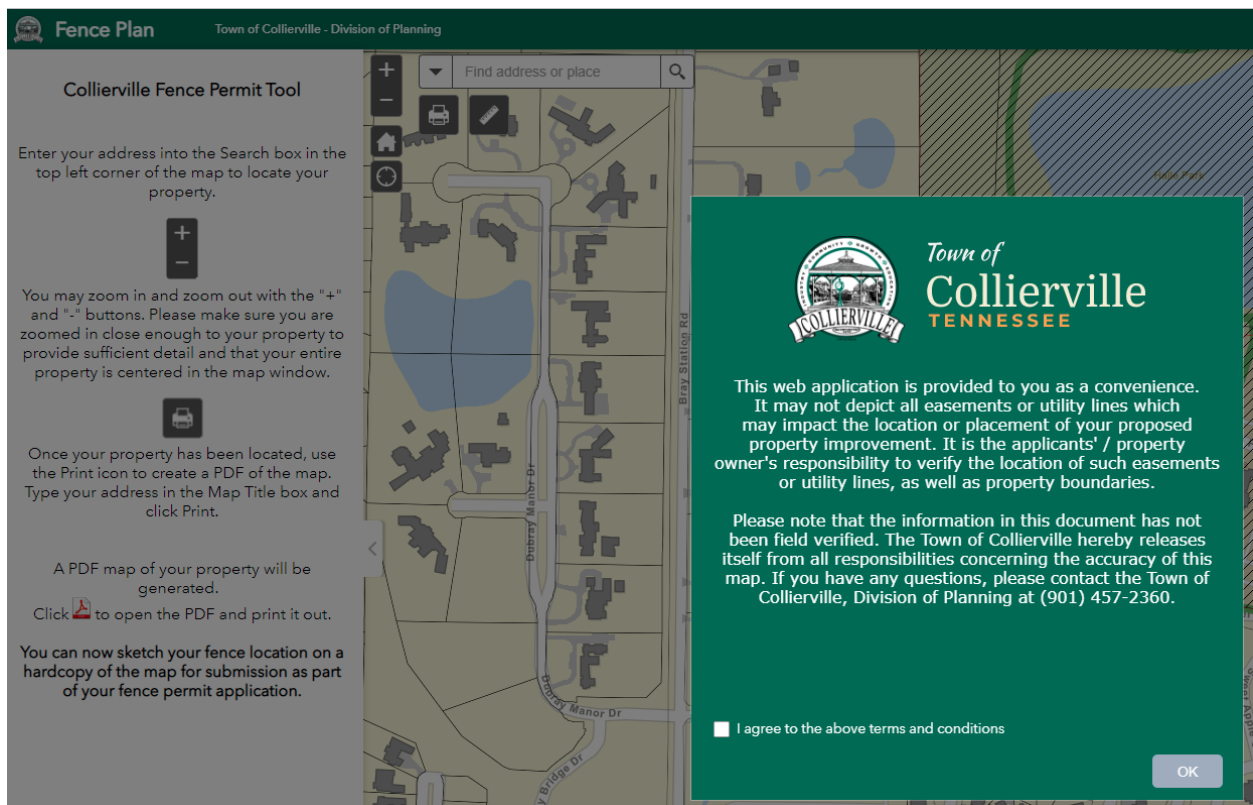
As part of the fence permitting process, the city requires that all fence installers provide a hard copy map showing the location of the project. This diagram must be submitted as part of the application materials. The Collierville Fence Permit Tool is a web-based application available to anyone with Internet access. It can be used to produce a map of your parcel. After printing the map, you can sketch in by hand the location of your fence. The application should work from any platform; however, these instructions are written assuming access is from a computer or laptop.

## Starting the process

You can access the fence plan tool from the Map Gallery on the town's website.

<https://www.colliervilletn.gov/residents/collierville-map-gallery>

After launching the tool, the first screen will look like this:



This screen will serve as a legal disclaimer for the town and provide contact information in case you have any questions on how to use the application. After reading the text in the green box, you will have to click on the "I agree to the above terms and conditions." and then click "OK" to advance to the next screen.

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## Control buttons

After clearing the disclaimer screen, you should see a map of Collierville centered on Town Hall. On the left side of the screen there is a window containing instructions on how to use the application. The instruction window contains information on the two main buttons that control the app: Zoom In/Out and Print.



The Zoom In/Out button (plus and minus symbol) can be used to control the size of the map. The scroll wheel on a mouse has the same function.



After the parcel is located and the map correctly sized the Print button (printer icon) is used to print the map.

## Buttons not found on the Information screen:

Besides the Zoom and Print buttons there are four other buttons you may find useful.



There are two buttons in the upper left corner. Clicking the Default extent button (house icon) will return you to the original screen position centered on Town Hall.



Clicking the Measurement button (ruler icon) will allow you to make either linear or area measurements directly on the map. To use this function, you must hold down the Ctrl button on the keyboard.



In the upper right corner, the Legend button will turn on and off the legend window. The legend window provides an explanation of the different symbology used on the map. For example: a thick green line is a greenbelt trail or path; a dark gray shading is an existing building footprint.

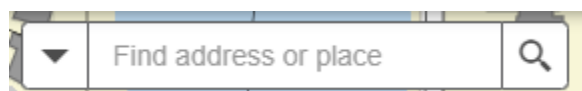


The Layer list button allows you to turn on and off the various layer displayed on the map.

## Navigating the map

Zoom in and out with the zoom buttons or with the scroll wheel on the mouse. Please note that some of the layers on the map are scale sensitive. For example, the Edge of Street Pavement layer will not appear until zoomed in to a small area. Likewise, the labels for house numbers function the same way.

You can move about the map by clicking and dragging with the left mouse button to locate you parcel. However, it is recommended that you use the address finder box in the upper left corner of the screen to find an individual address. Simply type the street address into the search box. As you enter the address, the application will produce a list of possible candidates. Use the mouse to select the correct address from the drop-down list. Please be aware that there may be similar addresses in other municipalities.



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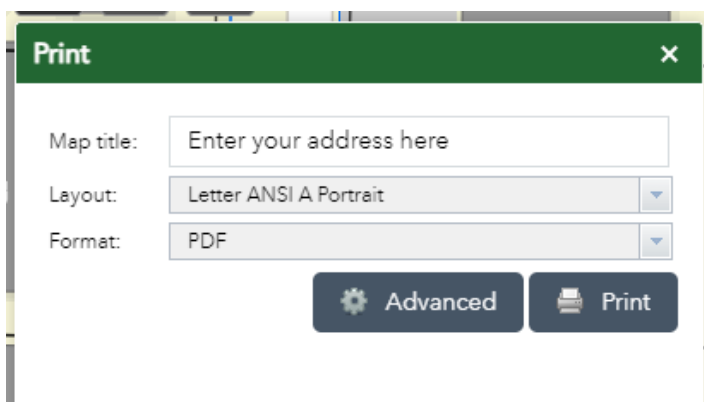
In the screenshot below, the user is trying to locate 556 Green Oaks Lane.



When you select the address, the map will reposition itself centered on that address. It may be necessary to adjust the scale by zooming to show the entire parcel. **After making any adjustments to the map, make sure your parcel is shown in its entirety and is centered on the screen.** This will ensure that the map prints correctly in the next step.

### Printing the map

After the correct address has been located, a hard copy of the map should be printed. When you click on the printer icon, the printing tool will begin to load. When ready, the pop up will look as shown below:

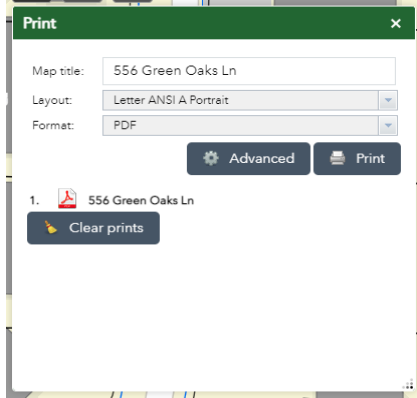


In the box labeled "Map title", enter the address of the parcel. This will print the parcel address as the title of the map at the top of the printed page. The title of the map can be any text you want, but the parcel address makes the most sense. You may also select a different size paper and orientation for the hardcopy and format using the Layout and Format drop down arrows. For most situations, using "Letter ANSI A Portrait" for the layout and "PDF" for the

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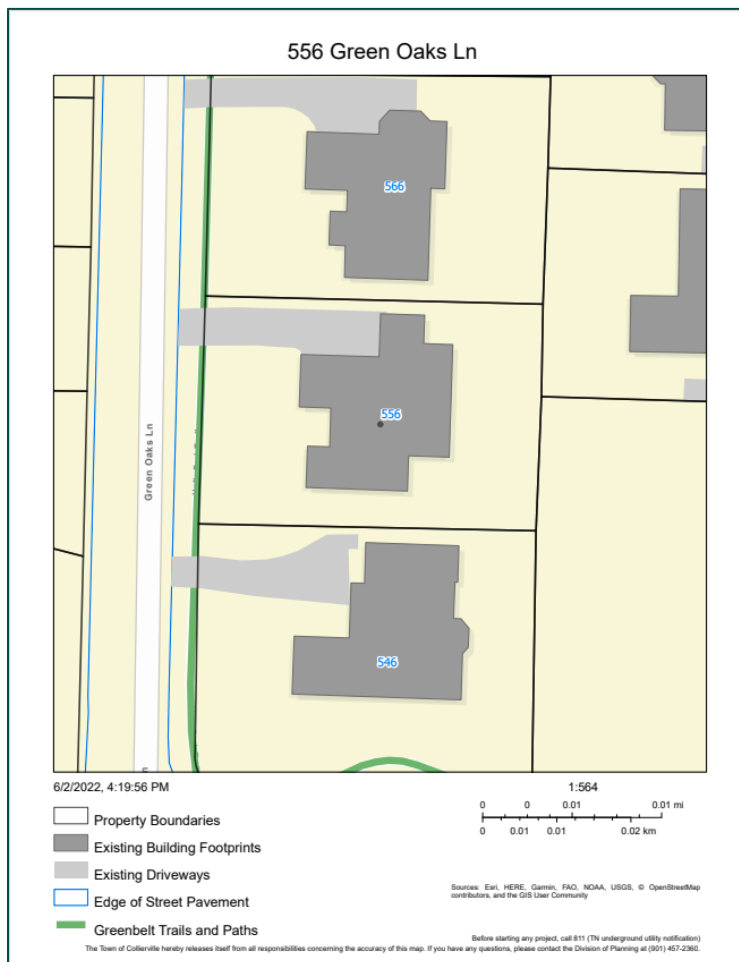
format is the best choice. Likewise, you may select Advanced print options, but this is neither necessary nor advisable.

Click the button labeled “Print” to begin generating your map. Please be aware that this step may take a few moments. When the application has finished creating the PDF file, the print window will look like this:



Click on the address next to the PDF icon to examine the map you’ve created.

The PDF will look like this:



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## Using the hardcopy map

If you are satisfied with the map created, you can print out a hardcopy and sketch in where the fence will be located and any other clarifying information. This map should be submitted as part of the fence permit application packet.

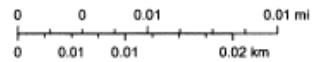
Below is an example of a completed map. Note that the user depicted location of their fence with a dotted line and included other useful information such as location of a gate and that the fence connects to an existing fence.



6/2/2022, 4:19:56 PM

1:564

- Property Boundaries
- Existing Building Footprints
- Existing Driveways
- Edge of Street Pavement
- Greenbelt Trails and Paths



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Before starting any project, call 811 (TN underground utility notification)  
The Town of Collierville hereby releases itself from all responsibilities concerning the accuracy of this map. If you have any questions, please contact the Division of Planning at (901) 457-2300.