




ABUTTER LIST DIRECTIONS

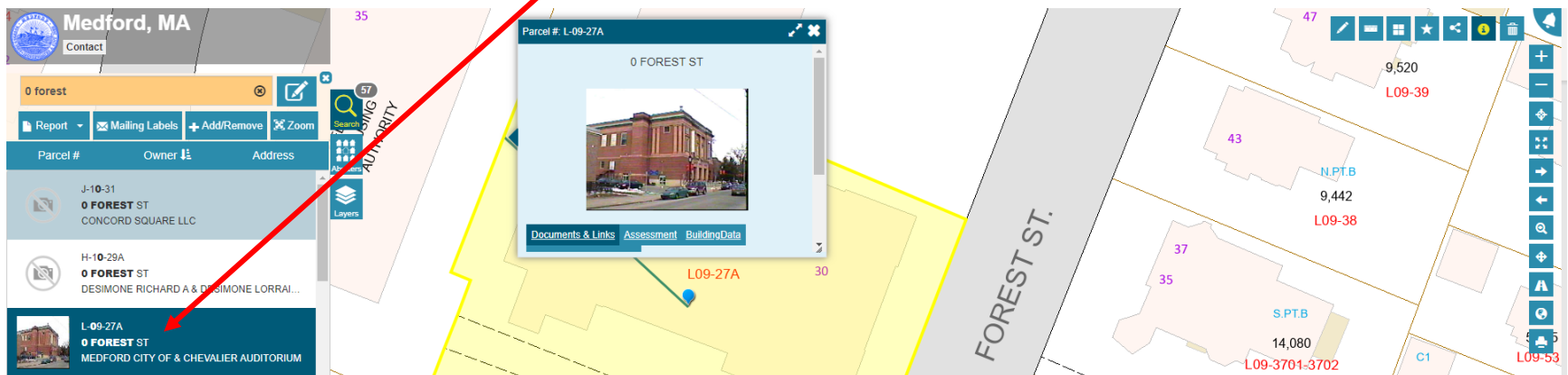
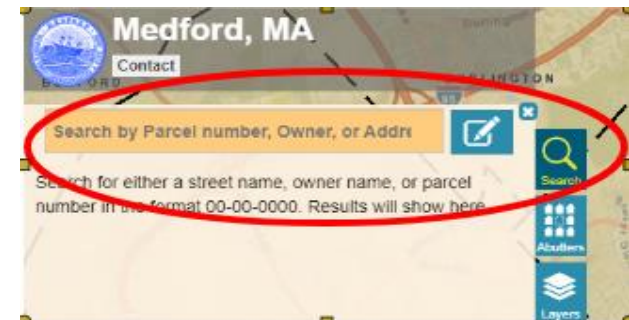
- Follow **Steps 1-6** to create a **list of abutters within 200'** of a subject parcel (including Direct Abutters) by using the <https://www.axisgis.com/MedfordMA/> website. Parameters may be changed to reflect the footage you are searching for.

STEP 1 – SELECT THE PARCEL

Using the **SEARCH** tool  on the left of the screen, type in the address or parcel number of the property (*do not include "street", "road", or similar in your search*).

A list of properties will appear. Click on the correct address/parcel.

The parcel will be highlighted in yellow.



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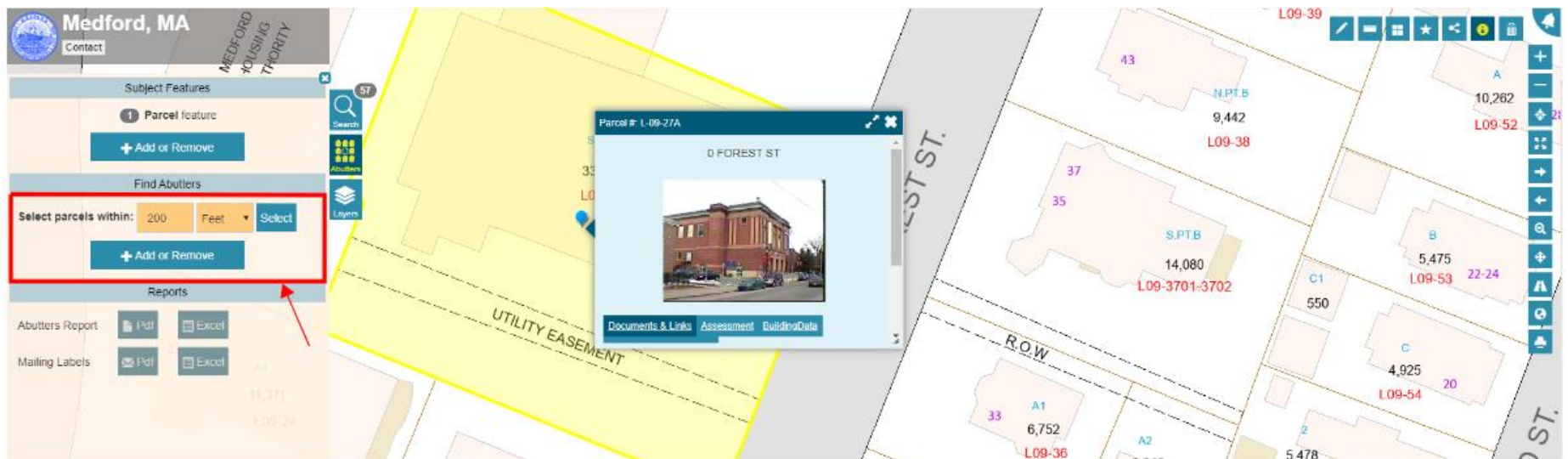
STEP 2 – SELECT ABUTTER TOOL



Once the parcel is highlighted in yellow, open the **ABUTTERS** tool.

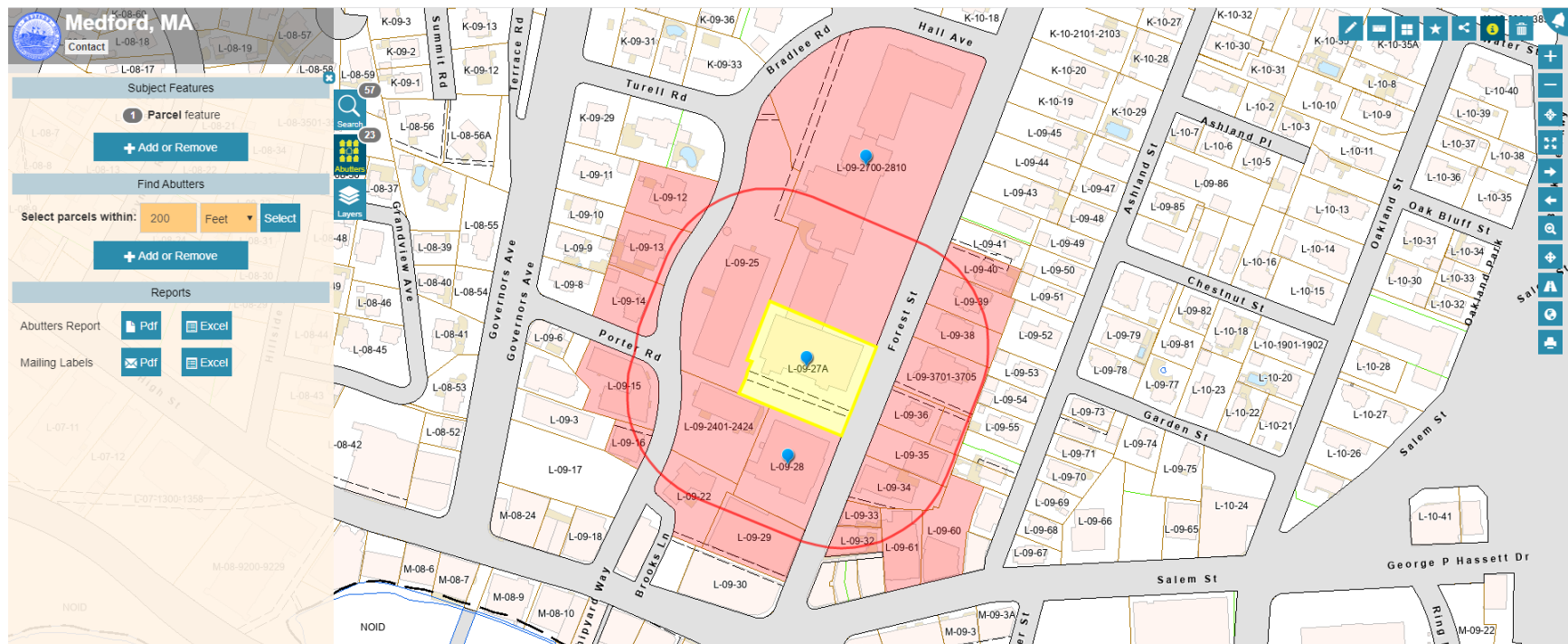
Make sure the number “200” is entered into the box next to “*Select parcels within:*” under **Find Abutters**.

Click “**Select**” to run the tool.



Parcels within 200 feet of the selected parcel will be highlighted red.

To include additional or missing parcels, including the property owner of the subject parcel (highlighted in yellow), in the abutter list see **STEP 4**.



To add or remove parcels from your abutter list, you must use the **ADD/REMOVE** tool.

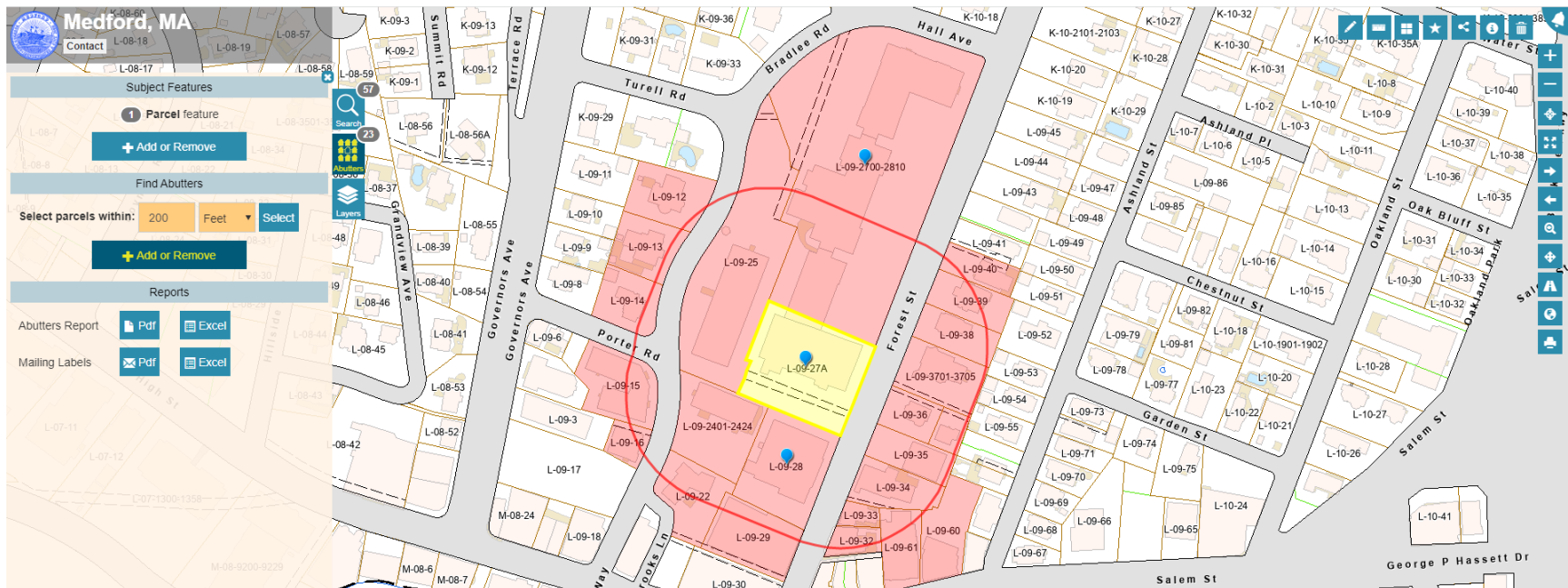
Find Abutters

Select parcels within: 200 Feet **Select**

+ Add or Remove

To include the subject parcel in your list, click on the parcel highlighted yellow. Once selected it will turn orange.

To remove the selection, click again on the parcel.



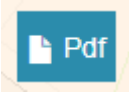
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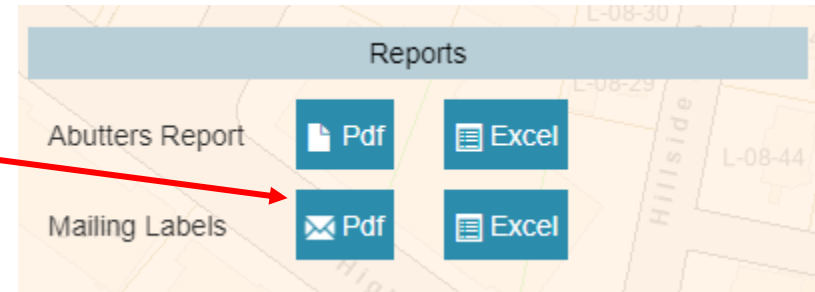
STEP 5 – CREATE ABUTTER LIST & MAILING LABELS

Once you have confirmed your selection of parcels, you have the option to create an abutter mailing list in the form of a **PDF** or **Microsoft Excel** sheet.

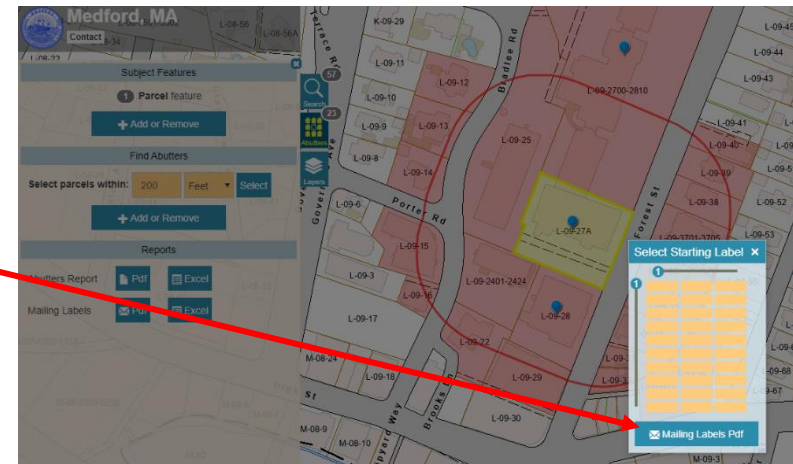
To create a printable sheet of mailing labels in PDF format, click on



the Pdf icon next to **"Mailing Labels"**.



After the PDF button is selected, the next screen will prompt you to create the layout of the mailing list. Once complete, click on the **"Mailing Labels Pdf"** button which will create the labels on a printable sheet.



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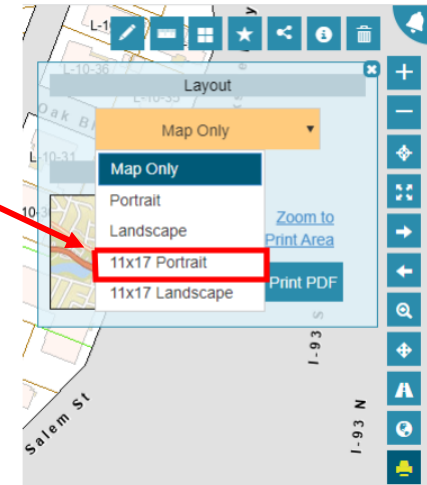
Under “**Layout**”, you must click the drop-down arrow and select “**11x17 Portrait.**”

Once **11x17 Portrait** is selected, you will set the print scale of the map. For this example, we will use **1” = 100’**.

A screenshot of the "Print Scale" form. It shows a text input field containing "1 inch =" followed by a dropdown menu set to "100" and the word "feet".

Print Scale

K-10-35 1 inch = 100 feet



Under “**Map Title**”, enter the address of the subject property. Under “**Display**”, check the “**Legend**” box to include a legend on your printable map.

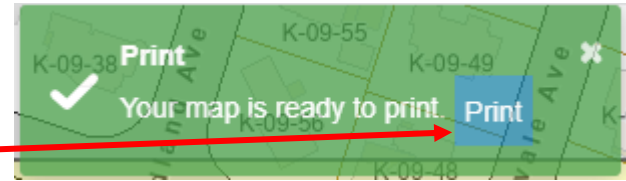
Once complete, click on “**Print PDF.**”

A screenshot of the main software interface with several fields highlighted by red boxes and red arrows. The "Layout" dropdown is set to "11x17 Portrait". The "Print Scale" field is set to "1 inch = 100 feet". The "Map Title" field contains "0 Forest Street" and the "Sub Title" field contains "Medford, MA". In the "Display" section, the "Legend" checkbox is checked. A red arrow points from the text "Under 'Map Title', enter the address of the subject property." to the "Map Title" field. Another red arrow points from the text "Under 'Display', check the 'Legend' box" to the "Legend" checkbox. A third red arrow points from the text "Once complete, click on 'Print PDF.'" to the "Print PDF" button at the bottom right.

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The map will take a few seconds to generate. Once it is complete, you will see a notification that your map is ready to print.



Click on the print button.

The next page will generate a PDF version of the map. The map can be saved or printed from this screen. The finished map will look like the map located to the right.

Confirm that all properties are highlighted in red and displayed clearly with assessors' information.

If properties are not displayed, or font is difficult to read, you must go back and adjust the scale of your map to include all properties.

