



5400 West Civic Center Drive - Suite 1  
Highland, UT 84003  
Phone 772-4515 Fax 756-6903  
Community Development Department

## INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Search online for 'Utah County Property Notification Map' or go to: <http://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Submit the map and Excel spreadsheet showing surrounding property owners with the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.

**Property Notification Map**  
Step 1: Set the buffer distance (in feet)  
Step 2: Click the search on the map where you wish the buffer  
Buffer Distance (feet):    
5400 W civic center drive  Street (123 E 456 South)   
Highland

Highland Town Center Park  
Highland City Offices  
Lone Peak Police Department  
Town Center Meadows

Parcel	Mailing Address
110380087	UTAH COUNTY 100 E CENTER ST PROVO, UT 84606
110390154	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
110390159	HIGHLAND CITY 5400 W CIVIC CENTER DR STE 1 HIGHLAND, UT 84003
110390162	VIEL GLUCK LIMITED PARTNERSHIP (ET AL) 95 S RIVER BEND WAY STE A NORTH SALT LAKE, UT 84054
110390166	APPLE CREEK LLC 5532 W PARKWAY W HIGHLAND, UT 84003
417250001	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417250002	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417250003	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417250004	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606
416170007	SEEG OFFICE HIGHLAND LLC 471 W 4100 N LEHI, UT 84043
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606