

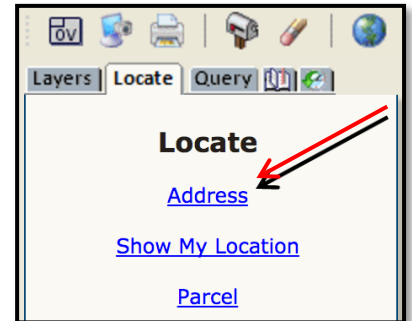


700' Mailed Notices – Property Owner Lookup Guide

For some land use applications, applicants must provide a list of all property owners within a distance of the exterior lot lines of the subject parcel.

You can generate a list of these properties, and the mailing addresses of the property owners, online through Arapahoe County by following these steps:

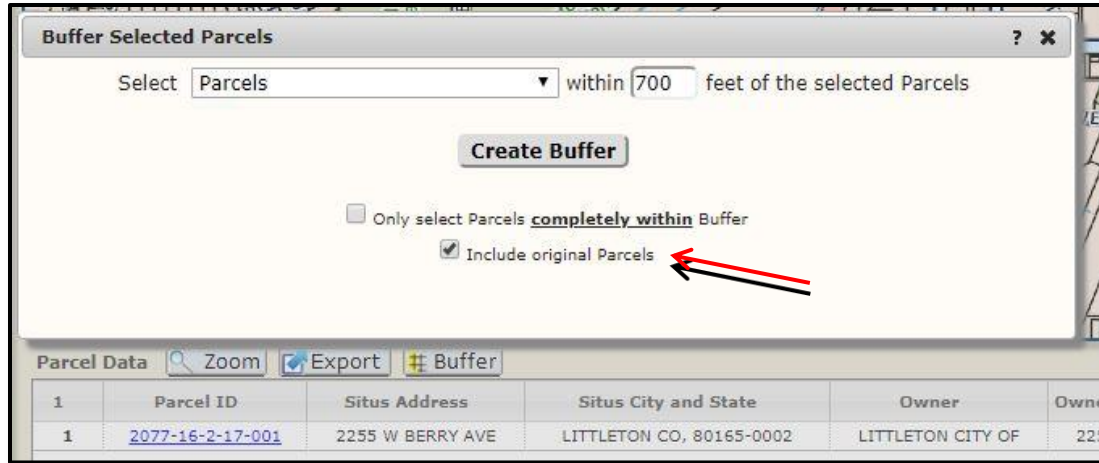
1. Go to <https://gis.arapahoegov.com/ArapaMAP/>.
2. On the left side of the screen, click on the “Locate” tab.
3. Click on the “Address” link and type in the address of the property which is the subject of the land use request.
4. Click on the blue dashed rectangle with the cursor pointing at it (located in the middle of the top bar), and then immediately click on your respective parcel on the map. This will generate a box beneath your map labeled “Parcel Data,” with the information for your parcel shown.



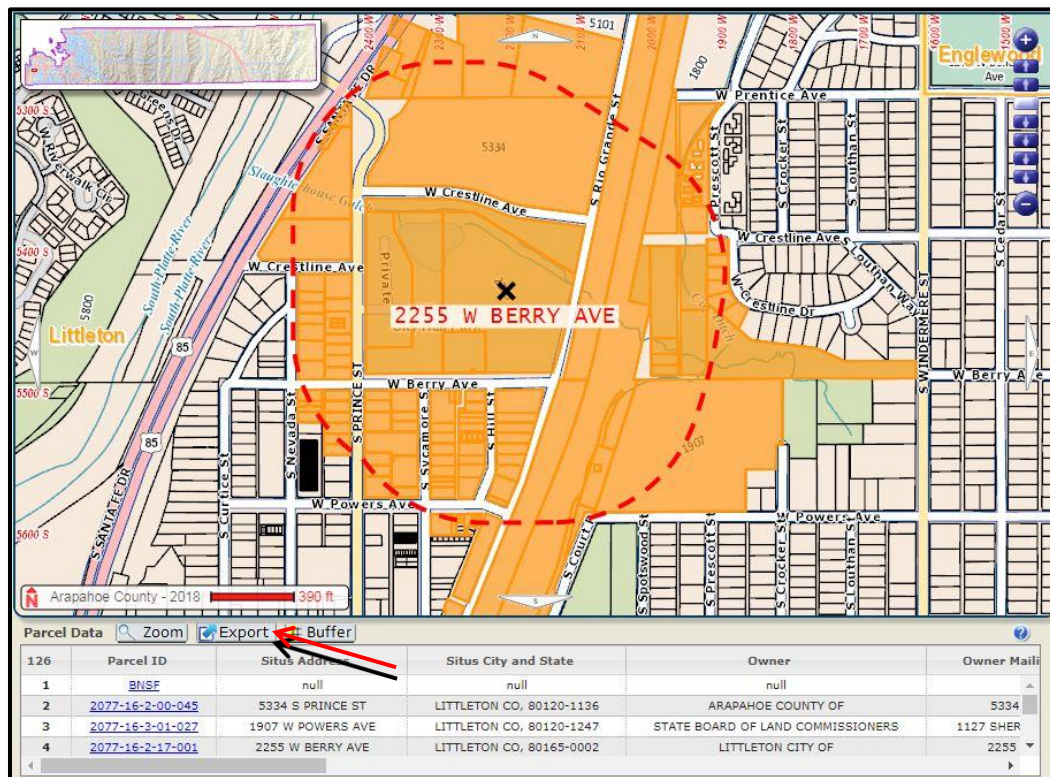
5. Along the top of this box, click the “Buffer” button.

Parcel ID	Situs Address	Situs City and State	Owner	Owner Mailing Addr...	Owner City State	Property C...
1	2255 W BERRY AVE	LITTLETON CO, 80165-0002	LITTLETON CITY OF	2255 W BERRY AVE	LITTLETON CO 80165-0002	9249

6. Select “Parcels” from the drop-down menu and then enter “700” to indicate the 700 feet noticing buffer required for land use applications.
 - a. *Note:* Before generating the buffer, make sure you **check the bottom box** and leave the **top box unchecked**.
 - b. Click the “Create Buffer” button to generate the list of parcels and owners.



7. Once generated, click the “Export” button. This will produce an Excel file with several columns of data.



8. In the Excel file, delete every column except for “Situs_Address,” “Owner,” “Owner_Mail_Address,” and “Owner_City_State_Zip.”
9. Save the revised Excel file as “**Property Address.700’AdjacentPropOwners.MM-DD-YY**”
10. Submit a digital copy of the Excel generated list and a printed, hard copy with your stamped envelopes.