



CITY OF ORONO


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Create the Land Use Application Property Owners List, Labels, and Map

BASIC INSTRUCTIONS (Modified for City of Orono):

1. Open the Hennepin County Locate & Notify application. Click here: <https://gis.hennepin.us/locatenotify/default.aspx>
2. Enter PID Number or address of the parcel involved in the land use application.
 - a. If multiple properties are involved in the application, multiple PID#s are needed. Simply click on the adjacent parcels after the application has zoomed into your property of interest. Assure all parcels are highlighted.
3. **Click the "Map Layers" icon**  (the icon looks like a stack of papers) in the upper right of the screen and make sure "PID Base" and "House Numbers" are turned on.
4. In the black box on the upper left, enter 500 feet (the distance required for the City's application criteria) in the "Buffer Distance" section, and then click "**Buffer**".
5. **Click "Mail List"** button, print the list and save a copy if desired.
6. **Click "Mail Labels"** button, select "Taxpayer" then click Print. Print labels (standard 8.5 x 11 – 30 labels per sheet), save a copy if desired.
7. **Click "Map"** button and enter the parcel address to the map, print and save copy if desired.