

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

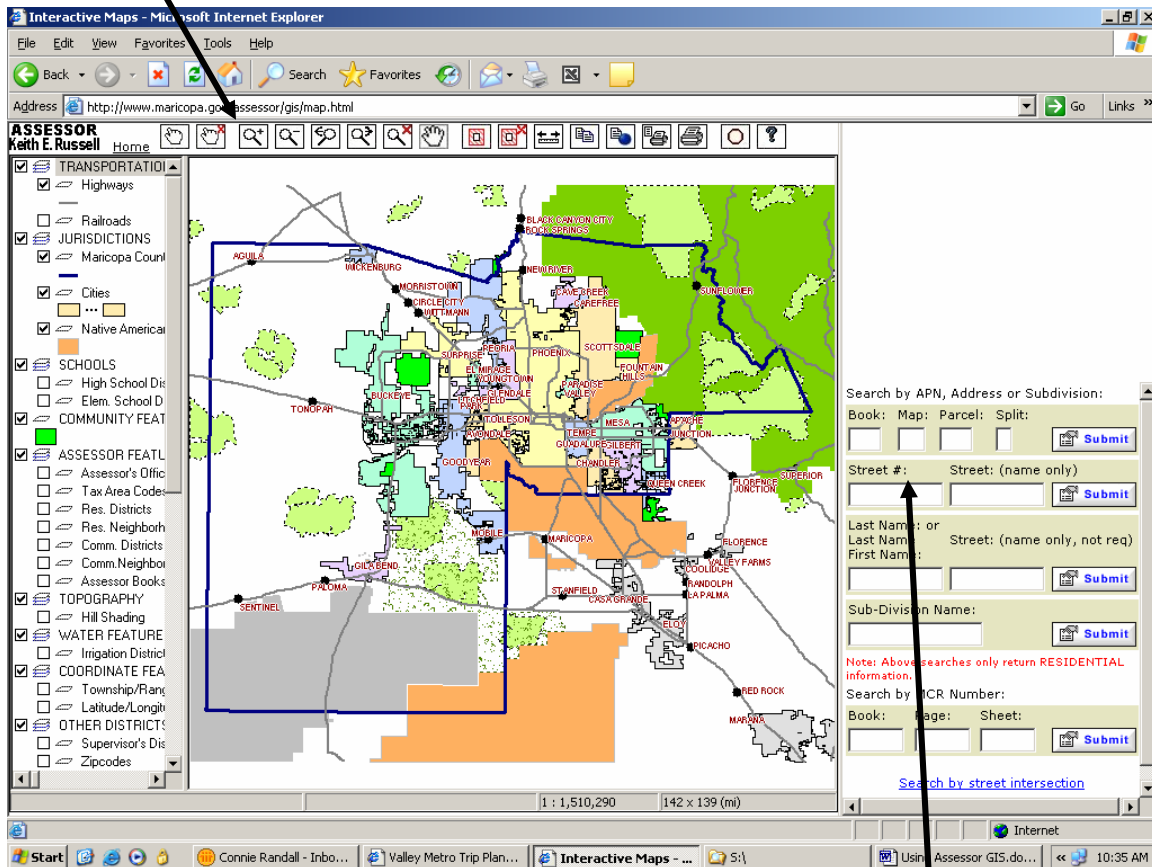
Property Owner Mailing Lists

<http://www.maricopa.gov/assessor/gis/map.html>

The Maricopa County Assessor's web site is a free and easy way to locate a mailing list of all property owners within a given distance of a particular site.

There are two ways to find your parcel(s): (1) Zoom in on the map or (2) Search by Assessor's Parcel Number (APN) or Address.

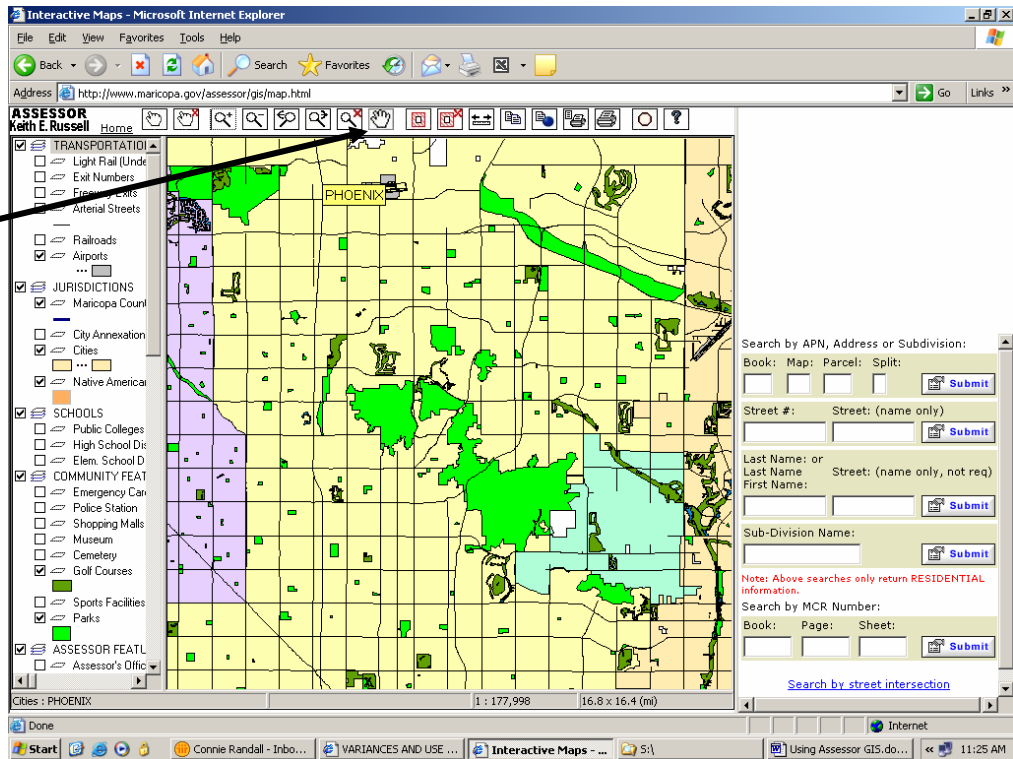
(1) Left Click on the "Zoom in" tool. It looks like a little magnifying glass with a "+" next to it. Using the "Zoom in" tool, circle the appropriate area on the map.



(2) Alternately, if you know your APN or address, you can enter the information here to find your property.

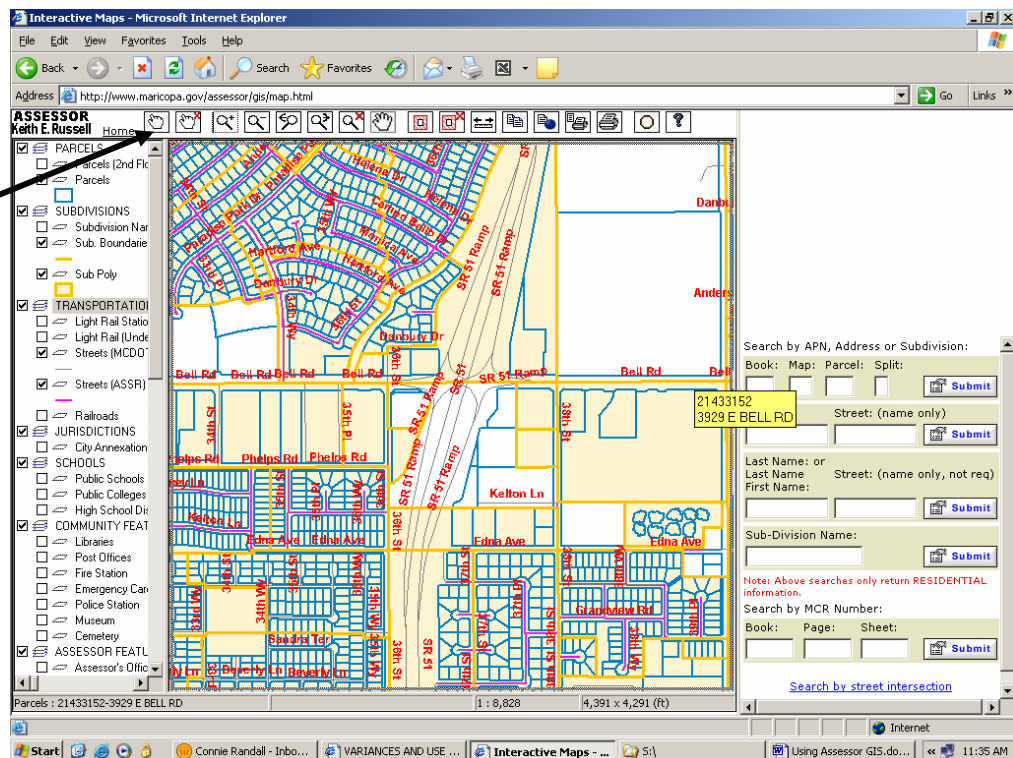
When using the “Zoom in” tool, it may be necessary to zoom multiple times to find your exact parcel. The following tools can help you refine your search:

Left Click on the “Pan” tool. It looks like a little hand. This tool is used to move the map left, right, up, or down.



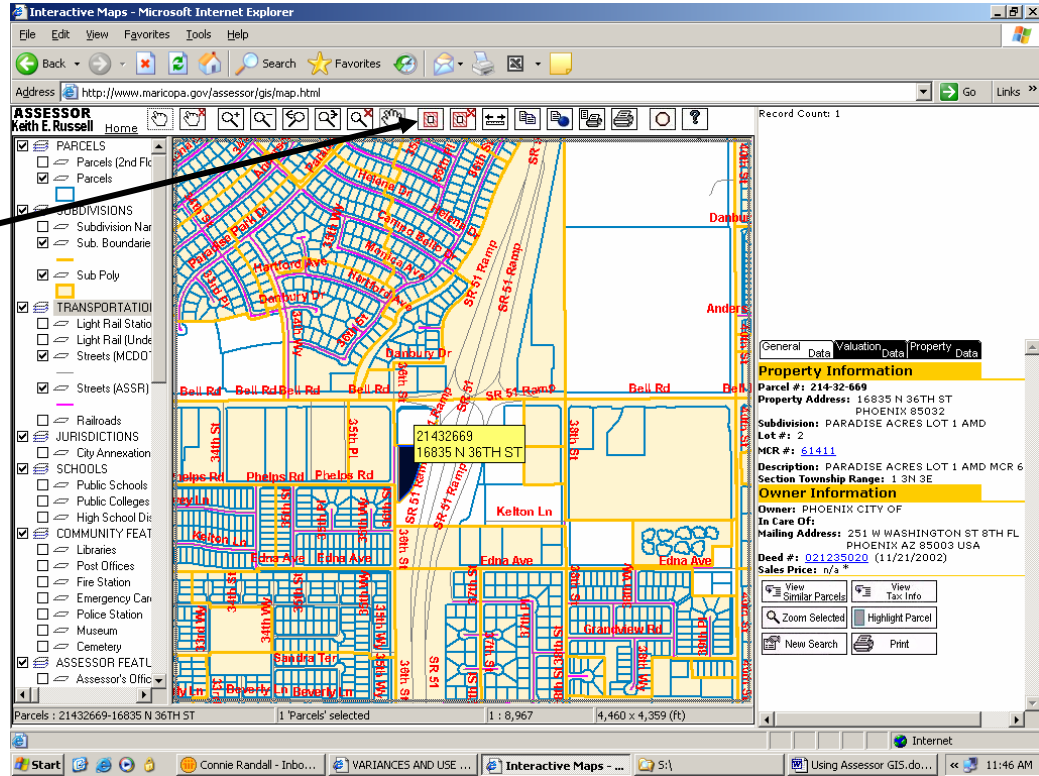
Using the “Pan” and “Zoom in” tools, locate your specific property location. Once your property is located, use the “Select” tool to select your parcel(s). The parcel(s) will be highlighted when chosen. To select more than one parcel, hold down the “shift key” when using the “select” tool.

Left Click on the “Select” tool. It looks like a pointing hand. This tool is used to select items on the map.



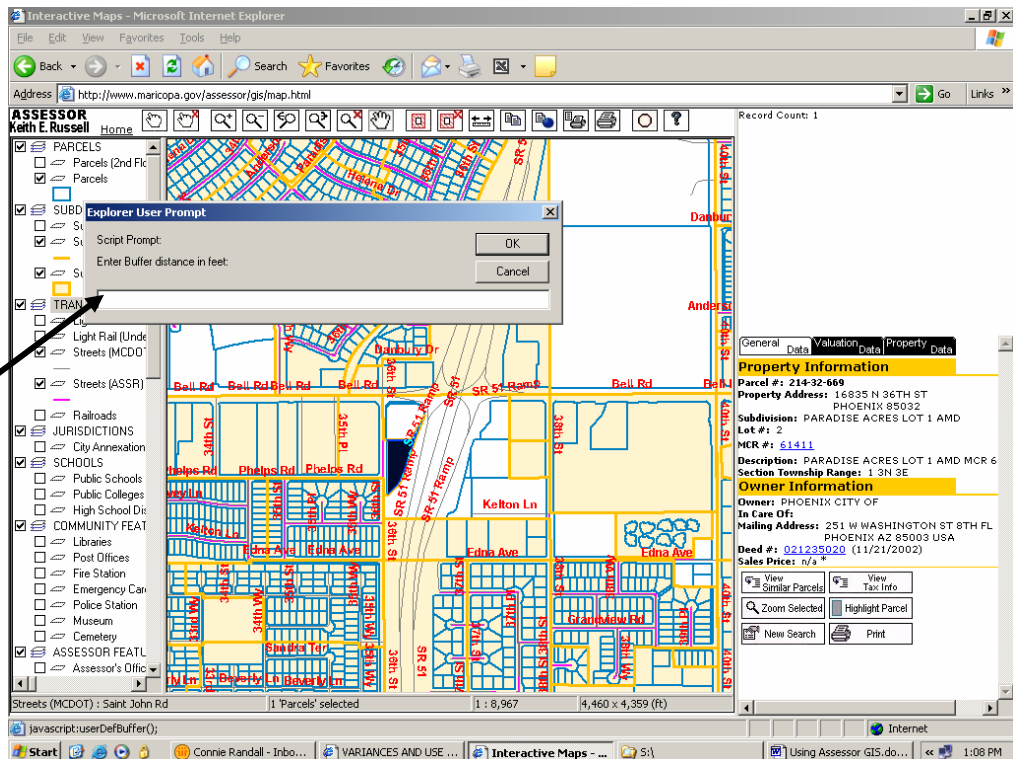
Once your parcel(s) is highlighted, you will need to apply a buffer to the property.

To apply a buffer around your highlighted parcel(s), left click the "parcel buffer" tool.

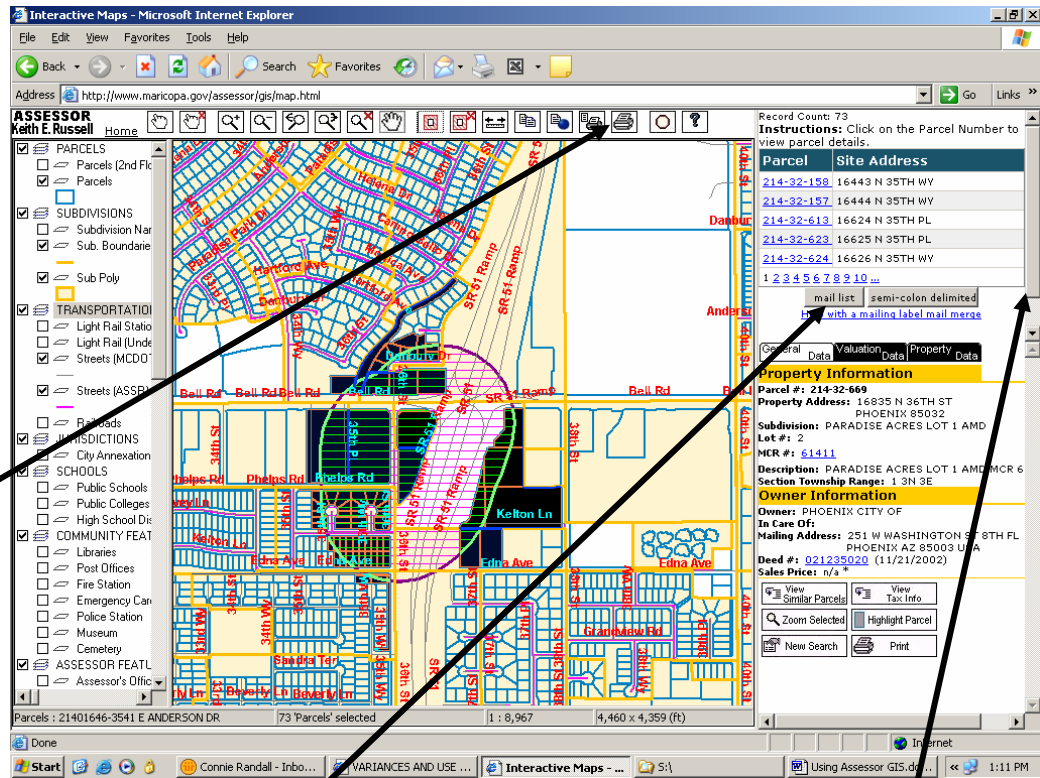


A text box will open asking you to enter the buffer distance in feet. Phoenix requires notification of property owners within a 600-foot radius for all Rezoning and General Plan Amendment applications.

Type "600" in the space provided and then click "ok".



All parcels within 600 feet of your property will be highlighted. To print a copy of this page, use the "Print" tool.



On the right hand side of the screen, the parcel numbers of all property within the 600 foot buffer will appear. Left click on "mailing list".

In order to see the link for the "Mailing List" you may need to use the scroll bar to the far right.

When you click on "mailing list" a list of all the names will appear. Every person on the mailing list will be included in the neighborhood notification process. In order to create mailing labels, it is suggested that you copy all names to a word processing document.

Please be aware that the post office requires the parcel number to appear before the name. It cannot be listed as the bottom line of the address. Therefore all mailing labels created by the Assessor's web site will need to be reformatted.

You may also wish to contact the Assessor's Office at 602-506-3406 if you have any specific questions about using their web site.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Nici Davidson at voice 602-495-0256 or via the City TTY Relay at 602-534-5500.