

# Creating a Simple Site Plan Using the Community Development “Deluxe” Property Info Map:

## Demonstrating Parking and Lot Boundaries for the Short-Term Rental Permit Application

Under Ordinance 1011, Short Term Rentals (STR) in McCall need to include a site plan including the location and number of parking spaces and parking access. These are some simple steps and guidelines to making an external site plan that shows parking and lot boundaries. What is shown below is just one way to go about making this plan. This will take a small degree of effort and practice to do properly so be prepared to do some troubleshooting on your own to work successfully with the system.

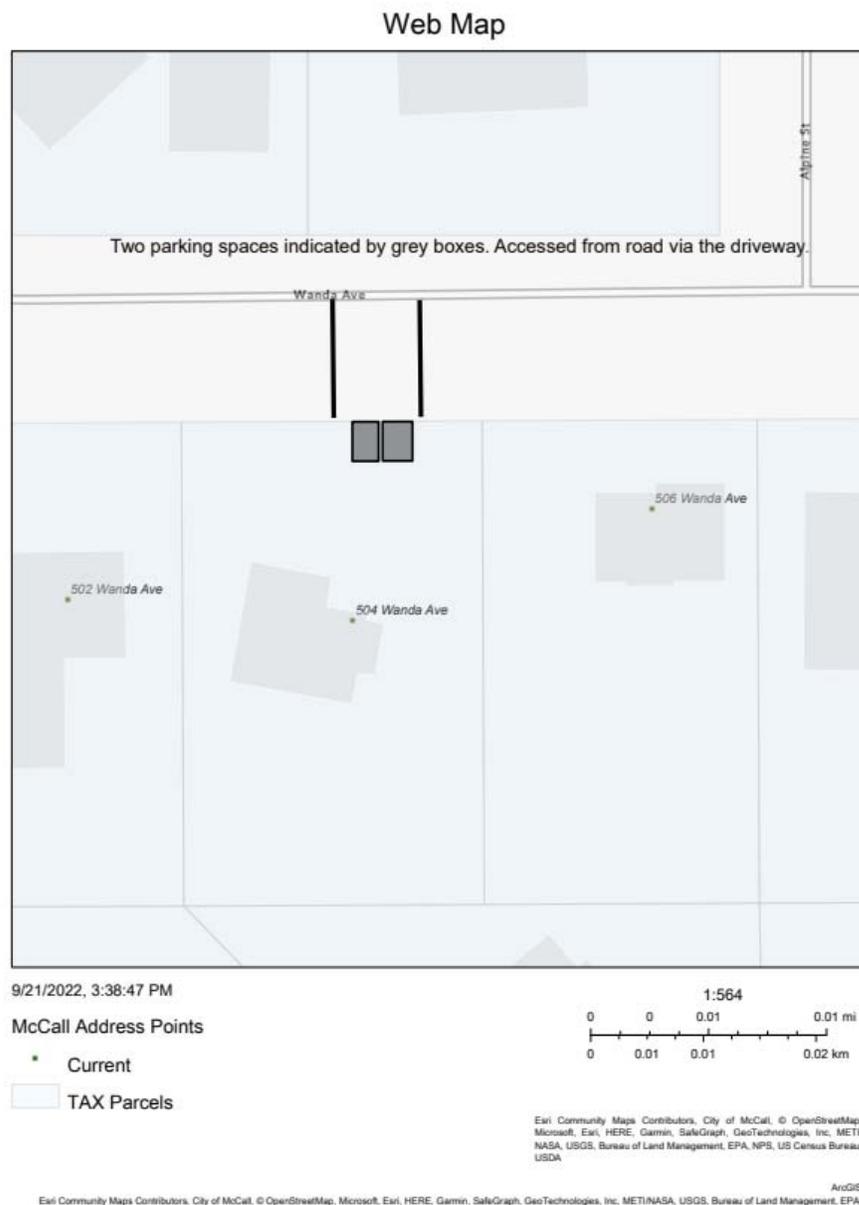


Figure 1: Sample Parking and Lot Site Plan

Above [figure 1] is an example of what an acceptable site plan for parking and lot boundaries looks like. As you can see, we are looking for available parking and lot boundaries to be called out on the plan. This map was made using tools from our Community Development Deluxe Map. The map is found on the map page, select Deluxe <https://mccall.maps.arcgis.com/apps/webappviewer/index.html?id=3ecba344abc24c7a8018307dd72f71ab>. Enter the address of the STR being registered into the search bar in the upper left-hand corner of the map viewer and select the correct address from the drop-down menu that will appear. This will zoom you in to the address of your STR. You can zoom closer for further clarity.

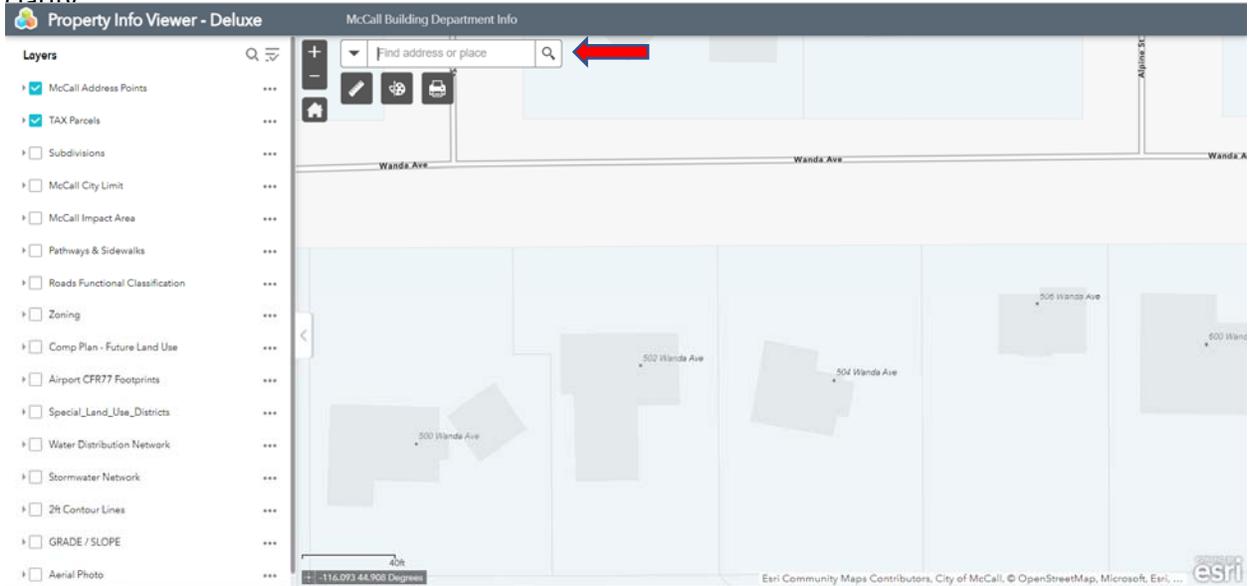


Figure 2: Map Overview

Next, you will want to open the Draw Toolbar by clicking the Paint Pallet Icon just below the search box in the top left corner. This will open the draw toolbar shown below [figure 3].

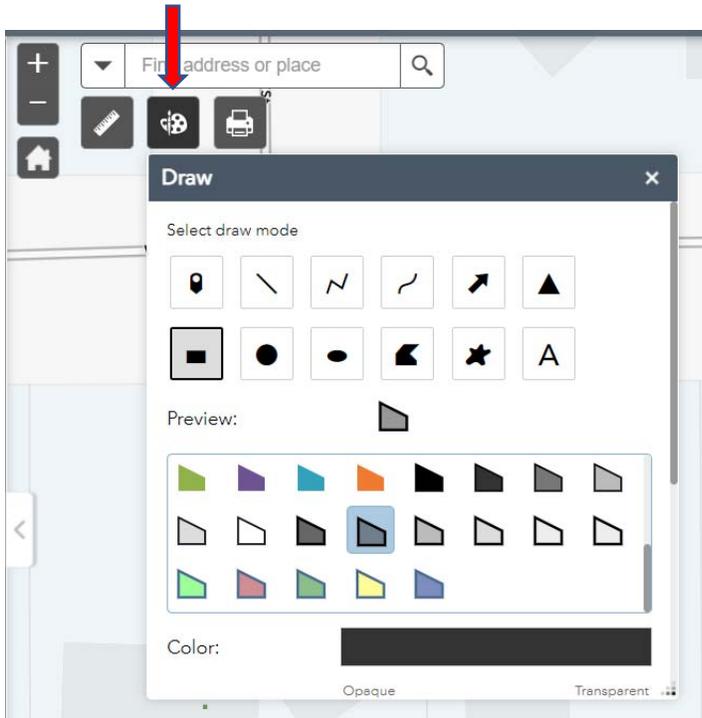


Figure 3: Toolbar Drop-down Menu

There are several options in the Toolbar, the primary tools that will be utilized include the Text and the Rectangle tools. To access these tools, click on the icon of the tool you wish to use. For example, select the rectangle to draw a rectangle. You can select the color of box you wish to draw. Click and drag the cursor to draw your parking spaces.

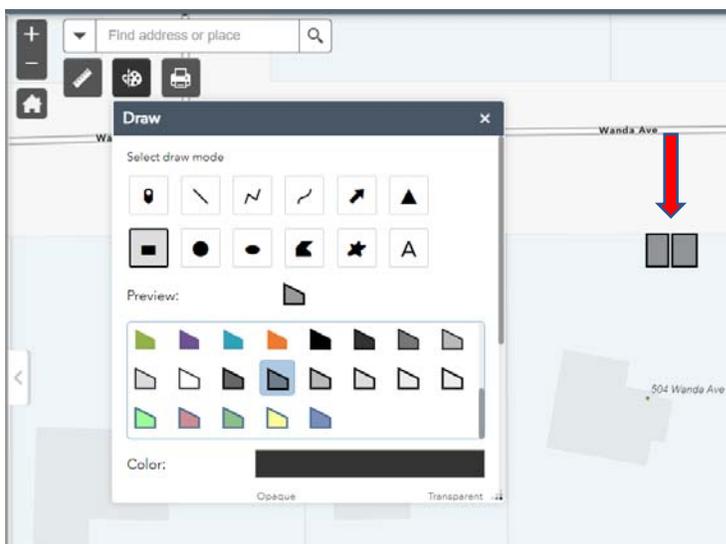


Figure 4: Drawing parking places

You can use the line tool to indicate driveways or other access.

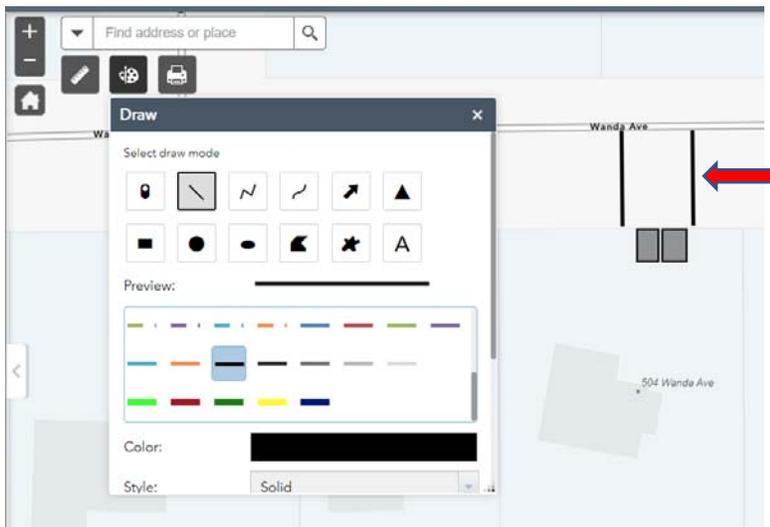


Figure 5: Drawing indicating driveway

The text function allows you to add additional information about the parking and site. Type text into the text box, then click on the map where you would like the text to snap into place.

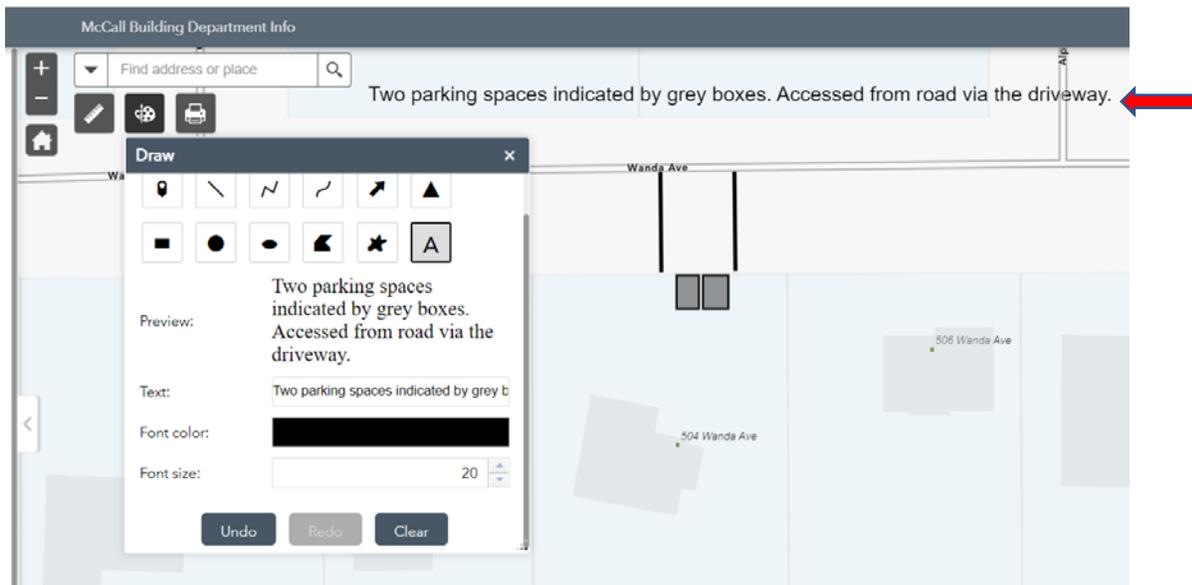


Figure 6: Text added to the map

Once the map is marked accordingly, the last step is to “print” the map. The Print function will allow you to print the map in many different formats. PDF is ideal for uploading for completing your application.

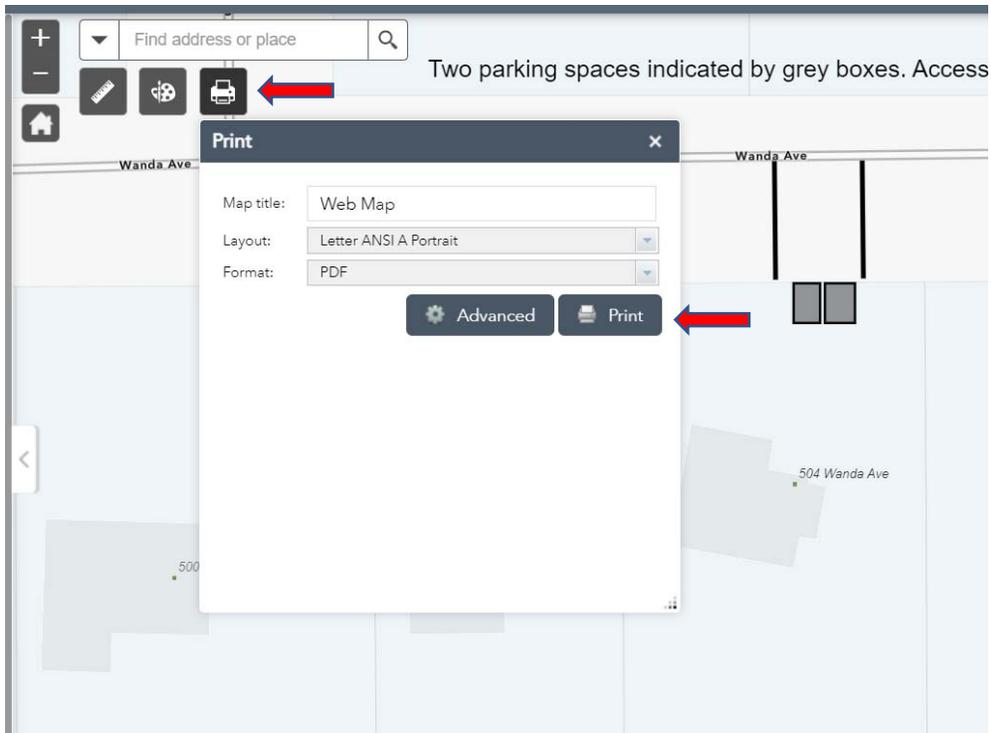


Figure 7: Printing the map

This will create a web map that you can then open and save to your computer or print a physical copy if you prefer.

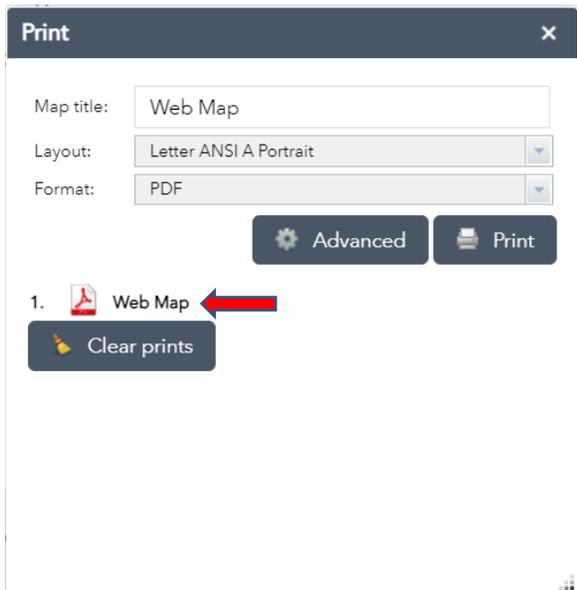


Figure 8: Web Map

This method of creating a parking and lot boundary site plan is just one option. We gladly accept hand drawn sketches (to scale). Please note that this guide is for the parking and boundary drawings only. There also needs to be a sketch floor plan included with your Short-Term Rental Permit Application. This map has a lot of useful features but can be finicky. Please take your time and read the prompts that pop up.