



## What is a mailing list?

A mailing list is a collection of addresses that are used by an individual or organization to send information/notifications to multiple recipients.

## Why would I need to generate a mailing list?

You may need this information as part of the process for notification requirements in obtaining a permit to develop your property or change the use on the property. With Land Use View, you can generate a mailing list using a four-step process:

1. Visit the LandUseView online mapping application.
2. Locate your property.
3. Generate a “buffer” to create a mailing list.
4. Download the list.

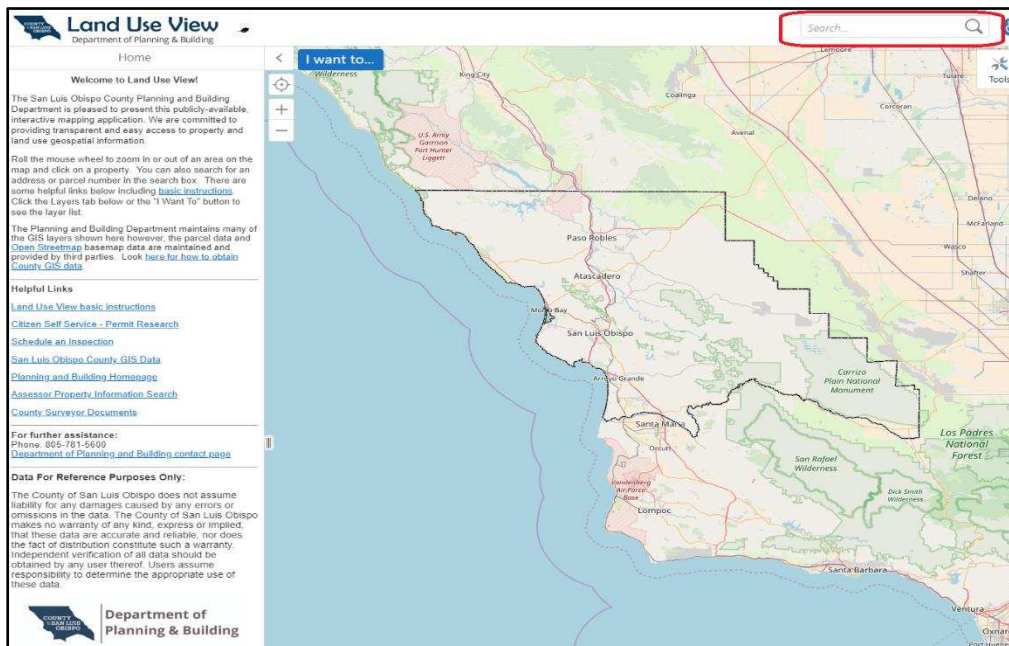
## Step 1: Go to LandUseView mapping application

Visit LandUseView at:

<https://gis.slocounty.ca.gov/sites/luview.htm>

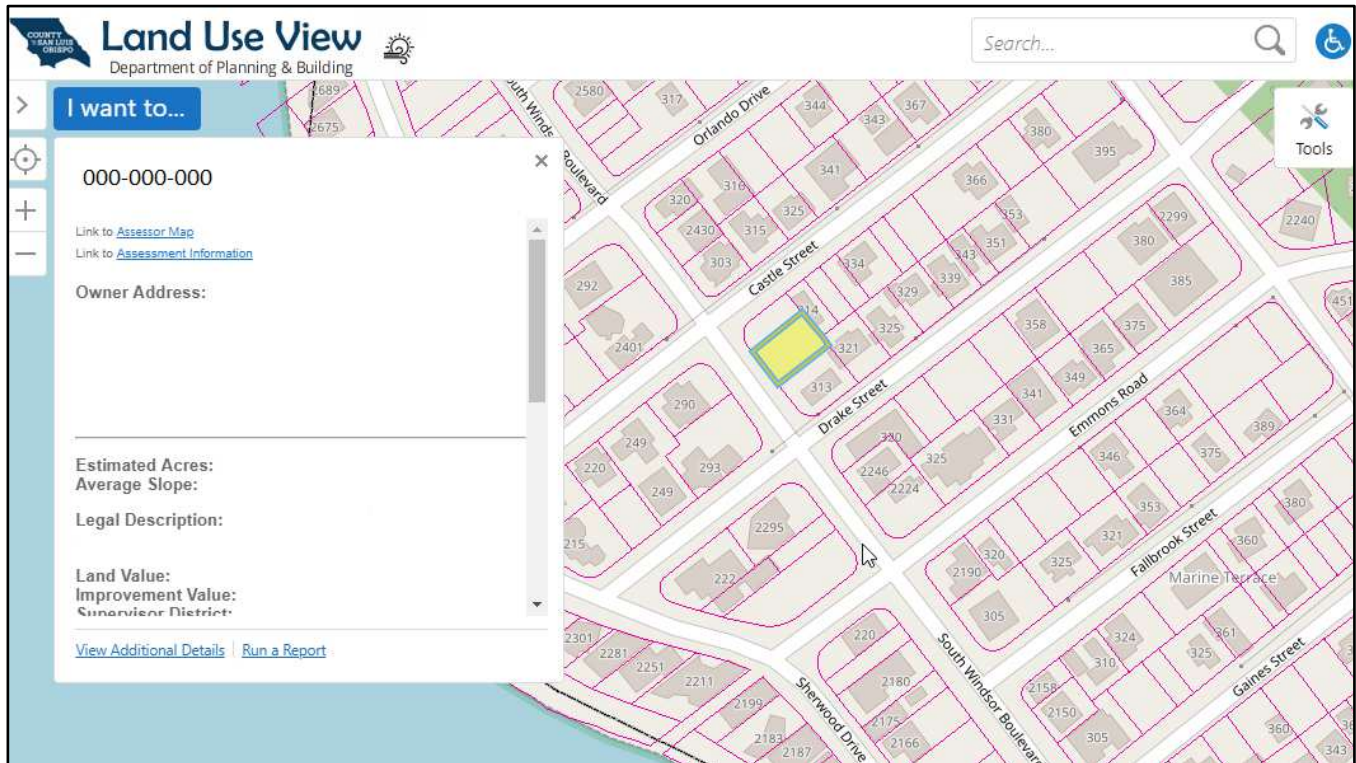
## Step 2: Locate Your Property

Next, you can enter your address or Assessor's Parcel Number (APN) in the “Search” bar, which is circled in red in the picture below. You can also use the zoom and pan features to move around the map until you have found the property.



## Generating a Mailing List in Land Use View

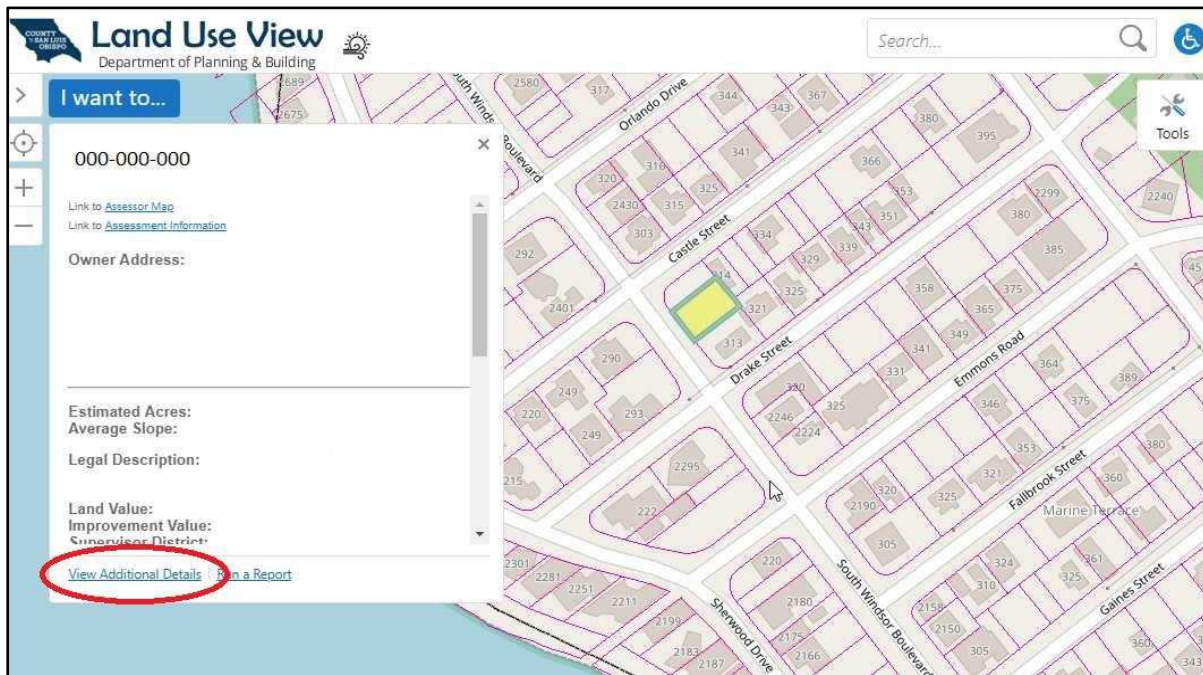
Once you have found your property, click in your property to select it. This will allow LandUseView to automatically zoom, highlight, and display the address of the property selected, as displayed in the picture below. You can use this information to verify that you have selected the correct property.



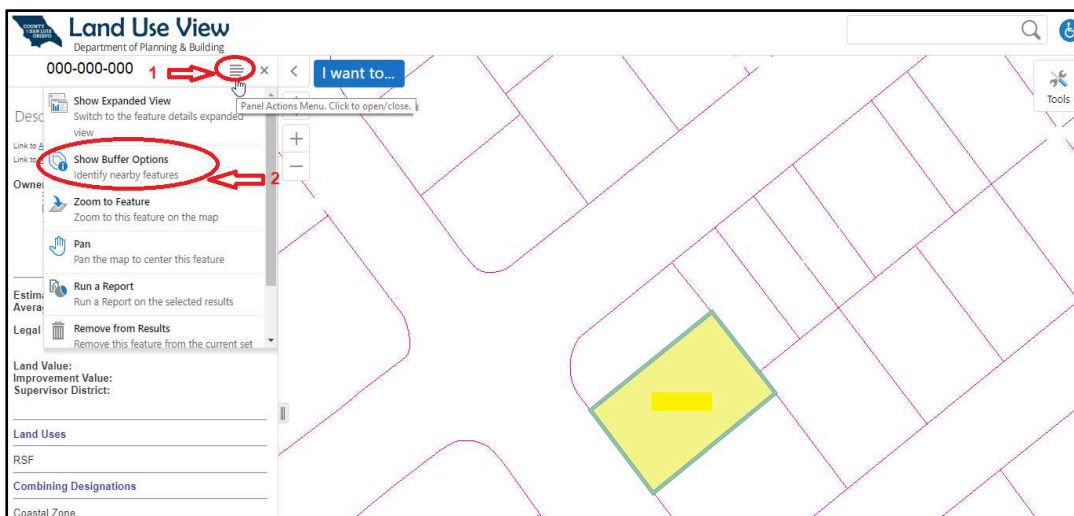
## Generating a Mailing List in Land Use View

### Step 3: Generate a Buffer

Start by clicking “View Additional Details” in the list of options for the specific parcel, which is circled in red in the picture below.



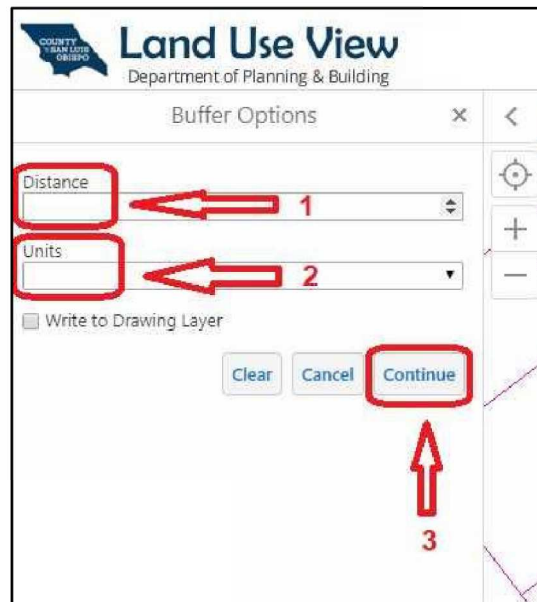
Then, select the “Panel Actions Menu,” using the icon in the top righthand corner of the parcel window, next to the APN, which is circled in red in the picture below. Click “Show Buffer Options”.



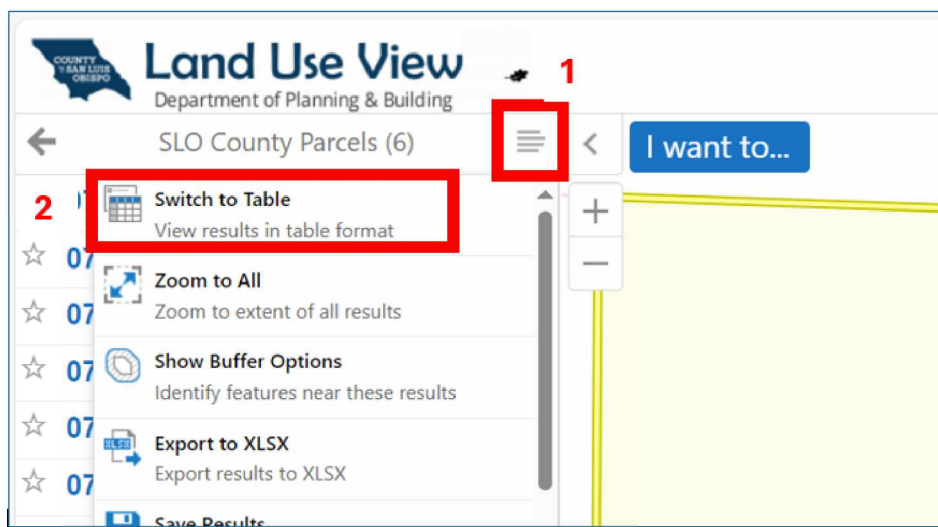


## Generating a Mailing List in Land Use View

In the "Buffer Options" window, you will type in the desired distance, select the correct units, and click continue. For example, this could be a 200-foot buffer for a coastal vacation rental or maybe a 1,500-foot buffer for Adelaida/Willow Creek Area vacation rental.



When results appear in the left hand panel, select the panel access menu and choose "Switch to Table" from the dropdown menu list.



## Generating a Mailing List in Land Use View

After clicking continue, you will see a red buffer zone and a group of highlighted parcels. Below these map features, you will also see a tab named "SLO County Parcels," as displayed below. Now that you have generated a list of parcels around your property, you can download it. Note, the buffer function will select all layers that are checked on if any. If you see multiple tabs in the results window you simply need to click on the one marked "SLO County Parcels".

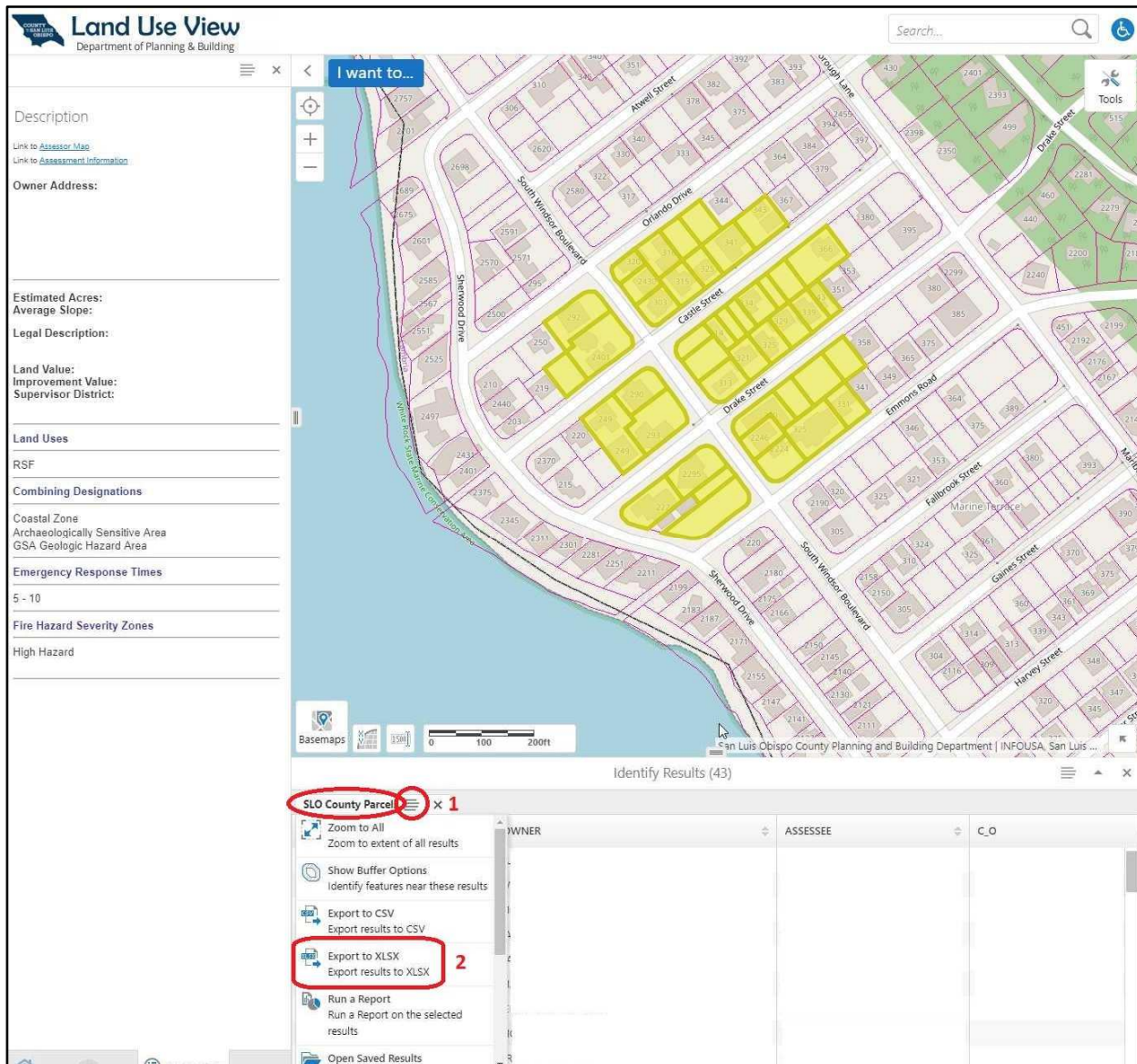
The screenshot displays the 'Land Use View' web application interface. The main map area shows a residential neighborhood with a red buffer zone around a central parcel. A red arrow points to the buffer. The interface includes a search bar, a 'I want to...' dropdown, a description panel on the left, and a table of 'Identify Results (43)' at the bottom. The table has columns for APN, APN\_9, OWNER, ASSESSEE, and C.O. A red circle highlights the 'SLO County Parcels' tab in the table's header.

APN	APN_9	OWNER	ASSESSEE	C.O
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***				

## Generating a Mailing List in Land Use View

### Step 4: Download the Mailing List

Click the “Additional Actions,” icon on the SLO County Parcels tab, which is circled in red in the picture below. A list of options will then appear. Click “Export to XLSX”.



From this Excel file, you will be able to see the necessary mailing information for your notification needs. Don't hesitate to call the department if you are having problems at 805-781-5600.