

HOW TO CREATE BUFFER MAPS & NOTIFICATION LISTS IN AGIS

The purpose of creating a buffer map is to ensure that all required notification requirements are met. For all EPC cases, a buffer of 100 ft plus Right-of-Way is utilized for notification purposes.

- 1) Open Advanced Map Viewer;
- 2) Click on the “I want to....” Button (*Orange*) to the right of the Map Layers column;
- 3) Select the Address Query option;
- 4) Enter subject site address into search field and click on “Find” button;
- 5) Make sure that the Bernalillo County Parcels Layer box is checked in the layers window to the left (along with any additional layers you want to create a buffer around);
- 6) Click on the Analysis Tab near the top of the Advanced Map Viewer window;
- 7) First measure the length of the Right-of-Way (ROW):
 - a. Click on the “Measure Distance” button and select the Feet(ft) measurement unit;
 - b. Place the curser arrow at one end of the ROW and left click once;
 - c. Place the curser arrow at the other end of the ROW and double click to lock in the measurement.
- 8) Next, check the “Buffered Identity” box directly to the left of the “Measure Distance” button;
- 9) Click on the drop down arrow directly above the “Buffered Identity” box entitled “Display for...”
- 10) Click “Select None”;
- 11) Next re-select only the boxes/data layers within the “Display for...” drop down menu that you would like to create the buffer around (*Note: The layers you select in the drop down must match any data layers you select in step 5*). The default for EPC buffers will be “Bernalillo County Parcels”;
- 12) Click on the “Line Identify” button under the Analysis Tab;
- 13) Click the cursor on each corner of the subject site parcel to outline, once you get back to the first corner you clicked on, you will need to double click on that corner;
- 14) Next a “Buffer Options” window will open;
- 15) You will next need to refer back to the ROW measurement you took in step 6, add 100 feet to it, and enter it in the “Distance” field within the “Buffer Options” window;
- 16) Check the “Add Buffer to Markup” box;
- 17) Click the “OK” button – Your buffer will appear with a red line on your map;
- 18) To the left you will see a list of owners that must be notified within the buffer;

Exporting List of Owners into Excel:

- 1) Click “Select All” and “Export to CSV”;
- 2) A “Save As Window” will open, save the list to your desktop;
- 3) Open Excel and click on “File” at the top left corner and “Open”;
- 4) Select the drop down menu to the right of the “File Name” and click on “All Files”, select the CSV document you saved to your desktop and click “Open”;
- 5) Select the “Delimited” file type button and click on “Next”;
- 6) Select the “Comma” box, and select “Next”;
- 7) Select the “Text” bubble under the Column data format area;
- 8) Select the “Finish” button and your data will populate in the Excel sheet that you opened.
- 9) From here you can print your list and create labels for mail out.