



# **NS CIVIC ADDRESS FINDER (PUBLIC) USERS GUIDE**

Version 1.0  
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## Introduction

This document explains how to view maps and related data for civic addresses and roads in Nova Scotia using the online NS Civic Address Finder (Public) viewer. These datasets reside in the Nova Scotia Civic Address File (NSCAF) that is maintained by Service Nova Scotia and Municipal Relations in cooperation with its partners, including municipalities, First Nations communities, Emergency Management Office (EMO), and Transportation and Infrastructure Renewal (TIR).

The datasets are accessed over the Internet using three applications - the NSCAF Web Editor and the NS Civic Address Finder (Public and Secure versions). This guide explains the use of the public version. This Address Finder provides a simple interface that is accessible to a broad audience but provides less information than what is shown in the secure version. The secure version includes additional property information, data related to the type of civic point, and ortho imagery in the background.

The NS Civic Address Finder has some similarity to MapPoint (MSN Maps and Directions), Yahoo! Maps, and other web based mapping tools. However, the NSCAF is more comprehensive, up to date, and more accurate than other available services. It is also integrated with the Nova Scotia Property Records Database (NSPRD) to show property boundaries.

## System Requirements

To access the data, you require an Internet connection and Internet Explorer 7, 8 or 9. The system does not work with Mozilla Firefox and has only limited functionality with Google Chrome.

## What's New?

The online NSCAF applications continue to evolve. Two changes have been made to the public viewer.

The first thing you will notice is that the application has a new name. The NSCAF Public Viewer is now called NS Civic Address Finder (Public). A portion of the free style civic search page is now dedicated to showing the different components of a civic number. Alias road names (displayed in gray) are included in the search result window. The user can navigate to a specific street or civic number by double clicking on either the E-911 street name or the alias street name.

These changes come as a result of user feedback. We encourage feedback; provide any comments on this new version to <mailto:geoinfo@gov.ns.ca>.

# Start the NS Civic Address Finder

## Step 1

Connect to the Internet by double clicking on the Internet Explorer icon on your Windows desktop, task bar, or Start Menu.



## Step 2

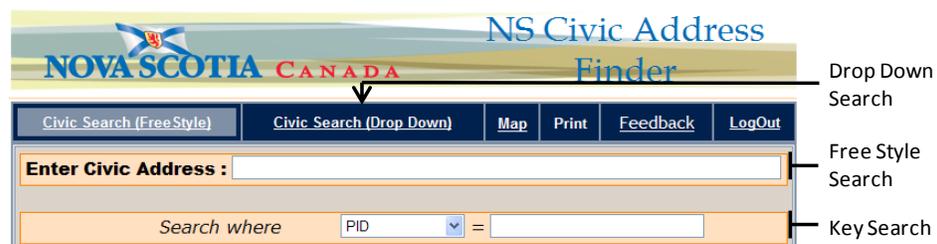
Specify the URL of NS Civic Address Finder by typing <http://nscaf1.nsgc.gov.ns.ca/civicmain/> in the address window. The Nova Scotia Geomatics Centre home page will appear. Click on “Take Me There” in the box for Address Locator.



## Search Window

When you log in, you are presented with a search window. From here you can begin to navigate to your area of interest by searching for a civic address or jumping directly to the map.

There are three methods of searching for a civic address or street name from this window - Free Style, Drop Down, and Key Search. Each of these methods is described in the following sections.



**Note** This is the most effective search option if the road name is known but the community is not. You can return to the search screens at any time by clicking on these options at the top of the screen.

### Civic Search (Free Style)

This is the default search method. You enter the civic number &/or street name directly in the edit box after “Enter Civic Address:”. If searching for a civic address, type the civic number and street name; for a street name, simply type the name of the street. If a road name contains a number as the leading character (i.e.: 7021 Rd.), enter a space before the name. Otherwise, the number is interpreted as a civic number.

**Hint** To quickly show a list of all streets in a community, type %, {community name} e.g. %, Oxford. Note the space after the comma.

**NS Civic Address Finder**

NOVA SCOTIA CANADA

Civic Search (FreeStyle) Civic Search (Drop Down) Map Print Feedback LogOut

Enter Civic Address : 24 mi

- 24 Micmac Dr, Dartmouth, Halifax County (E911)
- 24 Middle St, Dartmouth, Halifax County (E911)
- 24 Middle Cross Rd, Marshalltown, Digby County (Alias)
- 24 Middle Island Rd, Cheticamp Island, Inverness County (Alias)
- 24 Middle Lake South Rd, Vaughan, Hants County (E911)
- 24 Midyat Crt, Eastern Passage, Halifax County (E911)
- 24 Miles Ave, North Sydney, Cape Breton County (E911)
- 24 Milford Rd, Whyocomagh, Inverness County (E911)
- 24 Mill Ave, Amherst, Cumberland County (E911)
- 24 Mill Crt, Bedford, Halifax County (E911)
- 24 Mill Rd FK, Mount Uniacke, Hants County (E911)
- 24 Mill Rd, Inverness, Inverness County (E911)
- 24 Mill Rd, Mount Uniacke, Hants County (E911)
- 24 Mill Run, Kentville, Kings County (E911)
- 24 Mill Pond Crt, Musquodoboit Harbour, Halifax County (E911)
- 24 Miller Dr, Bridgewater, Lunenburg County (E911)
- 24 Miller Rd, Salmon River, Colchester County (E911)
- 24 Million Dollar Lane, Port Howe, Cumberland County (E911)
- 24 Mills Dr, Goodwood, Halifax County (E911)
- 24 Millstone Terr, Yarmouth, Yarmouth County (E911)
- 24 Millview Ave, Bedford, Halifax County (E911)
- 24 Millview Dr, Sydney, Cape Breton County (E911)
- 24 Millville Hwy, Millville, Cape Breton County (E911)
- 24 Millville Rd, Millville, Cape Breton County (Alias)
- 24 Millwood Dr, Middle Sackville, Halifax County (E911)

1474-A, Unit 1, Chemin Riverside Rd South, New Edinburgh, Municipality of Clare, Digby County, Bow 3T0

1474	Civic Number	South	Direction
A	Civic Suffix	New Edinburgh	Community
Unit 1	Unit Number	Municipality of Clare	Municipality
Chemin	Street Prefix	Digby County	County
Riverside	Street Name	BOW 3T0	Postal Code
Rd	Street Suffix		

Enter Civic Number &/or Street Name

Drag down slider to see more possible matches

Components of a civic address

**Hint** It is often unnecessary to type the entire street name, since the system will provide a list of possible matches as you type.

When the address appears in the list, double-click on the address in the list to display it on a map.

**NS Civic Address Finder**

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Enter Civic Address : 24 mi

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- 24 Micmac Dr, Dartmouth, Halifax County (E911)
- 24 Middle St, Dartmouth, Halifax County (E911)
- 24 Middle Cross Rd, Marshalltown, Digby County (Alias)
- 24 Middle Island Rd, Cheticamp Island, Inverness County (Alias)
- 24 Middle Lake North Rd, Vaughan, Hants County (E911)

Double Click on Road Name or Alias Road Name

If searching for a specific address, type the civic number followed by a street name. The street type (e.g. Avenue) is typed as an abbreviation (e.g. Ave) with no period after the abbreviation. As the address is typed, a list of matching civics is displayed.

If the list is too long to find the required address, or to further refine the choice, the community name can also be included. Type a comma immediately after the street name abbreviation, followed by a space, and then the community name.

**Hint** A comma can be a useful way to control searches for numbered highways. For example a search for Highway 1 will list Highway 1, but also Highway 101, Highway 125 and any other 100 series highway. Placing a comma immediately after Highway 1 (i.e. Highway 1,) will limit the search to just sections of Highway 1.

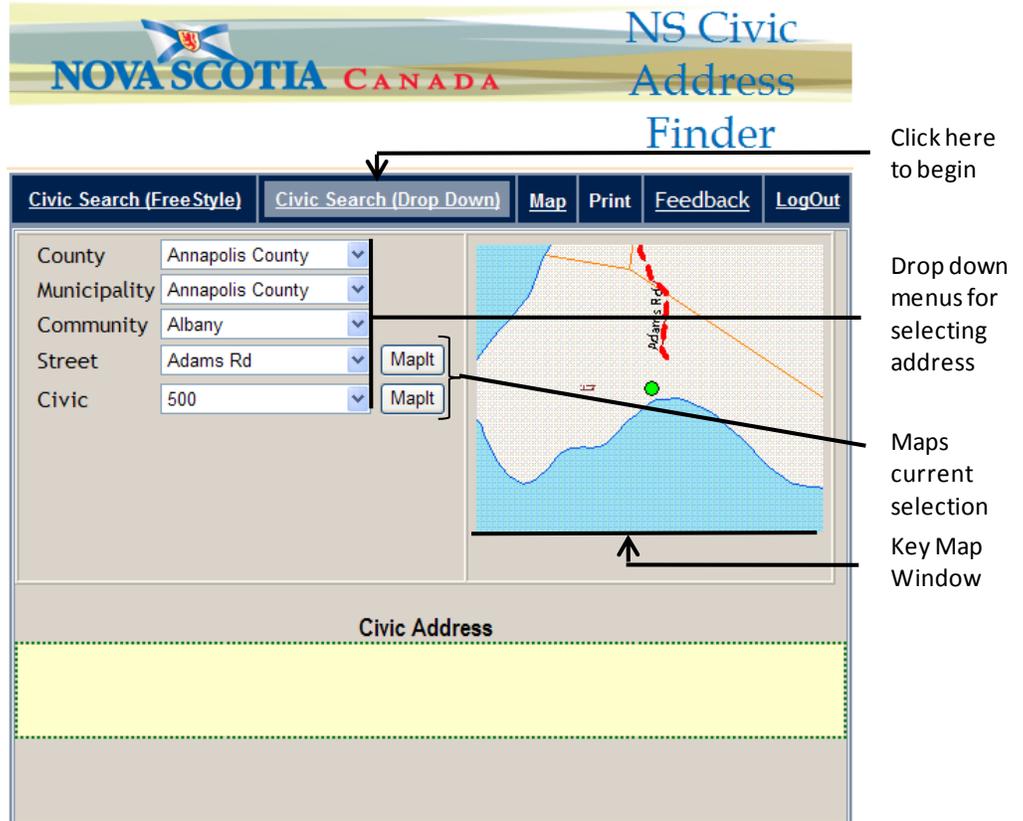
Wildcards can be very helpful to search for street names or communities where the exact spelling is not known. The use of wildcards is explained in the [Working with Wildcards](#) section at the end of this document.

Punctuation in street names is discouraged, but it still occurs in a small number of cases. When searching street names it is useful to keep this in mind, since a search for “A. Y. Jackson Crt” will not return a match as the street name is “A Y Jackson Crt” (no punctuation). This particular case can also be helped with the use of a wildcard, since a search for “%Jackson Crt” would return any combination of punctuation (as well as any other street name ending with Jackson Crt, such as “Samuel Jackson Crt”).

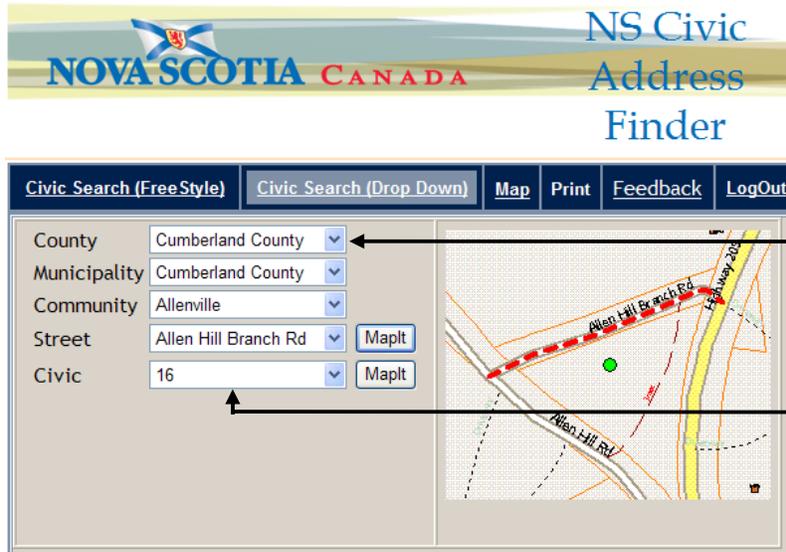
## Civic Search (Drop Down)

This search method uses a progressive set of drop down lists to select the county, municipality, community, street name, and civic number. This method is most effective when an exact civic address is known but a feature ID is not. At each stage, a small key map shows a sample for the current area.

Begin by clicking on the “Civic Search (Drop Down)” option at the top of the screen.



Select the County, and the Municipality drop down list will be updated with a list of all municipalities in that County. In the example below, there is only one municipality in Halifax County, so we can skip the next menu and use the Community drop down list to select the community and then progressing through each menu until we select the civic number. (Once a community has been selected, the street list will be populated with all unique street names, including aliases, for that community. Once a street has been selected, a list of unique civics, including individual units, is produced for that street within the specified community.) At this point the key map will highlight the civic address location as a green circle.



Begin here  
Then select  
municipality,  
community,  
& Street  
End here

To show the map in a larger window, click on the MapIt button next to the civic number. Clicking on the MapIt button next to the street name will highlight the entire street. It is also possible to show a larger map by clicking on the location in the key map.



To show on  
larger map:  
Click here  
or here  
(all of Allen Hill Branch Rd)  
or here  
(civic # 16)

## Screen Layout

The results of the search operations are displayed on a map. Located below the screen will be information related to the selected entity, such as property ownership, community name, civic number, building type, and road segment information such as street names and address ranges. We can return to the search screens at any time by clicking on the search options at the top of the screen.

## Map Window Contents

The type of information shown in the map window will vary depending on the zoom level and layers that are chosen. Below is a typical view when zoomed in. Civic information is displayed in a translucent box when the cursor is placed over a civic point ([Cursor Rollover](#)).



The **building footprints** show the outline of the buildings as they appear from above and are provided, where available, for context only. Footprints are collected by various means which results in different levels of spatial accuracy. The **civic centroids** are shown as small red squares, and usually represent a point within the outline of the building (where available). In the NSCAF, the civic number and building type are linked to these centroids. The currently selected civic is shown highlighted as a green circle.

**Note** Cursor Position XY coordinates - UTM Zone 20, NAD 83.

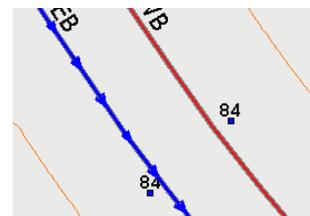
Civic points are labelled with their **civic numbers**. In cases such as duplexes where there are more than one civic per building centroid, only one civic is shown on the map. Once a point with multiple civics is selected, information about each unit is displayed both in the yellow bar above the map and in the unit information windows below. If there are multiple civic numbers assigned to the point, each one will be listed in the yellow bar above the map; if there are multiple unit numbers, the yellow bar will show the civic number followed by '(Multi Unit)'. In either case, the information window below the map will list all civic and unit number information.

**Note** Not all internal unit numbers are currently available. Unit numbers are often used to distinguish separate external entrances on the same civic number or individual units in an apartment building.

**Roads** are depicted as solid or dashed lines. The solid lines are addressed roads and these have road names and other attributes associated with them. Roads that may provide vehicle access but do not have a name associated with them (non-addressed roads such as tracks, trails, and driveways) are shown as dashed lines. Information about non-addressed roads is not available, nor can they be selected by the identify tool.

When a segment of road is selected, it is highlighted with blue arrows indicating the direction in which the line was digitized. It should agree with the direction in which civic numbers increase along the road.

In addition, on 100 series highways, distance markers are depicted on the map as small blue squares. These signs along the edge of the highway show the highway number, direction, and distance and are a useful reference for reporting emergencies on a highway. Placing the cursor over the symbol will display the associated information.



**Note** Installation of highway distance markers in the field is incomplete and this is reflected in the data.

The **property boundary** data are extracted from the Nova Scotia Property Records Database (NSPRD) and are shown as orange lines. Properties associated with a selected civic point or selected through a PID search are highlighted in yellow. Individual property polygons can also be selected using the identify tool to reveal limited NSPRD attribution.

**Community boundaries** are shown as heavier grey lines with a white highlight. Community name labels are shown as white text in brown boxes.

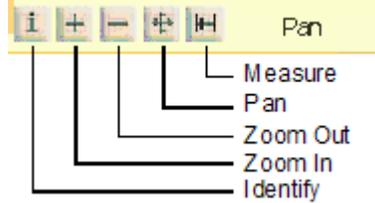
## Printing

The current map contents can be printed using the Print option on the blue menu bar above the map window. A new Explorer window will open with the map and the civic information displayed at the bottom. To print the map, select File, then Print... from the Explorer menu and select the desired printer and print options. Close the window by selecting File, then Exit from the Explorer menu to return to the maintenance tool window.



# Navigating in the Map Window

## Map Tools



The map tools in the upper left corner of the map allow you to move around in the map window, zoom, and get information about objects by clicking on them. Click on

the tool button to activate and the cursor changes to represent each tool type.

**Hint** The text to the right side of the map tools identifies what tool is currently selected (above, it shows the Pan tool).



The **Pan** tool allows you to click on a location to re-centre the map. It is also possible to pan by clicking and dragging the map while holding down the mouse button. The map is redrawn when the mouse button is released.



The **Zoom Out** tool is used to view a larger area of the map. Click on a location on the map and the map will redraw centred on that location and showing more of the surrounding area. You can click on the map repeatedly to continue to zoom out. As you do so the level of detail changes and fewer layers of information are shown; this prevents the map from becoming too cluttered.



The **Zoom In** tool is used to view a smaller portion of the map to focus on a local area. Click the map on the area of interest and the map will redraw centred on that location and showing more detail. Alternatively, click, and while holding the button down, draw a box in the map window. The map will zoom to the highlighted area.



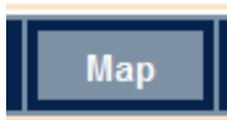
The **Identify** tool is used to select civic points, addressed roads and property polygons from the map and display information about that feature. For example, click on a civic point and it will be highlighted as a solid green circle. The information related to the point will be displayed above and below the map. Selected roads are

highlighted with bold blue arrowed lines. The selection function is scale dependent. Beyond a certain scale, only roads and property polygons are selectable.

**Hint** Civic points can only be selected when roll-over display is active.



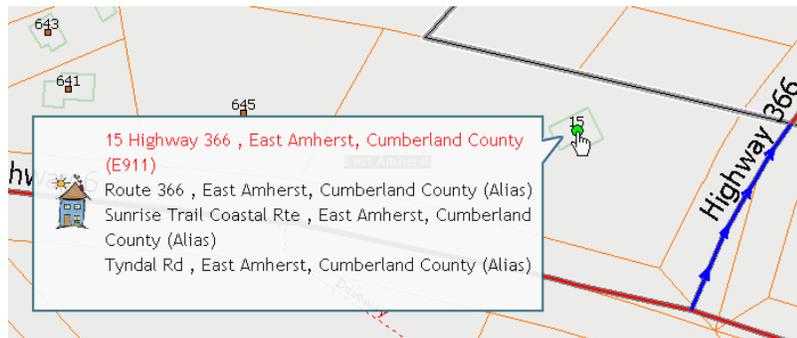
The Measure tool is used to measure distances on the map. Click on the starting point to measure and as the cursor is moved, the distance between the last point and the cursor position is displayed. By clicking at multiple locations, the cumulative distance is also displayed. This can be very useful in determining distances between features, lengths of roads.



The Map option in the top right corner of the screen allows the user to zoom out to the full extent of the province. This can be useful for showing the context of the selected address relative to the province. Click on this option and a map of the province will be shown, with the selected point highlighted as a green circle.

## Cursor Rollover

At a scale where the map window width represents roughly 1,500 metres on the ground and depending upon the number of points in the map window (less than 100), as the cursor passes over a civic point on the map, it causes a box to be displayed with information about the address. Information about individual units will be displayed for multi-unit buildings. This can provide a convenient way to display the full civic address when searching for a civic within the current map window.



In this case, holding the cursor over a civic point on Highway 366 identifies it as 15 Highway 366 in East Amherst; this section of highway is also known by the aliases of Route 366, Sunrise Trail Coastal Route, and Tyndal Road. Searching for this civic under any of these names will find the same location.

**Hint** The cursor roll-over will not work if the map is zoomed out too far or if too many points are displayed on the screen. If this occurs, try zooming in more.

# Troubleshooting

## Cannot Find Address

If you are confident that an address exists, but you cannot find it using the search features, there are a number of items to check. Ensure that:

- The Street Name spelling is correct. Try using wildcards, as explained in the Working with Wildcards section below;
- The Street Type is correct (try leaving this field blank and all civic addresses with the specified street name, regardless of street type, will be returned. For example searching on 3 Prince may return 3 Prince Street and 3 Prince Lane);
- For a Drop Down search, that the correct County is selected.

## Working with Wildcards

Wildcards are a powerful addition to the search capability for street names. The “%” sign is used in place of one or more characters in the street name and helps increase the likelihood of finding a correct match.

The wildcard character can be used at the start, middle, or end of a name, and multiple wildcard characters can be used in a single search. If the exact spelling is known, a wildcard is not necessary, and can sometimes be a nuisance since it may produce a long list of possible matches and increase the search time. But used appropriately, it is a valuable tool.

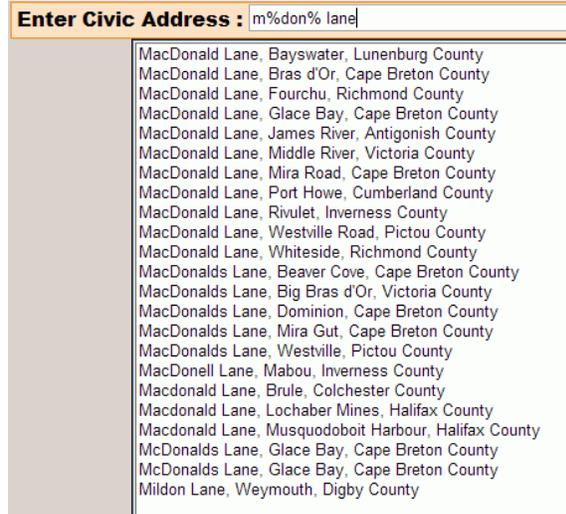
Let’s look at a couple of examples. In Nova Scotia, “Mac” and “Mc” are common name prefixes that are sometimes used in street names. If we do not know



what prefix to use when searching for MacDougall Street, we could search using M%Dougall and the system will search for both MacDougall and McDougall.

With multiple wildcards in a single name, the search can be broadened further. As with the examples above, if we are not sure if the name is

MacDonald,  
MacDonnell,  
McDonald, or  
McDonnell  
you could  
search using  
M%Don% and  
all forms of  
the names  
would be  
returned, as  
well as any  
others that  
match the



pattern. The search can be further refined by including the street type, as in the case here to limit the list to those with a street type of 'Lane'.

**Note** Some street names use a period after the initial of a person's name (e.g. A.Y. Jackson Crt). It can be difficult to anticipate how the periods and spaces are used. In this case it is suggested that two wildcards be used i.e. %Jackson% to search for all combinations.

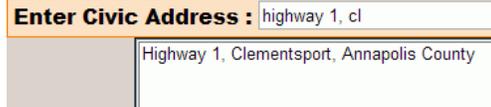
## Refining Search Options

In addition to wildcards, other search options can help when using the freestyle search option. The use of a comma to separate the street name from the community name can be helpful to limit the search to a particular community. This must be used cautiously, since it will expect everything before the comma to contain the street name and abbreviated street type.

For example, a search of Highway 1 produces a long list of possible matches since the highway runs through a large number of communities, and the search term also matches any highway name beginning with “1” such as Highway 1, Highway 101, and Highway 162.



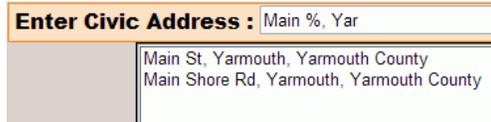
We can refine the search by adding a comma after the highway number to limit the search to just Highway 1. This still produces a long list since the highway passes through multiple communities. If we were interested in the section of Highway 1 that passed through Clementsport, we could type the community name after the comma. The search term is now “Highway 1, Clementsport”. It is not necessary to type the entire community name, as the list of options drops to one after typing just the first two letters of the community name.



**Note** A space must be included after the comma. If no space is used after the comma separating the street name and community name, no results will be shown.

**Hint** To search for a numbered street (such as 7002 Rd), place a space before the road name to ensure the system recognizes the number as part of the name rather than as a civic number.

When using this technique, the street type abbreviation is used. For example, “St” is used rather than “Street”. To simplify this search, it is suggested that a wildcard be used instead of the street type, followed by the comma and community name. For example to find Main Street in Yarmouth the search term shown above could be used. Notice that the wildcard matches any street name beginning with “Main ”, so two choices in Yarmouth are shown.



## Cannot Select Feature on Map

The Identify tool is used to manually select an object on the map. Only some features, such as civic points and addressed road segments are selectable. At times, clicking on an object doesn't work, and this is typically caused by not being zoomed in far enough. A good practice is to position the cursor over a civic point and see if the civic data appears in a window next to the point (see [Cursor Rollover](#)). If the cursor rollover does not work, the map is likely not zoomed in far enough. Try zooming in further and repeating the select operation.

## User Feedback

There is a form available on the left side of the map window for users to provide feedback. Any comments or suggestions you have are welcome. The system can only continue to improve with your help. If you would like to see extra search options, different map displays, or modified procedures, please let us know.

A screenshot of a web-based feedback form. The window has a title bar that says "Feedback". Inside the window, there is a text area containing the text: "It would be helpful if seasonal roads were shown in a different colour or line style." Below the text area is a button labeled "Submit Feedback".