

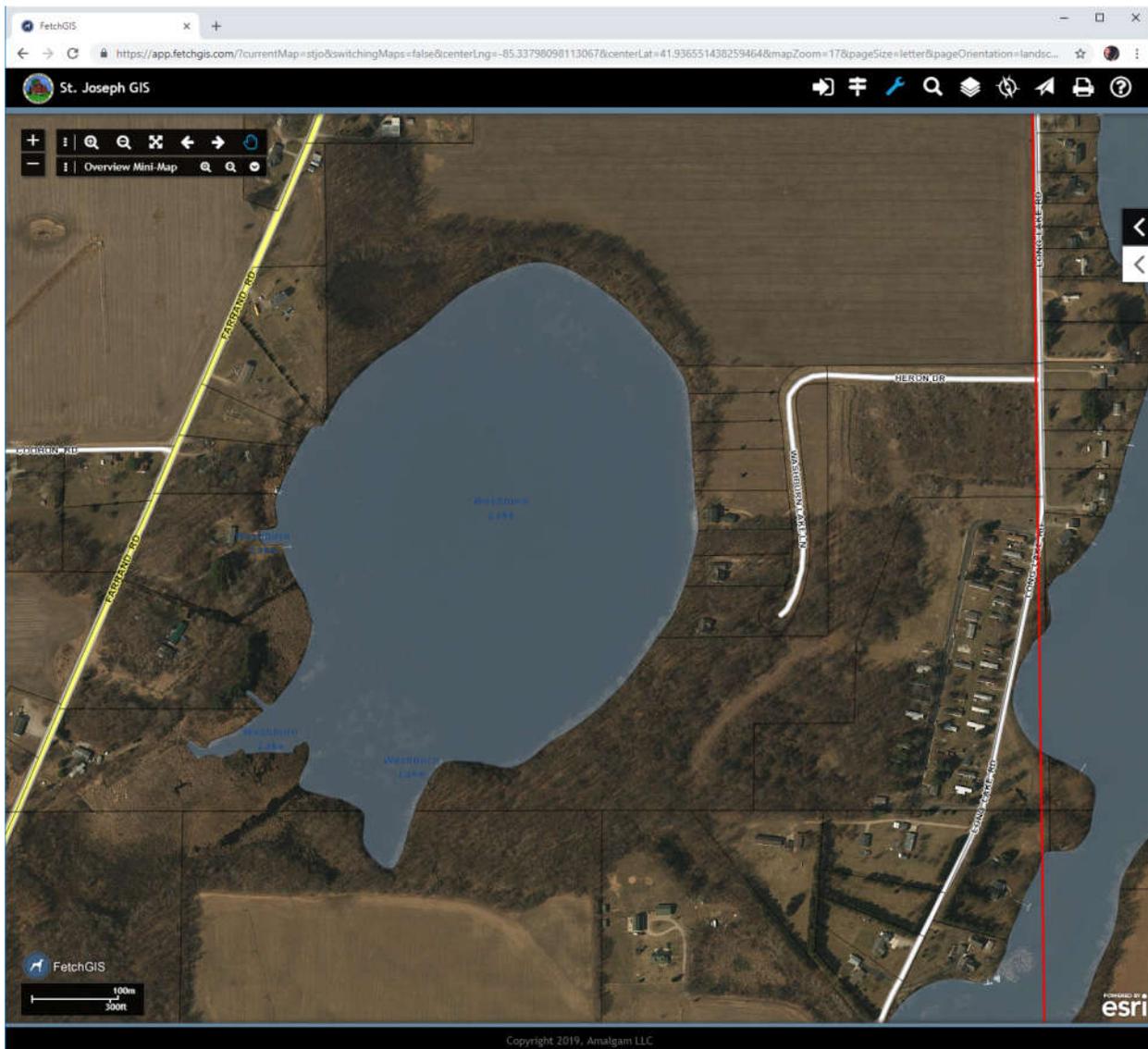


St Joseph County

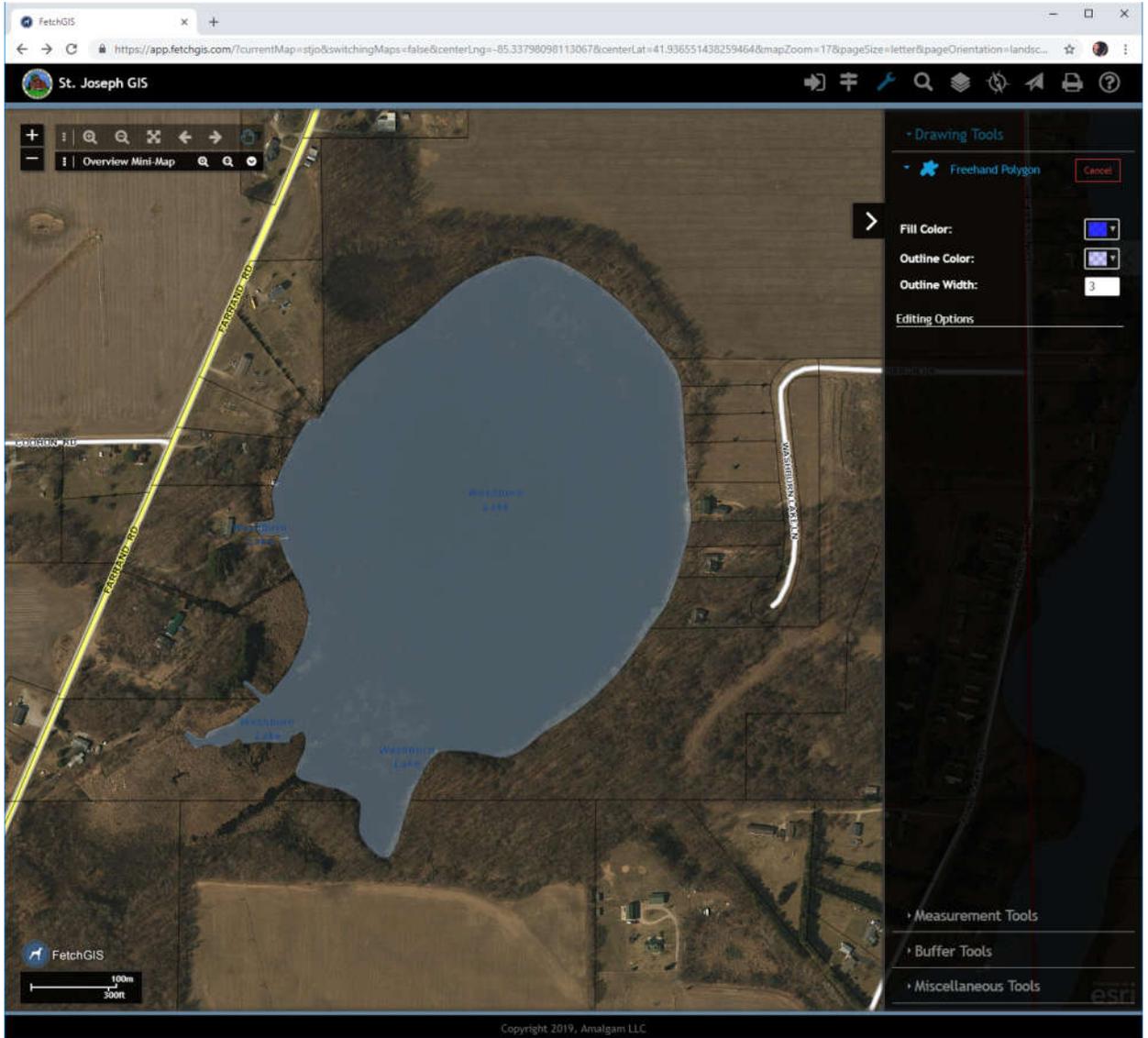
Geographic Information Systems Department (269) 467-5543 Fax (269) 467-5672

Basic Step by Step Directions for Creating a Mailing List from a Buffered Area on Fetch GIS Desktop St Joseph County MI

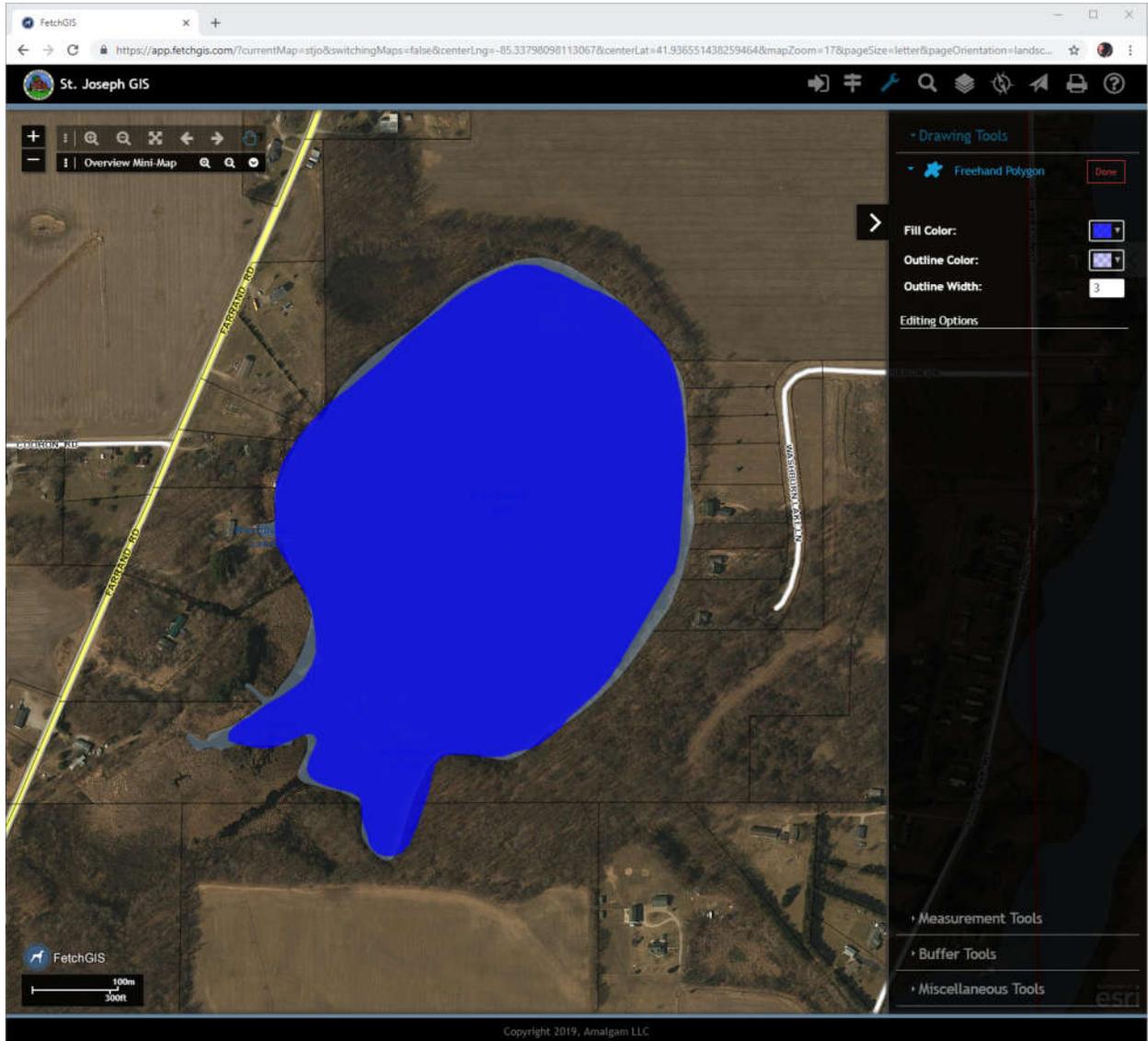
1. Zoom to the area you are interested in. In this example, we want to create mailing labels for people living around a lake.



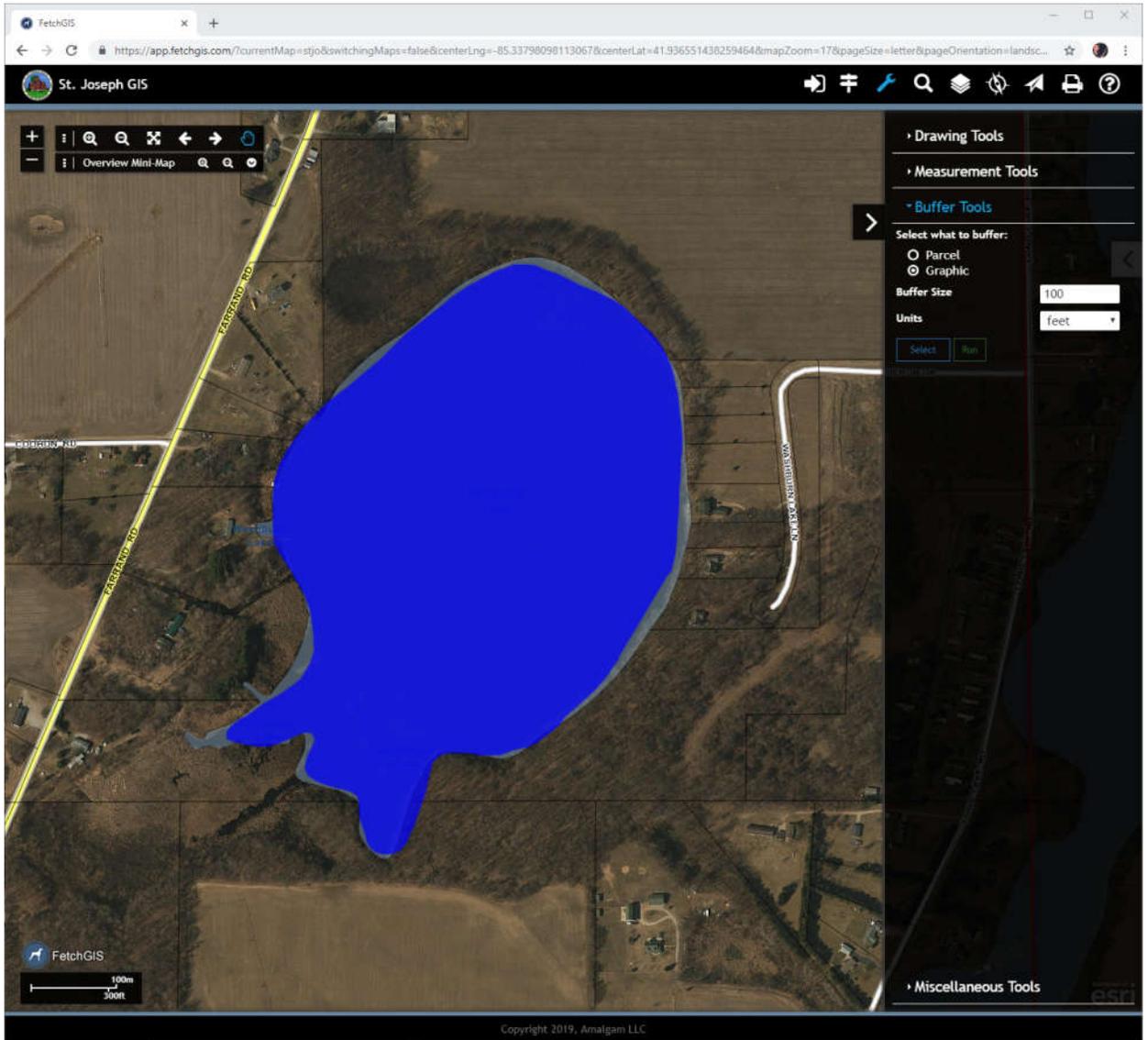
2. Click on the map tools icon (wrench) at the top right of your screen (it will turn blue). Then select "Drawing Tools". A long list of drawing tool options will appear. Select the "Freehand Polygon" tool near the bottom of the list. Your screen will then look like this:



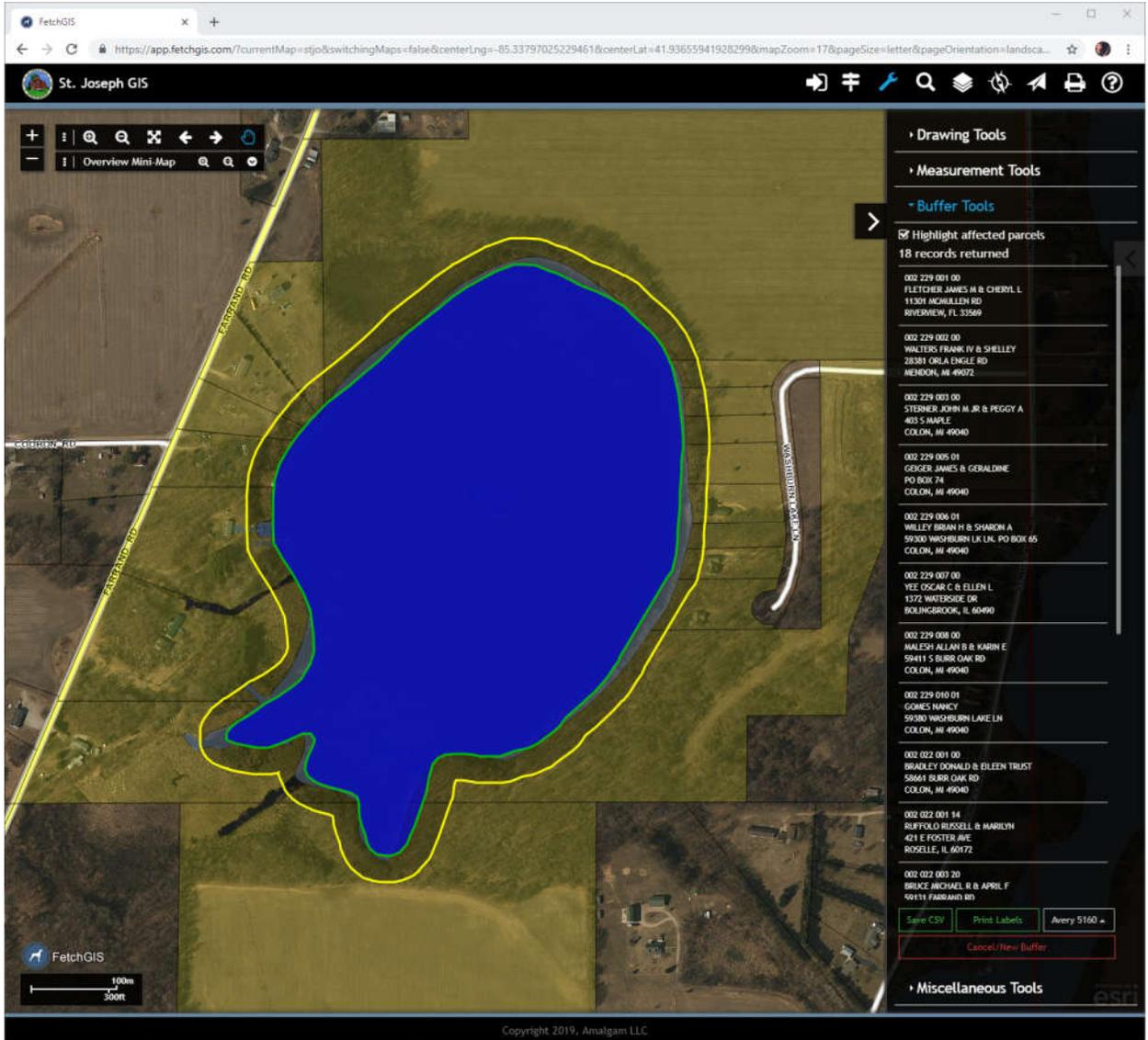
- Use your cursor (keeping the mouse button pressed) to trace the approximate borders of the lake to create a polygon graphic. Release the mouse button to finish the polygon. The polygon you create will turn blue by default. Click the red "Done" button when you have completed your polygon. You will be taken back to the "drawing tools: area."



- Now select "Buffer Tools" from the list of tools on the lower right of the screen. Some options will appear. Select "Graphic" and then set a buffer size (try 100 feet).



- Now hit the green “Run” button. Fetch will create a 100 foot buffer around your polygon (yellow line), automatically select all the parcels within 100 feet of you polygon, including those parcels only partially within 100 ft (yellow highlight), and return a list of owners and addresses for those parcels. Your screen will look like this:



- At the bottom of the list are a number of options for saving or printing the addresses. You can choose to export the data as a CSV file which can be imported into any spreadsheet. You can also print the labels directly by choosing your label format (Avery 5160, 5162, or 5163) and then hitting the "Print Labels" button. Once the formatted labels appear on your screen, select the printer icon (circled in red below) to send the labels to your local printer.

The screenshot shows the fetchGIS web application interface. At the top, there is a browser address bar with the URL: <https://app.fetchgis.com/?currentMap=stjo&switchingMaps=false¢erLng=-85.33797025230504¢erLat=41.936559419282375&mapZoom=17&pageSize=letter&pageOrientation=landsc...>

The main content area displays a grid of address labels. A red circle highlights the printer icon and the text: "Note: label outlines are for visual reference and will not be printed." Below the grid, there are buttons for "Save CSV", "Close Labels", and "Avery 5160".

FLETCHER JAMES H & CHERYL L 11301 MCWILLIEN RD RIVERVIEW, FL 33569	WALTERS FRANK IV & SHELLEY 28381 ORLA ENGLE RD MENDON, WI 49072	STERNER JOHN H JR & PEGGY A 403 S MAPLE COLON, WI 49040
GEIGER JAMES B & GERALDINE PO BOX 74 COLON, WI 49040	WILLEY BRIAN H & SHARON A 59300 WASHBURN LK LN, PO BOX 65 COLON, WI 49040	YEE OSCAR C & ELLEN L 1372 WATERSIDE DR BOLINGBROOK, IL 60490
MALESH ALLAN B & KARIN E 59411 S BURR OAK RD COLON, WI 49040	GOMES NANCY 59380 WASHBURN LAKE LN COLON, WI 49040	BRADLEY DONALD & EILEEN TRUST 58661 BURR OAK RD COLON, WI 49040
RUFFOLO RUSSELL B & MARILYN 421 E FOSTER AVE ROSELLE, IL 60172	BRUCE MICHAEL R & APRIL F 59131 FARRAND RD COLON, WI 49040	MCWILLIEN ASHLEY M 59181 FARRAND RD COLON, WI 49040
GREENSTONE FARIN CREDIT SERVICES 3515 WEST RD EAST LANSING, MI 48823	GRAY SHERRIAN L P O BOX 351 COLON, WI 49040	SZEPLAKAY FRANK B & CECELIA 8929 MCCOOK HAWKWOOD, IN 46323
MOORE ROHNIIE B & SUSAN H 59373 FARRAND RD COLON, WI 49040	SCHWARTZ EIHANUL J & MARY KAY 59445 FARRAND RD COLON, WI 49040	WALTERS HAROLD D & WENDY S 63120 MCKALE RD BURR OAK, WI 49030

On the right side of the interface, there are several tool panels: "Drawing Tools", "Measurement Tools", "Buffer Tools", and "Miscellaneous Tools". The "Buffer Tools" panel is active, showing a "Highlight affected parcels" checkbox and a list of 18 records returned. At the bottom of the "Buffer Tools" panel, there are buttons for "Save CSV", "Close Labels", "Avery 5160", and "Cancel/View Buffer".

Copyright 2019, Amalgam LLC

8. Once you are done, select “Cancel” and enjoy your new labels!

This should get you started. Once you have used the application a few times and get comfortable with it, you will discover that you can use the “Drawing Tools” and “Buffer Tools” together in a variety of ways to create mailing labels. You can buffer from any type of graphic you create (point, line, polygon, etc) and you can change the buffer distance to meet your needs. You can create *multiple* polygons graphics to buffer from. You can even select the “parcel” option in the buffer tools and buffer from the edge of a preselected parcel or parcels. There are lots of options for buffering and creating mailing labels, so keep playing with it, you will be a pro in no time.

Notes:

1. Parcel owner names and addresses are updated nightly in Fetch, so as soon as an owner change is processed by the County, you will see it on Fetch. Parcel splits, combinations, and new parcels may only be updated once a year in April or thereabouts.
2. The mailing label application In Fetch returns the OWNER name and address, not the PROPERTY or current resident address.