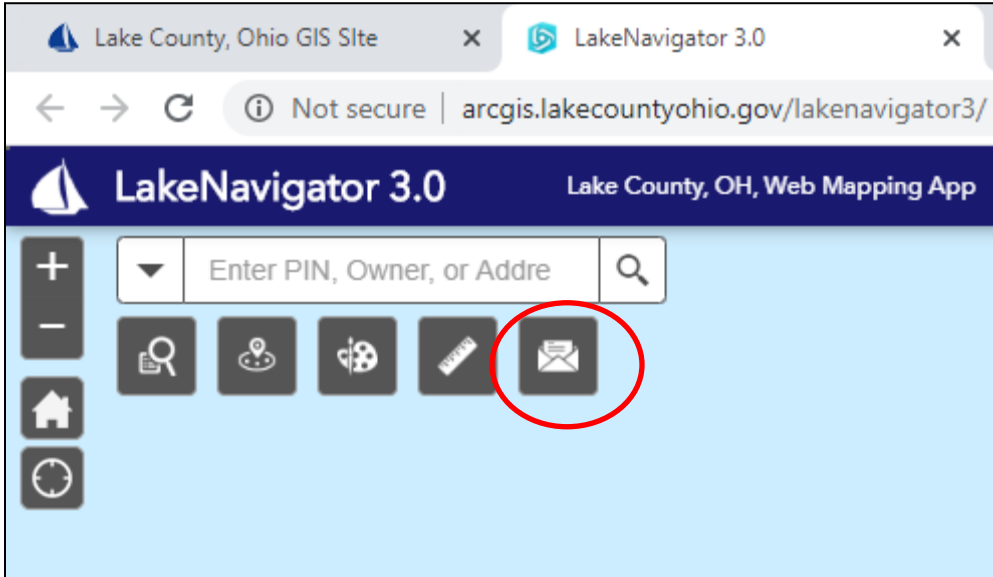Lake County GIS Department

LakeNavigator 3.0 Help – Public Notification Tool ✉

Description: This tool located in the upper left corner of the map area provides users with the owner name, address, and city of surrounding properties in a variety of formats that can be easily printed for quick mailing lists.
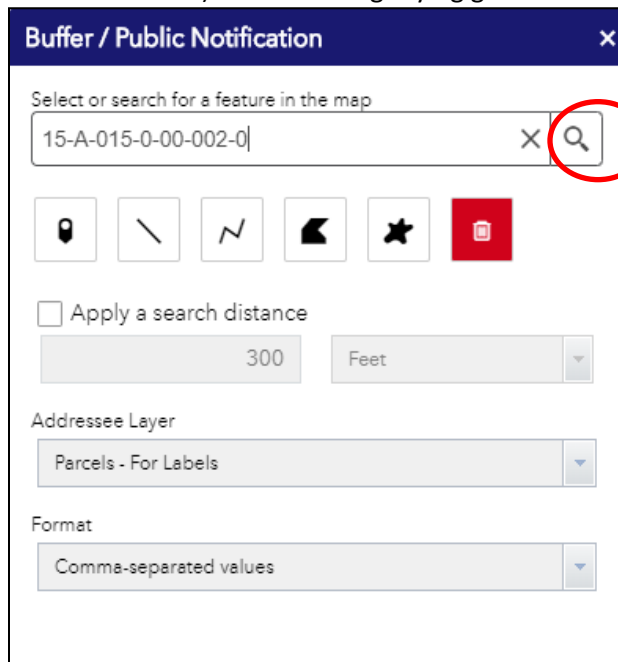
Function:

The tool is found in the toolbar under the search box in the upper left corner of the viewer.
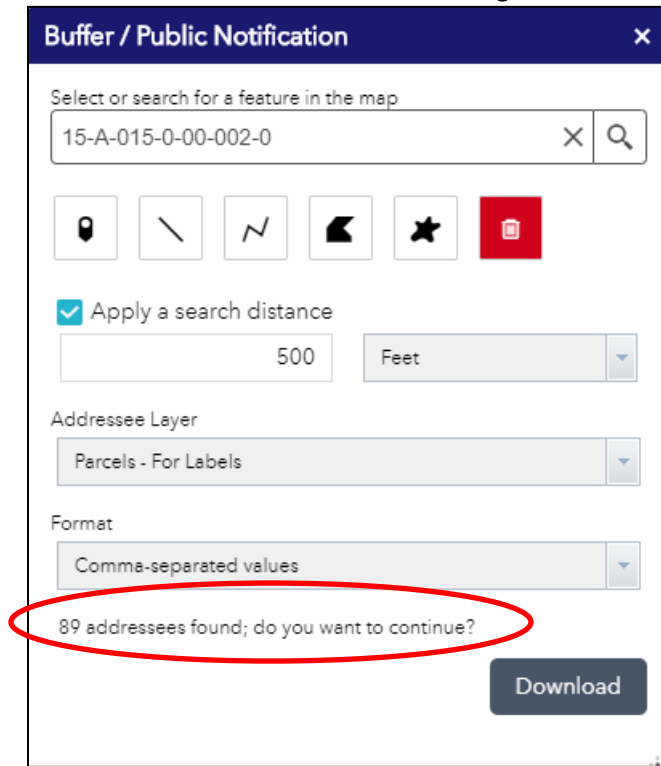

Follow these steps to create the buffer, select surrounding parcels, and download a mailing list:
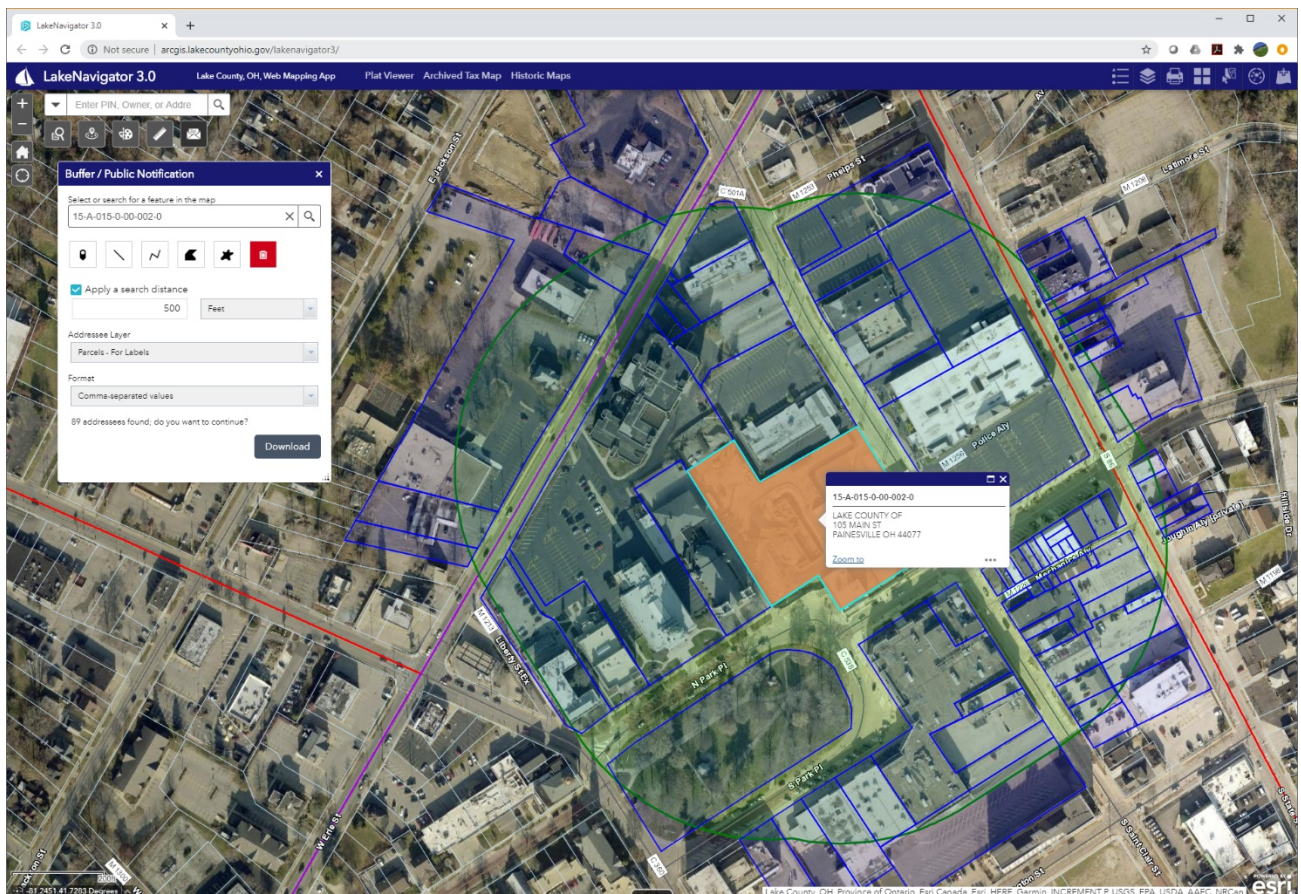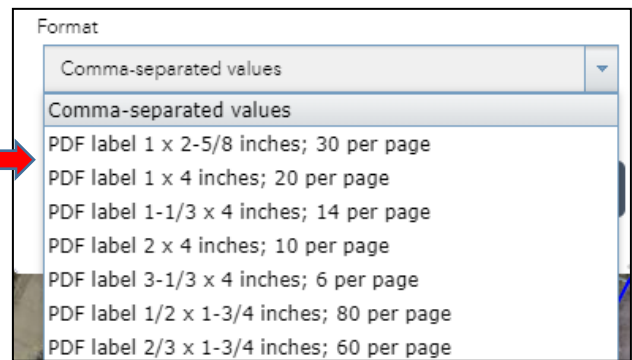
1. Click the envelope icon to open the dialog box. In the dialog box, enter the parcel number of the property you would like to buffer. The parcel number must include the dashes. For example, 15-A-015-0-00-002-0 (not 15A0150000020). Click the magnifying glass next to the search box to zoom to the parcel.
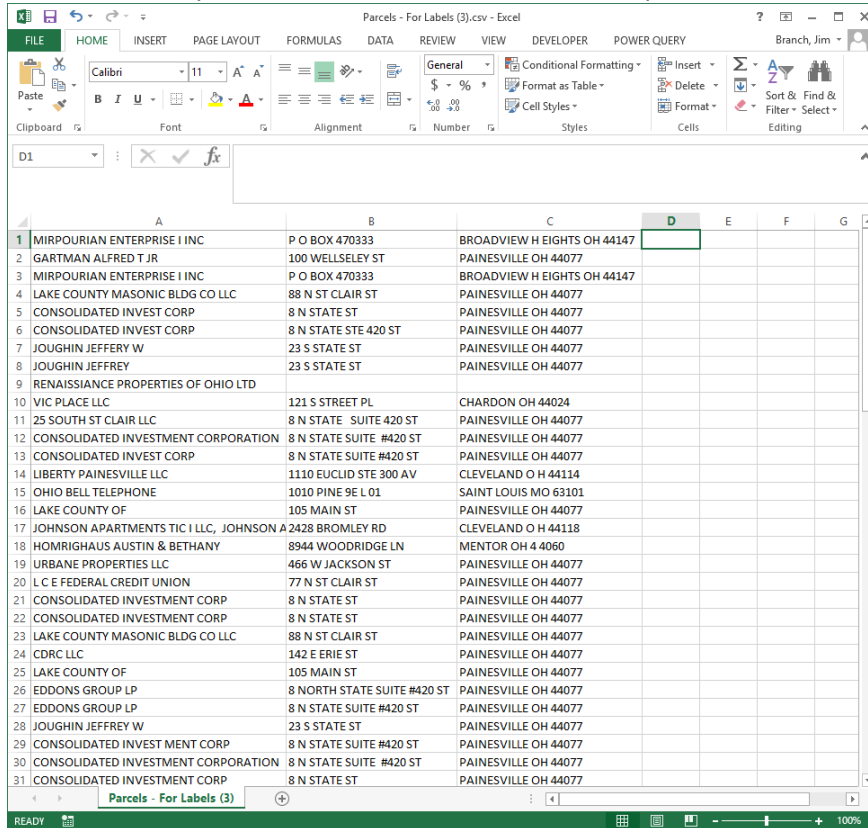
2. Once you are zoomed to the parcel, click the checkbox next to 'Apply a search distance' and then enter the distance you wish to buffer by. This will automatically update the map, highlighting surrounding parcels in blue under a green shaded buffer. At the bottom of the dialog box it will tell you how many parcels have been selected and give you an option to download them in a variety of formats. Click the 'Format' dropdown to see your choices of label layouts. The default is a 'Comma-separated values' (CSV) file that can be opened with Microsoft EXCEL and used in a mail merge.
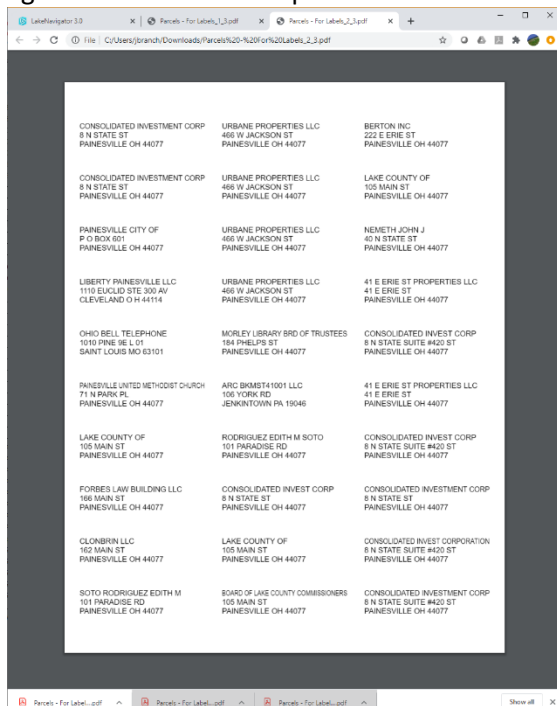

Format choices

If you chose the CSV file it will open with Microsoft EXCEL. Note that there is no header row specifying owner, address, and city. This will need to be added if it is required for the mail merge.

If you select a PDF format, the resulting file(s) will show up in your default PDF viewer whether it be the browser or Adobe Acrobat Reader or similar program. If you don't see the download automatically check to make sure the browser is not blocking the download. If it is, allow downloading from our site and try the 'Download' button again. Below is an example of a formatted PDF label sheet.

To get more help with this tool, see ESRI's help page for the 'Public Notification' widget: https://doc.arcgis.com/en/web-appbuilder/create-apps/widget-public-notification.htm#ESRI_SECTION1_06D49BC7CC3642CFB9A381E89FBD87CE