



CREATING AN INTERESTED PARTY LIST

Town of Plainfield Development Services Department, Planning Division

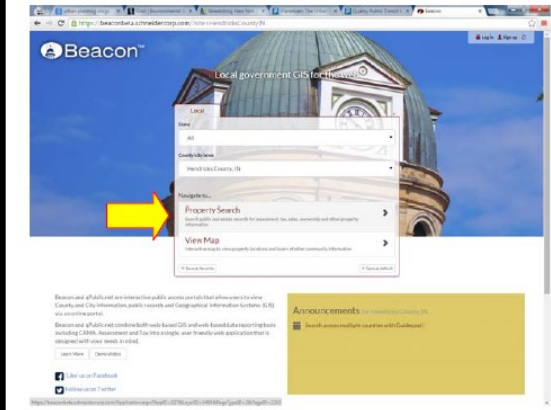
For a public hearing, certified mailings to “Interested Parties” are required.

- This will include, at a minimum, the legal notice that the Town will provide.
- All property owners within 600 feet or two ownerships (whichever is less) must be notified.
- The instructions below show how to use the Hendricks County Beacon GIS to create that list. (Instructions courtesy of Hendricks County—they have been modified to fit Town notice requirements.)

WHAT WILL WE NEED TO LEARN TO DO THIS?

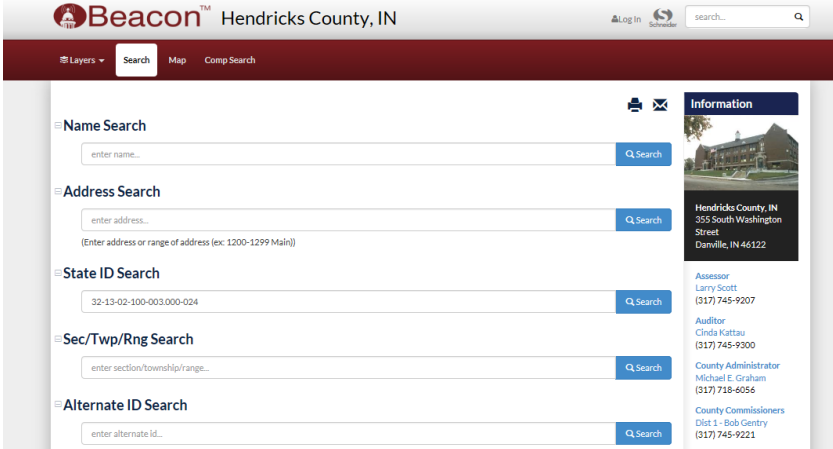
1. How to generate a buffer within Beacon.
2. How to select parcels within the buffer.
3. How to generate a graphical representation of this data.
4. How to create a list of property owners to notify.

STEP 1: HOW TO CREATE A BUFFER WITHIN BEACON



- Pull up the [Hendricks County Beacon](#).
- <see left> **Click on “Property Search”** as shown above to the right of the yellow arrow.

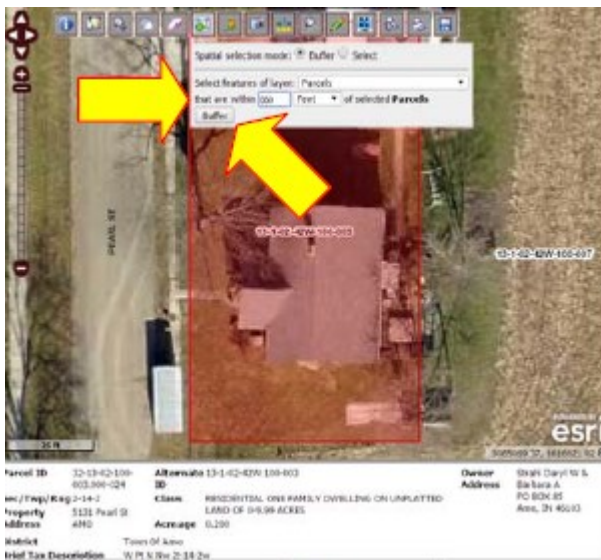
- Search for your property by Owner’s:
 - ◆ Name;
 - ◆ Address;
 - ◆ State ID (AKA: Parcel #);
 - ◆ Sec/Twp/Rng (Section/Township/Range), or;
 - ◆ Alternate ID
- <See right> Click “Search”



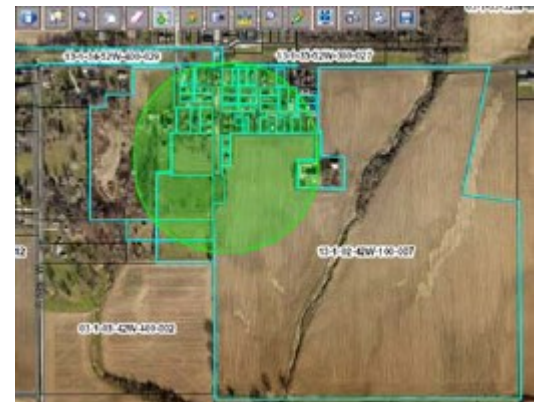

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- You should be at the “Property Report” tab/page.
- <See left> Click the “Map” tab in the upper left side of the page to show the aerial of the property.

- <See right> One should be at the property with approximate property boundaries highlighted.
- <See right> Click on the “Spatial Selection” Tool. (For a better view of the toolbar, see below.)



- <See left> Enter 600 in for the distance from property field.
- <See left> Click the “Buffer” button.
- A green buffer of 600’ should now be shown graphically on your aerial, with light blue highlights on all parcels that touch the buffer. (see right)



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STEP 2: HOW TO SELECT PARCELS WITHIN THE BUFFER.



- Left Click on the mouse and drag the map so that the buffer is centered in the window.
- <See left> Click the plus sign on the left side of the image or mouse wheel forward to zoom (1" = 400' is ideal).
- <See below> Click the "Selection Tools" icon to see its drop down menu.



- One could use the "Select by Polygon" tool to select the properties that are two owners out and within the 600' green area.
- The result is a polygon (in this particular case) like this. One could click a point of the polygon on every property that is two out from the property just to make sure that it gets included. Utilizing a polygon will also catch any parcels that may or may not be visible at the scale that is being used.
- Double click to finish drawing the polygon.



- <See left> What is left is all properties within two properties of the current parcel.
- **TIP:** Notice that Beacon did not select all of the parcels that intersected the drawn polygon. This happens when multiple parcels are owned by the same person and/or are classified under the same parcel number.

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STEP 3: HOW TO GENERATE A GRAPHICAL REPRESENTATION OF THIS DATA



- <See Above> Click on the “Download Map Image” disk on the far right of the tool bar to save the image of the 600’ buffer with two parcel owners out from the applicants parcel image/map.
- **WARNING:** Do **not** navigate away from this page before capturing the image of the buffer and selected properties. If you do you will have to redo the 600’ buffer.

STEP 4: HOW TO CREATE A LIST OF PROPERTY OWNERS TO NOTIFY.

Beacon™ Hendricks County, IN

Layers Map Search Comp Search Results Comp Results Report Pictometry Imagery

Parcel ID	Alternate ID	Owner	Property Address	City Size/Type/Rng
32-13-02-200-087-000-024	13-1-02-42N-100-007	HELDIN E HARTEN FAMILY LIMITED PARTNERSHIP		2-14-2
32-13-02-200-081-000-024	13-1-02-42N-100-001	Anthony Paul B. Jans	3133 Pearl St	AHO 2-14-2
32-13-02-200-083-000-024	13-1-02-42N-100-002	Shelli Daryl M & Barbara A	5131 Pearl St	AHO 2-14-2
32-13-02-110-082-000-024	13-1-02-42N-110-002	Jackson Carl M & Maureen Y	4953 Church St	AHO 2-14-2
32-13-02-110-083-000-024	13-1-02-42N-110-003	FORTHNER LARRY E & BARBARA B MATHIAS LIFE ESTATE	5089 Pearl St	AHO 2-14-2
32-13-02-115-081-000-024	13-1-02-42N-115-001	Hayes Tom M	4929 Church St	AHO 2-14-2
32-13-02-115-082-000-024	13-1-02-42N-115-002	STEWART MICHAEL D B & SUSAN M RW	4809 Church St	AHO 2-14-2
32-13-02-115-083-000-024	13-1-02-42N-115-003	Ross Robert M & Avis L	4091 Church St	AHO 2-14-2
32-13-02-200-088-000-024	13-1-02-42N-200-008	Russell Russell & Charity	5047 Church St	AHO 2-14-2
32-13-02-200-089-000-024	13-1-02-42N-200-009	DELLOW GARRIEL	5033 CHURCH ST	AHO 2-14-2
32-13-02-200-090-000-024	13-1-02-42N-200-010	Smyth Barbara J & Eddie L	5099 Pearl St	AHO 2-14-2
32-13-02-200-091-000-024	13-1-02-42N-200-011	Winger Harold & Dorothy H	5099 Pearl St	AHO
32-13-02-200-092-000-024	13-1-02-42N-200-012	Greene Vernon & Mary E	5102 Pearl St	AHO
32-13-02-200-093-000-024	13-1-02-42N-200-013	Asa Creweley Association		3-14-2
32-13-02-200-094-000-024	13-1-02-42N-200-014	Asa Creweley Association		3-14-2

Mailing Labels Download Format: [Excel (.xls)] [Download] [Last Update]

Annotations: Search across multiple counties with Geopoint!

- <See above> After going through all of the above steps, click over to the “Results” tab on the top of the map.
- A list similar to this <see right> should be generated. All property owners two properties out and within 600’ of the applicants parcel will be itemized here.

Download Format: [Excel (.xls)] [Download] [Last Update]

- Excel (.xls)
- Comma Separated Values (.csv)
- Tab delimited Values (.tab)
- Address Labels (.label)

- This information can be downloaded in a couple of formats. “Excel” or “Address Labels” files typically work the best.
- Click “Download” .
- Double check to make sure that there aren’t any duplicates for land owners. If there are, go back and include the next property out (if within 600’).
- If still in question, one can err on the side of notifying all land owners within/touching the 600’ buffer.
- **NOTE:** Use the mailing address, not the property address.