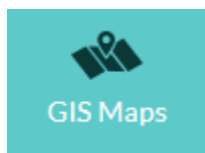


Effective September 5, 2019, the Fayetteville City Council has amended the public notice ordinance that requires notification of a public hearing be expanded to a 200-foot radius from the boundary lines of the subject property(s).

*Certain special uses (ie, outdoor music, cell towers, etc.) must still notify out to a 500-foot radius. Please see Ordinance 6212 for full details.*

## **INSTRUCTIONS FOR OBTAINING THE LIST OF ADJACENT PROPERTY OWNERS AND PROPERTY OCCUPANTS.**

1. Go to City of Fayetteville website. <http://www.fayetteville-ar.gov/>
2. On the left-hand side of the home page you will see a teal rectangle with the GIS Maps icon and link in it (5<sup>th</sup> item down in the list).



Click on it and the list of maps opens. Click on 'General Reference and Data Downloads' map.



[General Reference and Data Downloads](#) - All purpose map showing streets, addresses, property lines, parks, and points of interest. Also use to download data.



3. In the top right of the map click on this icon. The mailing list dialogue box will open up.

**Mailing List** ⤴ ✕

Select or search for a feature in the map

Find address or place 🔍

Apply a search distance

200 Feet ▾

Addressee Layer

Property Owner ▾

**4. Search for the address or Assessor's Parcel Number of the subject property(s) in the top text box. Click on the address/APN as it appears in the dropdown and it will take you to that location.**



**5. In order to get an accurate radius from the edges of the property lines (which is what the code requires) you must do the following:**

**a. Click on the polygon tool.**



**b. Draw the polygon along the property lines.**

c. Indicate the distance you want in the search tool with 'Apply a Search distance' check and hit Enter.

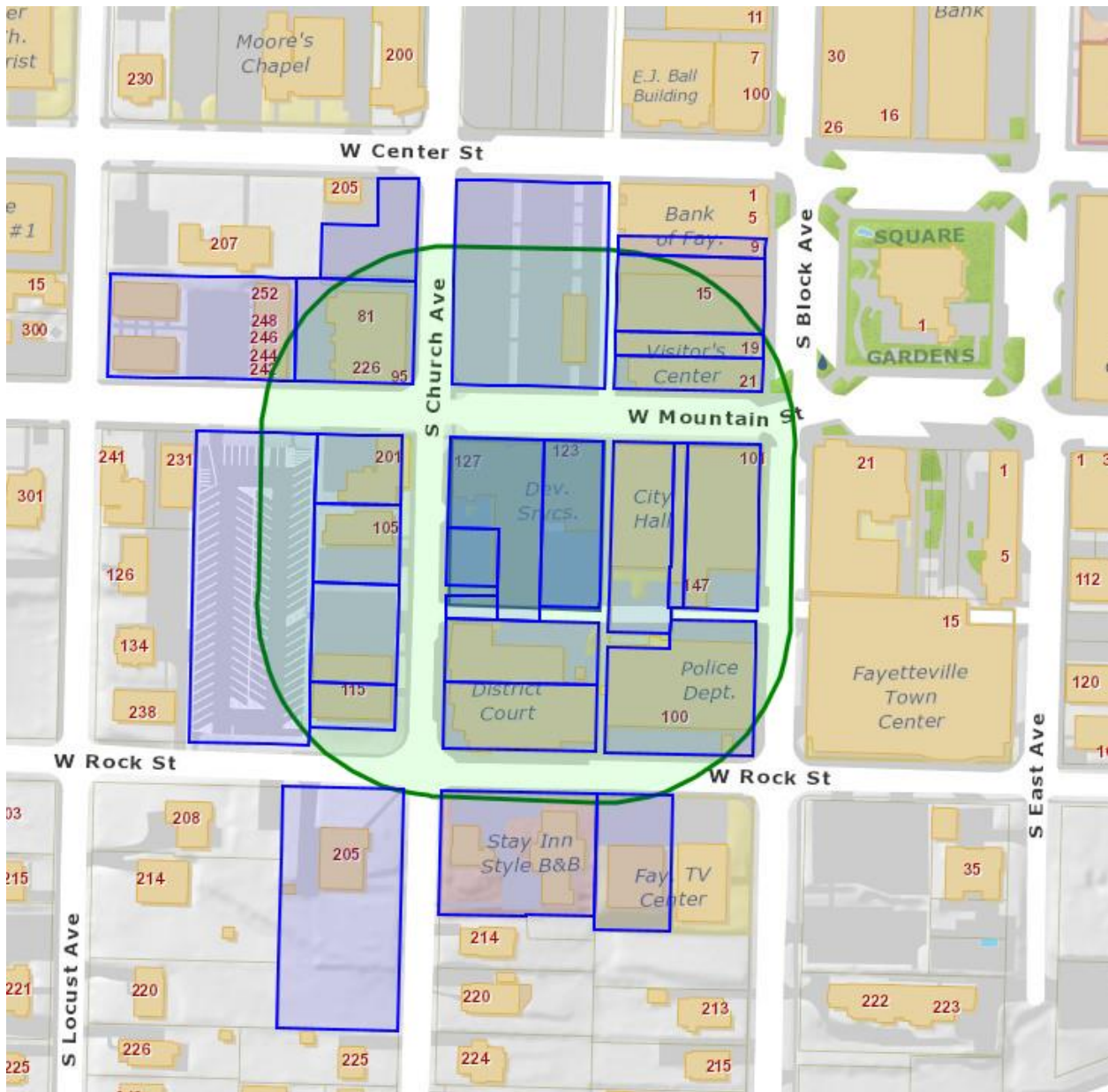
Apply a search distance

200	Feet	▼
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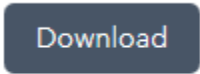
Addressee Layer

Property Owner	▼
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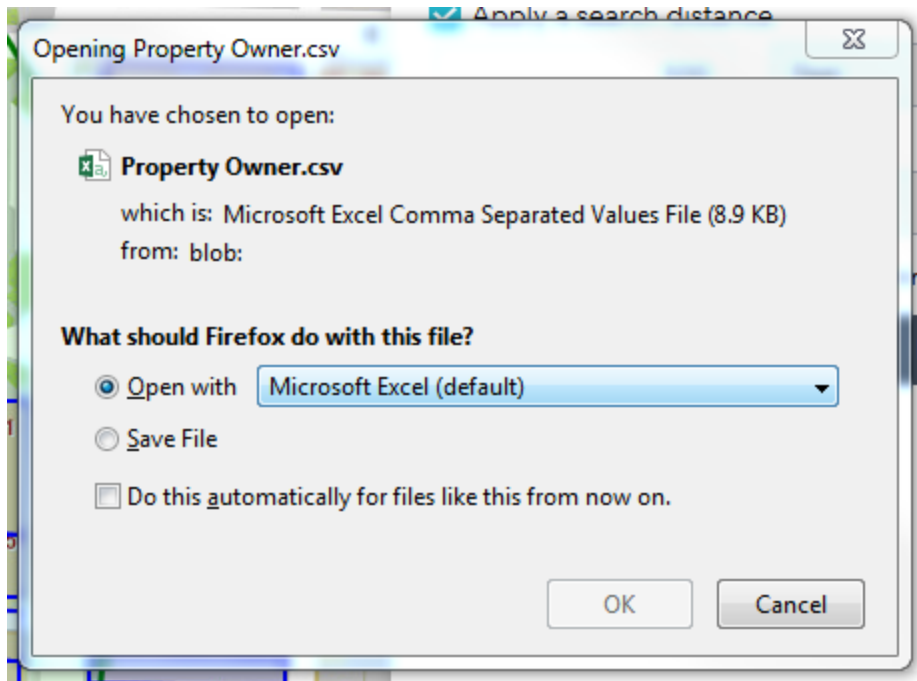
You should end up with something like this:



6. Hit the 'Download' button.



7. This dialogue box will pop up. You can choose the file type.



**8. Hit OK and the list is created with name and mailing address of the property owners.**

**9. If you want the list of occupants you simply change the 'Addressee Layer' in the dropdown box from 'Property Owner' to 'Property Occupant' or 'Residential Occupant'.**

Addressee Layer

Property Occupant

23 addressees found; do you want to continue?

Download