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## “FINDING OSSF JURISDICTION” PROCEDURE

**Internet access is needed.**

1. Type in [www.austintexas.gov](http://www.austintexas.gov) , then hit Enter.
2. To the left of the screen click on the word **Development**. *A security warning box will appear.* Click on the **Yes** icon.
3. Click on the **GIS Viewer** link.
4. You will come to the City of Austin GIS Viewer Disclaimer. Scroll down to the bottom and click on the **Acknowledge** button.
5. On the left side of the screen, under Viewer Help, you will see the word **Address** under Viewer Tools...click on the **Address** button.
6. Enter the address in the top box. E.g. **625 E 10<sup>th</sup> St**
7. Click on the **Locate** button.
8. You will observe a **red address dot** inside the lot/tract indicating the address location.
9. To the right of the screen you will see tabs for the LAYERS and LEGEND. Click on the LAYERS tab if not already selected. Scroll down to the **Jurisdiction** layer and make sure both the *square* and the *circle* next to the jurisdiction layer are selected.
10. Just above the LAYERS/LEGEND Tabs you will see a **Refresh Map** button...click on it. This will shade the map with colors that indicate jurisdictions.
11. On the left side of the screen under Viewer Help, (you may have to scroll down) click on the **Identify** button.
12. Then click on the **red address dot** and the Jurisdiction label will appear below the map (try to select the center of the red dot).
13. Anything that is listed as **Full Purpose** or **Limited Purpose Planning Zoning Health Safety (LTD-PZHS)** is in the City of Austin Jurisdiction.
14. If the lot/tract is *NOT* labeled as **Full Purpose** or **Limited Purpose Planning Zoning Health Safety** when the red dot is clicked, further investigation is needed. Please see the example below.

Example:

Repeat steps 5 through 7 above, only this time enter the address **101 Pascal Ln.** into the address box. When you hit the **Locate** button for the new address, the jurisdiction colors will disappear. Simply repeat steps 8 through 11 above when this occurs.

Next, click on the **red address dot** at 101 Pascal Ln. This will result in **Limited Purpose Planning Zoning** jurisdiction to be listed below the map. Further investigation is needed since neither **Full Purpose** nor **Limited Purpose Planning Zoning Health Safety** jurisdictions were listed.

Try clicking on the corners of the lot containing the red dot to see if this will change the jurisdiction.

Clicking on the southwestern corner of the lot should result in both **Limited Purpose Planning Zoning** and **Limited Purpose Planning Zoning Health Safety** jurisdiction to be listed (see figure below). If this occurs for the address you are searching, please contact us at 972-0207 for a determination of jurisdiction.

The screenshot shows the City of Austin Development Map Viewer interface. The map displays a street grid with a red dot at 101 Pascal Ln. The 'Identify' tool is active, and a table below the map lists the jurisdiction for the selected address. The table is circled in red. The 'Refresh Map' button and the 'Jurisdiction' layer in the legend are also circled in red.

Rec	SDE JURIS.CITY_NAME	SDE JURIS JURIS_TYPE
1	CITY OF AUSTIN	LIMITED PURPOSE PLANNING ZONING HEALTH SAFETY
2	CITY OF AUSTIN	LIMITED PURPOSE PLANNING ZONING