

How to Find Maps on Document Search

There are several ways to search for maps using the search screen. These different types of search capabilities are listed below.

- **Book and Page**

The quickest way to search for a map is by typing the book and page of the recorded map in the Remarks field and not the Book and Page fields. You will need to enter the book and page information as shown below. Make sure to use spaces between book and page or no results will be found.



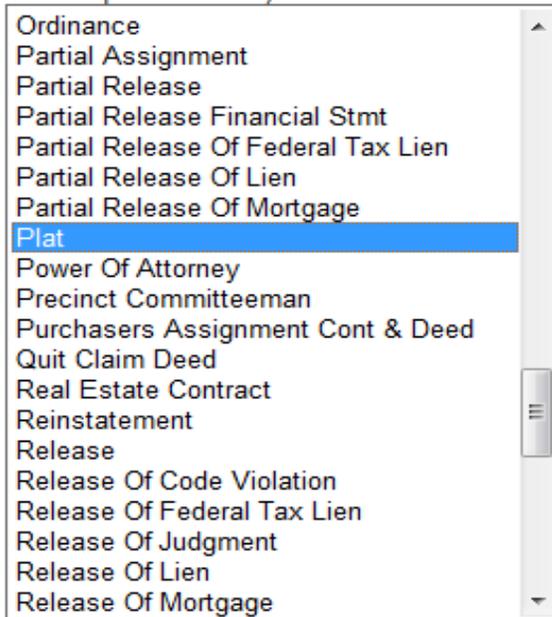
The image shows a search interface. At the top, there is a dark blue header with the word "Remarks" in white. Below this header, there are two input fields. The first field contains the text "bk 24 pg 16". The second field is a dropdown menu currently showing "Exact Match" with a small downward-pointing triangle to its right.

If the book and page is not available, the search should be filtered by the type of map. This is possible by un-checking the “All Types” check box that is located in the upper left corner of the search page just above the Document Number search field. Un-checking the box will display all available document types for searching. By scrolling down the list, you can select the type of map you would like to find.

NOTE: Do not use the Book/Page criteria because maps do not use these index fields. Use the remarks field as stated above.

All Types

Select the Document type (s)
(Hold Ctrl and click
for multiple selection.)



After you selected the type of map you are searching, please follow the instructions below for the type of maps you would like to find.

- **Plat**

When searching for a plat map, you can use either the Grantor field or Both Names field to find the map. The criteria should be typed with the first name of the map followed by a comma and any additional information.

Example:

If you are looking for Ponderosa Acres 2nd addition, you need to type the following:

Ponderosa, Acres or Ponderosa, (include spaces and commas)

Entering the plat with the original name of the subdivision will not only bring up the original addition but also any subsequent additions that may be recorded.

- **Short Plat**

When searching for short plats, you have to select “Short Plat” as the type of map you are searching. You can use either the Grantor field or Both Names field to find the map.

Example:

If you are looking for Short Plat 1534-09, you need to type the following:

Short Plat 1534-09 (include spaces and dash)

Grantor	
Last, First	Search Type
Short Plat 1534-09	Exact Match ▾

You may also type 1534-09 and change the Search Type to Advance.

Grantor	
Last, First	Search Type
1534-09	Advanced ▾

- **Short Plat (City)**

When searching for a City Short Plat, the numbering system is different. You still have to select “Short Plat” as the type of map you are searching. You can use either the Grantor field or Both Names field to find the map.

Example:

If you are looking for a City Short Plat Z9700098, you need to type the following:

Short Plat City Z9700098 (include spaces)

Grantor	
Last, First	Search Type
Short Plat City Z9700098	Exact Match ▾

You may also type Z9700098 and change the Search Type to Advance.

Grantor	
Last, First	Search Type
Z9700098	Advanced ▾

- **Binding Site Plan**

When searching for binding site plan, You have to select “Binding Site Plan” as the type of map you are searching. You can use either the Grantor field or Both Names field to find the map.

Example:

If you are looking for Binding Site Plan 98-01, you need to type the following:

Binding Site Plan 98-01 (include spaces and dash)

Grantor	
Last, First	Search Type
Binding Site Plan 98-01	Exact Match ▼

You may also type 98-01 and change the Search Type to Advance.

Grantor	
Last, First	Search Type
98-01	Advanced ▼

- **Survey**

When searching for surveys and you do not have the book and page, the owner's name can be search using the Grantor field or Both Names field. You should select "Survey" as the type of map you are searching to narrow the search result.

Example:

If you are looking for John Doe, you need to type the following:

Doe, John (include comma and space)

Grantor	
Last, First	Search Type
Doe, John	Exact Match ▼

If this search by Grantor or Both Names does not find any matches, try using the section, township, range and nearest quarter section. This information can be typed on the Legal Description field in the following format:

10-25-43 SW

Legal Description	
10-25-43 SW	Exact Match ▼

If you have any questions, please call the Spokane County Auditor's Office – Recording Department at 509-477-2270.