

Maryland Tax Map Ordering System User Guide

The Maryland Department of Planning (MDP) Maryland Tax Map Ordering System makes it easier than ever to order a paper tax map online 24 hours a day, 7 days a week at your convenience. Over 2,800 tax maps are available for Maryland's 23 counties and their towns – the Paper Tax Map Ordering System does not include tax maps for Baltimore City, as that jurisdiction that maintains its own property maps.

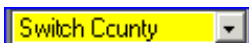
The following instructions will help you navigate the Paper Tax Map Ordering System, where you can:

- Select your county or counties of interest to view,
- Find your local area or areas of interest within a county,
- Select the paper tax maps that you wish to order, and
- Place your order through MDP's secure website.

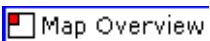
To start the ordering process, enter the Paper Tax Map Ordering System from the **Welcome** page by clicking a county on the Maryland State Map. The Map View Area opens and displays a full view of the county you selected.

Working Your Way around the Map View Area

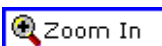
The tool buttons in the column to the left of the Map View Area help you navigate the area and select your tax maps:



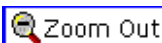
Switch County Drop-Down Menu: This drop-down menu switches the current county in the Map View Area to a different Maryland county so you can select paper tax maps in that county. Any paper tax maps that you added to the Map Cart for your current county are saved before you are switched to another county.



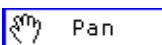
Map Overview Tool: this tool shows you a thumbnail view of the county boundary in the upper left corner of the Map View Area and indicates the area you are zoomed in to as a red outline. You can click on this tool to display and hide the Map Overview thumbnail.



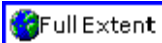
Zoom-In Tool: this tool zooms in on the Map View Area and allows you to view a map in more detail. Click on this tool and your pointer becomes a drag and release zoom tool when you hold down the left mouse button in the Map View Area.



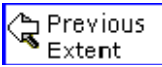
Zoom-Out Tool: this tool zooms out on the Map View Area and allows you to view a map at a more general scale. Click on this tool to zoom out by single mouse-clicks in the Map View Area, or hold down the mouse button and drag a box over the Map View Area to zoom out.



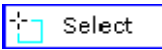
Pan Tool: this tool allows the viewable area in the Map View Area to be repositioned. Click on this tool and hold down the left mouse button to move the current map around in the Map View Area.



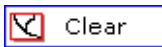
Full Extent Tool: this tool displays the full extent of a county in the Map View Area, no matter what scale you are zoomed into. Click on this tool to refresh the Map View Area to show the full county map of the county you are currently viewing.



Previous Extent Tool: this tool returns the current display in the Map View Area to the previous area displayed. Click on this tool to return to your previous view – repeated clicking toggles between your last two views of the Map View Area.



Select Tool: this tool selects the tax maps covered by the area or areas that the tool is clicked or dragged over. Click on this tool, and by single-clicking in the Map View Area or holding down the left mouse button and dragging over the Map View Area (the drag area is highlighted in light blue) you can select the tax maps or maps associated with the area you selected. The selected tax maps will also appear as a list under the **Selection Tab** to the right of the Map View Area.



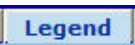
Clear Tool: this tool clears your tax map selection from the Map View Area and clears the list of tax maps that appear in the **Selection Tab** to the right of the Map View Area.

About Paper Tax Map Ordering System User Tabs

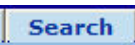
The **User Tabs** to the right of the Map View Area give you access to the various functions of the Paper Tax Map Ordering System. Click on one of these tabs to open the functions described below:



How-to Tab: this tab reviews all of the Paper Tax Map Ordering System Tools described above.



Legend Tab: click on this tab to view the Legend for the Map View Area and to refresh the Map View Area.



Search Tab: click on this tab to search the Map View Area for parcels in your current county by premise (street) address, owner name, parcel account number or by map location (MAP and PARCEL number). Click on the radial button in front of the search type that you wish to perform to start searching:

Search by Premise (Street) Address: enter only the information needed to get a match – in general, this means don't enter the street type, which might be different than you expect. For example, if you are searching for **1313 Mockingbird Lane** enter: **1313 Mocking**; if you are searching for a list of all addresses on **Franklin Street** enter **Franklin**.

Search by Parcel Account Number in All Counties except Anne Arundel County: enter the 2-digit district code and all remaining digits, which are the account number. Do not enter the 2-digit county code which may precede the district code. For example, in Baltimore County, if you have a parcel account number of **04031600004793**, enter **03** as the district code and **1600004793** as the account number, ignoring the first two digits, **04**, which are the county code. All other counties except Anne Arundel County follow this pattern.

Search by Parcel Account Number in Anne Arundel County: enter the 2-digit district code, the 3 digit subdivision code and all remaining digits, which are the parcel account number, again ignoring any county code you may have. For example, if you have a parcel account number of **020442890075349**, enter **04** as the district code, **428** as the subdivision code and **90075349** as the account number, ignoring the first two digits, **02**, which are the county code.

Search by Map Reference in All Counties except Montgomery County: enter numeric MAP or PARCEL number values as 4 digits, including leading zeros. For example, enter **0049** for MAP number **49** and enter **0168** for PARCEL number **168**. If your MAP or PARCEL number has an alpha suffix, enter it as **0028A** for MAP number **28A** and **0008R** for PARCEL number **8R**. Note that leaving the PARCEL number blank displays all parcels for the MAP number you enter.

Search by Map Reference in Montgomery County: 4 digit alphanumeric Map value, for example **LS23** and leave the PARCEL number blank. Note that leaving the PARCEL number blank displays all parcels for the MAP number you enter.

After you click on the **Search Tab**, a list of candidate parcels that meet your search criteria appears in the tab. Click on the magnifying glass icon at the beginning of your desired parcel to automatically zoom in to the place in the Map View Area where the parcel is located. You also can click on the [hypertext-linked](#) parcel account number associated with your selected parcel to view the information associated with your parcel via the State Department of Assessments and Taxation (SDAT) Real Property Search website.

Selection

Selection Tab

Click on this tab to display the tax maps that you selected the Map View Area using the **Select Tool** described above. When the Select Tool was used to select tax maps, this tab automatically opened to show your selection. By default, all selected maps are checked on. Choices under the Selection Tab are:

Clear All: clears all check marks from your selected tax maps.

Select All: checks all of your selected tax maps – tax maps can also be checked on or off individually.

Tax Maps that are checked on can be placed in the **Map Cart** from this tab by clicking **Add To Map Cart**. The Map Cart Tab opens once you press this button – you can continue selecting tax maps from the current county or from another county before proceeding to check-out.

Map Cart

Map Cart Tab

This tab displays all tax maps you selected and sent to the Map Cart for ordering. Under the Map Cart Tab, you can:

- Modify the quantity of each tax map that you wish to order. Click **Update** to adjust and recalculate the total for the Map Cart.
- Remove tax maps from the Map Cart by clicking on the trashcan icon in front of each map. The entire contents of your Map Cart can be deleted by clicking **Clear All**.
- **Manual Order Box:** if you already know the tax map number of the map you wish to order, or to order tax maps for an entire county, you can maps directly to the Map Cart by checking the Manual Order Box located at the top of the Map Cart.

A drop down list of tax maps for the entire current county appears – highlight the tax map you wish to order, or use the Shift key to highlight more than one tax map, then click on **Add to Cart** button to add the highlighted maps to your Map Cart. Note that the individual tax map price is discounted to from \$10.00 to \$4.00 per map when you order a complete set of tax maps for a county.

Once all of your desired tax maps have been selected, click **Check-out** to complete your transaction.