

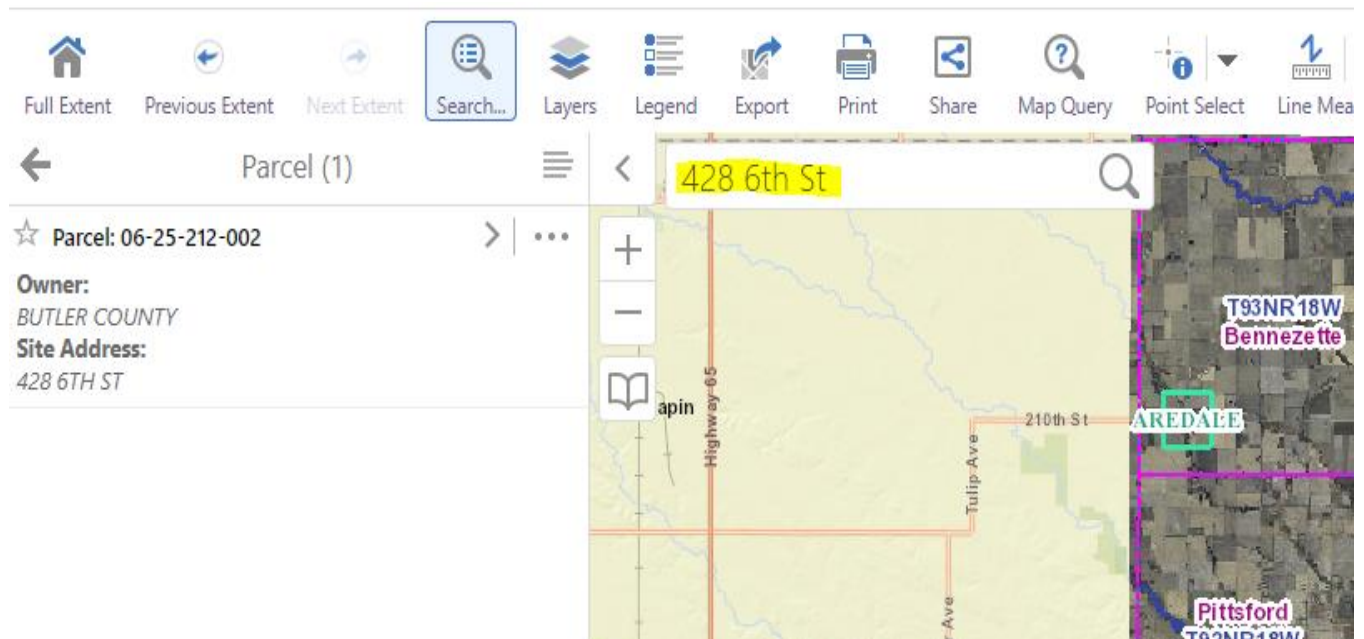
Instructions on how to upload a site map

Part of the application requires you to upload a site map showing the location of the proposed structure on the parcel to verify that the setbacks are being met in addition to your building plans, if available. If you don't have an existing site map showing the building in relation to property lines that you can upload, you can either draw it out, take a picture and upload it from your phone or use the following steps to create one from your desktop.

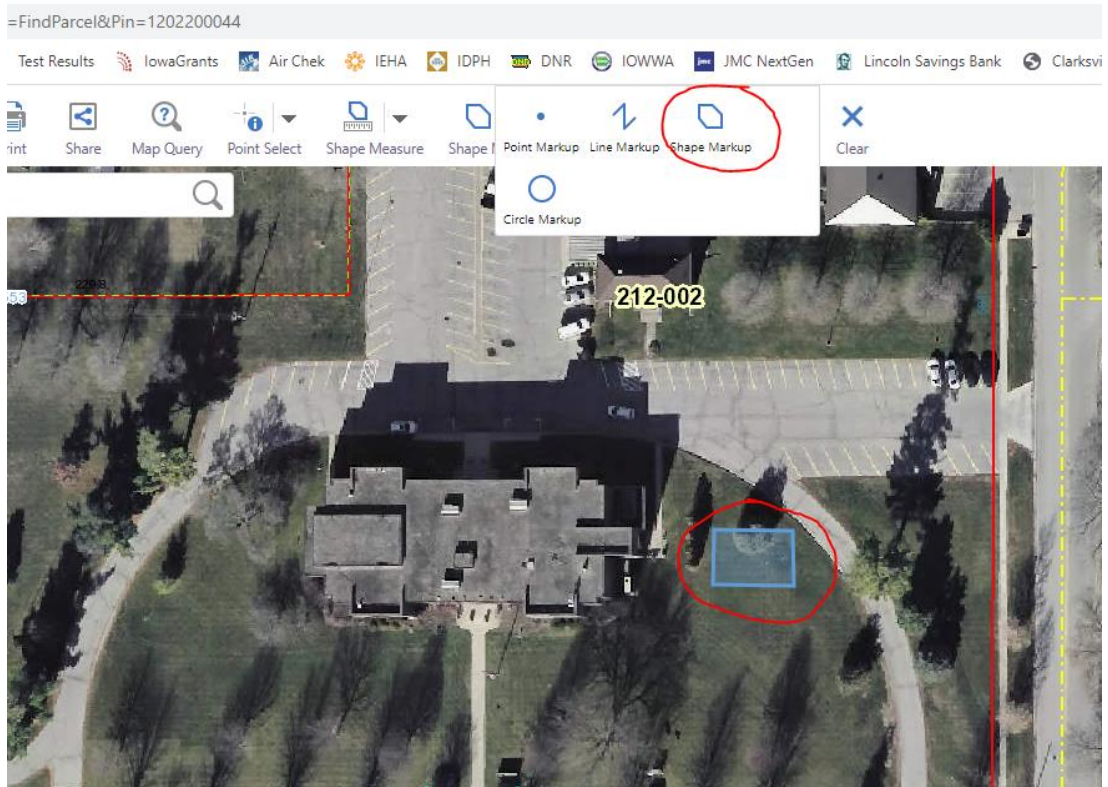
The site map can be created by clicking on the “look up parcel information and size” link towards to the top of the application, which will take you Sidwell Portico for our county aerial maps.

[Click here to look up parcel information and size \(Butler County Assessors Office\).](#)

Search for the parcel using the Search bar in the upper left corner. You can search by house number, name or parcel #. Click on the proper parcel on the left-hand side to zoom to that particular aerial. You can also opt to scroll to your parcel if you do not have the search information needed to do a search.



The top toolbar above the aerial map has a “Point Markup” tab, click on that tab and select “Shape Markup” and sketch the proposed structure on the aerial map.



Using the “Line Measure” tool in the top toolbar, draw lines from the proposed structure to the road right-of-way, the closest side property line and the rear property line showing what the setback distances are. Click the print button on the top toolbar to create and download a .pdf that can be save to your computer and uploaded to the permit application.

