

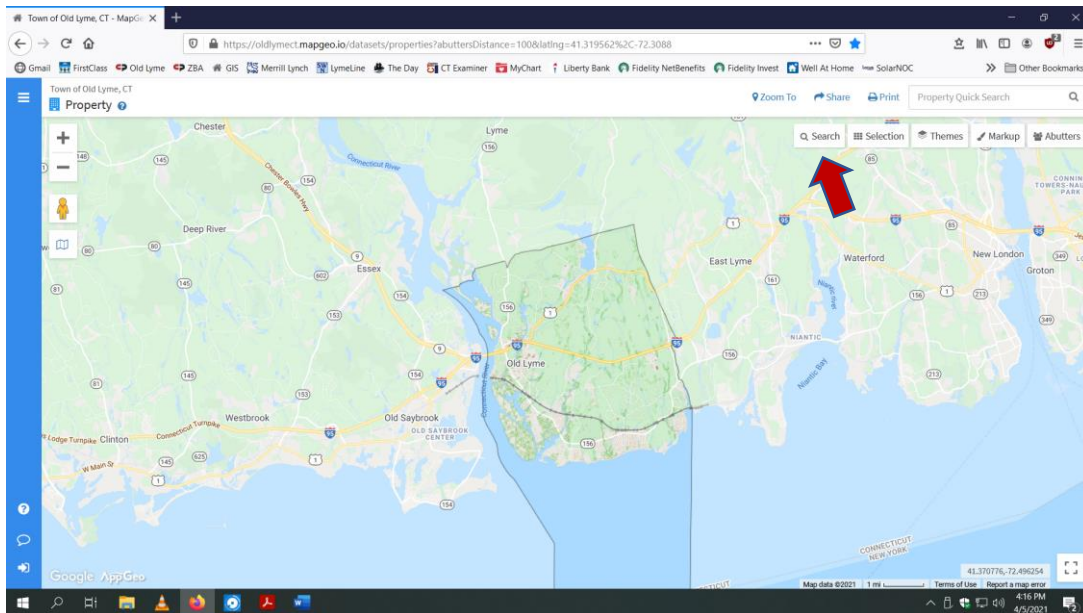
## Guidance for Notifying Abutting Property Owners

1. Generate a list of owners and addresses of record for all properties (including across the street) that are located within 100 feet of property for which Variance(s) or a Special Permit is being sought.
  - a. An acceptable manner for generating this list is by using MapGeo, which can be accessed on the Town of Old Lyme website by clicking the “GIS” Quick Link:

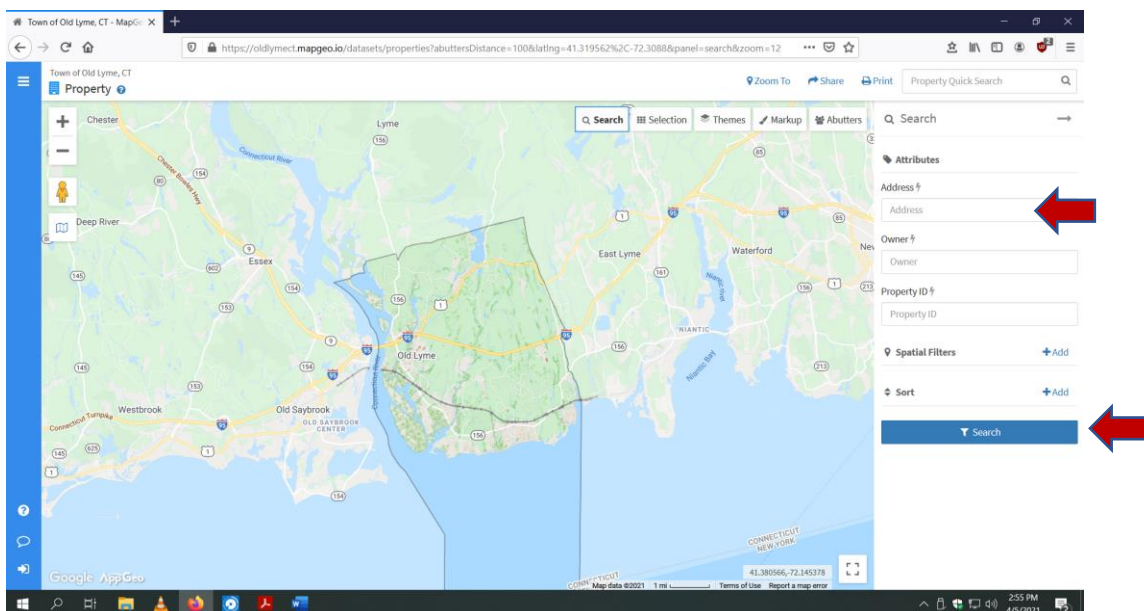
<https://www.oldlyme-ct.gov/> or by going directly to the following MapGeo link:

<https://oldlymect.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=41.319562%2C-72.3088>

- b. “Agree” to the pop-up *Disclaimer*, and either skip the “Welcome to MapGeo” tutorial by clicking “EXIT”, or click “Next” to follow the tutorial, to get to the following webpage map:

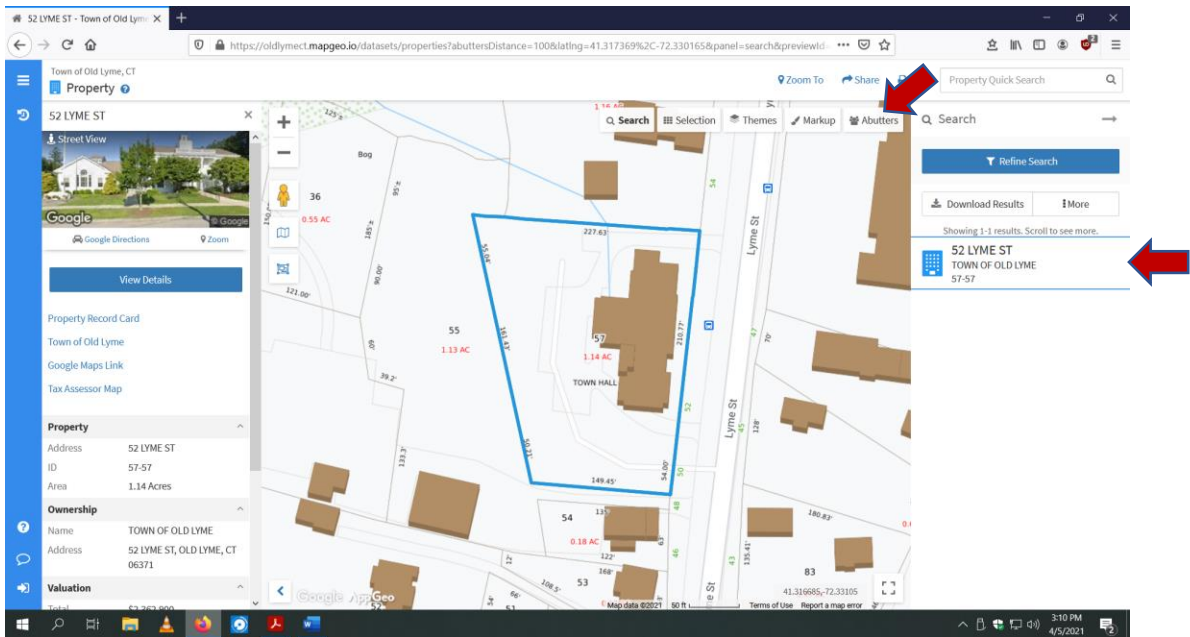


- c. Click the white “Search” button in the upper right of the screen (see arrow above)

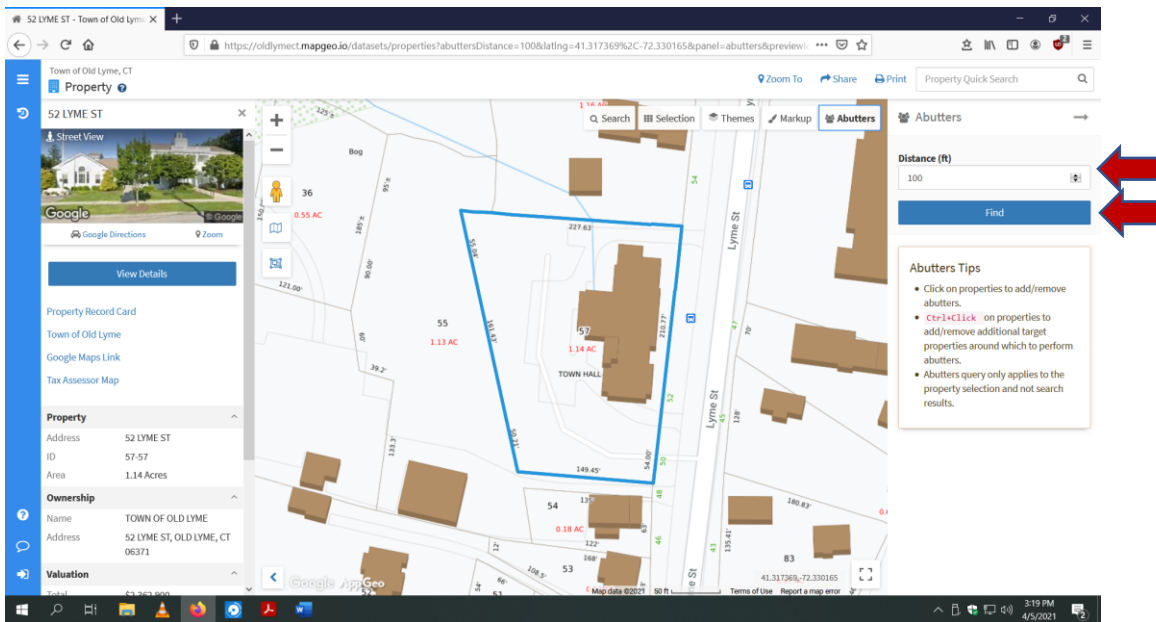


- d. Type-in the address of your property, and click the blue “Search” button (see arrows above).

e. When the search results appear, click on your property; then click the white “Abutters” button (see arrows below). An example search result for Old Lyme Town Hall is shown below:



f. Confirm the distance is set to 100 ft, and then click the blue “Find” button (see arrows below).



2. When the search results appear, click “Download Results”, and then click “Mailing Labels” in the pop-up window. Printable mailing labels will be created and downloaded onto your computer.
3. Use to address envelopes containing copies of Legal Notice to the abutters, and to complete a US Postal Service ‘Certificate of Mailing’ (Form 3817 or Form 3665). Bring addressed envelopes and the completed Form(s) to a Post Office for Certification no less than 10 days before the Public Hearing.
4. **IMPORTANT: The proof of mailing ‘Certificate(s)’ must be submitted to the Zoning Enforcement Officer BEFORE the Public Hearing, or the Public Hearing may be delayed.**