

## Creating a Tax Map in 4 Easy Steps

There are multiple ways to create tax maps. The instructions below will produce a map that includes the parcel ID number, owner name(s) and other information pertaining to the parcel.

Maps may be pulled from [www.ocpafl.org](http://www.ocpafl.org)

1. From the menu bar select:


- Property Searches
- Record Search

2. Enter the Parcel ID and click on the “Search” button 

3. The Property Record Card will open. Click on the “Map” icon



A map of your property will open.

- You can zoom in or out on the map with the scroll bar on your mouse.
- Try to get major cross roads in the window pane for reference.
- A gray “Identify” box appears to the right. Click on the printer icon  next to “Print Current Parcel Record”

4. A Print Preview will open.

- You can also zoom in and out and pan the map here if any adjustment is needed.
- Click on “Save as PDF” and save to your computer.

Repeat this process for each Parcel ID number on your application and upload with your other submittal documents.