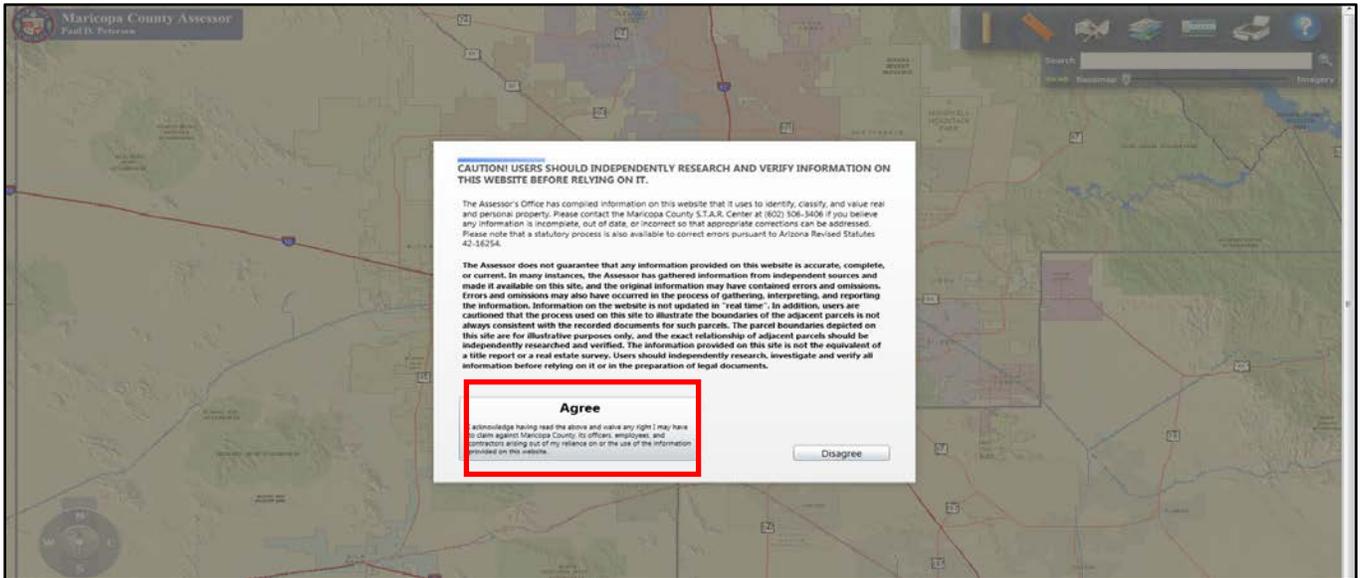


Generating Mailing Labels

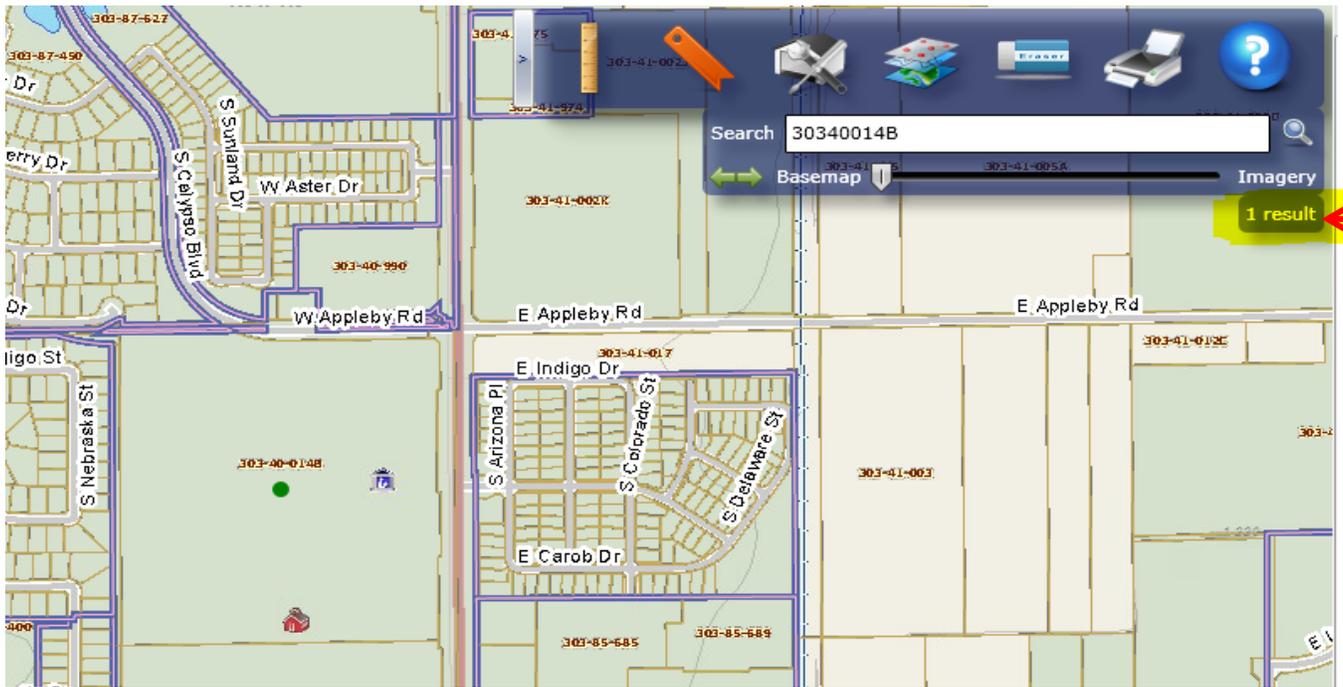
The Notice of Neighborhood Meeting must be sent to each property owner and to City Registered Neighborhood Organizations (RNO's) within specified radiuses. Contact your assigned Planner for the required notification radius as different zoning case types and certain building heights trigger different notification radius requirements as well as to receive the RNO's. The Maricopa County Assessor's Office maintains all property ownership information. The County's GIS database can create a property ownership list within a specific radius. Pending your computer's software and changes to the County GIS program, the steps below may vary. You will need Microsoft Office Word and Excel to create mailing labels. For further assistance, contact Maricopa County's Switchboard at 602-506-3011 or see help information at http://maps.mcasessor.maricopa.gov/maps/PVP_help.pdf

1. Copy/paste or type in the website: <http://maps.mcasessor.maricopa.gov/maps/default.aspx>
2. The Parcel Visualization loads and a disclaimer will pop up. Click "Agree."

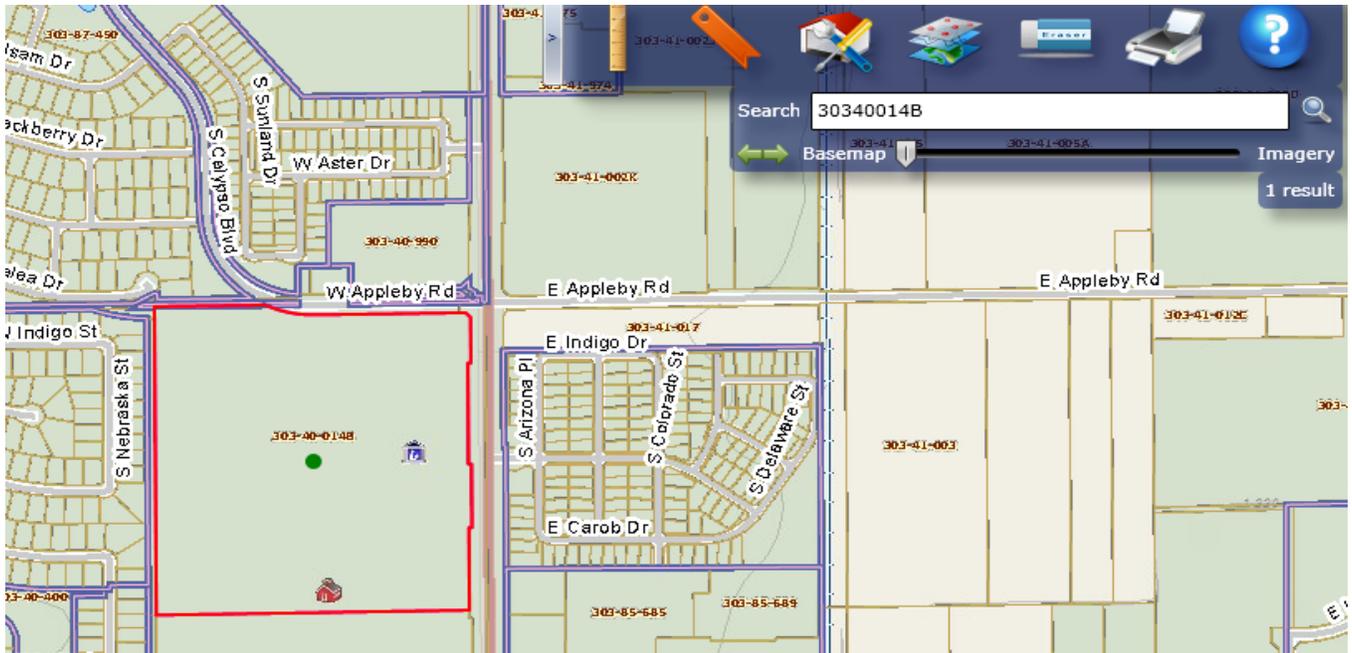


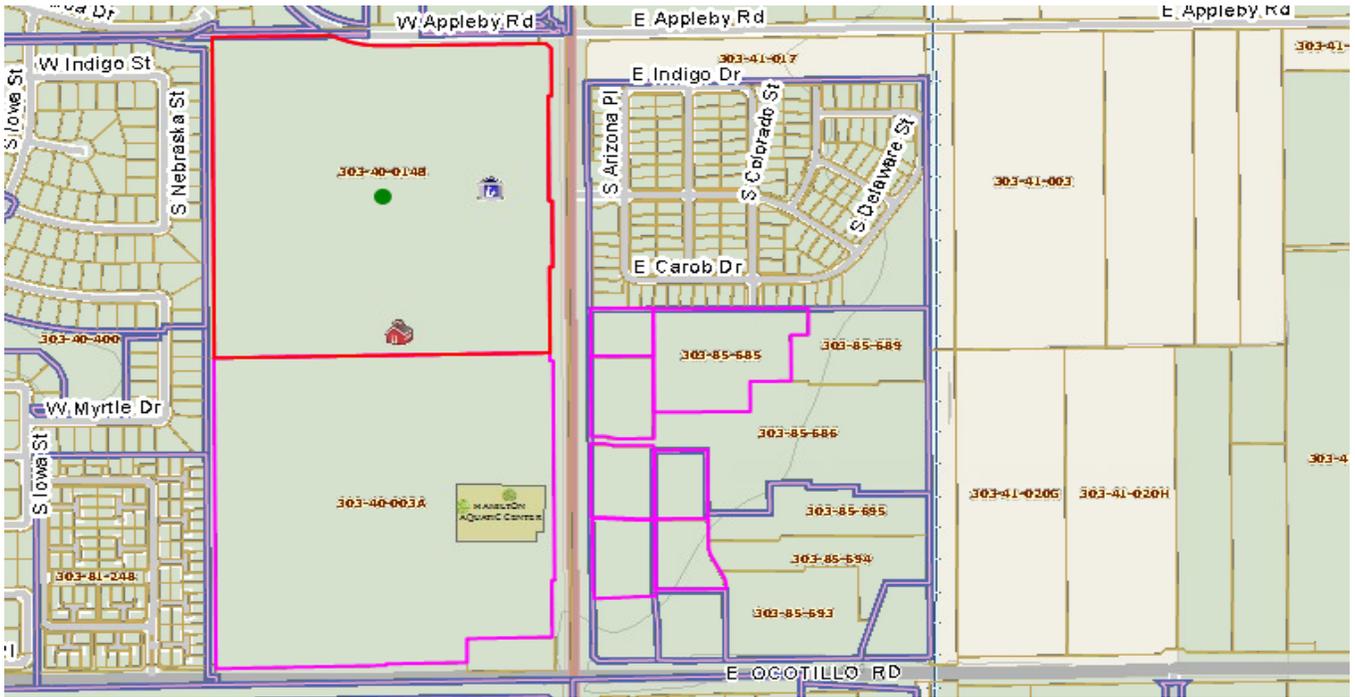
3. Zoom-in on the County map using the scroll feature on your mouse until the subject parcel is visible. Or, in the Search bar located at the top right-hand corner of the Parcel Viewer type in the Assessor Parcel Number (APN) or Property Address and click magnifying glass to search. Wait for Search Results to appear then click on the property Results to zoom to parcel. The searched property is highlighted by a dot.



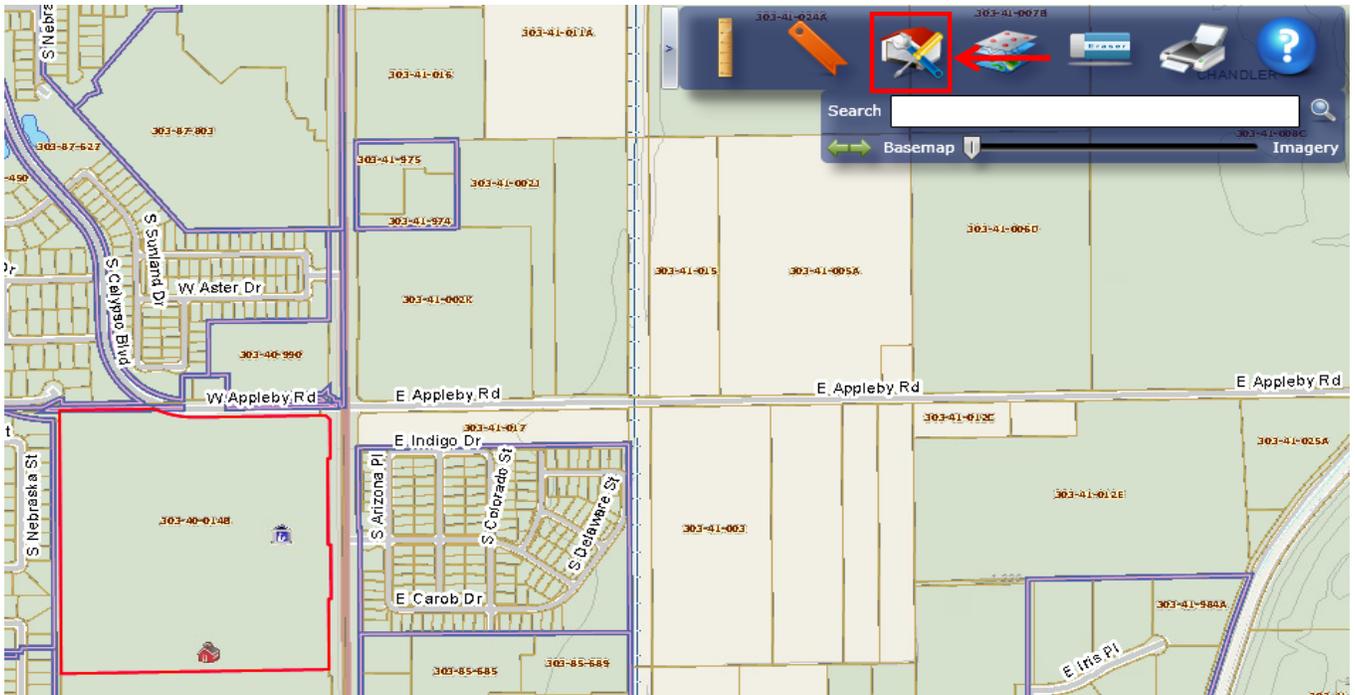


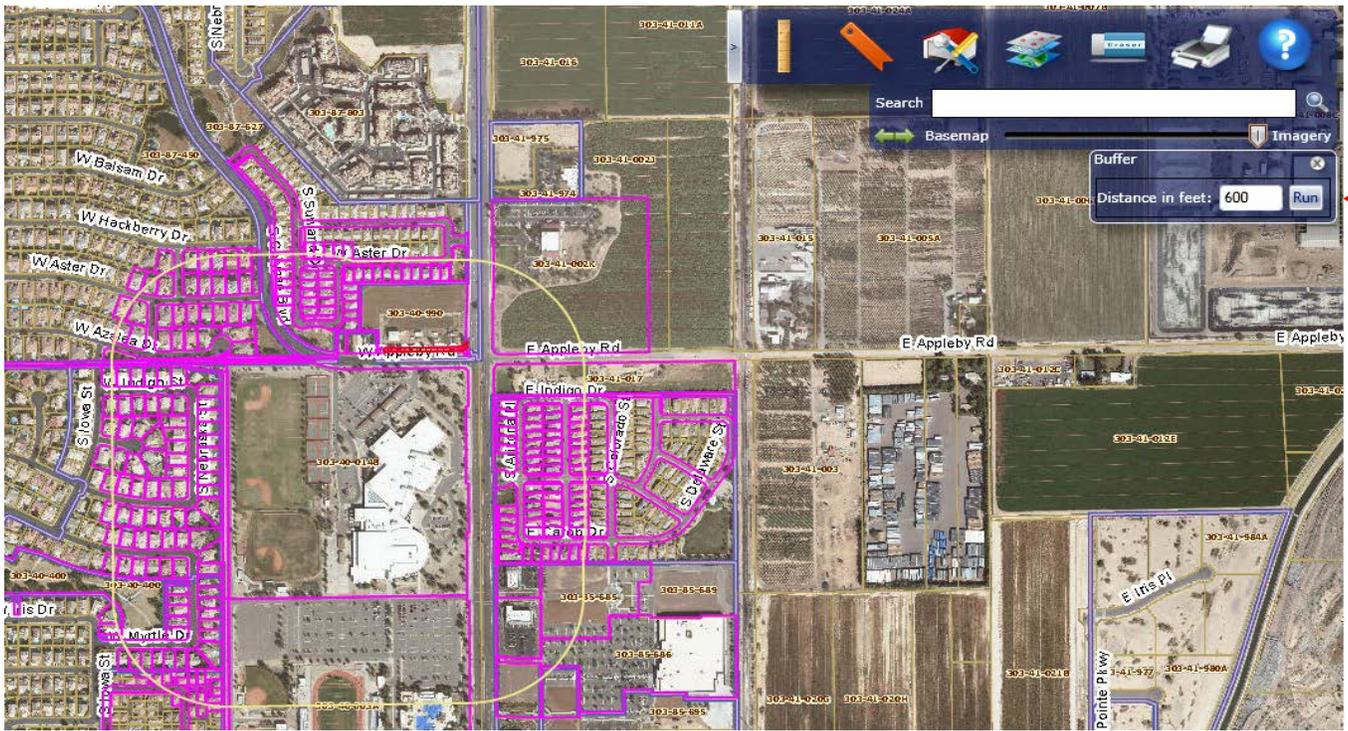
4. Click with your mouse on the subject parcel. The parcel will highlight in red around the property lines. To highlight more than one parcel, hold down CTRL button and click or drag arrow around several parcels.



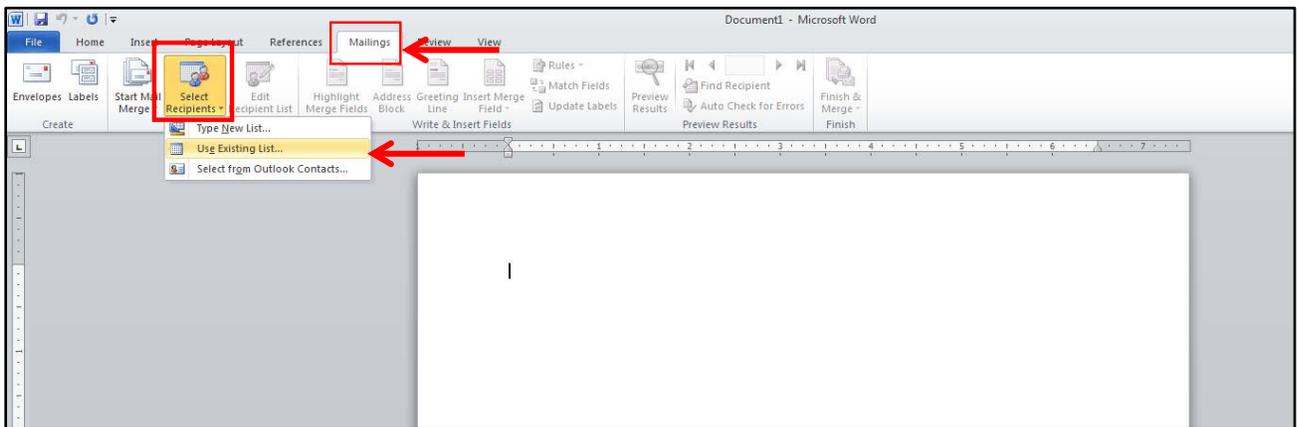


5. Open the aerial photo map by moving the slider (upper right corner under Search field) from Basemap to Imagery.
6. Once the parcel(s) has been selected, select the House (Buffer) icon in the upper right corner. Click icon and Buffer window will appear, enter the required notification radius in feet (i.e. 600 or 1,320). Click Run. A radius is generated on the map, measuring radius from subject parcel(s) property lines. You may see subject parcel(s) change from red border to pink and another parcel turn red which is okay.

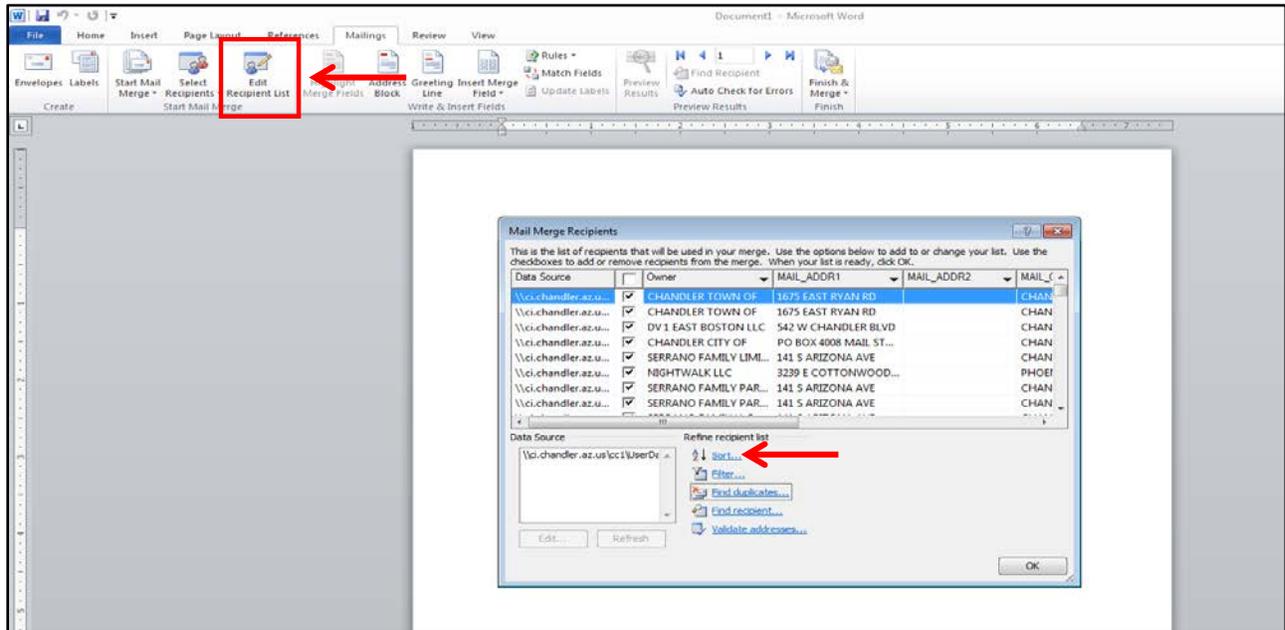




7. Click the Printer icon located in the upper right corner and select “Export to CSV (comma delimited values) file.” Choose a folder and file name to save this document to your computer.
8. This property ownership list will convert into a set of mailing labels. Open Microsoft Word program. Click as follows:
 1. New Document
 2. Mailings tab
 3. Start Mail Merge
 4. Labels. Choose Product Number – 5160 Easy Peel Address Labels (for Avery or like brand), click OK
 - a. Labels need to be printed on a specific size for City use. Print only on Avery 5160 or like white labels with a maximum size of 1” x 2.63”.
 5. Select All (highlight all sheets)
 6. Home tab. Change Font Size to 9 and Left Justify
 7. Mailings tab
 8. Select Recipients
 9. Use Existing List. Locate saved file, highlight and click Open.



10. Label sheet appears and states <<Next Record>>
11. First label is blank. Click in this label.
12. Edit Recipient List
13. Click A-Z Sort, sort by dropdown arrow, choose Owner



14. Scroll through Owners columns; find duplicate owners with same mailing address, keep one and uncheck duplicates to delete them. Delete City of Chandler owned properties. When complete, click OK
15. Insert Merge Field tab dropdown, click Owner. Shift + Enter to go to next line.
16. Repeat dropdown, click Mail_Addr 1, space bar, click Mail_Addr 2, then Shift + Enter to go to next line.
17. Repeat dropdown, click Mail_City, space bar, click Mail_State, space bar, click Mail_Zip, then Shift + Enter to go to next line.
18. Repeat dropdown, do not add Mail_Country, skip this and instead Click APN.
19. Update Labels
20. Preview Results
21. Auto Check for Errors

Mailing label sets will need to include the City Registered Neighborhood Organizations (RNO's), be sure to contact your assigned Planner for these and add them to your mailing label set. Print label sheets with Avery 5160 or like brand such as Staples/Office Depot/Office Max, white labels, with a maximum label size of 1" x 2.63".