Abutters Report

To find abutters of a parcel do the following:

1) Use the <u>Find</u> Tab to search for a parcel. Notice all parcels matching the query are identified with a push-pin on the map.



2) Select the Abutters Tab.



3) Enter a buffer distance in feet and click the Select button. The map will highlight abutters and zoom to the selection.

Note: When a negative number is entered for the buffer distance, an interior buffer line will be drawn at the specified distance along the boundaries of the selected parcel. This interior buffer line can be helpful when evaluating the proximity of map features to parcel boundaries.



To see a report listing the abutters, select the report type button. To produce mailing labels for the abutters, click the Mailing Labels button. The mailing labels are designed to fit the Avery 5160 label template.

If you find that the labels do not line up, try changing your print settings to:

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Scaling = "None"
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Uncheck "Auto-rotate and Center"



Note: Parcels can be manually added or removed from the selection using the "Add/Remove Selected" button. Simply click on the button, and then click on a parcel.





Both of these reports are *.PDF files that can be printed and/or saved.