

## WORKSHEET TO USE WHEN LISTING NEIGHBORING PROPERTY OWNERS

Use the Assessor's Tax Book when compiling a list of neighboring property owners for an application. You can check with the Staff if you have any questions regarding compiling this list.

The "scale" of the maps in the Assessor's Book is one inch equals 200 feet. If you need to list neighboring property owners within 500 feet, you need to measure two and one-half inches from all sides of your property. You may have to refer to other maps to make your list complete. After you measure and list all map and lot numbers, then go to the back of the book and look at the "Map" index to get the names and addresses of the owners. Make sure you address the envelopes with the mailing address of all owners.

Map #	Lot #	Name and address of neighboring property owners	Map #	Lot #	Name and address of neighboring property owners