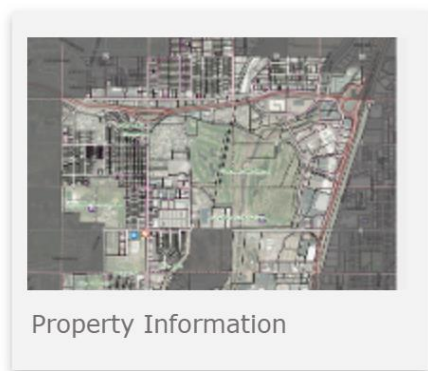


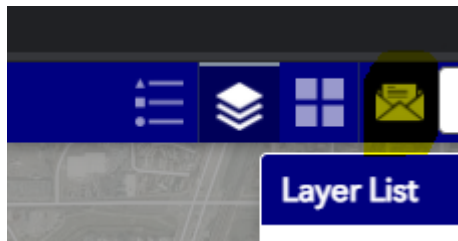


Guide to Generating a List of Property Owners Within a Buffer

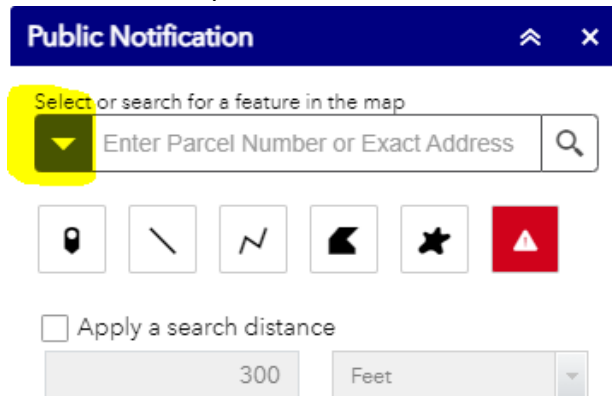
1. Go to <https://www.ci.sheridan.co.us/409/Maps>
2. Open the “Property Info” Map

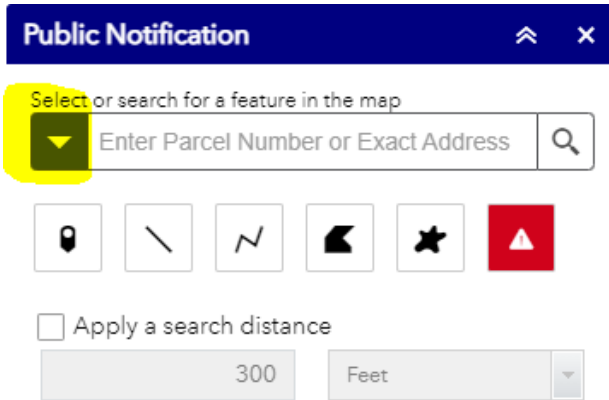


3. Click on the envelope icon in the upper righthand corner

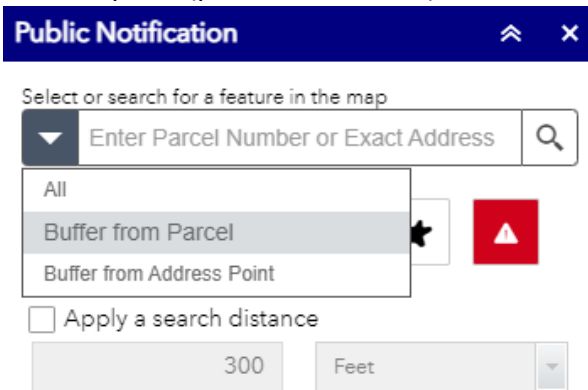


4. Click on the drop down arrow next to “Enter Parcel Number or Exact Address”

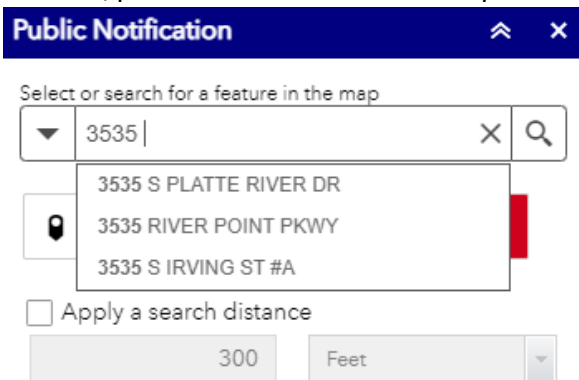




5. Select the feature you want to buffer from – either an outline of a parcel or a single address point (parcel in this case).



6. Now enter either the exact address (start typing the address number and you'll see it in the dropdown menu) or parcel number to search in the map. Click on the appropriate address/parcel number that shows up in the dropdown menu.



7. The tool will automatically highlight the parcel associated with that address. If you need to redraw the boundaries, you can draw your own shape by clicking one of the icons highlighted below. You can buffer from a point, line, polygon, or amorphous shape.

Public Notification ⬆ ✕

Select or search for a feature in the map

▼ 3535 RIVER POINT PKWY ✕ 🔍

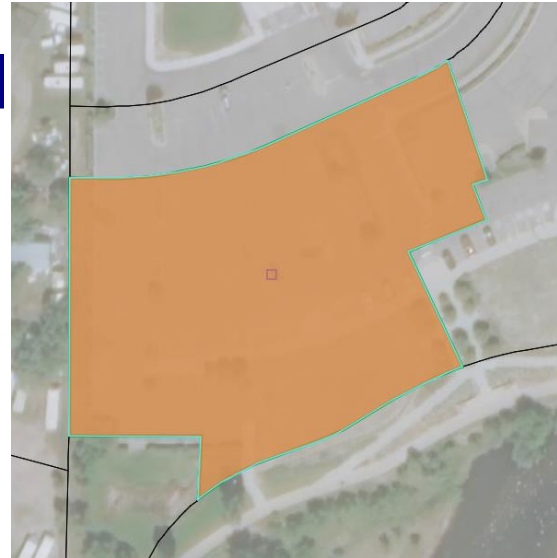
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Apply a search distance

300 Feet

Addressee Layer

Mail to Residents



8. Check the box for “apply a search distance” and the default is 300 ft but you can change the number or units by clicking on the dropdown menu.

Public Notification ⬆ ✕

Select or search for a feature in the map

▼ 3535 RIVER POINT PKWY ✕ 🔍

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Apply a search distance

300 Feet

Addressee Layer

Mail to Residents



9. You can choose to mail to residents (the envelope will be addressed to “Current Resident” and include units, mobile homes, etc.) or mail to owner, or both to be inclusive!

Addressee Layer

Mail to Residents

Mail to Residents

Mail to Owner

Comma-separated values (CSV)

10. Click “Download” to export the list as a CSV file. No reformatting or deleting columns will be necessary.