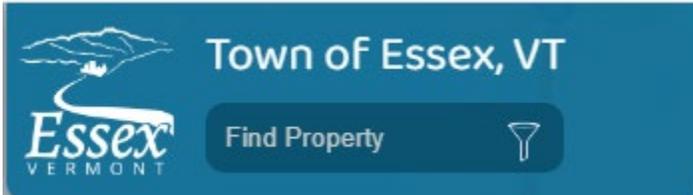


## Abutters Lists

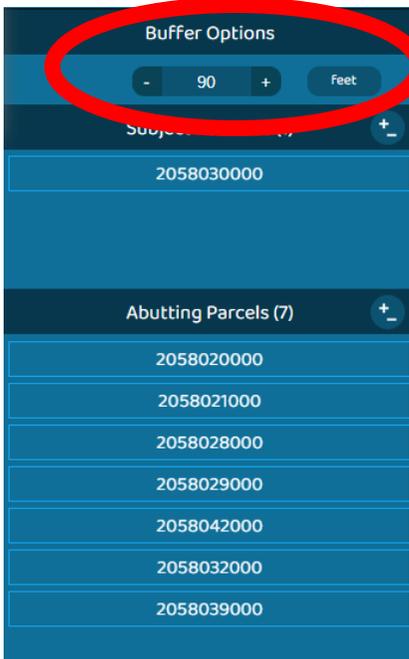
1. To find abutters of a parcel, please visit [www.essexvt.org](http://www.essexvt.org), hover over Services and click on Assessing from the Department list.
2. From the Quick Links on the right side of the page, click on the 2023 Town of Essex – GIS Map / Property Record Cards.
3. Once the map has opened, enter in the address in the “Find Property” search box.



4. Click on the “Abutters” tool to display the property abutters.

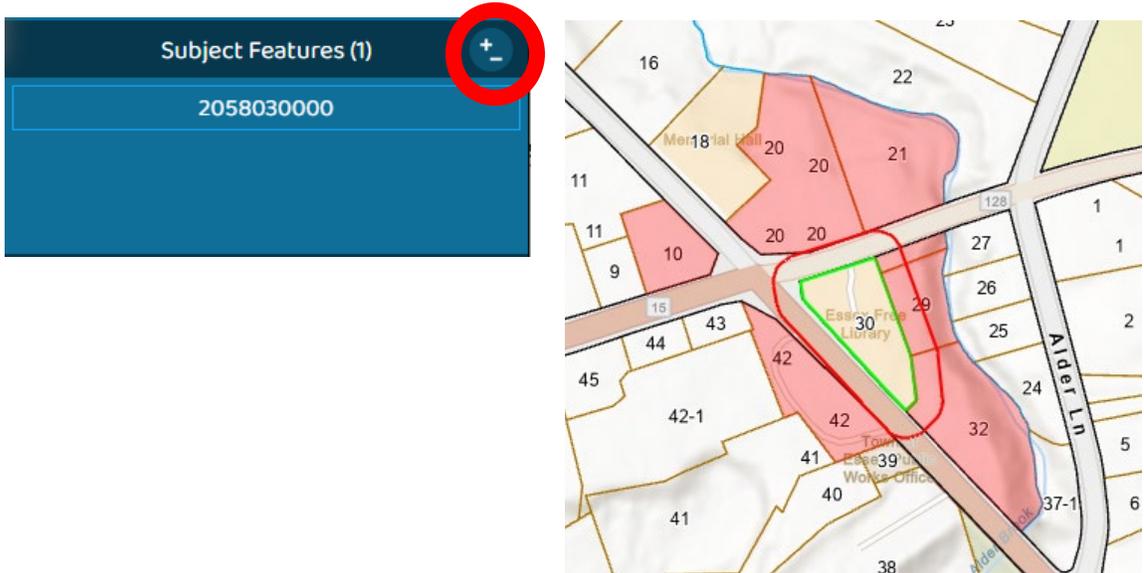


5. Once selected, the abutter options become available:

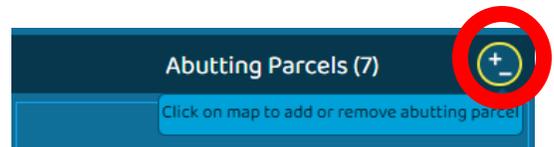


You can change the buffer distance and the map will display the parcels within the specified distance. Toggle between feet and meters for your abutter distance.

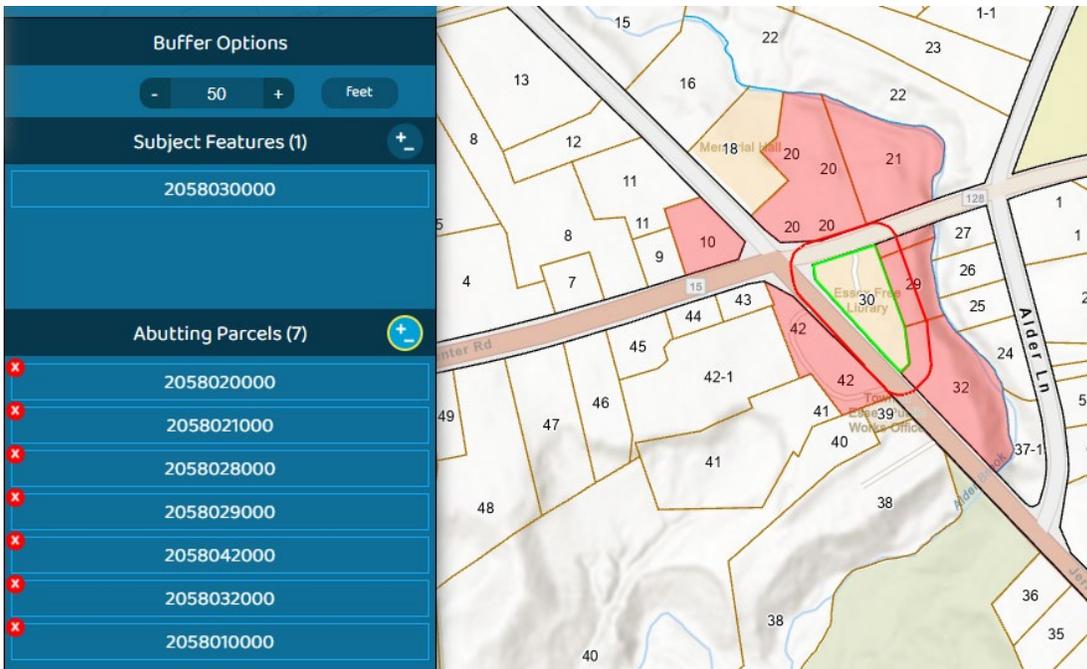
- Additional parcels can be added to the selection allowing abutters of multiple parcels by selecting the +/- button next to the "Subject Features"



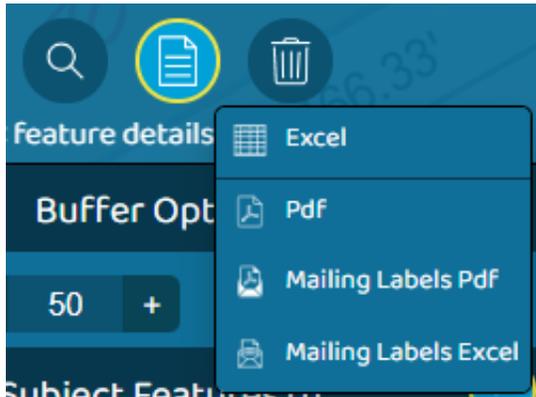
- Once the abutters are selected, parcels can be manually added or removed by selecting the +/- button next to the "Abutting Parcels"



From here you can click on parcels on the map to add or remove them from the abutter selection. Clicking the  next to the selected abutters from the list will also remove those parcels from the abutter selection.



8. After selecting abutters, reports can be created for abutters and mailing labels.



The mailing labels are designed to fit the Avery 5160 label template. If you find that the labels do not line up, try changing your print settings to: Scaling = "None"  
Uncheck "Auto-rotate and Center"

9. Please note that if parcel is a member of a Home Owners Association/Condo Association, the president of the association must be included in the abutters list.