

## Determining Property Owners within 1000 Feet of a Parcel

The following procedure will help in the development of the list of property owners within 1000 feet. The maps and cards located in the Assessor's Office may be used in this process as well as the computer terminals in the hallway of the Annex Building. It is the applicants' responsibility to obtain and verify all information retrieved from the Warren County Assessor's or the Planning and Zoning's Offices. If at any time you need help, please ask for assistance from the Planning and Zoning's Office.

### **Step #1 - Determine the parcel number of your property**

- A) Locate a computer not in use in the hallway. Under Active Real Estate Inquiry **Enter Account** will appear at bottom left screen. If searching under name type in **N** (enter) **Enter Name** shows on screen. Type **LAST NAME** *space* **FIRST INITIAL** (enter). If screen does not change type in **LAST NAME ONLY** (enter). When screen changes press **U** to scroll up and **D** to scroll down the list of names. Type in **E** (enter) to return to Enter Account Screen.
- B) If searching under address. **Enter Account** will appear at bottom left screen. Type in **A** (enter). **Enter Address** shows on screen. Type **FIRST TWO NUMBERS OF ADDRESS** *space* **FIRST WORD OF STREET NAME** (enter) *or* **FIRST WORD OF STREET ONLY** (enter). When screen changes press **U** to scroll up and **D** to scroll down the list of names.

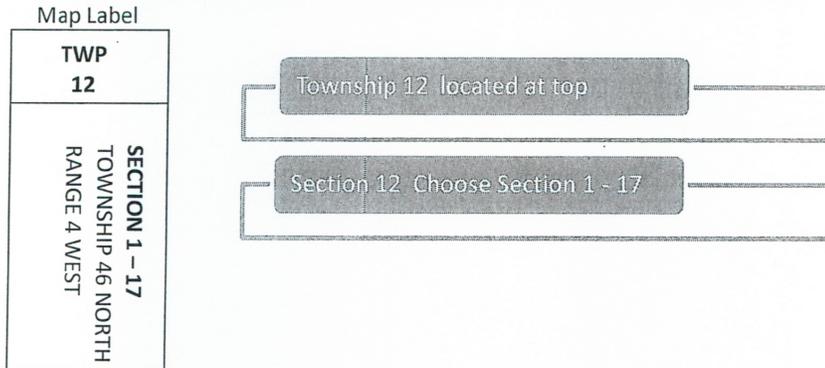
When you have located your property highlight it with your up and down key and enter. When the screen changes your whole parcel number will be above your name as shown below.

TWP	SECT	QTRSECT	BLK	PARCEL
12	120	4	11	009000000
Smith John				

Please write this number on the Parcel Number Identification Sample Sheet given to you.

### **Step #2 - Locating parcel on map**

- A) Use the first two numbers above (Township and Section) to decide which map to use.



- B) When opening a map, notice the map numbers on the bottom right hand side. This number provides Township – Section – and Quarter Section only. The Block number and Parcel number will be found within the map.

TWP	SECT	QTRSECT	BLK	PARCEL
12	120	4	11	009000000

John Smith has a Quarter Section 4 Number. The map # should read:

MAP NUMBER            51   **12**   1     **12**   **4**

↑                                    ↑                                    ↑

Township                                    Section                                    ¼ Section

\* Note: You will only be using the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> numbers on all maps you pull.

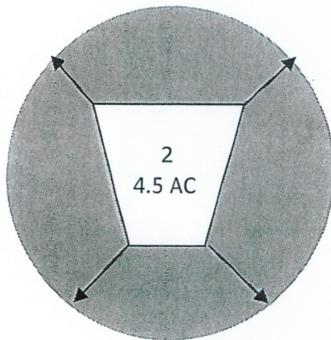
- C) Check legend from the bottom of map, the **BLUE** line is the boundary line for your Section number it should be in the center of the map. The Section number itself will appear as the larger **RED** number. The Block number (if any) will be in quotation marks in "red". You should be able to locate your property at this point on the map. Once identified the number in **Bold Yellow** is your parcel number and last number.

**Step #3 - Determining those properties within 1000 feet of your property.**

- A) Make a list of the parcel numbers for each of the properties within 1000 feet of your property lines. Use the parcel number identification sample sheet to help you in the placement of numbers.
- B) To determine adjoining properties within 1000 feet start from each corner of your parcel using a ruler or scale and the legend scale at bottom of map to form a complete radius of 1000ft. There are two scales of maps.

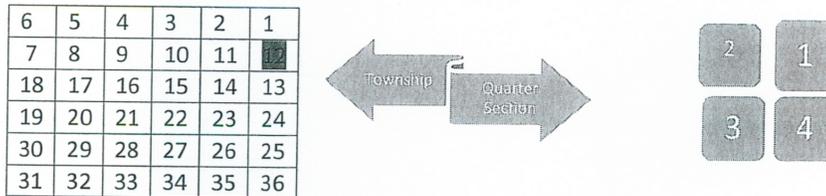
The scale of **1 inch equals 200** feet means all properties **within 5 inches** are within 1000 feet.

The scale of **1 inch equals 100** feet means all properties **within 10 inches** are within 1000 feet.



\* Measure 1000 Feet from each corner of your property. Include all parcel numbers within this radius.

- C) If your property is located in the corner of a map, you will have to use more than one map. **Be careful and watch the scale when changing maps.**



Looking at the bottom right of map you will notice the 16 townships and each township divided into 36 sections as an example of Township 12 highlighted above. Sometimes a property will be on the corner or edge and a different map will have to be pulled. When pulling this map reference the numbers closest to the township you are currently looking at. Keep in mind each township is divided into quarter sections as shown above right. When a piece of property is on a corner or edge here, you may need to just change a quarter section number map.

**Step #4 - Determining the names and addresses for these properties.**

- A) Once you have a parcel number list, each number can be entered into one of the hall computers to develop a list of names and addresses.

Example:

ENTER ACCOUNT

12	120	4	11	009000000
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All numbers must be typed including the zeros with no dashes or decimal points then *enter*.

The property owner's name and address will show on the screen. Continue with each parcel number down your list to gather the information needed name and address with parcel number for property owners within 1000 feet.

This is not intended to be complete in all detail and in all instances. The Assessor's or Planning and Zoning's Offices will not be responsible for accuracy in the parcels, names and addresses gathered or any consequences that may result from this information.



