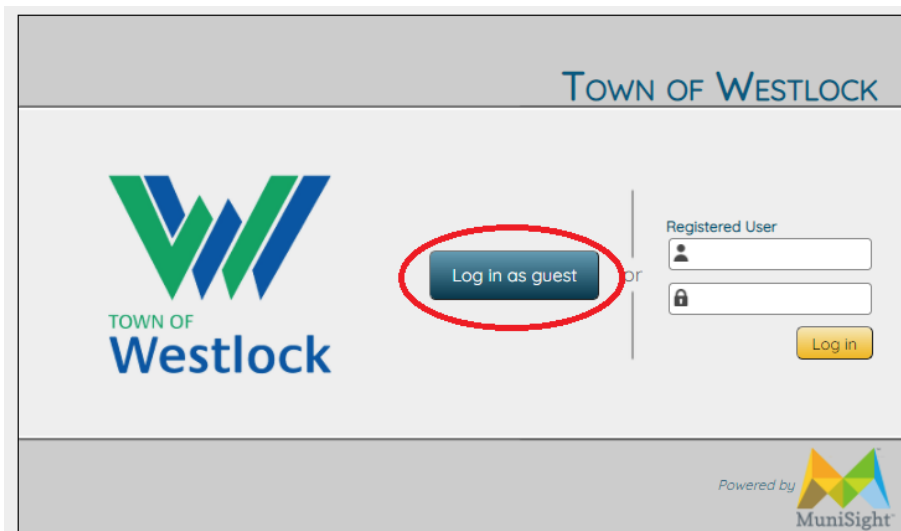


# WEBMAP USER GUIDE

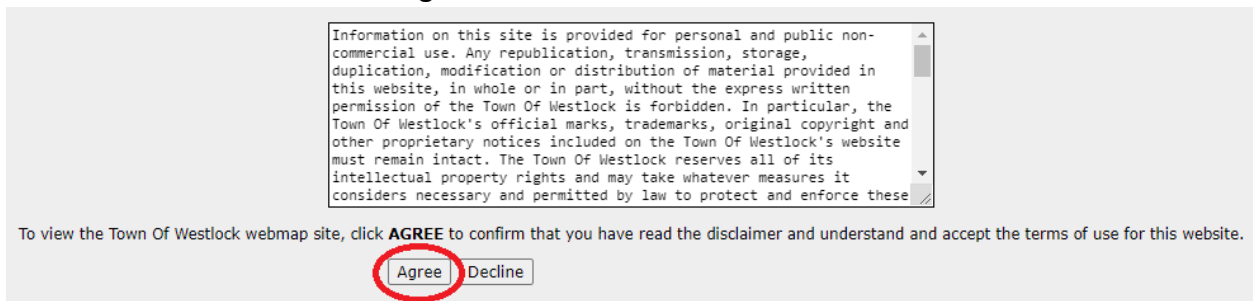
The Town of Westlock uses a program called MuniSight to provide information on properties within Town limits. By using this program, you can search for your property, find out the land use district (zoning) of your property and those around it, and access other information such as your assessment or past and present permits.

The instructions below will help you navigate the program:

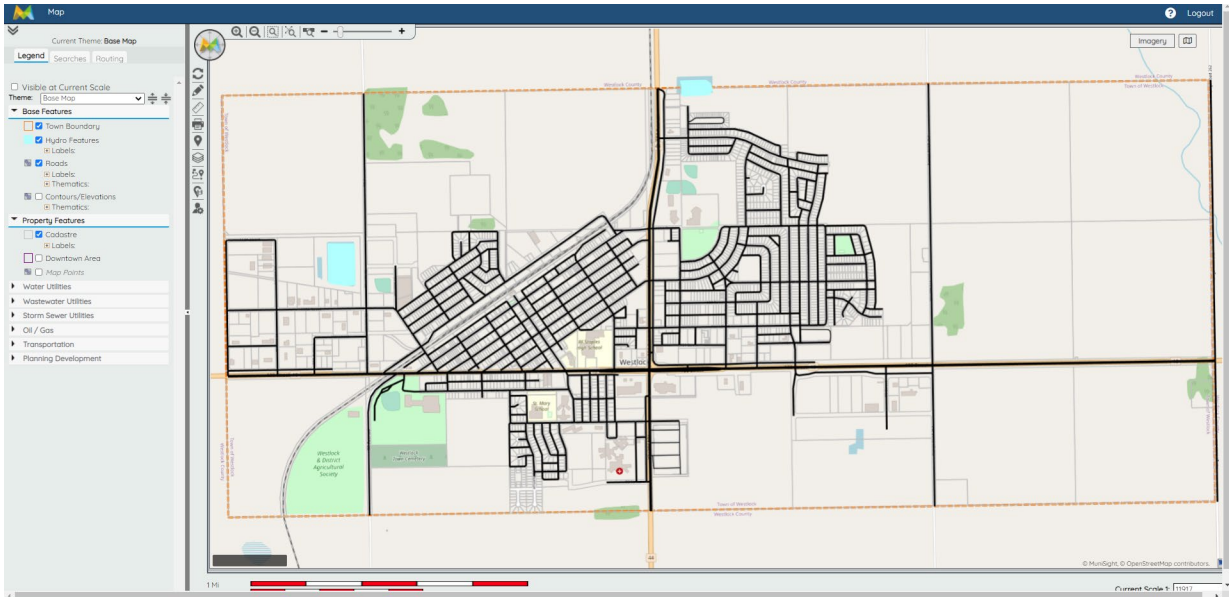
1. Access [MuniSight](#).
2. Click the “Log in as guest” button.



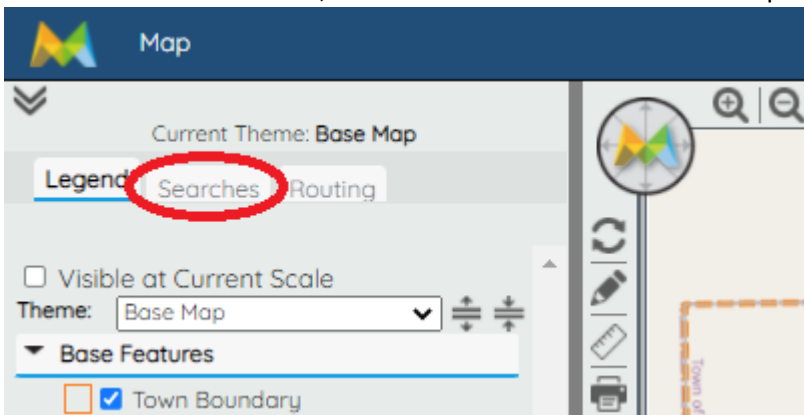
3. Read the disclaimer and click “Agree”.



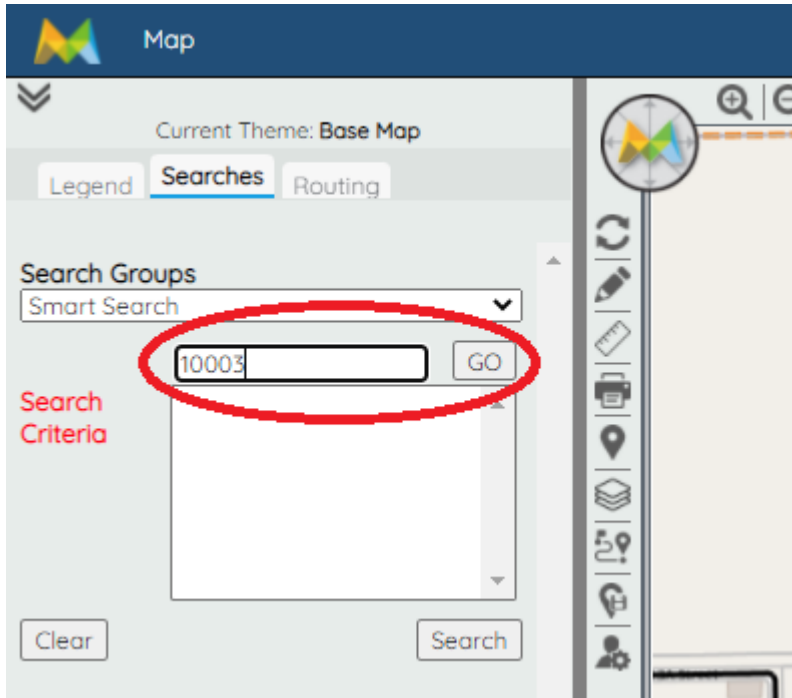
4. The main map will appear. This page may take several moments to load.



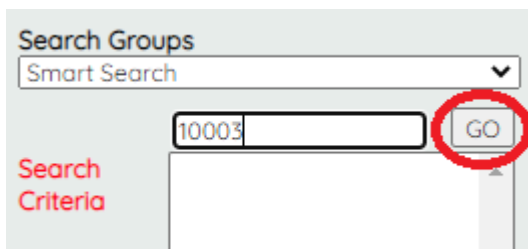
5. You can find your property in 2 ways: by scrolling and zooming in using your mouse or by utilizing the “Search” tab.
6. To use the search function, click on the “Search tab” near the top left corner of the page.



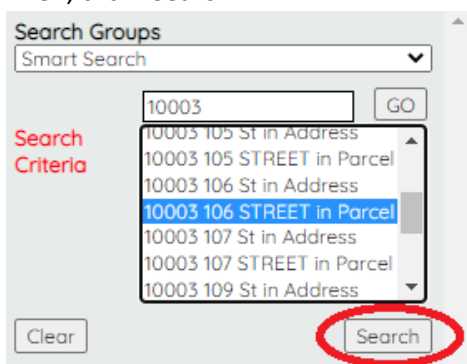
7. In the search field that appears, start typing in an identifying factor of your property. You can search by street address or legal land location (lot, block, plan or ATS). For ease of use, we suggest using either street address by entering in the first part of the address (as shown in the example below).



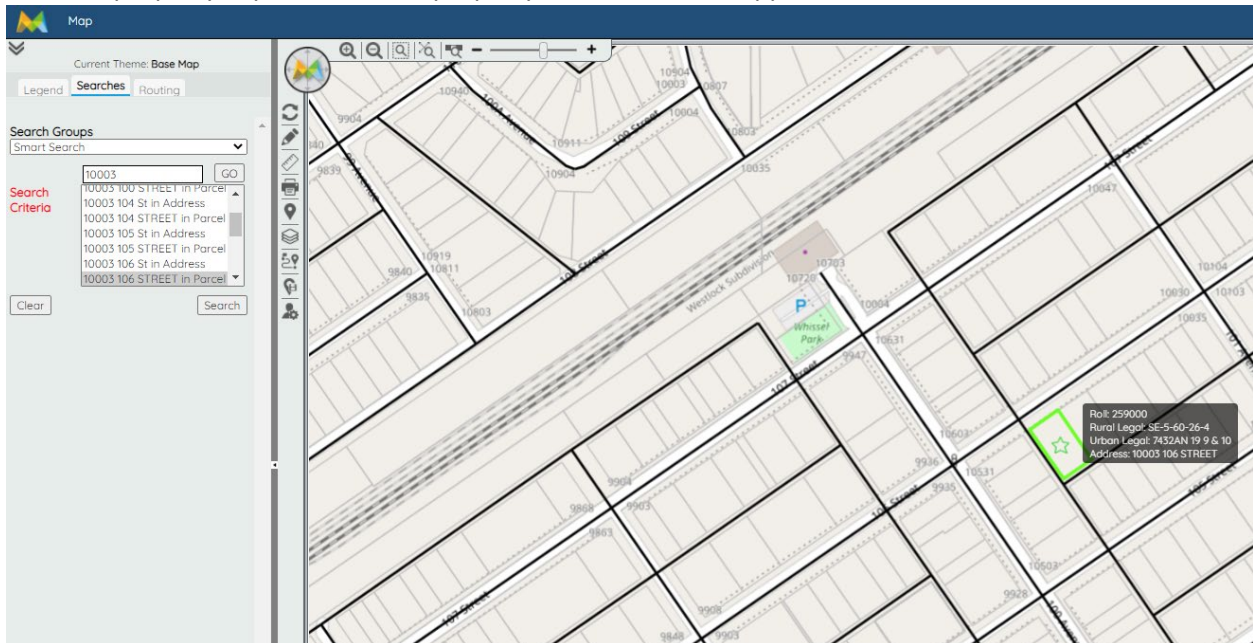
8. Click "Go".



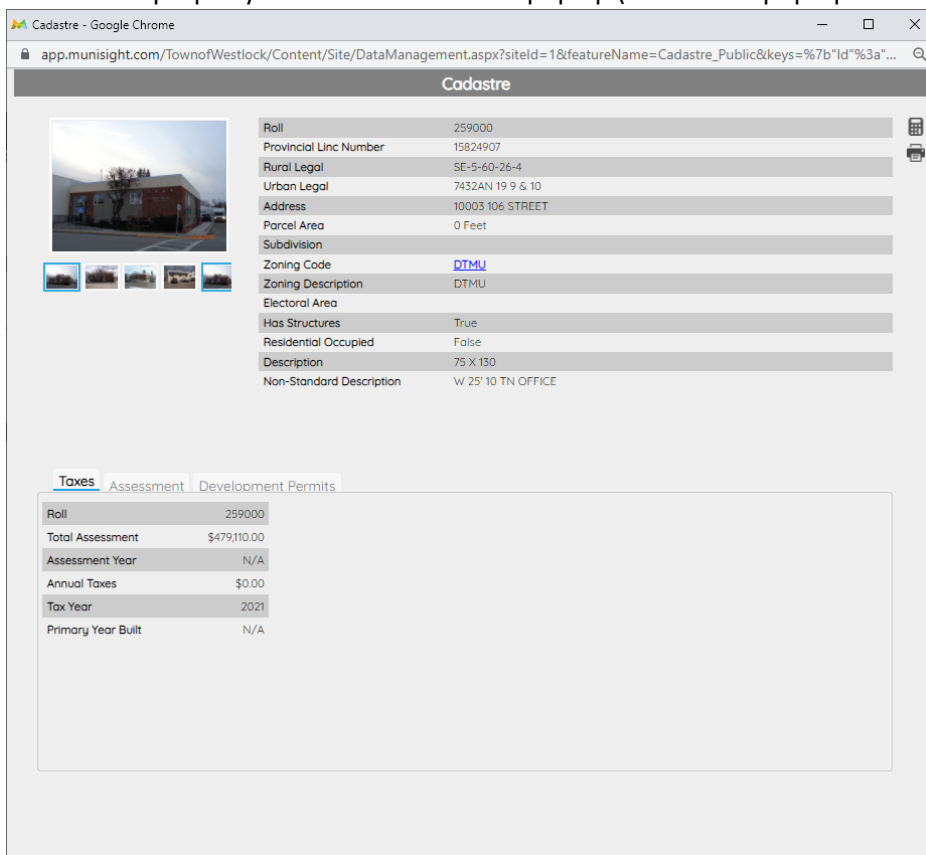
9. A list of results will appear. Scroll through the list and select the result that matches your property. Then, click "Search".



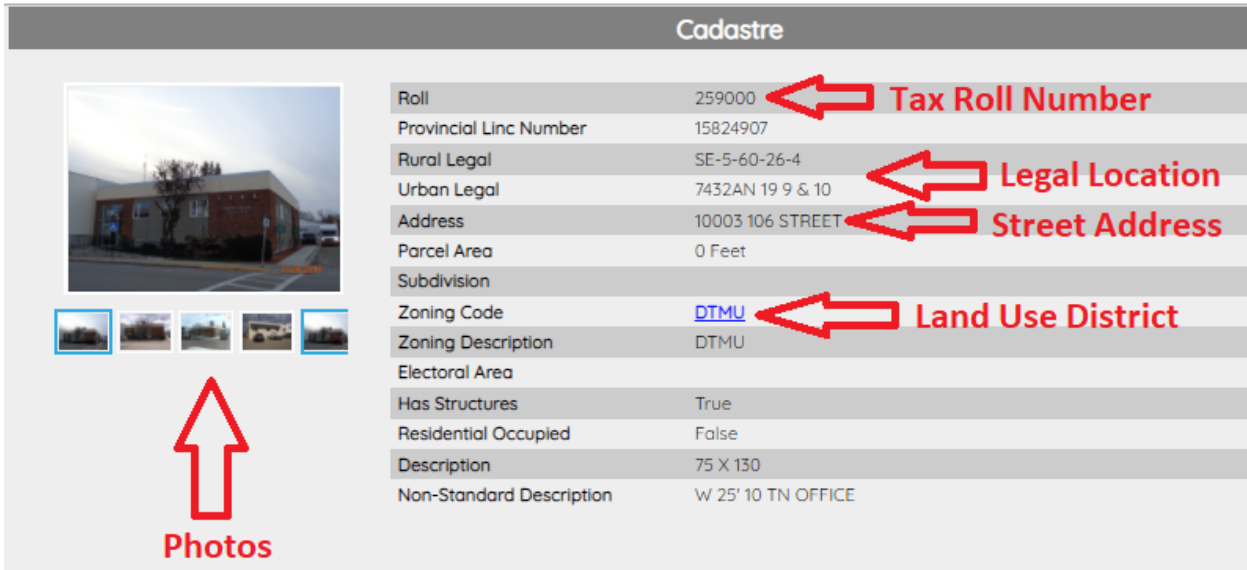
10. The map will zoom in and a green star will appear on the chosen property. If you hover your cursor over the property, a preview of the property information will appear.



11. Click on the property and a new screen will pop up (**Note:** Your pop-ups must be enabled).



12. From this screen, you will be able to browse photos of the property and view other information.

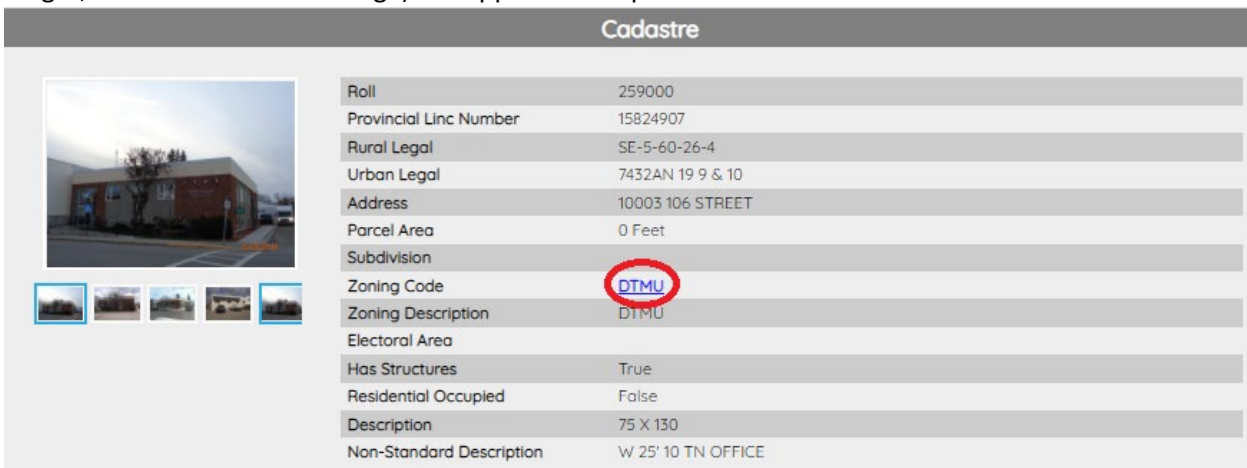


**Cadastre**

**Photos** (indicated by a red arrow pointing to a row of five small photo thumbnails)

Roll	259000	← <b>Tax Roll Number</b>
Provincial Linc Number	15824907	
Rural Legal	SE-5-60-26-4	← <b>Legal Location</b>
Urban Legal	7432AN 19 9 & 10	← <b>Street Address</b>
Address	10003 106 STREET	
Parcel Area	0 Feet	
Subdivision		
Zoning Code	<a href="#">DTMU</a>	← <b>Land Use District</b>
Zoning Description	DTMU	
Electoral Area		
Has Structures	True	
Residential Occupied	False	
Description	75 X 130	
Non-Standard Description	W 25' 10 TN OFFICE	

13. If you click on the linked Land Use District, a pdf of the related Land Use Bylaw regulations (such as height, setback and site coverage) will appear in a separate screen.



**Cadastre**

**Photos** (indicated by a row of five small photo thumbnails)

Roll	259000
Provincial Linc Number	15824907
Rural Legal	SE-5-60-26-4
Urban Legal	7432AN 19 9 & 10
Address	10003 106 STREET
Parcel Area	0 Feet
Subdivision	
Zoning Code	<a href="#">DTMU</a>
Zoning Description	DTMU
Electoral Area	
Has Structures	True
Residential Occupied	False
Description	75 X 130
Non-Standard Description	W 25' 10 TN OFFICE

14. The tabs in the middle of this window will provide information on the latest Tax Assessment, Historical Assessment and Development Permits (issued in or after 2015) for the property. Click on each tab to navigate between them.

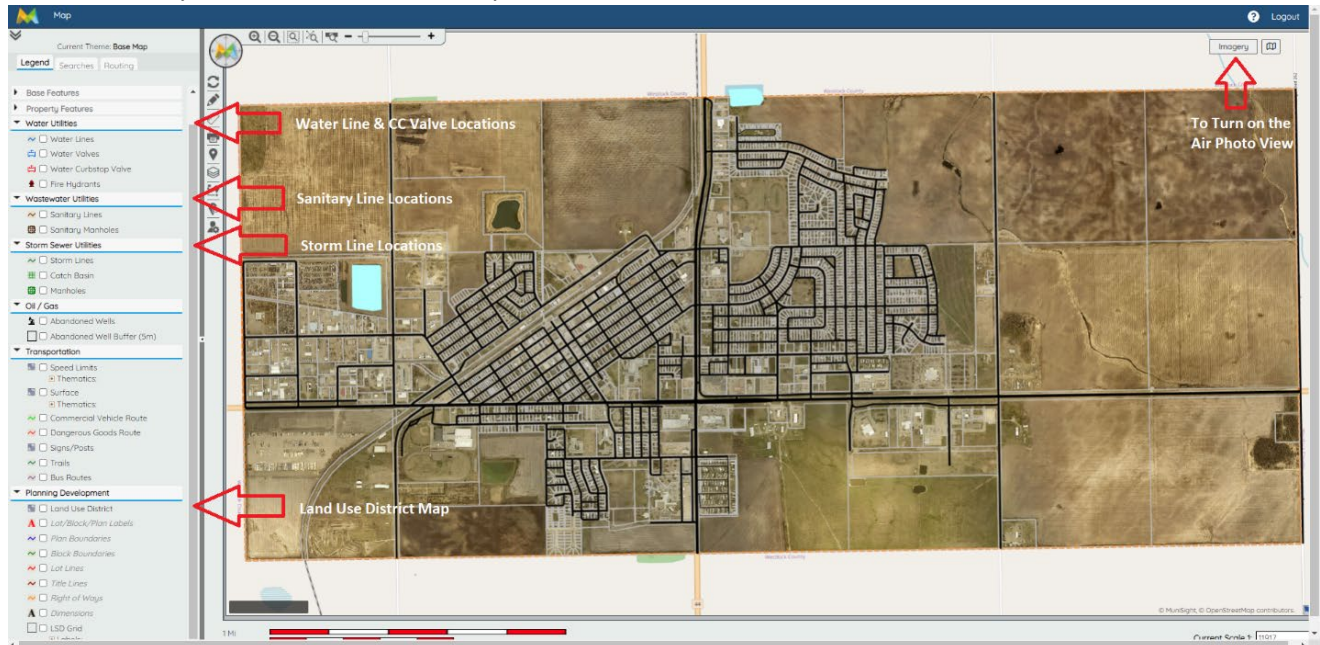


**Taxes** | Assessment | Development Permits

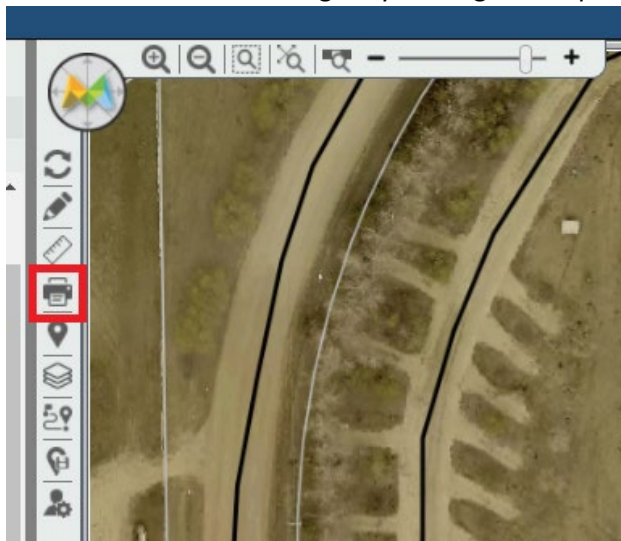
Roll	259000
Total Assessment	\$479,110.00
Assessment Year	N/A
Annual Taxes	\$0.00
Tax Year	2021
Primary Year Built	N/A



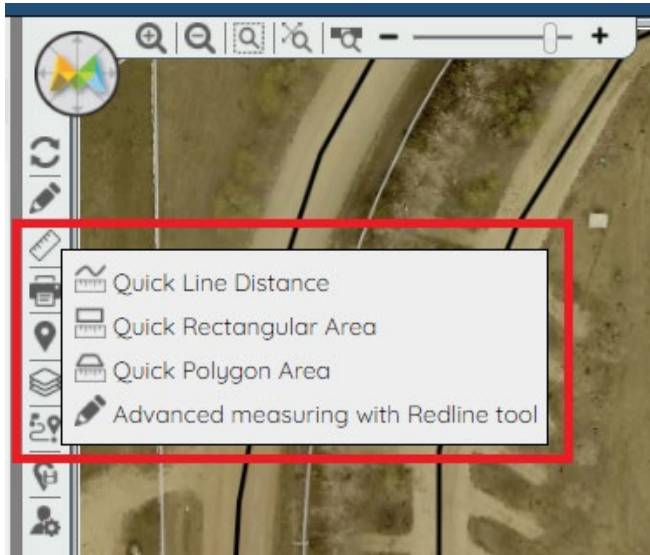
15. You can also use MuniSight to view other layers of information for the Town. Click the checkbox beside each layer to add them to the map.



16. You can Print from MuniSight by clicking on the printer icon located on the side of the map.



17. You can also measure by clicking on the ruler icon and selecting one of the options (line, rectangle or polygon). Click once start measuring and double-click to finish measuring and display the results.



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Property lines shown on MuniSight are an approximation. A survey performed by an Alberta Land Surveyor is required to determine the exact location of property lines. If you have any questions or encounter any errors or issuing accessing any information, contact Planning and Development at 780-349-4444 or [planning@westlock.ca](mailto:planning@westlock.ca).