

CREATE A MAP FROM THE COUNTY'S WEBSITE

<http://county.pueblo.org/>

Departments tab

Planning and Development

Online Services

Online Services

Zoning Search

Pueblo County Online Property Search screen pops up – enter the information, hit property search button

Land Information Search Results page comes up – click on Parcel Number (left side of page)

Pueblo County: Parcel & Street Viewer map comes up

Click on Select Items on Map symbol being the kite looking symbol – box with arrow pointing to the lower left box corner

Click on Select Nearby tab, wait for popup box to appear, change to 500 ft., click on Select Nearby

Wait for the table at the bottom to come up with all the names

Click on reduce symbol being the magnifying glass with the – symbol to view the map with all the 500-foot Radius

Hit Print button in blue strip above map

Create a Printable PDF Map box comes up, click Print

File Download box will come up, hit Open

The PDF map will come up

Go to the File tab and hit Print – the map will print

Save the map if you want

Print the table with all owners names and information:

Hit Flip Highlight tab – this highlights the attribute table

Hit Export tab

File Download box will come up, hit Open – this opens a spreadsheet table with all the info.

Delete the columns you don't need by taking the cursor arrow and placing the downward arrow on the letter for the column you don't want – this highlights the column, then right click and hit delete; this deletes the column and moves all the other columns over to the right. You can widen the columns by placing the cursor arrow on the lettered row, move until you are over the line you want to move and the arrow turns into a double-headed arrow, left click the mouse and hold and move to the right to widen the column (narrow the column by moving to the left)

Reduce the margins to 0

Print as legal as landscape if can't fit everything on letter size

Save if you want

NOTICE: All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record and is therefore available for public review.