THE CITY OF
ALPHARETTA
GEORGIA

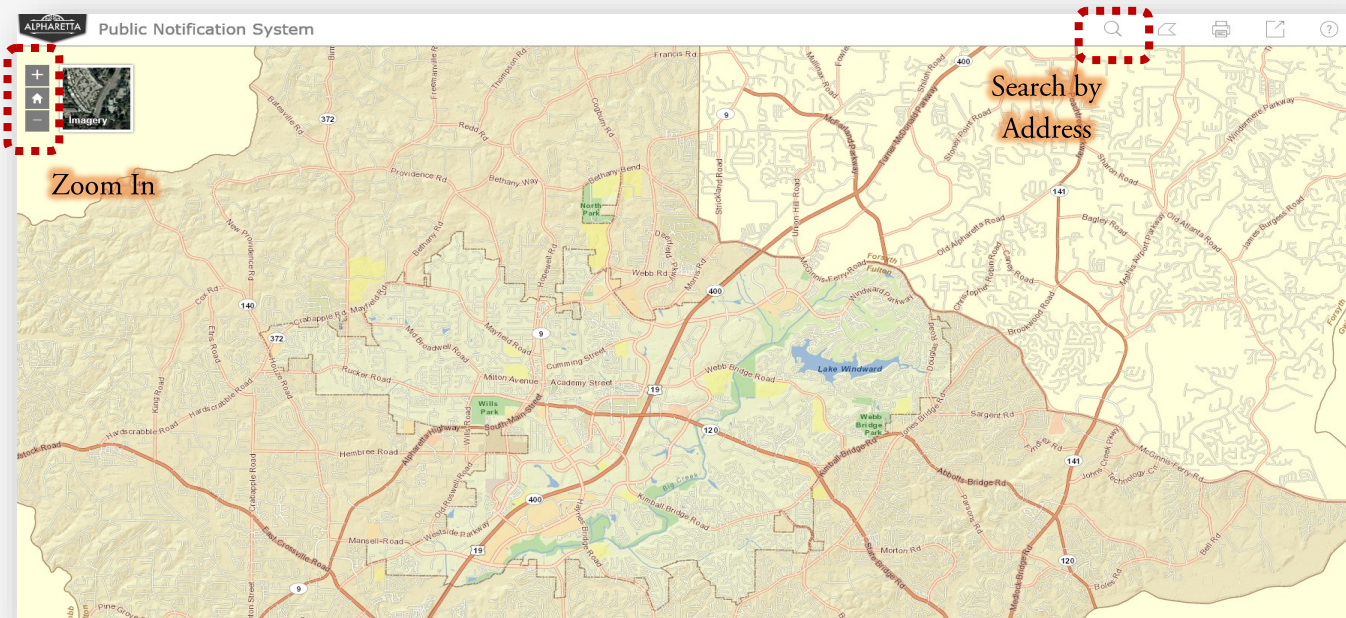◆ .... **INSTRUCTIONS FOR CREATING** .... ◆
A 500 FT MAILING LIST

__Disable Pop-Up Blocker__ - Since the end result is a pop-up (the PDF list of addresses) generated from your web browser, the very first thing you will need to do is disable your popup blocker, at least until you run the tool and generate the list. In google chrome you do this by clicking on the three dots in the upper right corner of the web browser and then following the steps below:

—> "Settings" —> "Advanced" —> "Privacy & Security" —> " Content Settings" —> "Popups" —> "Allowed"

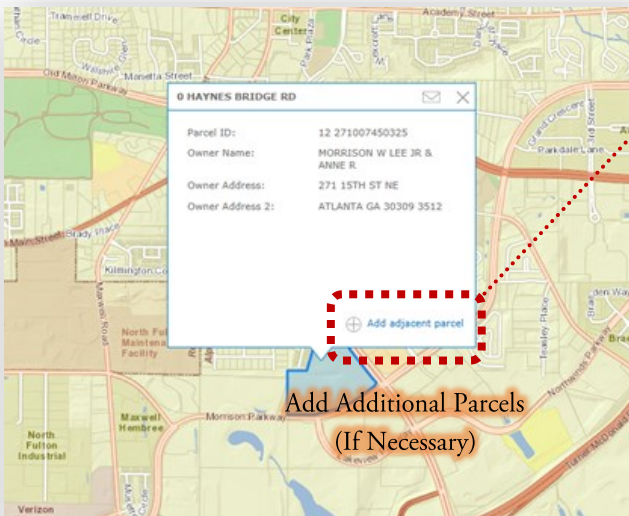*Open up this link:* https://alphagis.alpharetta.ga.us/publicnotification/

When the link opens up— zoom to the area of interest or search by address (using the magnifying glass icon)
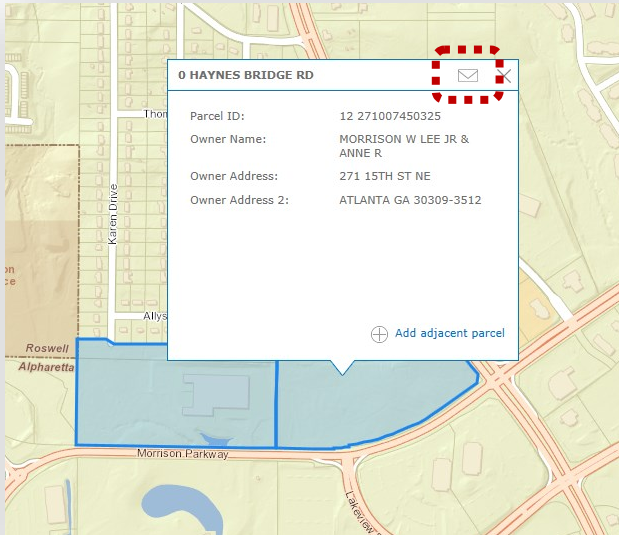

Click on the parcel on the map pertaining to your project. The pop-up below is presented.

If the project encompasses multiple parcels, click "__add adjacent parcel__" and add the adjacent parcels by holding the "__Ctrl__" button and clicking on the additional parcel/parcels

0 HAYNES BRIDGE RD

Parcel ID: 12 271007450325
Owner Name: MORRISON W LEE JR & ANNE R.
Owner Address: 271 15TH ST NE
Owner Address 2: ATLANTA GA 30309 3512

⊕ Add adjacent parcel

Add Additional Parcels
(If Necessary)

Press Ctrl + Map click to select parcel
Click on a selected parcel when done

Once you have your parcel or parcels of interest, click on any of them and the pop-up below will appear. Click on the envelope icon in the upper-right portion of the pop-up.

0 HAYNES BRIDGE RD

Parcel ID:	12 271007450325
Owner Name:	MORRISON W LEE JR & ANNE R
Owner Address:	271 15TH ST NE
Owner Address 2:	ATLANTA GA 30309-3512

⊕ Add adjacent parcel

When the pop-up appears enter "500" into the buffer distance, click the check box next to "Property Owners" and next to "Avery labels in PDF format" and then select "Download"

0 HAYNES BRIDGE RD

Enter buffer distance (feet)* **500**

Who do you want to Notify?*

☑ Property Owners   ☐ Property Occupants

Occupant Label   Occupant

☑ Avery labels in PDF format   5160 ▾

☐ Download in CSV format

⬇ Download

Wait a few moments and a mailing list should be produced in pdf format that looks similar to this:

WALKER JUDY
484 MICHAEL DR
ALPHARETTA GA 30004

GREEN ELENA V & VASILEVSKY LUBA
5661 GLENRICH DR
DUNWOODY GA 30338

TEPVEK LLC
180 SHELLI LANE
ROSWELL GA 30075

MC KAY BAILEY B & STEPHEN P
494 MICHAEL DR
ALPHARETTA GA 30004

ZUNIGA LEONILA F & EDITH ET AL
450 JON SCOTT DR
ALPHARETTA GA 30004

KALISTA PAMELA R
477 ALLYSON CIR
ALPHARETTA GA 30009

WAGES J R & JANET
497 MICHAEL DR
ALPHARETTA GA 30009-2121

DERENTHAL ANNA L & MARK
530 JON SCOTT DR
ALPHARETTA GA 30004

BASHIR MOHAMMAD A A
467 N ALLYSON CIR
ALPHARETTA GA 30009

HARMAN DEMPSEY PROPERTIES LLC
1145 POWERS PL
ALPHARETTA GA 30009-8358

BLALOCK KATHY ELAINE & NORMAN
66 KATYDID LANE
DAWSONVILLE GA 30534

MILLER DAISY B
457 ALLYSON CIR
ALPHARETTA GA 30004

HOPKINS SHERRI L
411 HARBOUR VIEW DR
KILL DEVIL HILLS NC 27948-8632

BOURNE BETTY L
517 JON SCOTT DR
ALPHARETTA GA 30009

EDWARDS WILLIAM E & WILLIAM L
447 ALLYSON CIR N
ALPHARETTA GA 30009

MAHMOODI KARIN L & PENNINGTON DAVI
D E
490 KAREN DR
ALPHARETTA GA 30004

NAGY SANDOR I & KATALIN K REVOCABL
E LIVING TRUST T
514 MICHAEL DR
ALPHARETTA GA 30009-2129

BAGWELL SAMUEL JR & PATRICIA ANN
437 ALLYSON CIR N
ALPHARETTA GA 30004

If you have any issues with this application please contact Ben Kern at bkern@alpharetta.ga.us