Mailing List Instructions

1. Go to the Larimer County Land Information Locator

   https://maps1.larimer.org/gvh/?Viewer=LIL&run=Theme&theme=Land%20Information

2. Enter Your STR Address in the search bar in the upper right corner of the webpage
3. Click on Bullseye on the left side of the screen under the parcel information. This will center the measuring point from the middle of the property.

4. Click on Mailing List

5. Enter 500 as the Distance

Set Distance   ✕

Enter the distance in feet from the selected boundary for which you need a mailing list. A typical distance required for a mailing list is 500 feet.

If don't want your mailing list to include nearby parcels, for example if you are selecting parcels within a subdivision, enter '0.' This will only return parcels which overlap your selected boundary.

If you would like your mailing list to include all parcels within any subdivision that intersects the defined boundary, check that option below.

Distance (ft): *   500

☐ Include entire subdivision

Reselect   Continue

6. Click Continue and a new map highlighting the properties that need to be notified will pop up.
7. Click on Generate Labels

Add or Remove   ✕

Select the parcels that you would like to add or remove from the map. You cannot add and remove parcels at the same time. If adding/removing multiple parcels with the multipoint, line, or polygon tools, double-click to indicate that you are finished adding points.

Define your custom geometry by choosing one of the tools below, and selecting an area on the map.
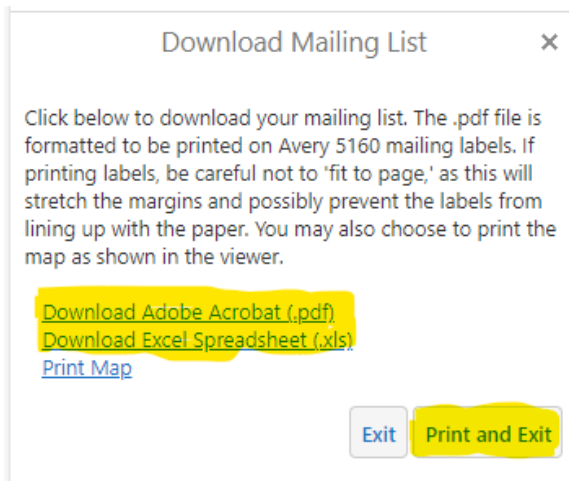
Clear Markup   Add   Remove   Generate Labels

8. Choose your mode of download and click Print and Exit. Remember, you will need to provide the Town a pdf copy of the list. When you select 'Download Adobe Acrobat (pdf)', a new window containing the pdf will open.

9. **Reminder!** You must also send a copy of the letter to the Town of Berthoud; the address is listed below.

TOWN OF BERTHOUD
STR-PLANNING
PO BOX 1229
BERTHOUD, CO 80513