# ABUTTER LIST DIRECTIONS

- Follow **Steps 1-6** to create a **list of abutters within 200'** of a subject parcel (including Direct Abutters).
- To create a list of only **Direct Abutters** follow **Step 7**.

STEP 1 – SELECT THE PARCEL

Using the **SEARCH** tool on the left of the screen, type in the address or parcel number of the property (*do not include "street," "road," or similar in your search*).

A list of properties will appear. Click on the correct address/parcel.
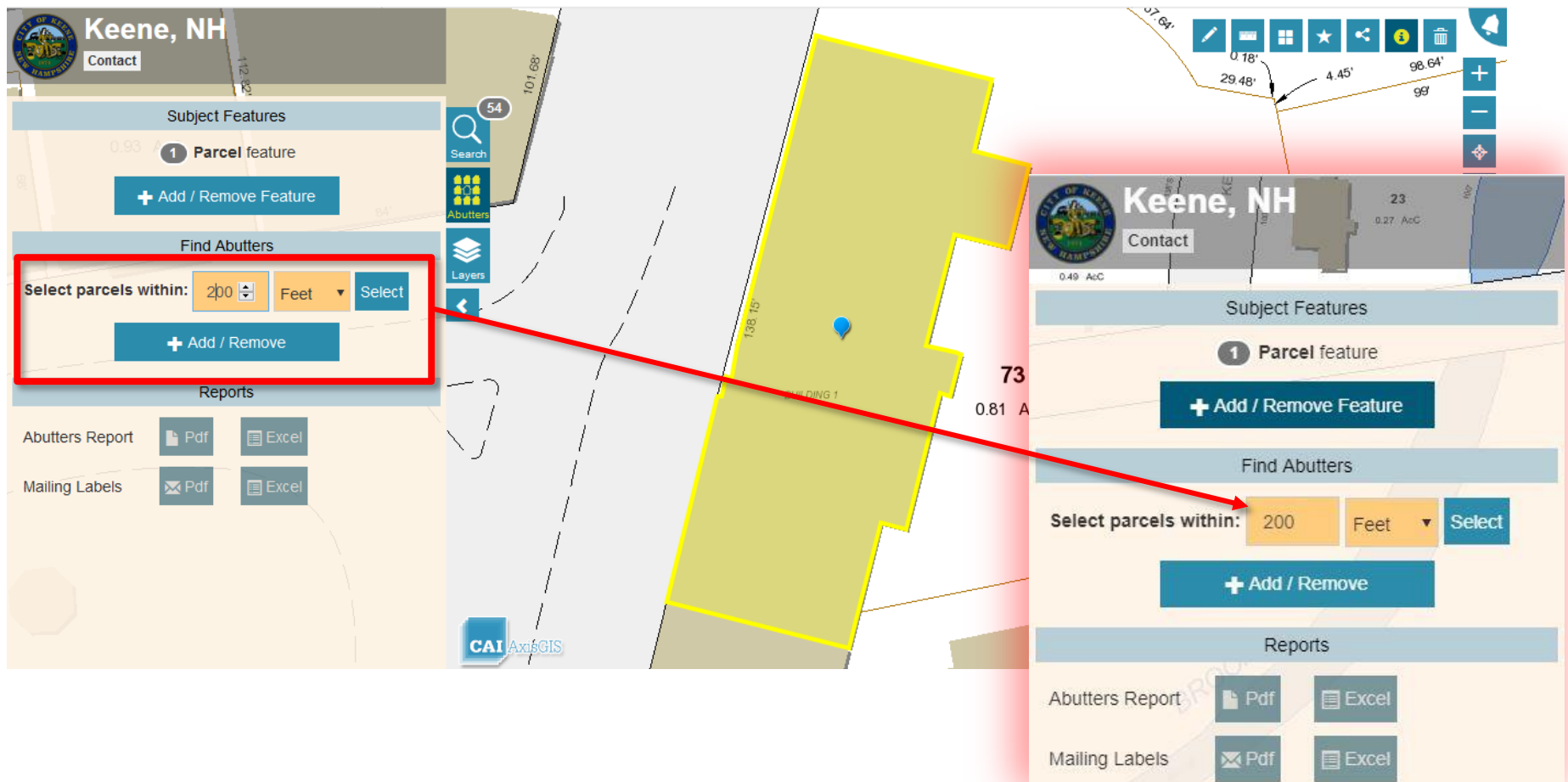
The parcel will become highlighted in yellow.
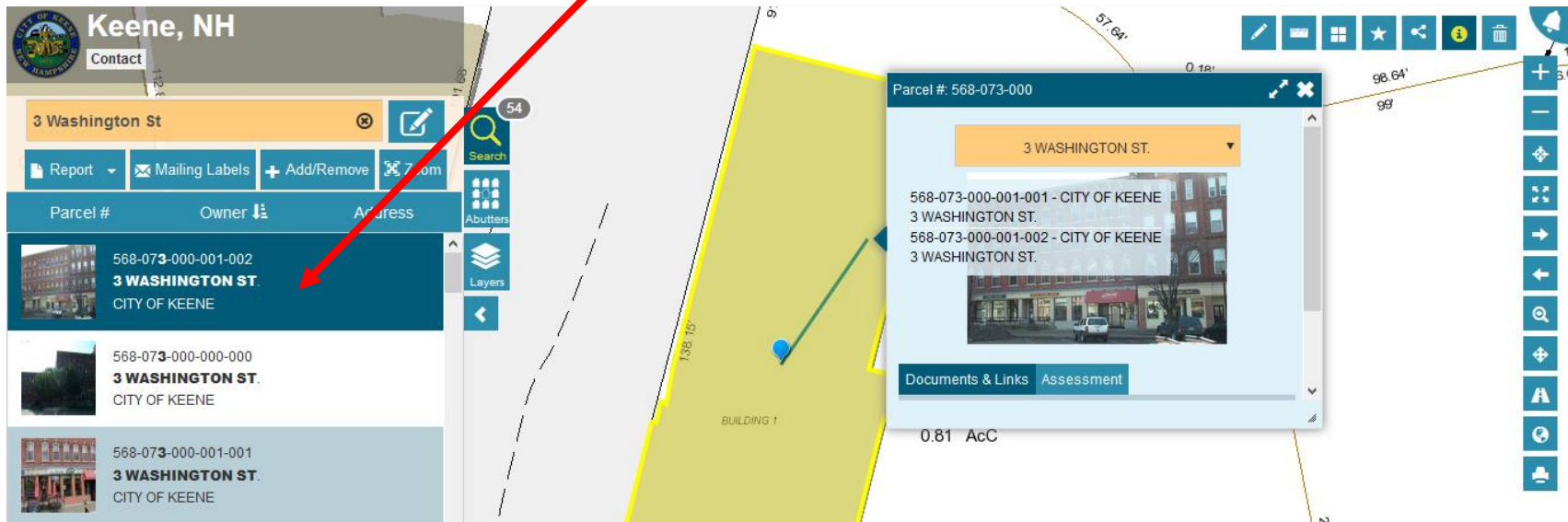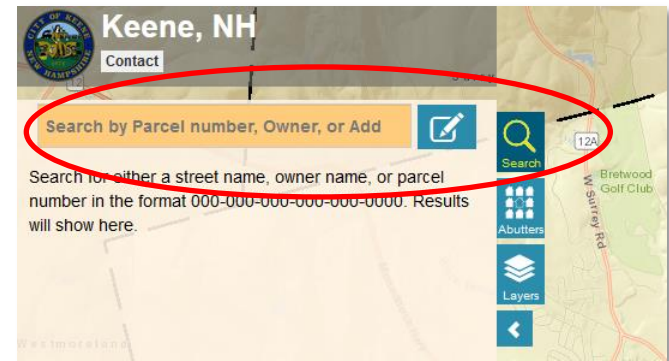
STEP 2 - SELECT ABUTTER TOOL

Once the parcel is highlighted in yellow, open the **ABUTTERS** tool .

Make sure the number *"200"* is entered into box next to *"Select parcels within:"* under **Find Abutters.**

Click *"Select"* to run the tool.

STEP 3 – CONFIRM RESULTS

Parcels within 200 feet of the selected parcel will be highlighted red.

Important: Confirm that all abutting parcels, including those directly across the street or any streams from the highlighted parcel are highlighted red.

To include additional or missing parcels, including the property owner of the subject parcel (highlighted in yellow), in the abutter list see **STEP 4**.
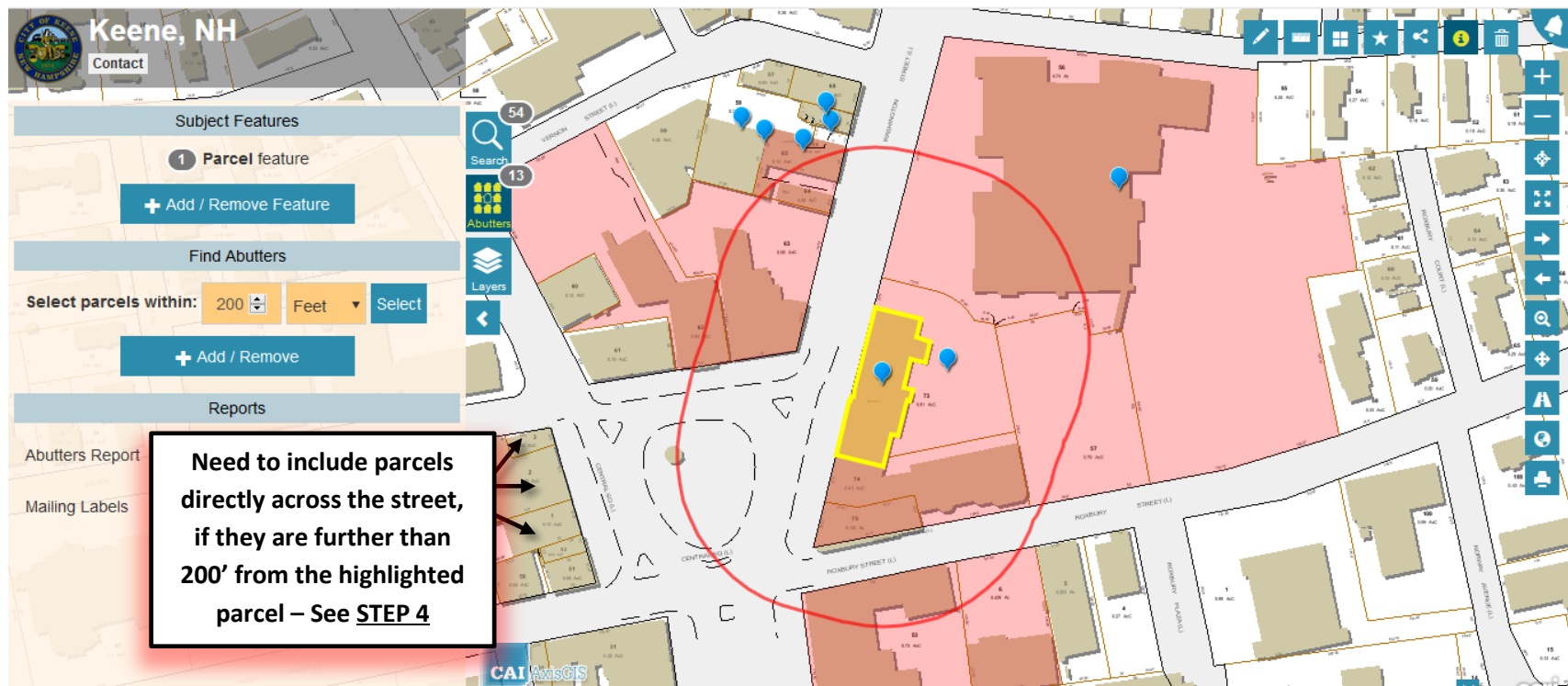
STEP 4 – ADD OR REMOVE PARCELS

To add or remove parcels from your abutter list, you must use the **ADD / REMOVE** tool.

Click on the **ADD/REMOVE** button, and then click on the additional parcels to add to the abutter list. Once selected, the property will appear as red.

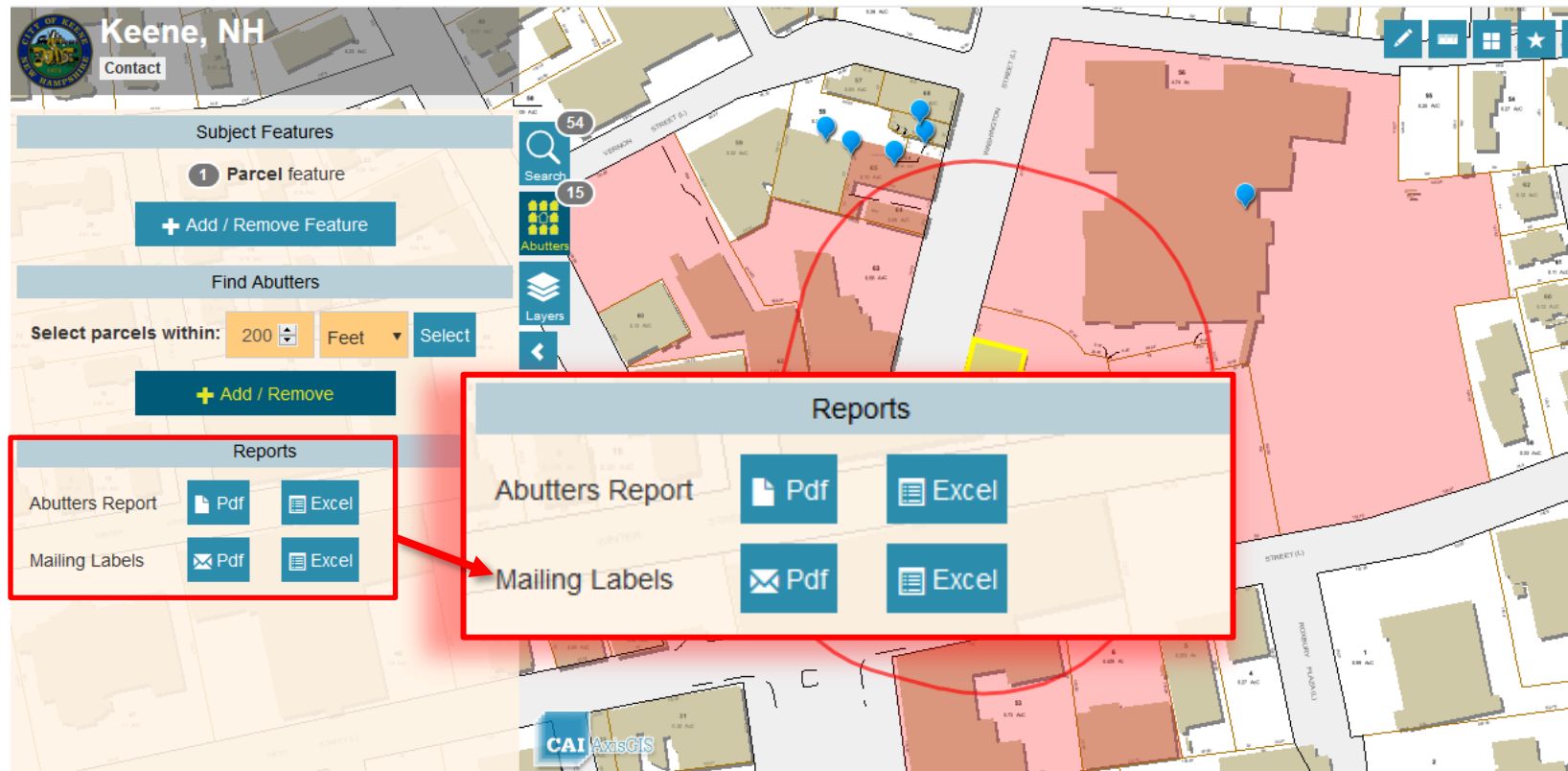To include the subject parcel in your list, click on the parcel highlighted yellow. Once selected it will turn orange.

To remove the selection, click again on the parcel.
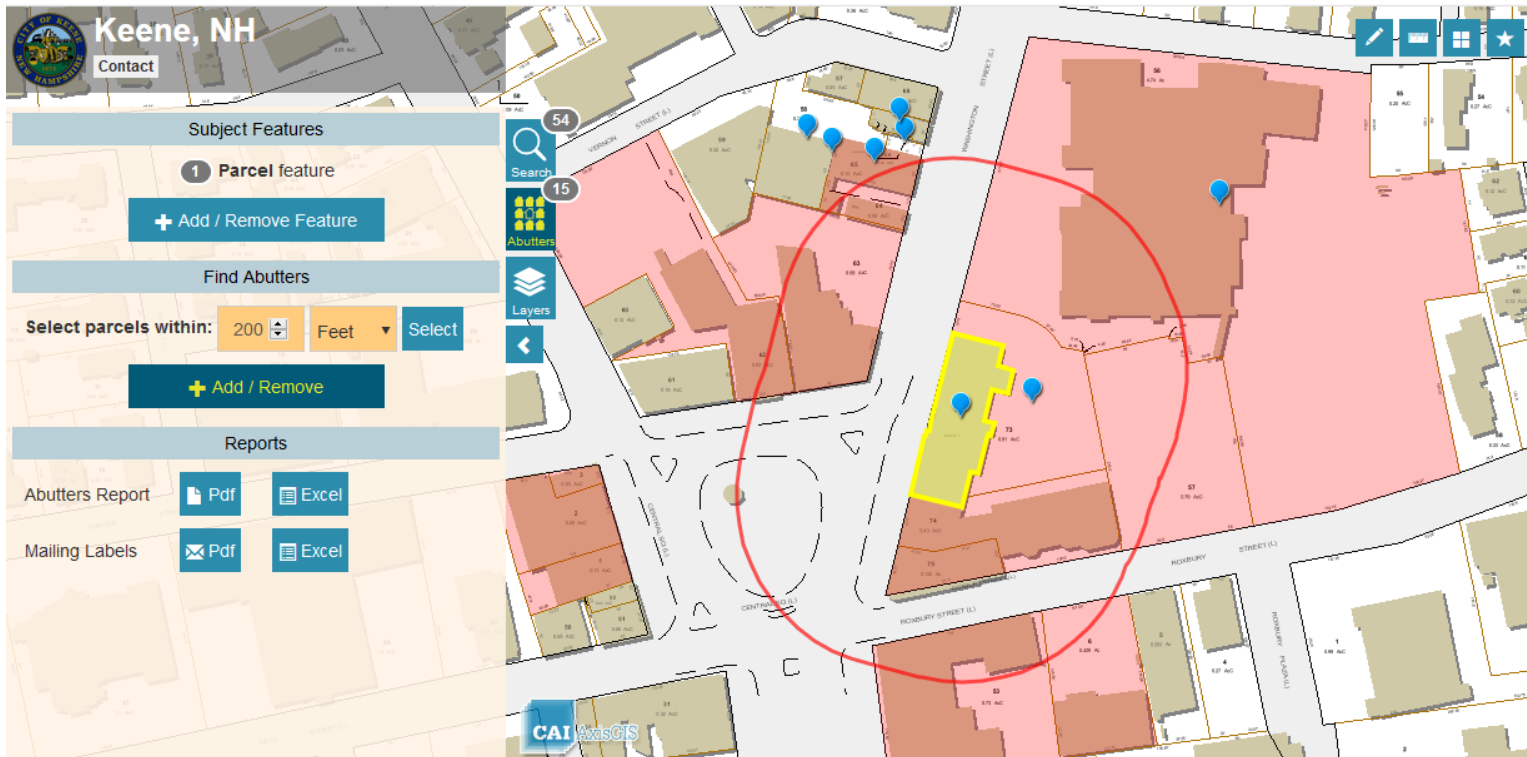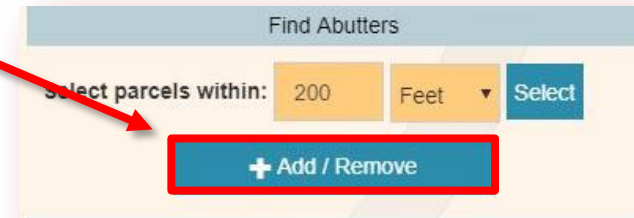
STEP 5 – CREATE ABUTTER LIST MAILING LABELS

Once you have confirmed your selection of parcels, you have the option to create an abutter mailing list in the form of a *PDF* or as a *Microsoft Excel* sheet.

To create a printable sheet of mailing labels sized for **Avery 5160 labels**, click on the **Pdf** icon ✉ Pdf next to *"Mailing Labels".*
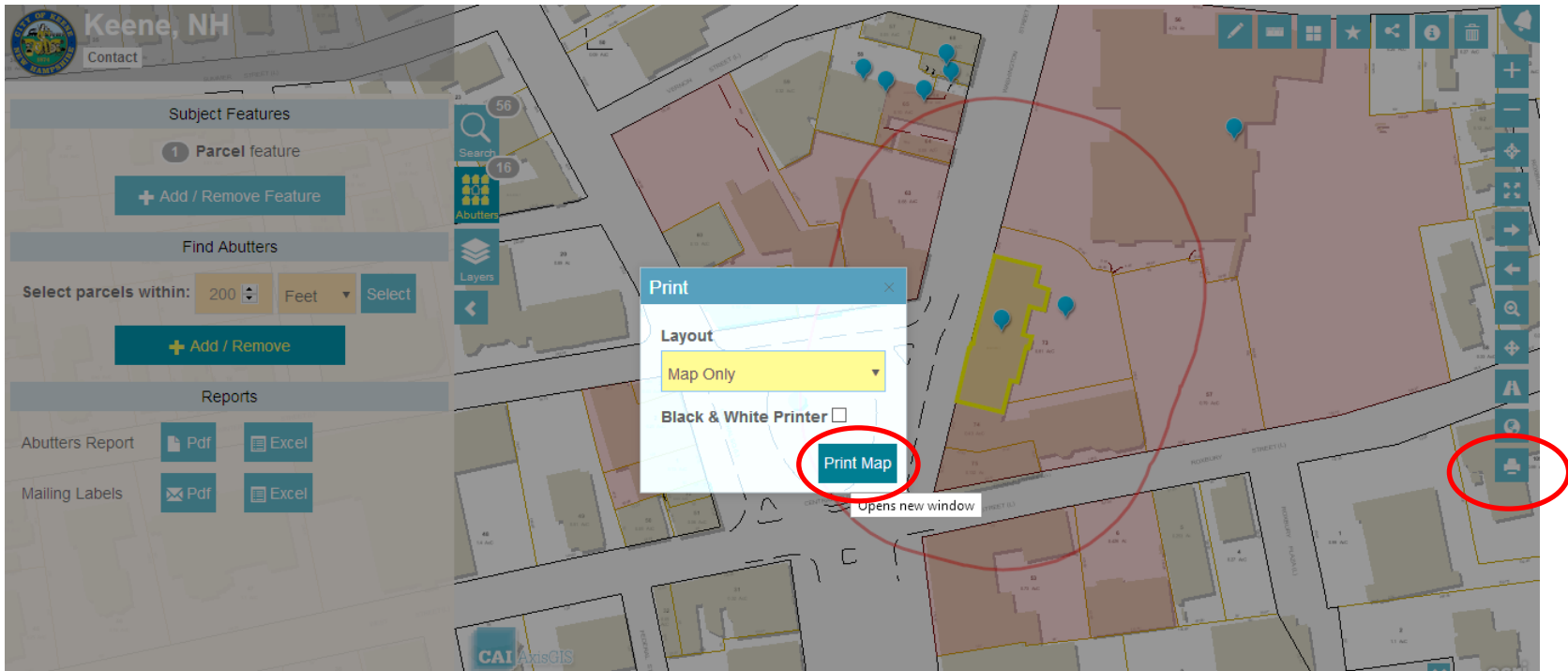
To attach a map of the abutters list to your application, click on the PRINT tool 🖨 on the right side of the screen.

A box will appear that provides the option to change the map layout. Click on "**Print Map**".

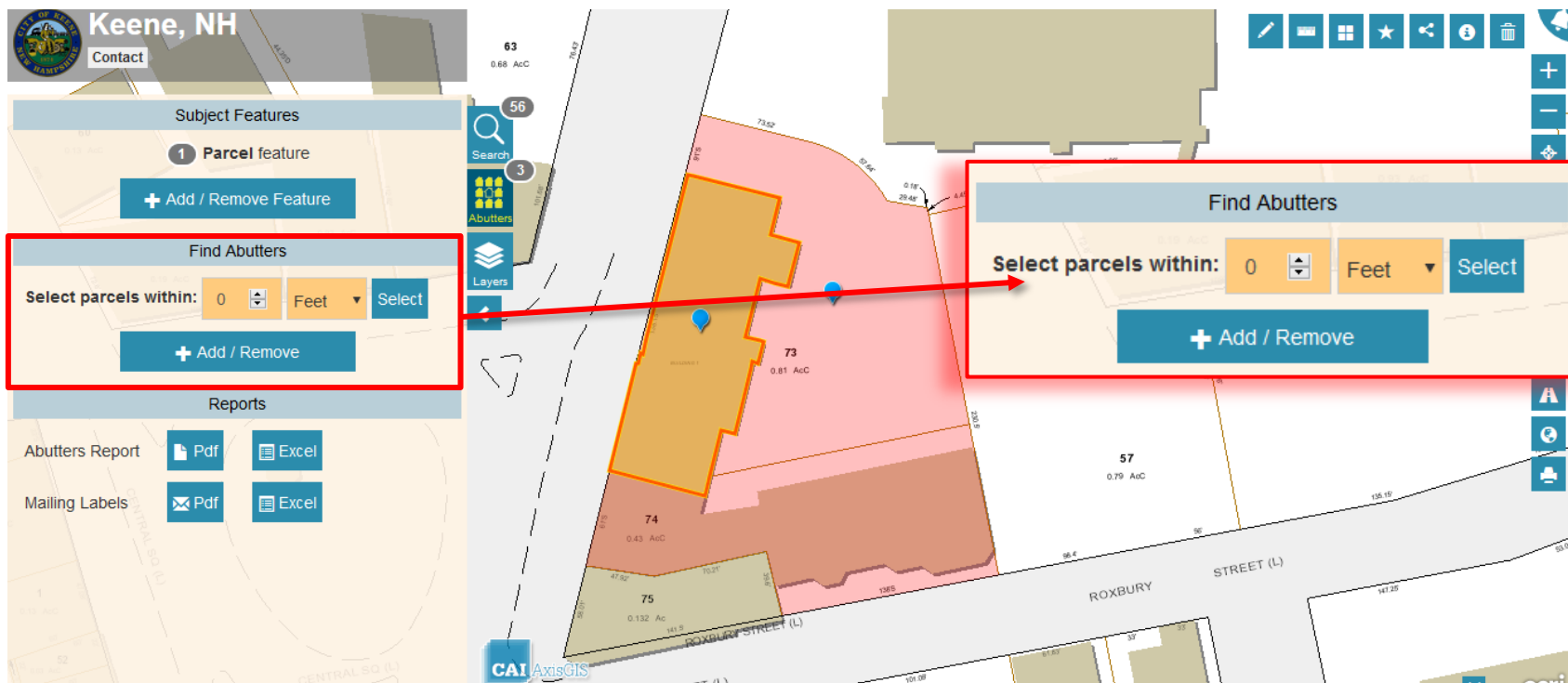A new box will appear saying "**Your map is ready to print**". Click **Print**.

A Pdf map will open in a new window for you to either save to your computer or print from the screen.

STEP 7 – CREATE DIRECT ABUTTER LIST

1. To select the property you are creating an abutter list for, follow **STEP 1** above.

2. Once the parcel is highlighted in yellow, open the **ABUTTERS** tool .

3. Make sure the number **"0"** is entered into box next to **"Select parcels within:"** under **Find Abutters.**

4. Click **"Select"** to run the tool. Properties that directly touch the highlighted parcel will be selected in red.

5. To add properties that are directly across the street or a stream from the subject parcel, use the **ADD/REMOVE** tool, as described in **STEP 4** above.
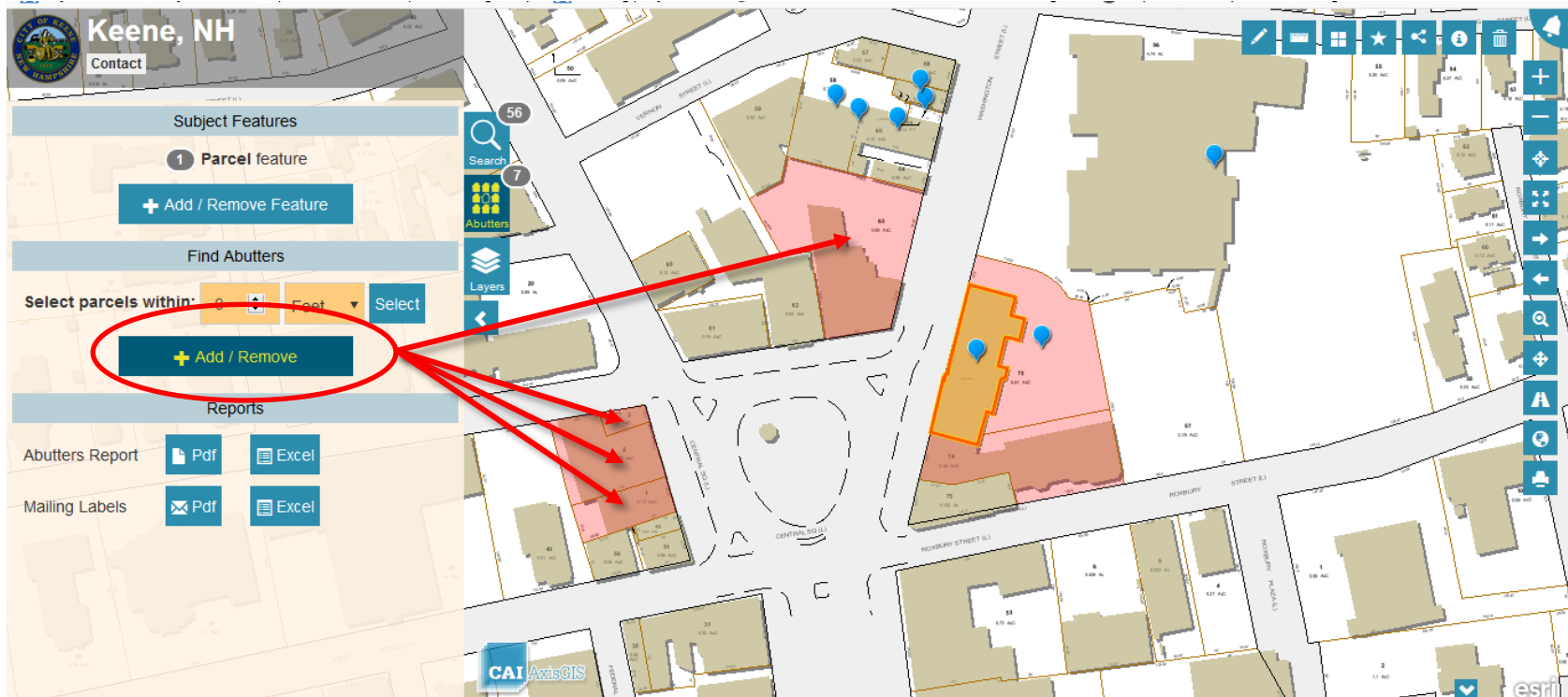
6. Once you have completed and confirmed your parcel selection, follow **STEP 5** above to generate a printable abutter list and **STEP 6** to create a map of your list.