



How-To Guides

Create a Mailing List Based on a Distance from a Property

For the purposes of public notice or to do a marketing mailing of some kind, users often need to generate mailing lists. Mailings may be intended for owners, residents, or both. Since getting both will show how to get each kind of list, the steps to get both are shown below.

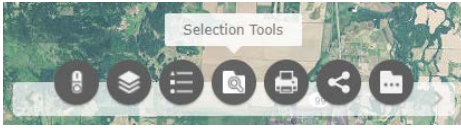
The City of Florence needs to notify owners and residents within 100' of a set of taxlots around the wastewater treatment plant on which there will be some brush clearing.

To create an owner mailing list based on these parameters in RLID Maps Pro, do the following.

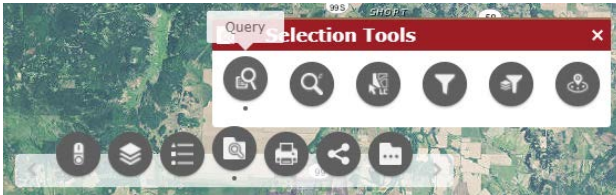
1. Open RLID Maps Pro.
2. Zoom to the property in question. In this case, it is just west of downtown Florence, on the Siuslaw River.



3. Click the **Selection Tools** button from the **Anchor Bar** at the bottom of the map window.

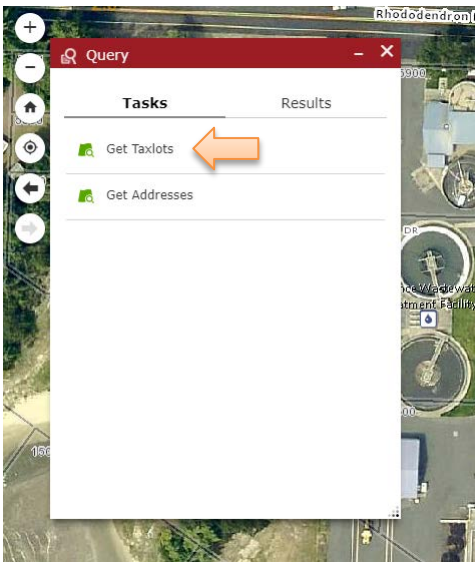


4. Click the **Query** tool from the **Selection Tools** toolbar.



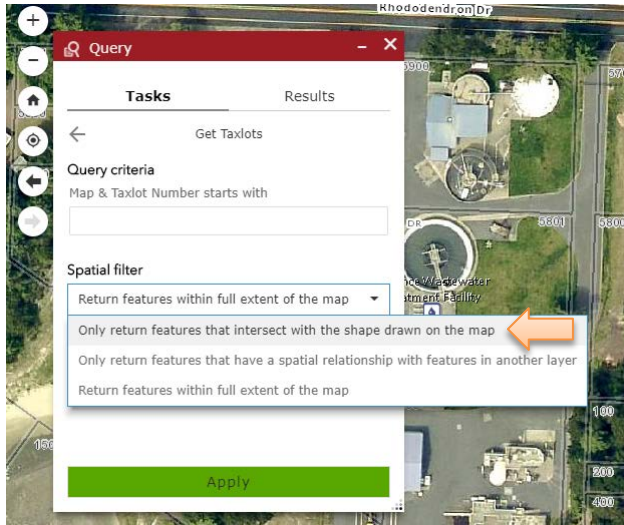
This will open the **Query** window.

5. Select the **Get Taxlots** task.

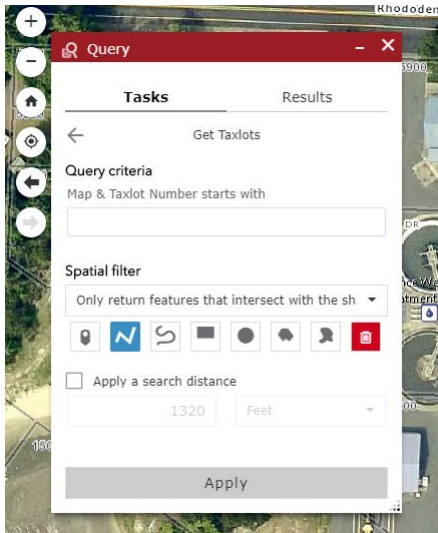


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6. Select the **Spatial Filter** menu on the **Query** window. Choose the **Only return features that intersect with the shape drawn on the map** option.



7. Once the shape filter is selected, the **Query** window changes to show a set of shape buttons.



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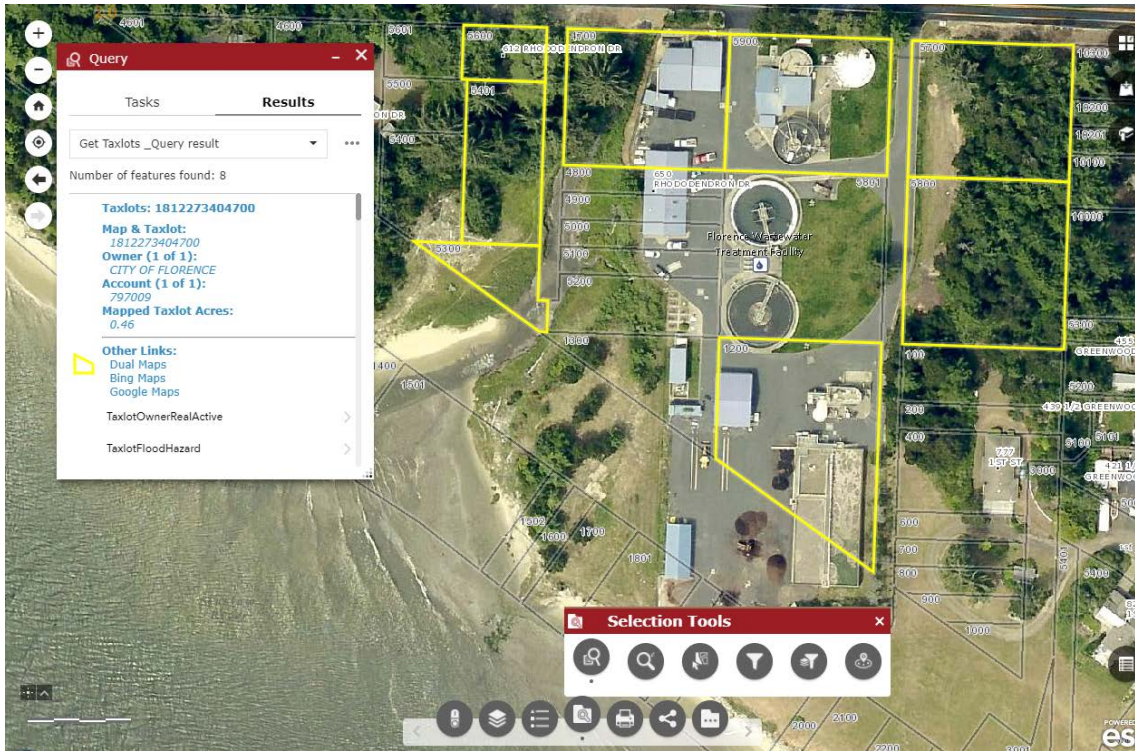
8. Pick one of the shape buttons, such as the line, to draw a selection graphic on the map. Uncheck the “Apply a search distance” check box. Keep the shape inside the taxlots you want to select. Select several taxlots around the plant. When done drawing the shape, double click on the map and then click the green **Apply** button.



Note: You can even select multiple, discontinuous taxlots for the subject property. Experiment with using the line tool to jump into the right of way and back into the taxlots to get only the ones you want.

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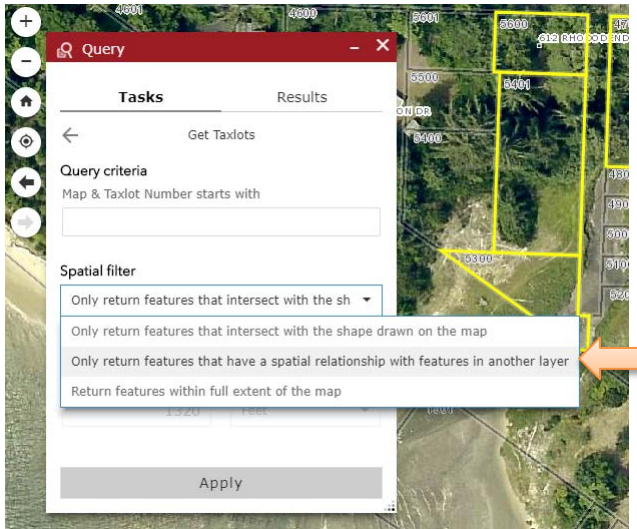
- The selected taxlots will be highlighted in yellow and zoomed to tightly. The **Query** window will have changed to show the **Results** tab



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- Next, we will select the taxlots within a 100' buffer distance. We will use the query result layer we created above to select from taxlots again, this time with a buffer applied.

In the **Query** window, click the **Tasks** tab header to return to the **Get Taxlots** task options. Select the **Spatial Filter** menu on the **Query** window. Choose the **Only return features that have a spatial relationship with features in another layer** option.

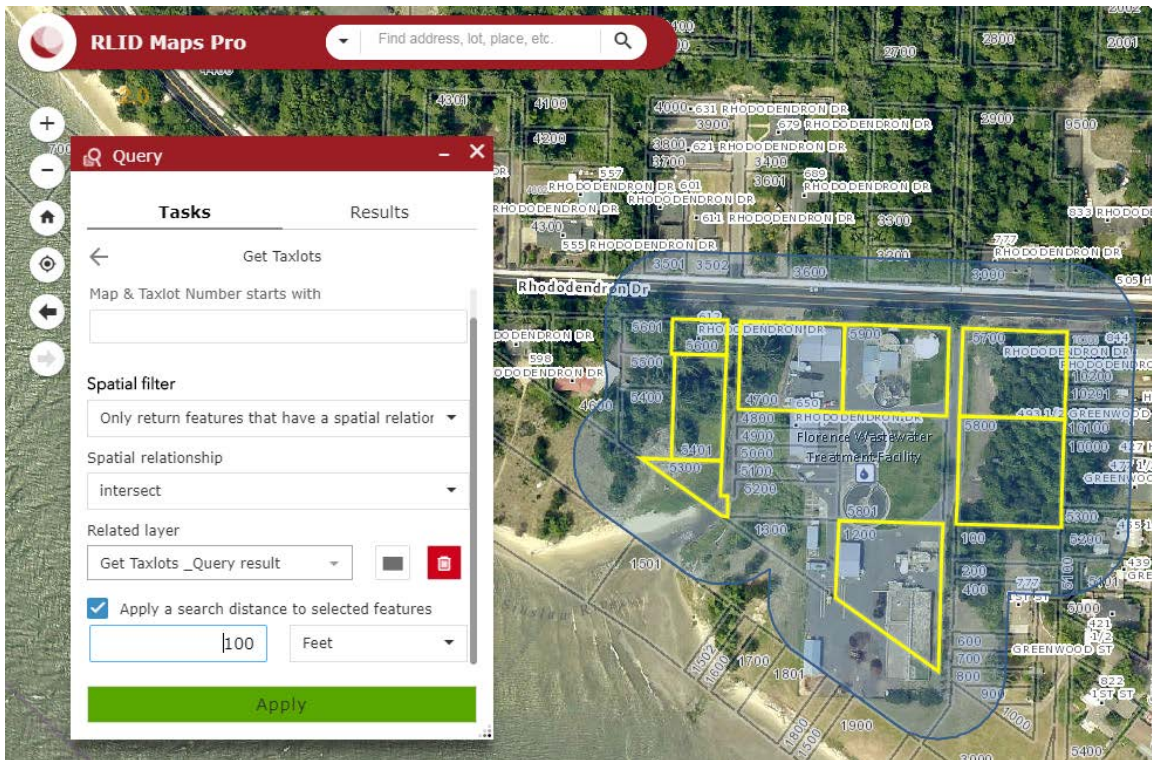


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11. Once the layer filter is selected, the **Query** window changes to show a set of layer options.

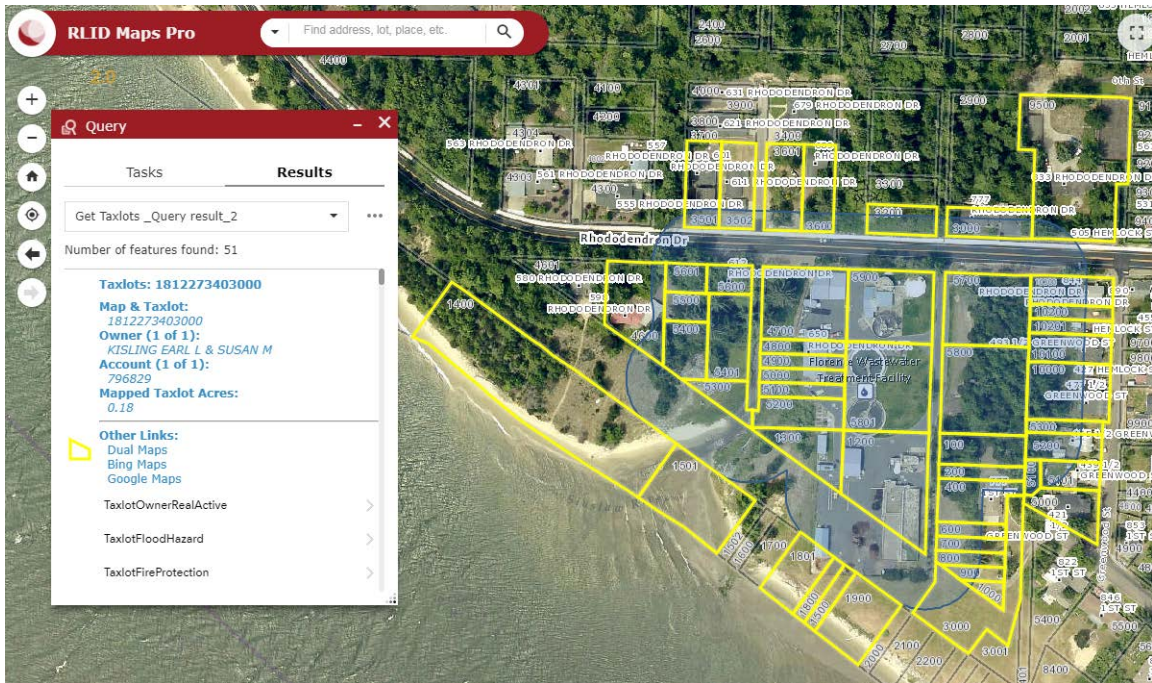
Keep the default **Spatial relationship** as **intersect**. Choose **Get Taxlots _Query Result** as the **Related layer**. The search distance box should be checked, change the distance to **100 Feet**.

With these options selected, the map will show the proposed buffer as a graphic.

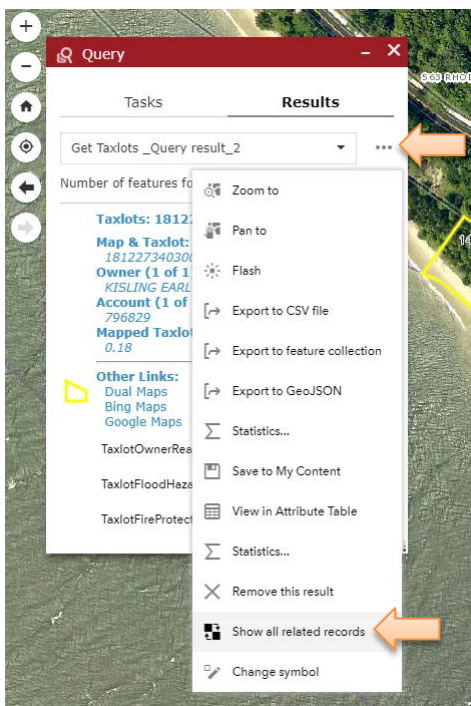


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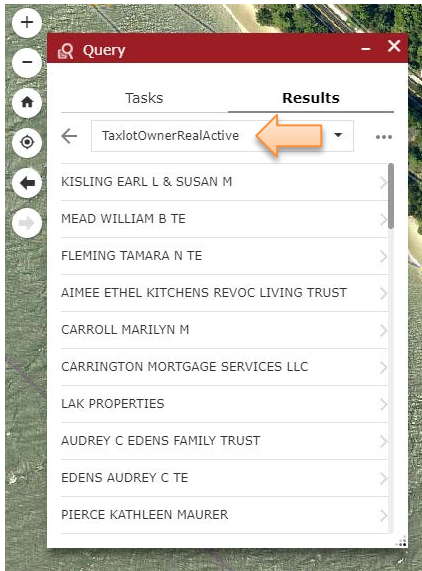
12. Click the Apply button. The taxlots touched by the buffer graphic will be selected.



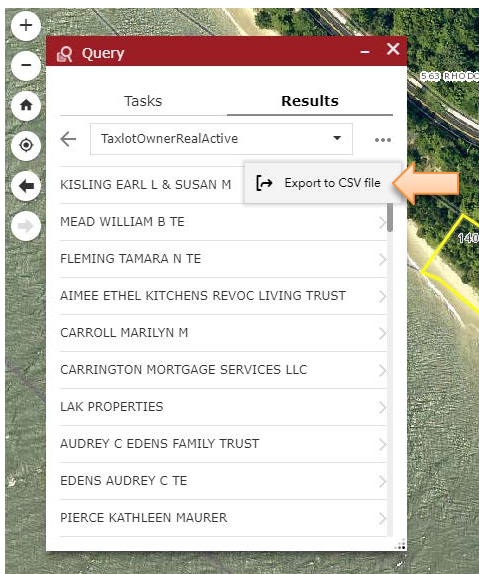
13. Next, we will get the owners from this new query result layer. Owner information is associated with the taxlots in a related table. In the **Query Taxlots** window, click the **Feature actions** menu (•••). Select the **Show all related records** option.



14. The **Results** tab of the **Query** window will change to show related records. There are several related tables, but the default table is the **TaxlotOwnerRealActive** table that contains the owners.

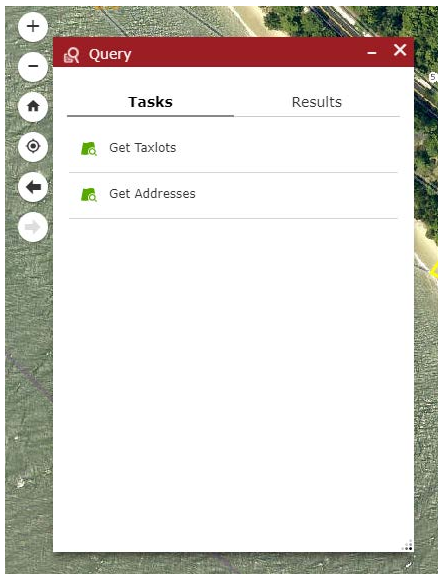
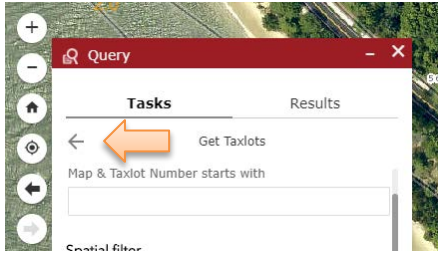


15. Click the **Feature actions** menu (•••). Select the **Export to CSV file** option. A compressed archive file called a ZIP file will be downloaded. That file will contain a CSV file of the owners. The file contains a table that includes owner name and address columns. A CSV file is a simple file type that will open in many mailing programs and in Microsoft Excel. It can be used as the basis for a mail merge in Microsoft Word. These instructions won't cover that process, as it is performed in a variety of programs outside of RLID Maps.



16. Now that we have the owner names and addresses, let's get the resident addresses too. Resident names are unknown, but we can get the addresses that are within the taxlots we already selected with the buffer above.

In the **Query** window, click the Tasks tab header to return to the Get Taxlots task options. Then, click the arrow to the left of the Get Taxlots title to go back to the main tasks listing.

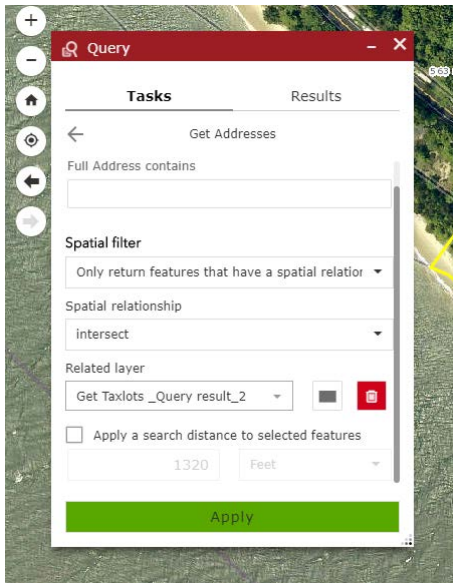


17. Click the **Get Addresses** task to display its options. They are similar to the **Get Taxlots** task.
18. Select the **Spatial Filter** menu on the **Query** window. Choose the **Only return features that have a spatial relationship with features in another layer** option.

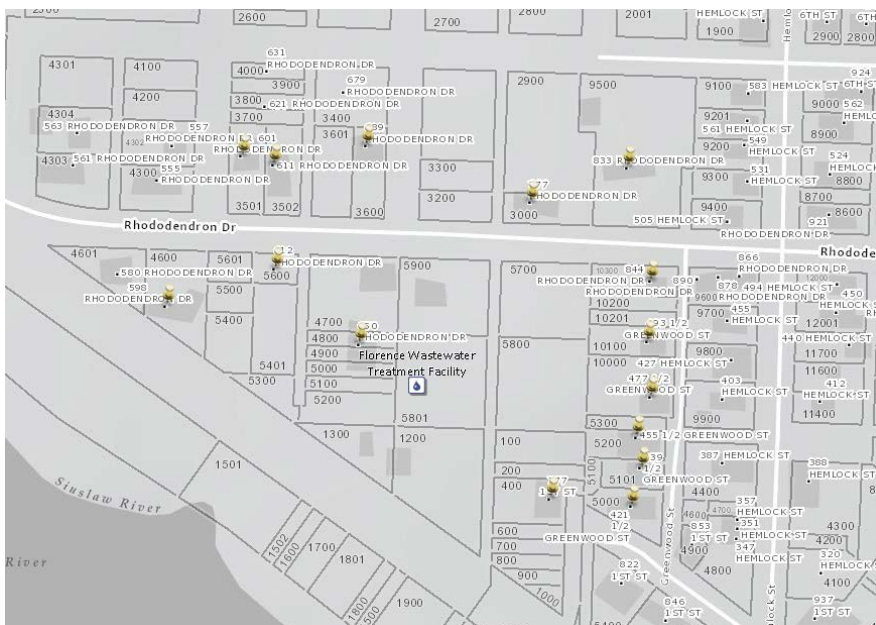
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19. Once the layer filter is selected, the **Query** window changes to show a set of layer options.

Keep the default **Spatial relationship** as **intersect**. Choose **Get Taxlots _Query Result_2** as the **Related layer**. Remove the check in the search distance box (we don't want to buffer the lots selected already with a buffer).



20. Click the Apply button. The addresses touched by the selected taxlots will be selected.



21. To export the addresses for the resident addresses, click the **Feature actions** menu (•••). Select the **Export to CSV file** option. A compressed archive file called a ZIP file will be downloaded. That file will contain a CSV file of the addresses. The file contains a table that includes address columns. It will not include a name column, but that can be added in Excel (set to something like “Current Resident”) or added as a fixed part of the form letter for a mailing. A CSV file is a simple file type that will open in many mailing programs and in Microsoft Excel. It can be used as the basis for a mail merge in Microsoft Word. As mentioned above, these instructions won’t cover that process, as it is performed in a variety of programs outside of RLID Maps.

Note: Once you have an owner address list and a resident address list, you may want to eliminate the resident addresses that are redundant because one of the owners lives at the same address. With a little practice, this can be easily done in Excel. Even if they are not removed, it will be better to send too many notices than too few!