

Print Scaled Site Plan

Questions? Please contact Planning at 614-410-4600

1. Go to www.dublin.oh.us, click on "City Services" then "GIS Mapping".
2. Under Applications click on "Dubscovery".
3. Find your property by using the "Search/Select" icon (the binoculars).
4. Use the drop down box to choose a search method then click "Submit".
5. Use the magnifying glass to "zoom" to your property.

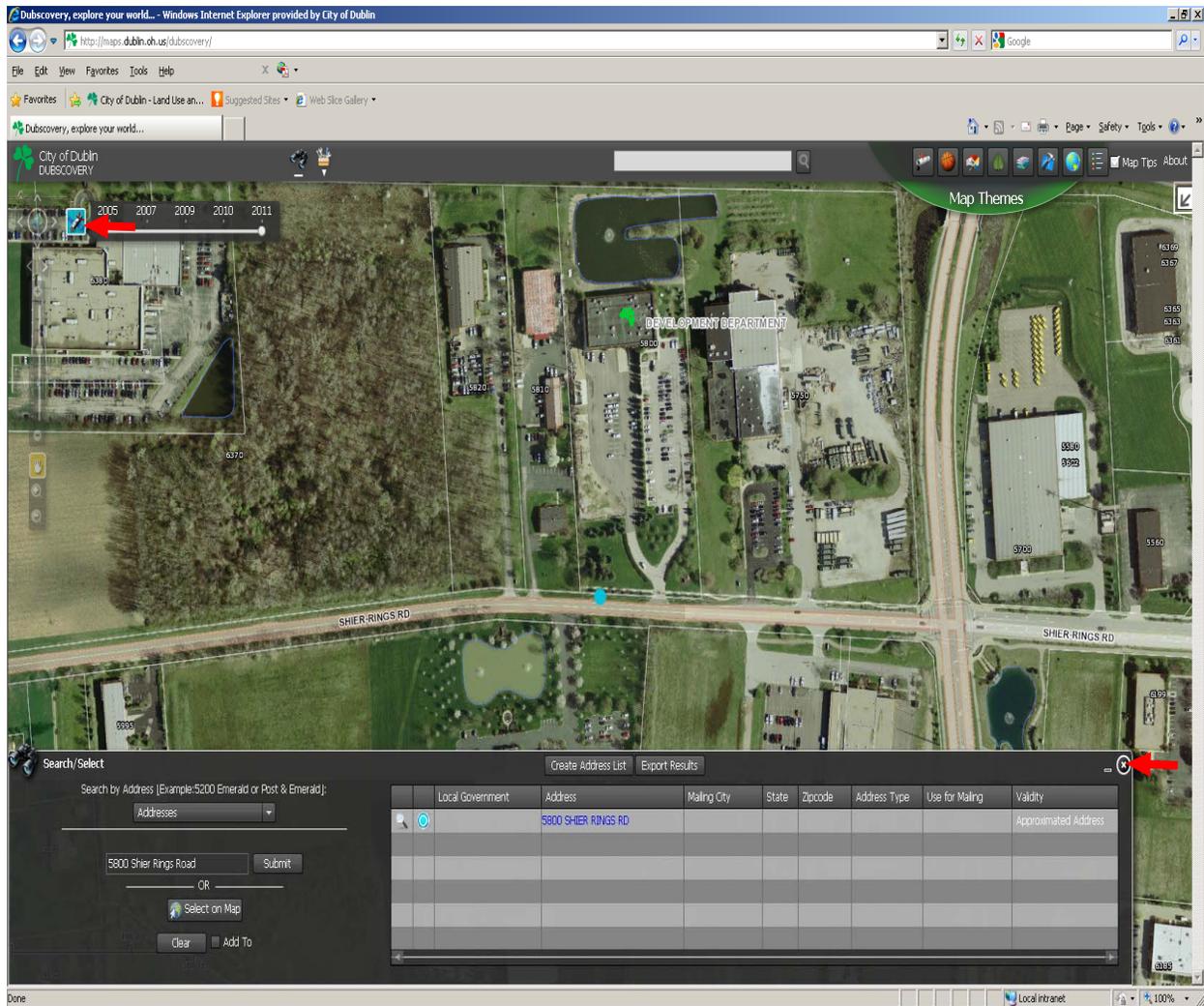
The screenshot displays the Dubscovery GIS application interface. The main map area shows an aerial view of a property with a blue outline. The property is labeled "DEVELOPMENT DEPARTMENT" and is located at the intersection of "SHIER-RINGS RD". The map includes a search bar, a "Map Themes" dropdown, and a "Search/Select" panel at the bottom. The "Search/Select" panel contains a search input field with the text "5800 Sher Rings Road" and a "Submit" button. A red arrow points to the search input field. Below the search input is a table with the following columns: Local Government, Address, Mailing City, State, Zipcode, Address Type, Use for Mailing, and Validity. The table contains one row with the following data: Local Government: (blank), Address: 5800 SHIER RINGS RD, Mailing City: (blank), State: (blank), Zipcode: (blank), Address Type: (blank), Use for Mailing: (blank), Validity: Approximated Address.

Local Government	Address	Mailing City	State	Zipcode	Address Type	Use for Mailing	Validity
	5800 SHIER RINGS RD						Approximated Address

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6. Close the search box by clicking the "x" on the upper right of box and turn off imagery by clicking the upper left satellite.



7. Double-click or use the zoom bar to zoom into your property.
8. On the left side of tool bar, select the "tool box" to print.
9. Select print to choose the page size and scale.
10. Move your mouse over the Printable Area (panning enabled) section. A hand will appear which allows you to move the image to show your property. Click "print".
11. Open the map.pdf or save the image.
12. The document will open in Adobe Reader. Select "File" and "Print".

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13. Ensure that all scaling features are marked as "none" and paper size matches the previous selection. This step will vary depending on the model of your printer.