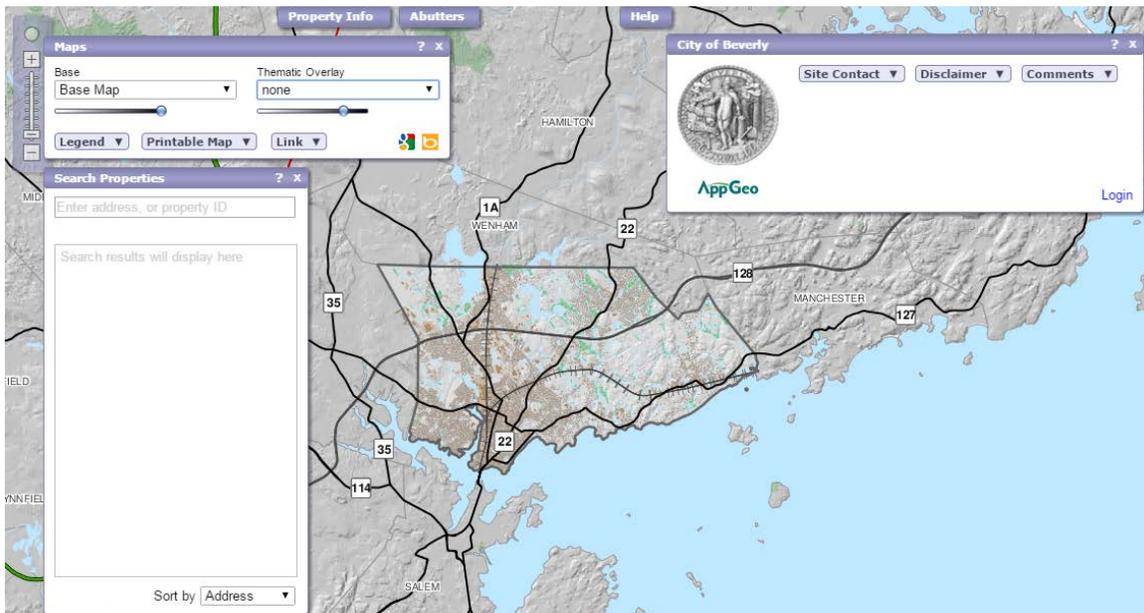


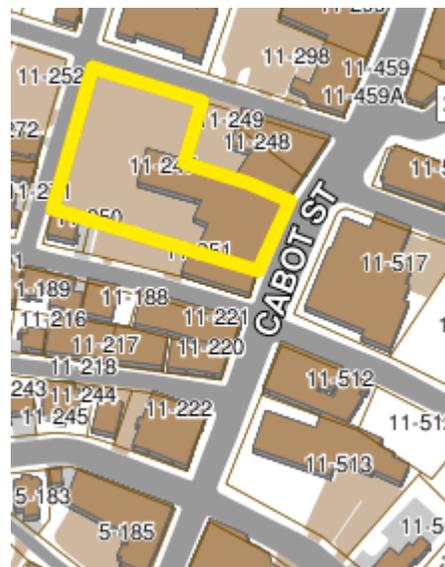
Steps to Launch & Navigate (Catch Basins)

The Engineering Department manages and maintains a top-notch GIS mapping system allowing users to access valuable information directly from this website. Users can search for and view Plot Plans, Wards & Precincts and Wetlands along with many other items. Most recently we have added the option to view and locate every **Catch Basin** in the City. Here are the steps to launch and use this useful site:

- Log onto City of Beverly webpage at www.beverlyma.gov
- At the bottom of the home page, under QUICK LINKS, click on ONLINE GIS Page should resemble image below:



- To Navigate to a property, type an address in the **SEARCH PROPERTIES** tab. As you begin to type an address, properties should start to populate, click on the property you want to view, once selected property will be highlighted in yellow

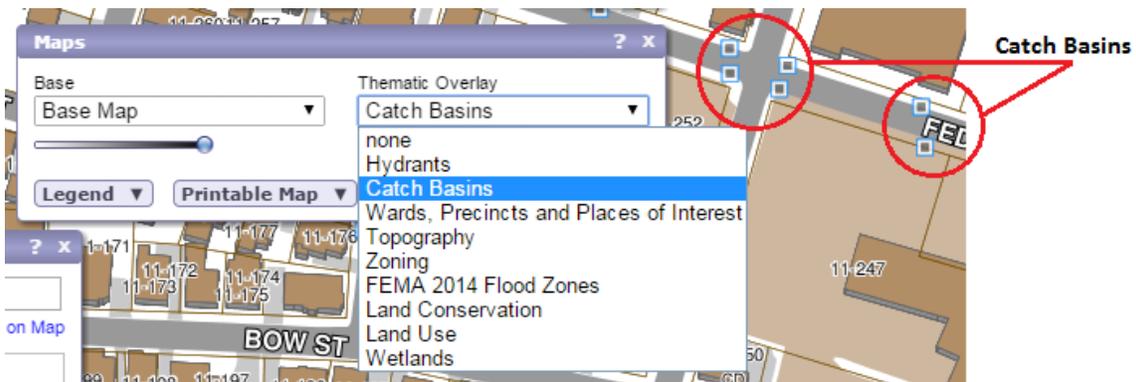


Steps to Launch & Navigate (Catch Basins)

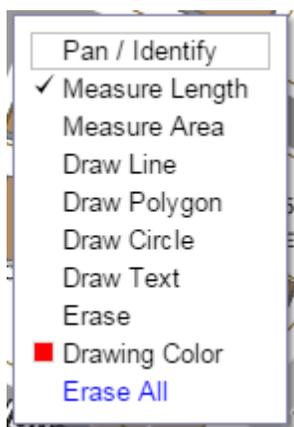
- You can zoom in and out of the image using the +/- tool located on the left side of your screen



- To search for items such as Catch Basins, Hydrants, Zoning, Wards, etc., click on the **MAPS** tab, under **THEMATIC OVERLAY**, click on what you would like to view:



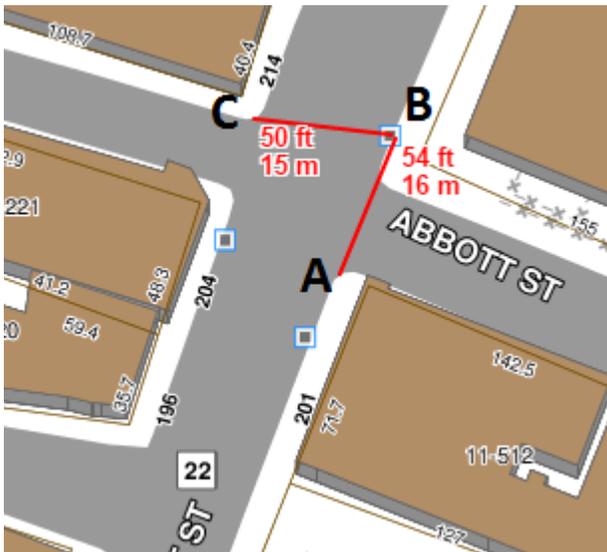
- In this example, let's click on **CATCH BASINS**, once selected, **BLUE SQUARES** appear on the screen indicating where the **CATCH BASINS** are located throughout Beverly
- To find a **CATCH BASIN** that is buried under snow or leaves, you can measure the distance from a known point such as a driveway, street corner or building
- Place your cursor on the corner of a driveway, street corner or building that is located near a **CATCH BASIN** and **RIGHT CLICK** to get the **MEASURE LENGTH TOOL**, this will change your cursor to a +



Steps to Launch & Navigate (Catch Basins)

It's important to establish 2 reference points to better pinpoint the location of the CATCH BASIN, to begin:

- LEFT CLICK & release your mouse to start your first location (A), (in this example a street corner). DRAG your mouse to the CATCH BASIN (B) and LEFT DOUBLE CLICK to set the measurement, in this example 54'. LEFT MOUSE CLICK & release again from the CATCH BASIN (B) and drag your mouse to your second destination (C) (another street corner), LEFT DOUBLE CLICK to set measurement of 50'. Now you've established two measurable distances to easily locate a buried CATCH BASIN.



- To measure another location, you need to clear current measurements. RIGHT MOUSE CLICK to bring up the tool window, CLICK on ERASE ALL, repeat steps to measure new location.