# 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 please view this Maricopa County Assessor buffering tutorial: https://maps.mcassessor.maricopa.gov/help/t_buffer.html

1. Copy/paste or type in the website: https://maps.mcassessor.maricopa.gov/

2. The Parcel Visualization Map Application loads and a disclaimer will pop up. Click "Agree" then "OK".
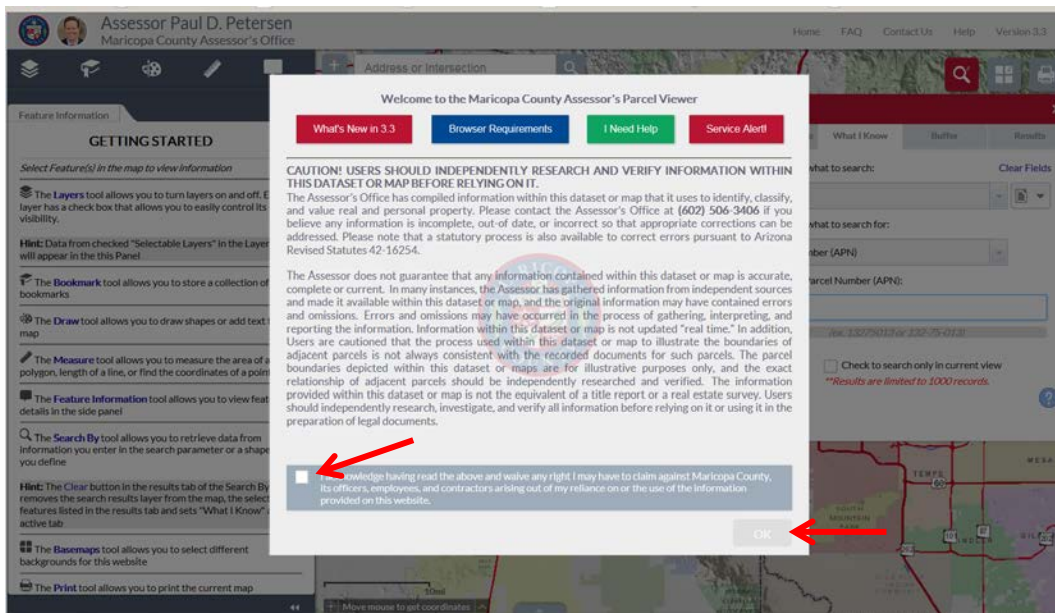
3. There are several ways to zoom to a parcel on the map, by using the scroll feature on your mouse or by using the + or – button in the upper left on the map. If you know the parcel number (APN) you would like to zoom to, use the following instructions below. If you do not know the parcel number (APN) or have more than 1 parcel to select proceed to Step 4. In the Search By window located at the top right corner of the screen select the What I know tab, select Parcels in the Step 1 window then type in the parcel number (APN) in the Step 3 window, when finished click Search, the map viewer will automatically zoom to the parcel you entered and highlight it with a red outline.
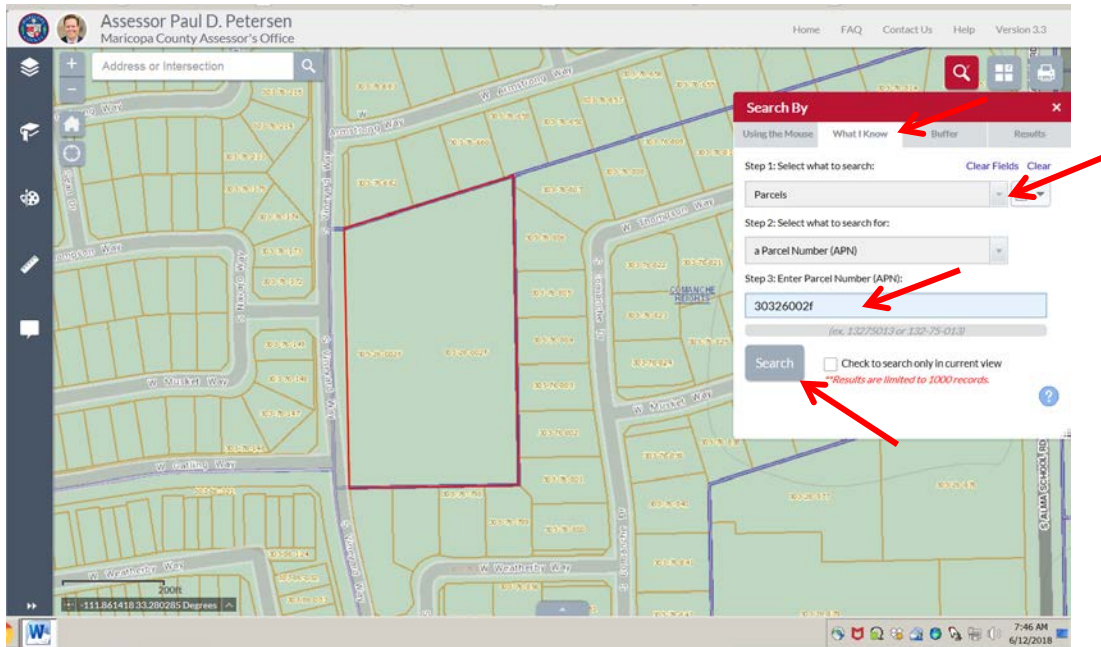
4. If you do not know the parcel number (APN) or need to select multiple parcels, using your scroll feature on your mouse or the + or – in the upper left on the map zoom to the parcel area. Next in the window in the upper right select Using the Mouse Tab. In the Step 2 windows select one of the selectors, for this exercise we'll use the polyline selector button to select multiple parcels. Select Polyline, move your mouse over the first parcel you want to select, click and then draw a line into the second parcel and double click, both parcels will highlight red.
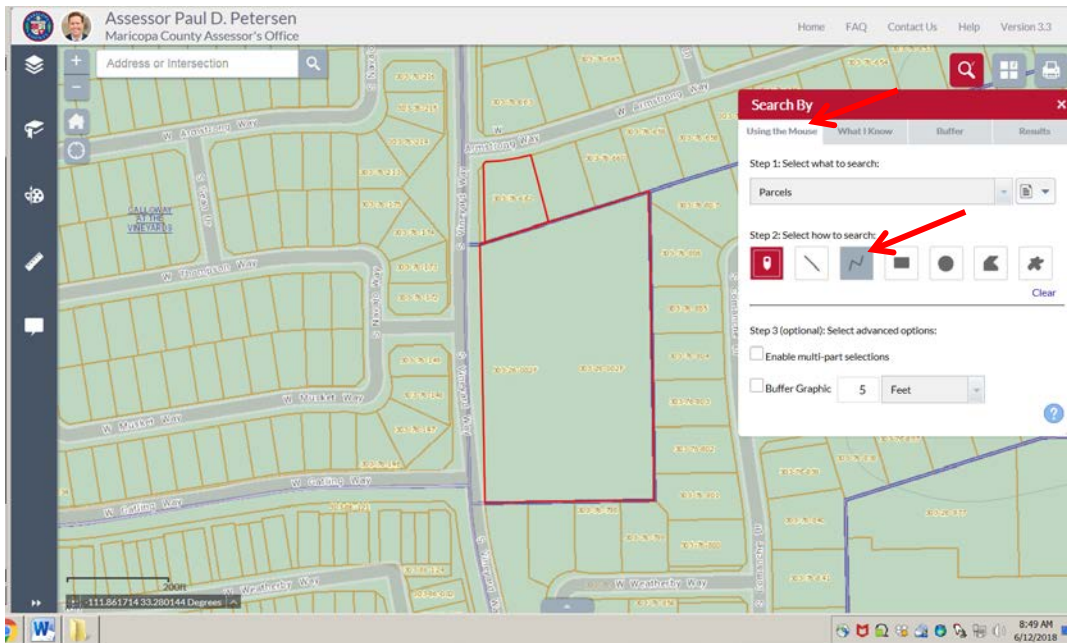

5. Once you have your parcels selected now you can place a buffer around the parcel or parcels. In the Search By window, select the Buffer tab. Next add the buffer distance, for this exercise type in 600 and feet, when finished hit the Apply Buffer button. Buffered parcels will turn blue.
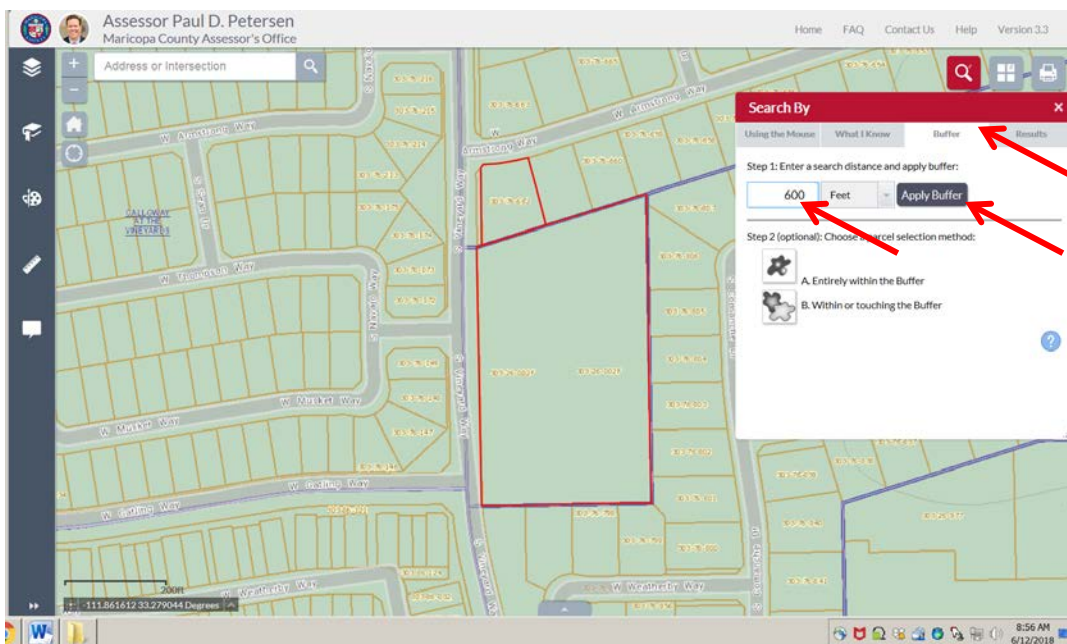
6. Next in the Search By window, select the Buffer tab, next in the Step 2 box select B. Within or touching the Buffer, a new buffer selection box will appear, select Buffer. The map will automatically zoom out to show all of the parcels highlighted in red which are within or touching the 600 foot buffer.
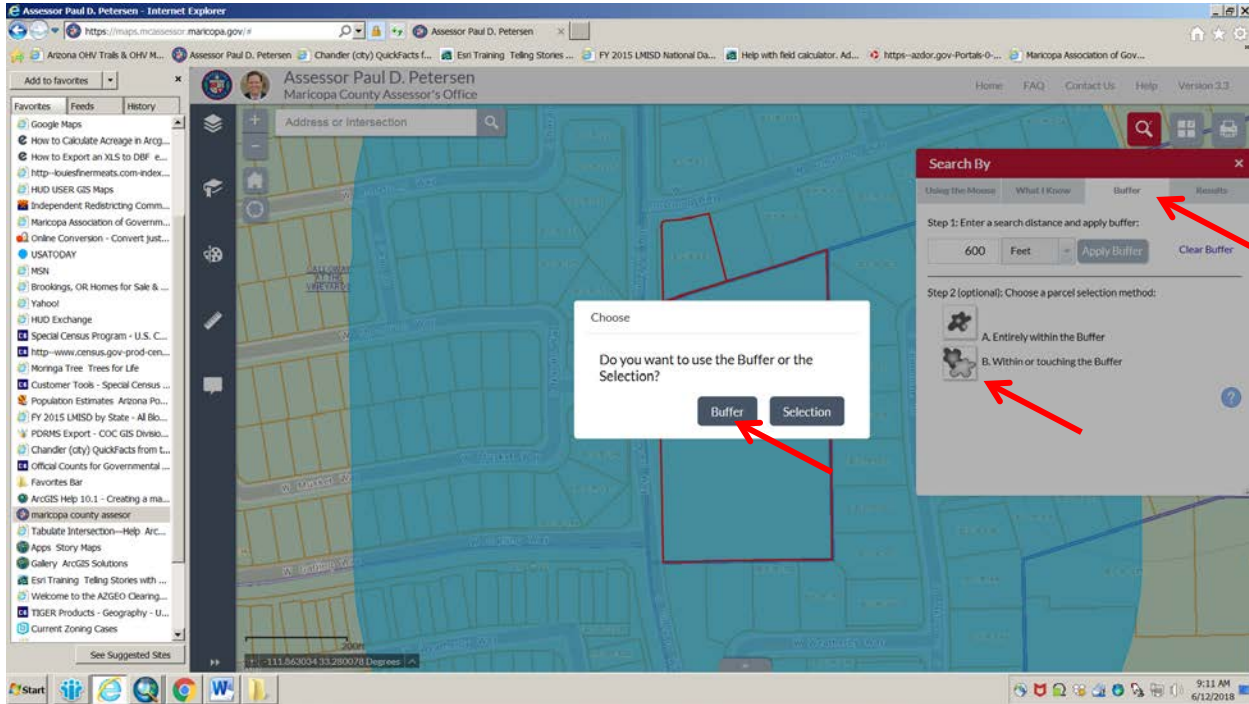

7. Next in the Search By window select the Results tab, click on the 3 dots under Results tab and select Export to CSV file. Save to your computer.
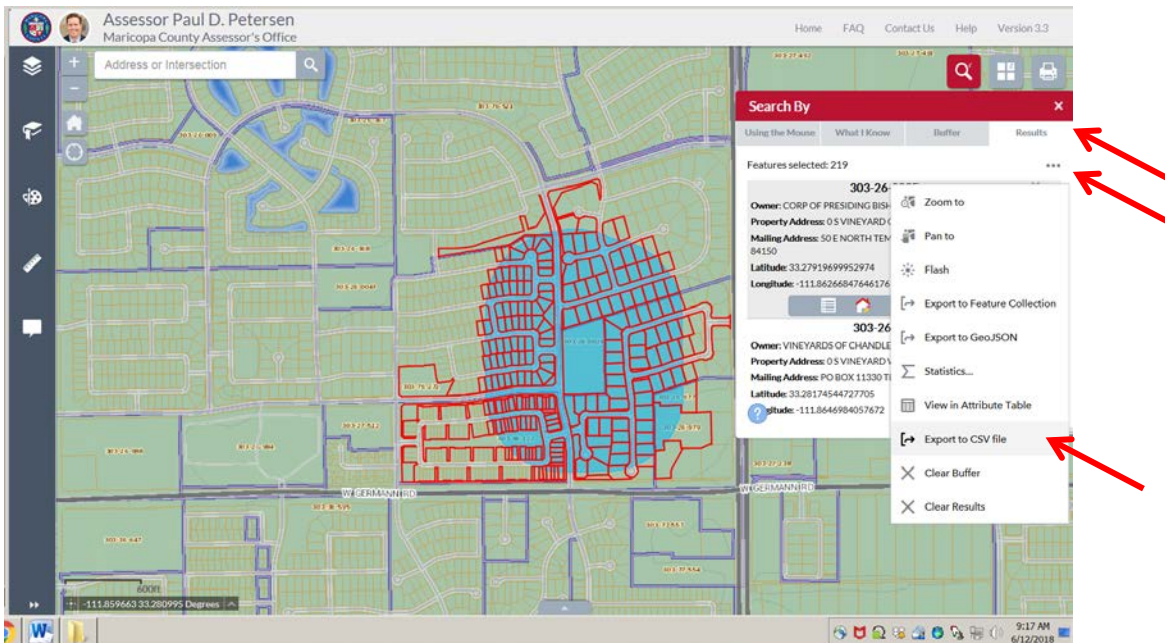
8. Now that you have the property ownership list you can now convert it into a set of mailing labels. Open Microsoft Word program. Depending on your version of Word, the following pictures may vary, Click as follows:
   1. New Document
   2. Mailings tab
   3. Start Mail Merge
   4. Labels. Choose Product 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)
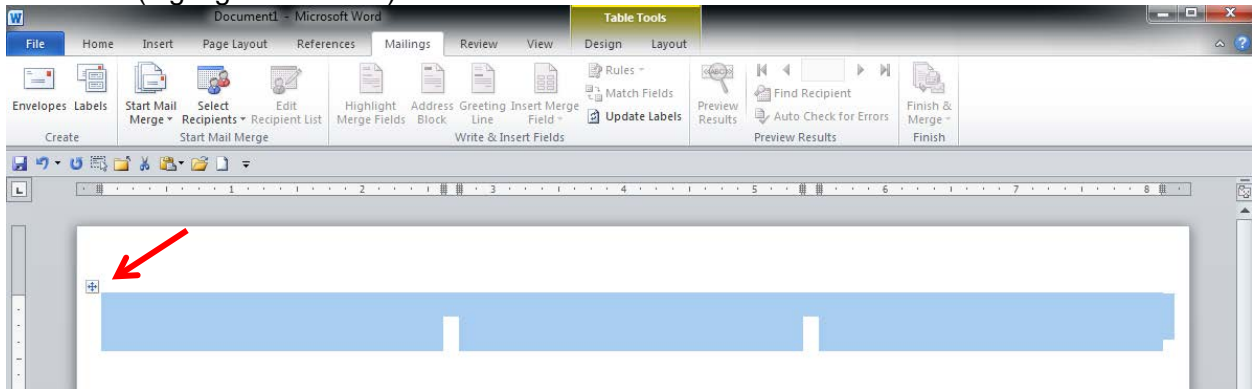
6. Home tab. Change Font Size to 9 and Left Justify
7. Mailings tab
8. Select Recipients
9. Use Existing List. Locate saved file, highlight and click Open.
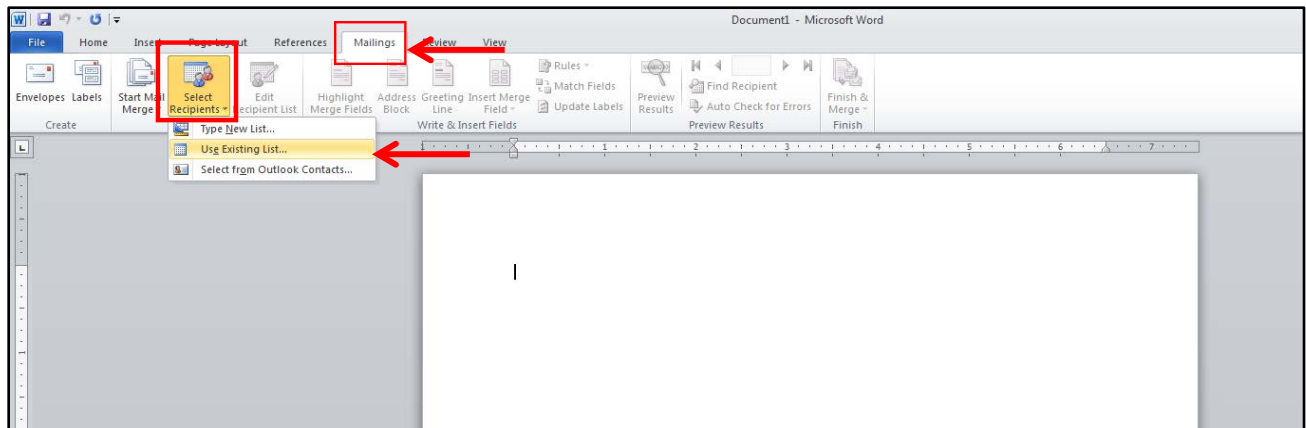
 9. Label sheet appears and states <<Next Record>>
10. First label is blank. Click in this label.
11. Edit Recipient List
12. Click A-Z Sort, sort by dropdown arrow, choose Owner
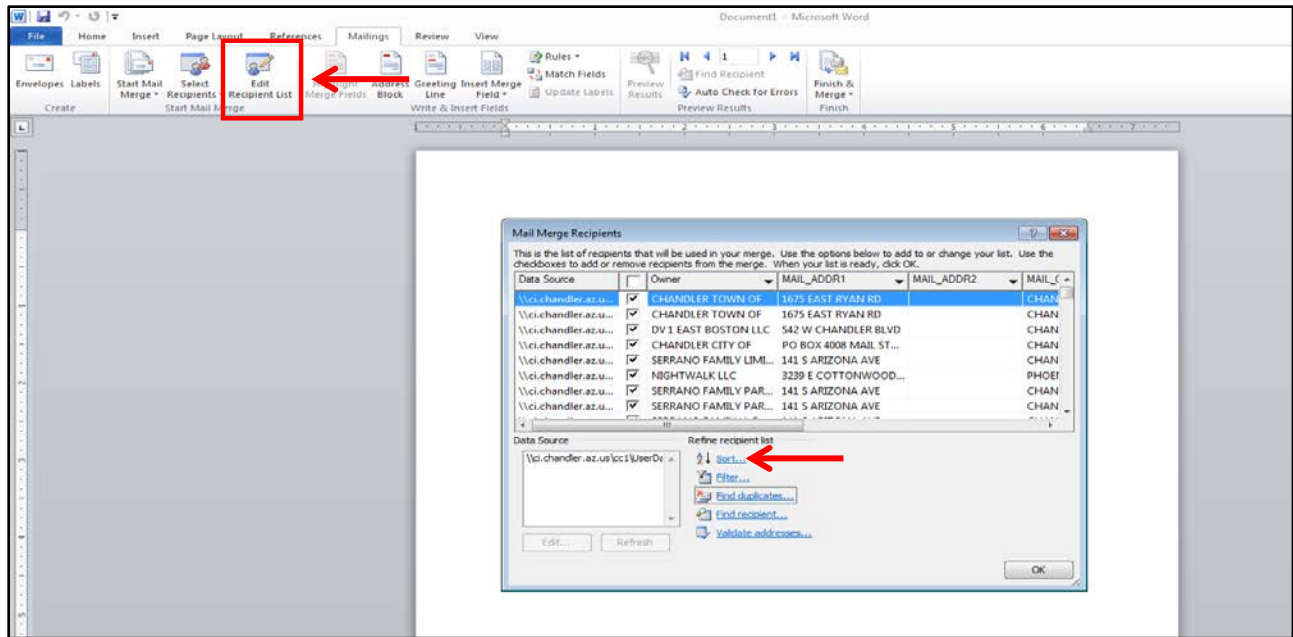
13. Scroll through Owners columns; find duplicate owners with same mailing address, keep one and uncheck duplicates to delete them. Delete City of Chandler owned properties. When complete, click OK
14. Under Mailing tab, click Insert Merge Field tab dropdown, click Owner. Shift + Enter to go to next line.
15. Repeat dropdown, click Mail_Addr 1, space bar, click Mail_Addr 2, then Shift + Enter to go to next line.
16. Repeat dropdown, click Mail_City, space bar, click Mail_State, space bar, click Mail_Zip, then Shift + Enter to go to next line.
17. Repeat dropdown, do not add Mail_Country, skip this and instead Click APN.
18. Update Labels
19. Preview Results
20. 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".