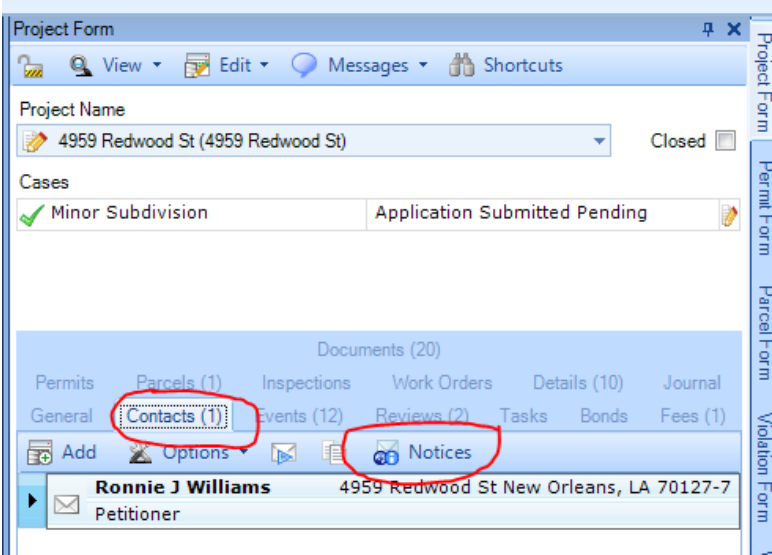


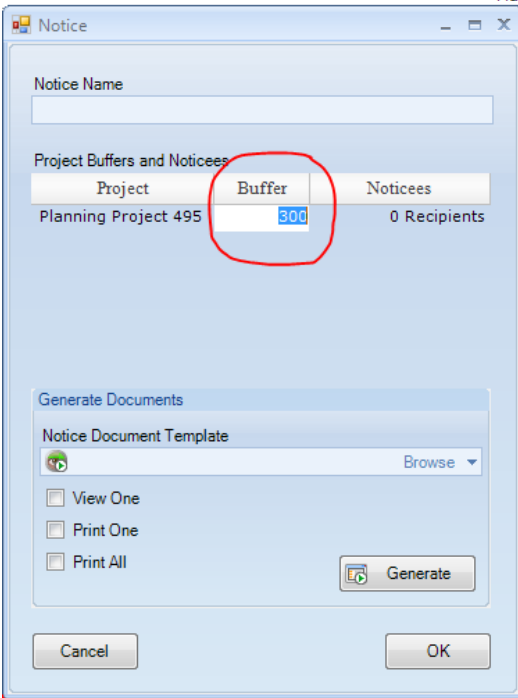
Buffered Notification Address Lists

Steps on how to generate form letters or a spreadsheet of addresses and property owners within a buffered area around a project or permit.

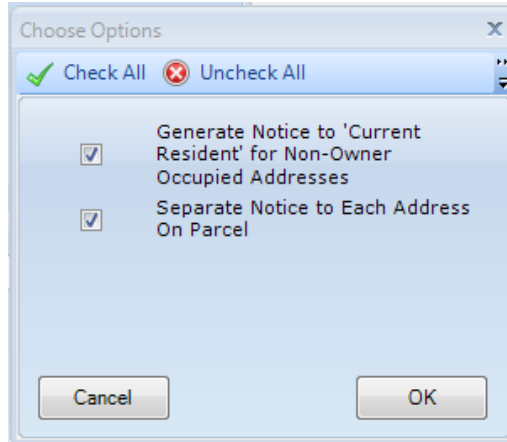
- 1. Go to the **Contacts** tab on the Project or Permit Form and click on **Notices** (if you don't see **Notices**, you might need to widen your form pane):



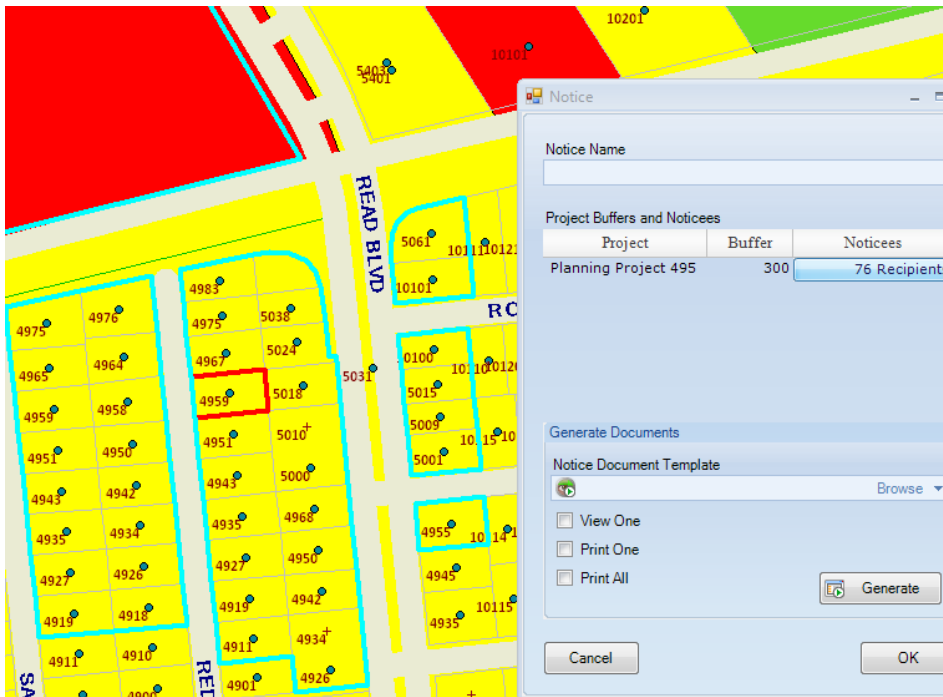
- 2. In the **Notice** pop-up form that opens, click underneath the **Buffer** heading and change the number to however many feet of buffer area you need:



3. When you leave the **Buffer** text box, you can select either or both of the options in the next pop-up:
 - a. Generate Notice to 'Current Resident' for Non-Owner Occupied Addresses
 - b. Separate Notice to Each Address on Parcel

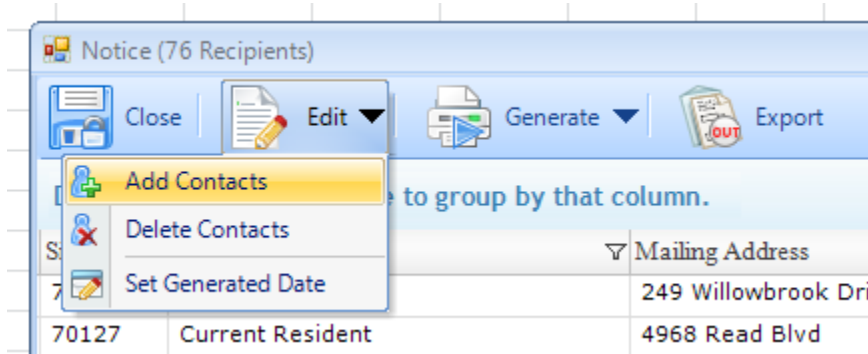


4. After clicking **OK**, you should see the number of **Notices** update on the **Notice** form, and you should also see turquoise outlines around each parcel that falls within the buffer:



5. To generate a list exportable to Excel, click beneath **Notices**, on the number of recipients. A new window will open with a grid view that contains the following columns:
 - a. Parcel (Tax Bill Number)
 - b. GISID (GEOPIN)
 - c. Site City
 - d. Site St
 - e. Site Zip
 - f. Name

- g. Mailing Address
 - h. Mailing City
 - i. Mailing St
 - j. Mailing Zip
 - k. Project or Permit
 - l. Generated (blank – used by other LAMA clients)
 - m. Tracking # (blank – used by other LAMA clients)
 - n. Receipt # (blank – used by other LAMA clients)
 - o. Tracking URL (blank – used by other LAMA clients)
 - p. Receipt URL (blank – used by other LAMA clients)
6. If you need/want to add contacts not inside the buffer, you can click the **Edit** menu item and select additional contacts. You can also set the date for the **Generated** column using the **Edit** menu:



7. Click the **Export** menu button to export to Excel. Either **Export to Excel** or **Export to CSV** will produce a mail-merge ready list of both parcel owners within the buffer and “Current Resident” for each address point in the extent for any non-owner occupied addresses (e.g. if the owner of a double occupies one side and rents out the other side, they will each get one listing).
8. If you have a template in Word for mailings (or if you want to create one)