

## **Instructions – Courtesy Notice to Neighbors Identifying Home Owners within 300 feet**

One of the easiest and best ways to determine the names of the owners of the houses that are within 300 feet of your property is to:

- (1) Walk on your street and maybe around your block recording the house numbers
- (2) Use the Internet to research the names of the owners

### **First**

Enter the following link into your Internet Web Browser: <http://www.washco.utah.gov/>

Select: **Property Search** – located in the upper left portion of the screen, which will take you to the following page: <http://eweb.washco.utah.gov/recorder/web/login.jsp>

Select: **Public Login**, which will take you to the following page: <http://eweb.washco.utah.gov/recorder/eagleweb/docSearch.jsp>

Select: **Account Search** (not Document Search) in the upper left corner of the screen. Identify the **Situs** area (4<sup>th</sup> section down from the top). Skip over the House area and select the area which refers to “Street”. For example if you lived at 123 W Maple Street you would enter “Maple” in the Street area (not the House area). This will identify all those that live on your street.

This website is for all of Washington County and other cities in the county may have the same street name. It is best to print this page(s). Select the **print icon** in the tool bar in the upper right portion of the screen. Cross out any addresses not in Ivins that appear on your printed page(s). You now know the names of the owners of the houses on your street. Whether the house is owner-occupied, or rented or vacant is irrelevant for the purposes of this exercise. You are to send a letter to the owner of record regardless of who the current occupant is, even if vacant.

### **Second**

A person of average height, when taking a large step will cover about 3 feet. Adjust your stride according and walk 100 steps away from your property in each of the four directions. Depending on the lot size in your neighborhood this may or may not (but usually does) require adding those houses located on the street behind your property and any side streets if you live near a corner street.

The Ordinance requires the selection of those houses that are within 300 feet of your property line.

### **Third**

Match up the house numbers that you recorded from your walk with the corresponding ones on the page(s) that you printed off the Washington County website. This is your mailing list. This method is not exact, but will suffice to fulfill the necessary requirements.

Enter your list of owner’s names and addresses into a word processing program like Microsoft Word. Use the label creation feature to print the address labels or print directly on the envelope. Affix the necessary postage to #10 envelopes. Do not enter your return address, leave this area blank. Return these addressed envelopes with your completed application and the appropriate fee to the City.

We will stamp/imprint the City’s return address on your envelopes and insert the “Courtesy Notice to Neighbors letter” which we will provide. We will mail your envelopes.