



Matanuska-Susitna Borough GIS

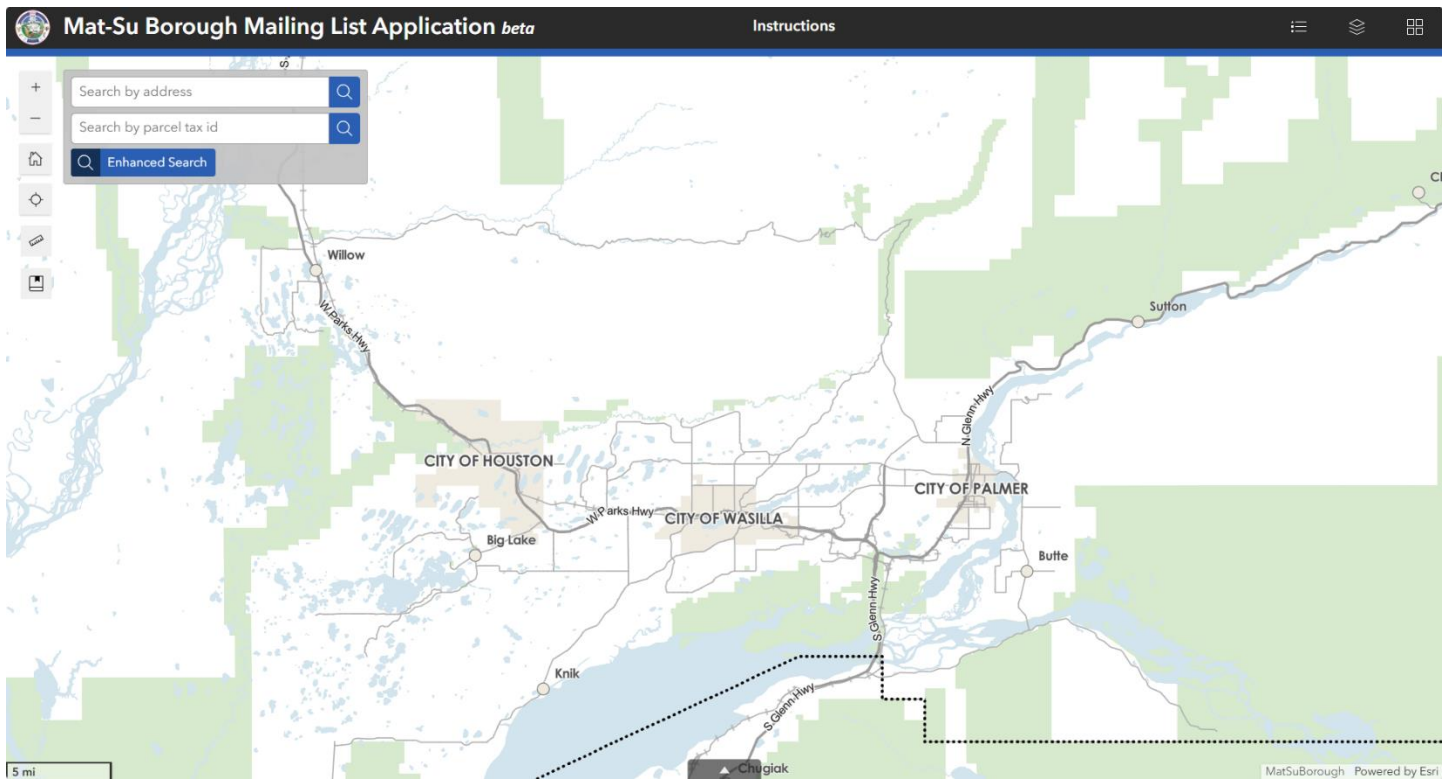
Mailing List Application User Guide

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Introduction

Welcome to the Matanuska-Susitna Borough Mailing List Application User Guide! This geospatial web application was built in 2025 and is actively maintained by the Mat-Su Borough GIS Division. Its purpose is to provide an easy, visual way for users to create mailing lists. This guide will walk you through the primary functionalities of the tool.

Should you run into errors or have suggestions for improvement, please contact the Mat-Su Borough GIS Division by submitting a **Help Desk ticket** or emailing gis.mailbox@matsugov.us.

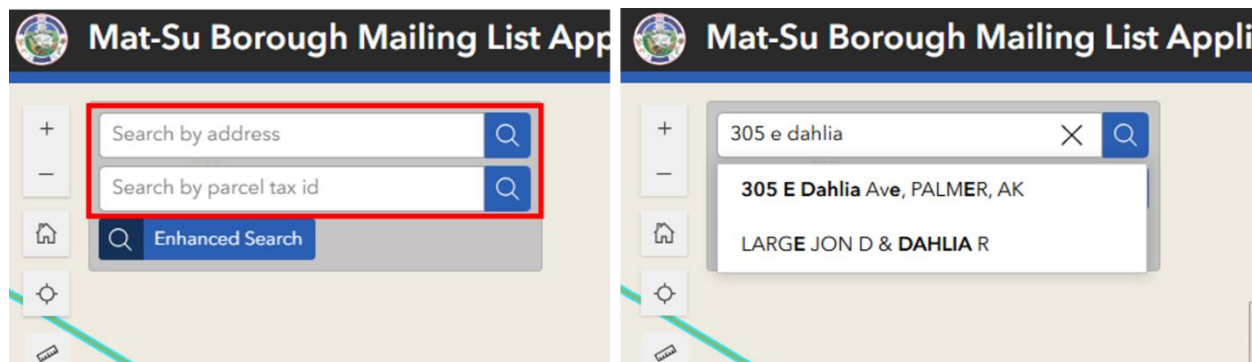


Application Functionality

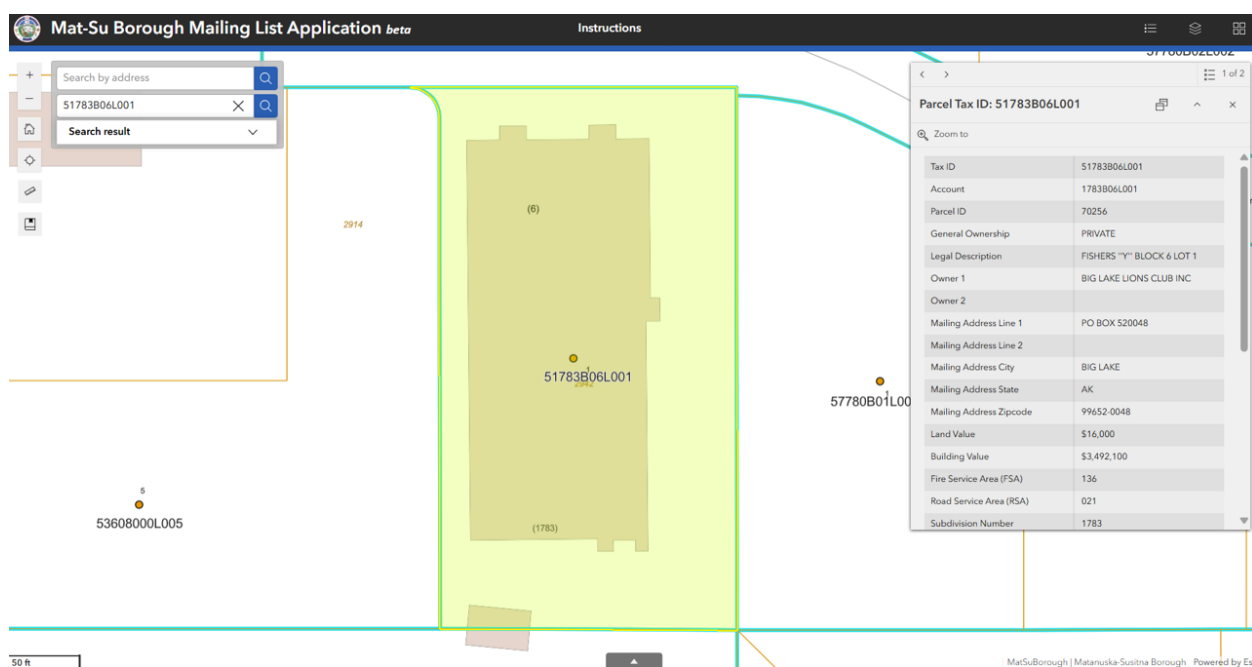
Simple Search

If you only need information about a single, specific parcel, you can use the simple search tools provided.

1. Search by address or parcel tax id. The map will automatically zoom to your search selection and highlight it.

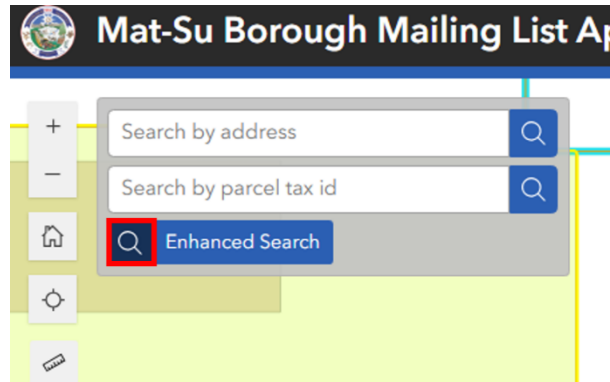


2. Open the informational pop-up by clicking on the parcel on the map.



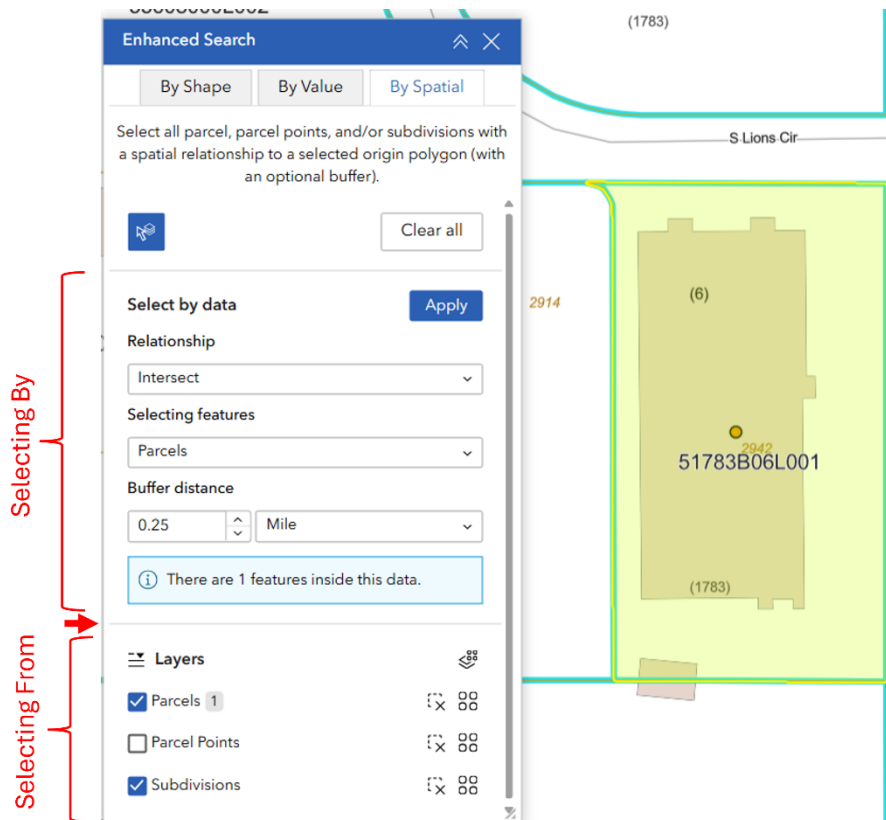
Enhanced Search

Advanced search and selection might be required to develop your mailing list. Our enhanced search options can be found by clicking on the spyglass next to the **Enhanced Search** label.



As a rule, for any of the enhanced search tools:

- Anything above the dividing line refers to the layer you are selecting by.
- Anything below the dividing line refers to the layer(s) you are selecting from.

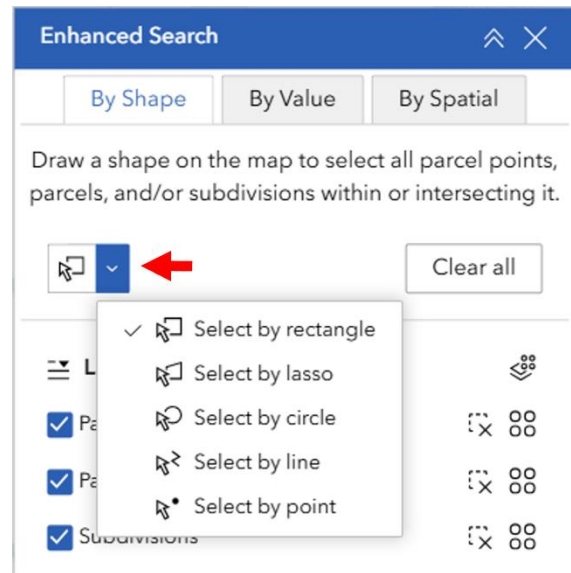
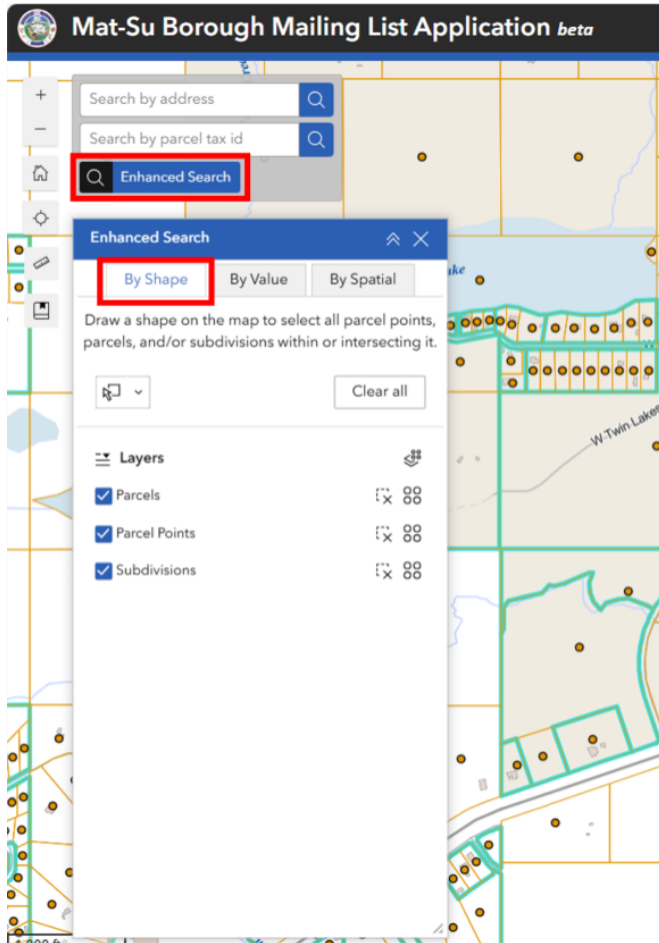


In this example, we are selecting parcels and subdivisions that intersect a ¼ mile buffer around the highlighted parcel.

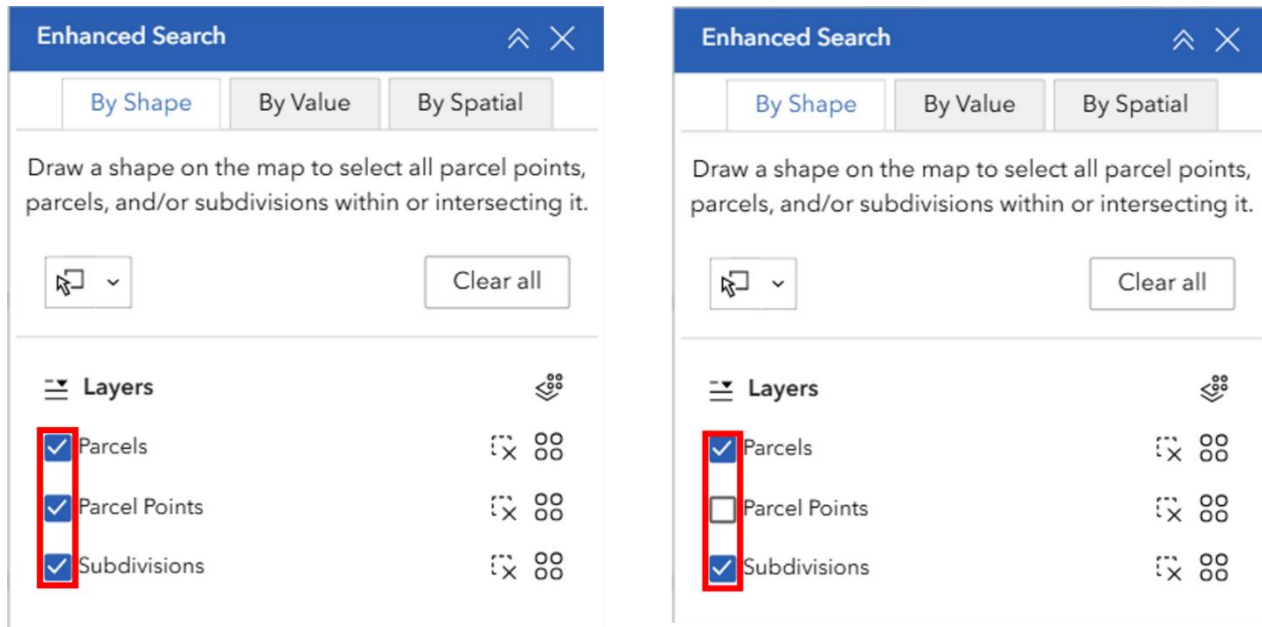
Option 1: Select by Shape

Select by Shape allows a user to select all features within a drawn boundary or intersecting a drawn line or point.

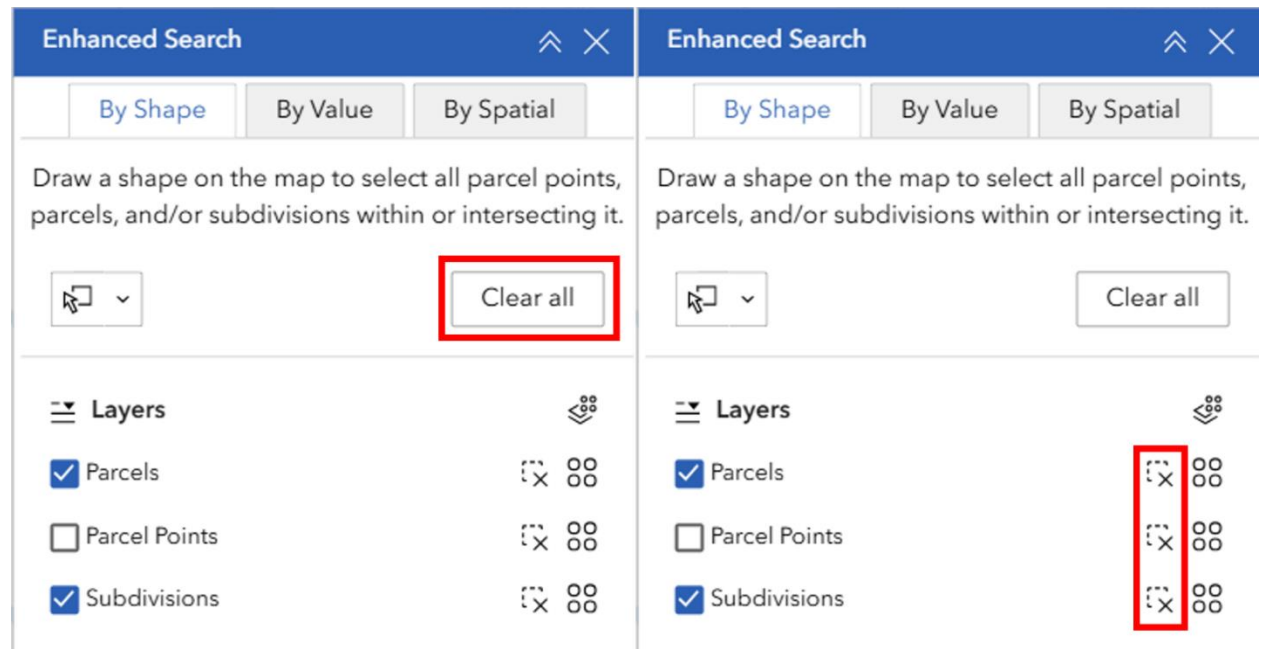
1. Open Enhanced Search and choose the **By Shape** tab. From the shape dropdown, choose which drawing tool you would like to use to select your results. Here, we have chosen the *Select by rectangle* tool.



- Determine which layers you would like to select results from by checking or unchecking the checkboxes. You can have multiple results layers checked. Here, we are saying we only want parcels and subdivisions within our drawn boundary, not parcel points.

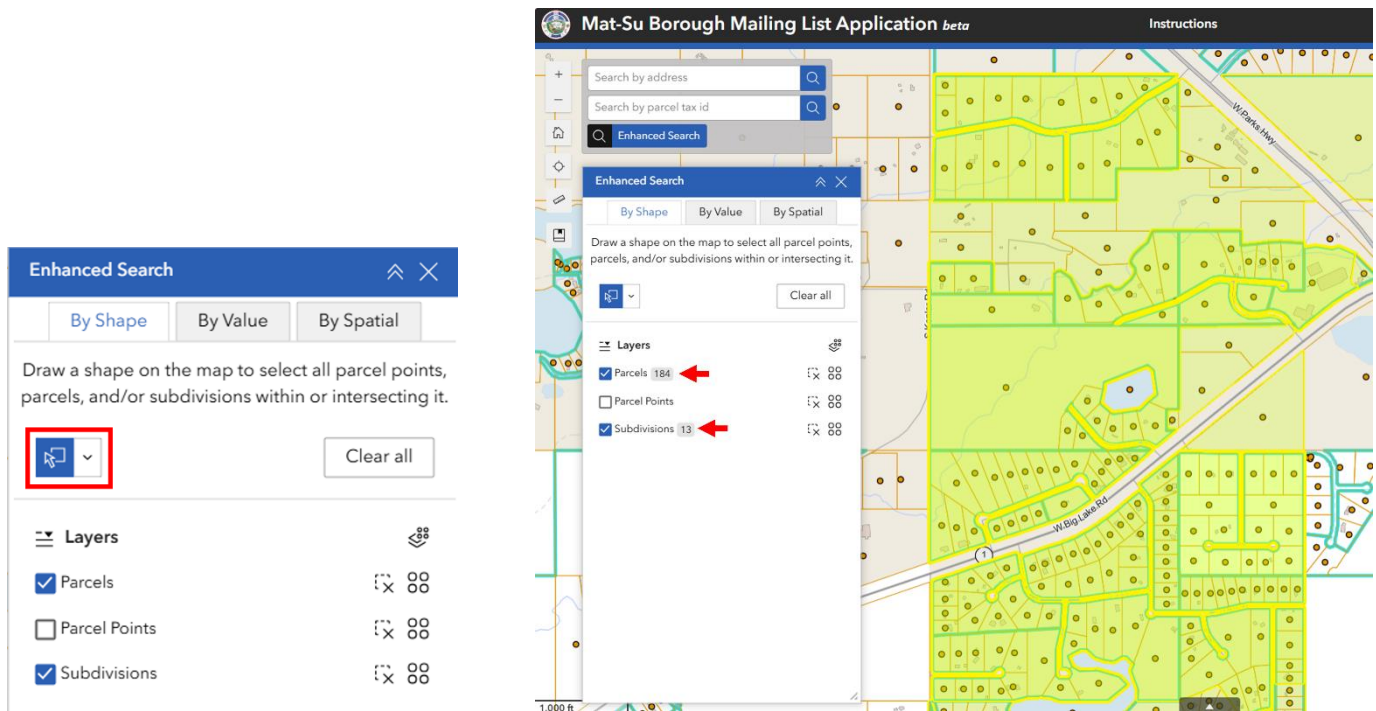


- Make sure nothing on your map in your desired results layer(s) is selected. You can clear any unwanted selections by clicking the **Clear All** button or by clearing each results layer individually.

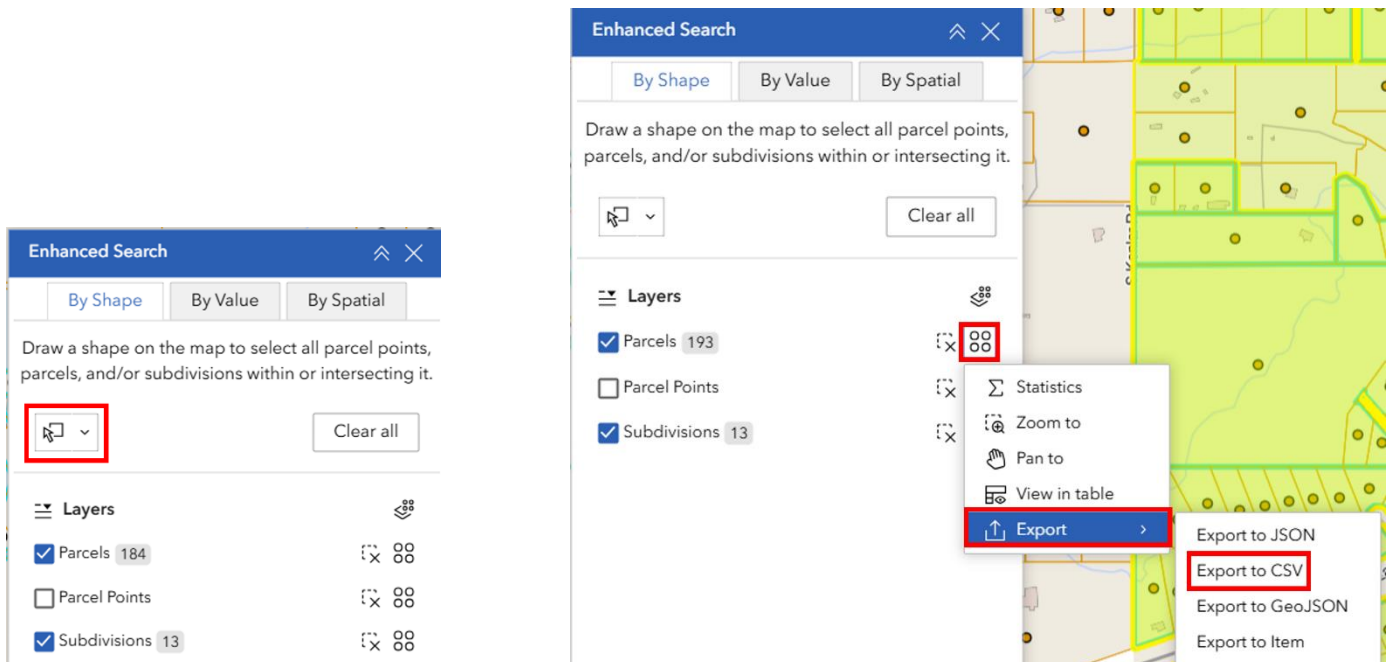


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- Click on the drawing tool to activate it – it will turn blue when activated. Draw the desired shape on the map. You should see the number of results next to each results layer and the results highlight on the map.



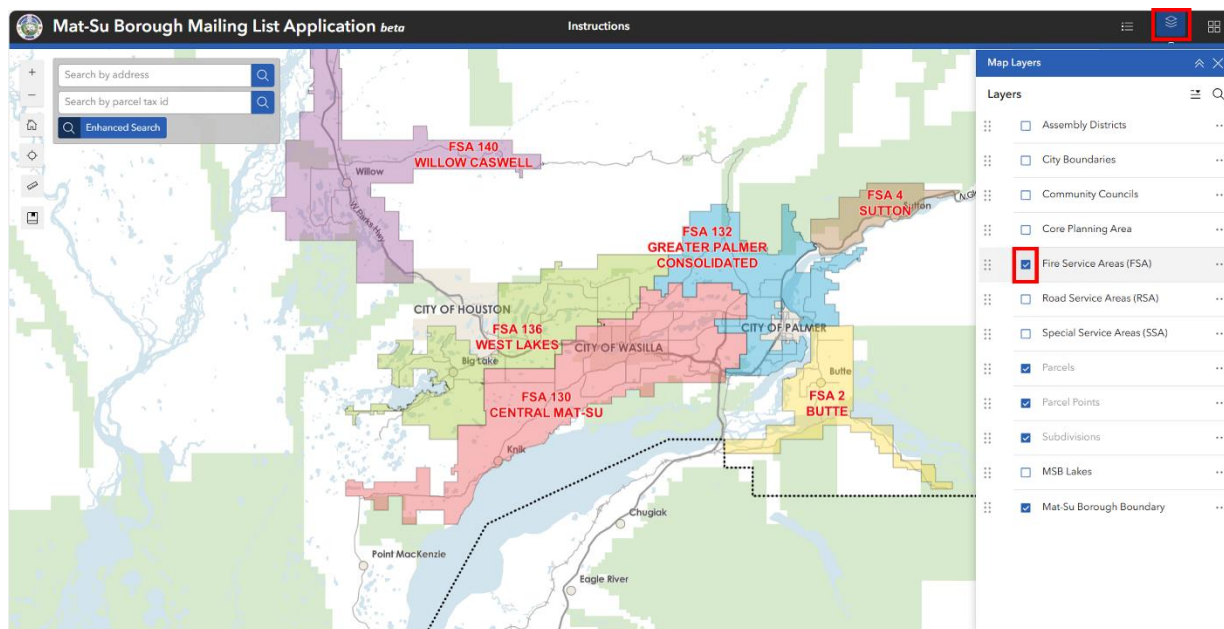
- Click on the drawing tool to deactivate it – it should turn white. This will return your mouse to its normal state. Export your results to a CSV.



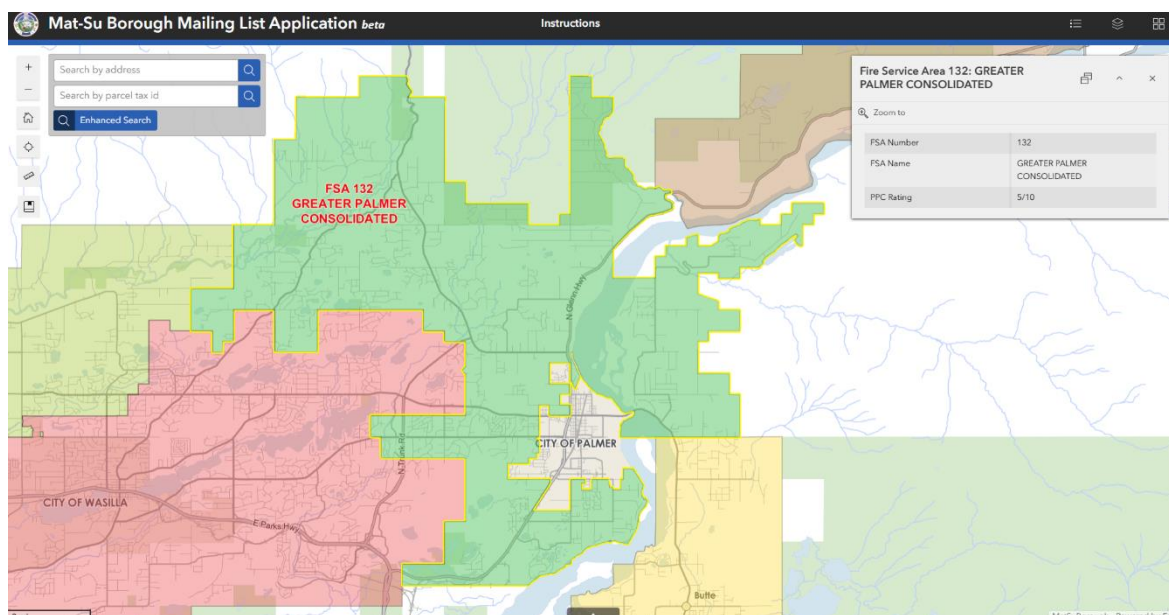
Option 2: Select by Value

Select by Value allows a user to select all parcel points within a selected boundary. For example, this tool would be useful if you wanted the address of all parcels within a specific Fire Service Area.

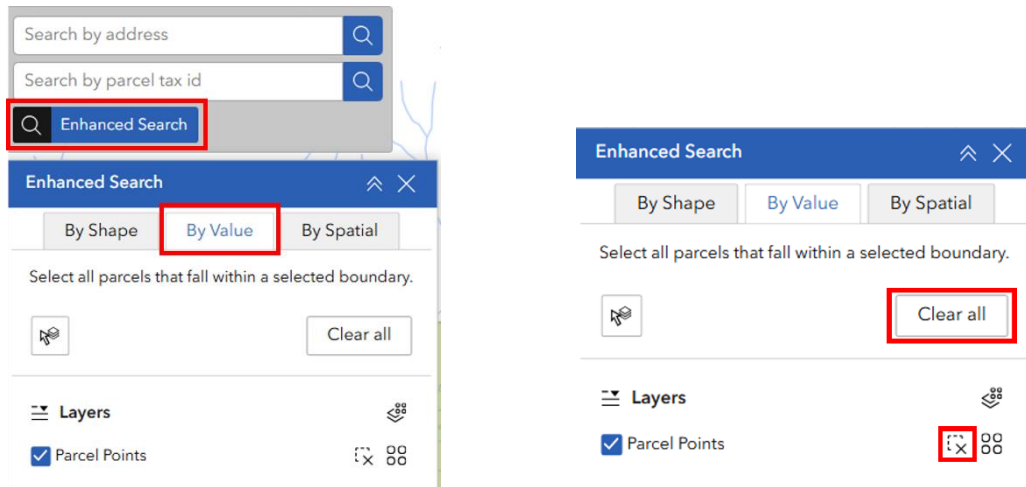
1. From the Layers widget, turn on the layer of the boundary you are interested in selecting by. Here, we have turned on the Fire Service Area (FSA) layer.



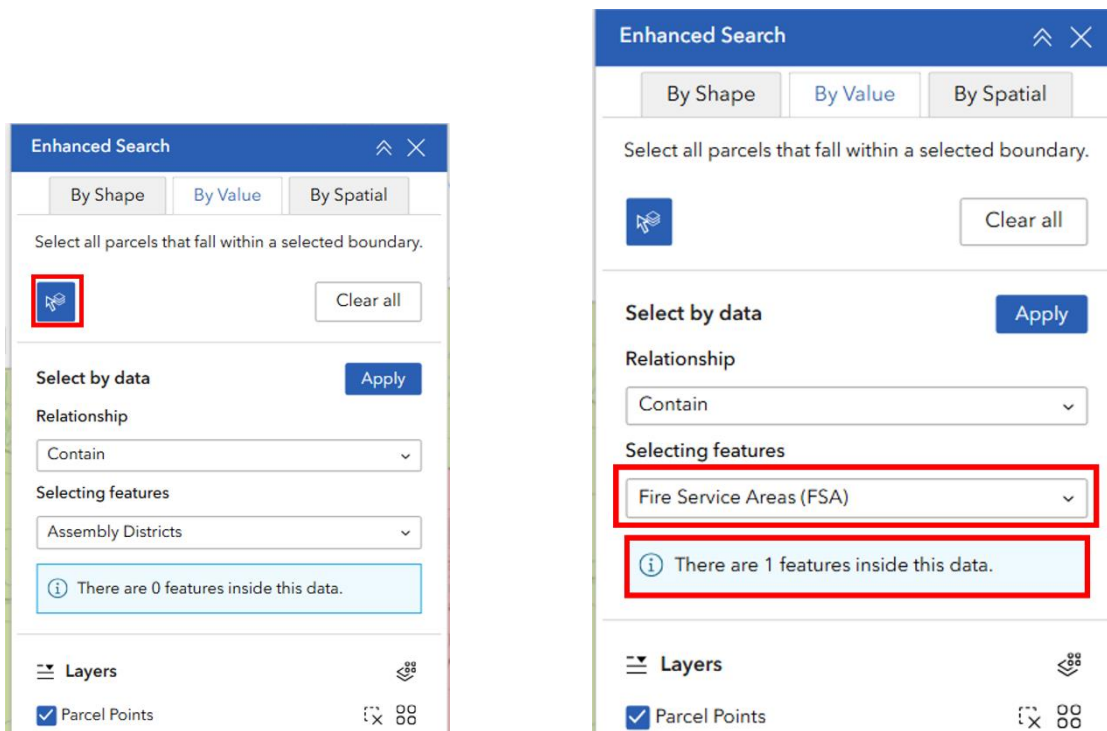
2. To choose the specific boundary you want to select parcel points by, click the boundary on the map to select it. The boundary will be highlighted when selected and its pop-up will appear. Here we have selected the Greater Palmer Consolidated Fire Service Area.



- Open Enhanced Search and choose the **By Value** tab. Click the **Clear All** button or the specific clear button for the parcel points layer to unselect any parcel points that might accidentally be selected.



- Click the tool activation button to activate the tool – it should turn blue and the **Select by data** options should appear. Change **Selecting features** to match the name of the boundary layer you want to select by. You should see the info bar change to say *“There are 1 features inside this data”* since you have 1 boundary selected. Here, we are requesting all parcel points that are contained by our chosen Fire Service Area (FSA).



- Click **Apply**. You should see the number of resulting parcel points contained within your selected boundary appear and highlight on the map.

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Enhanced Search

By Shape By Value By Spatial

Select all parcels that fall within a selected boundary.

Clear all

Select by data

Apply

Relationship

Contain

Selecting features

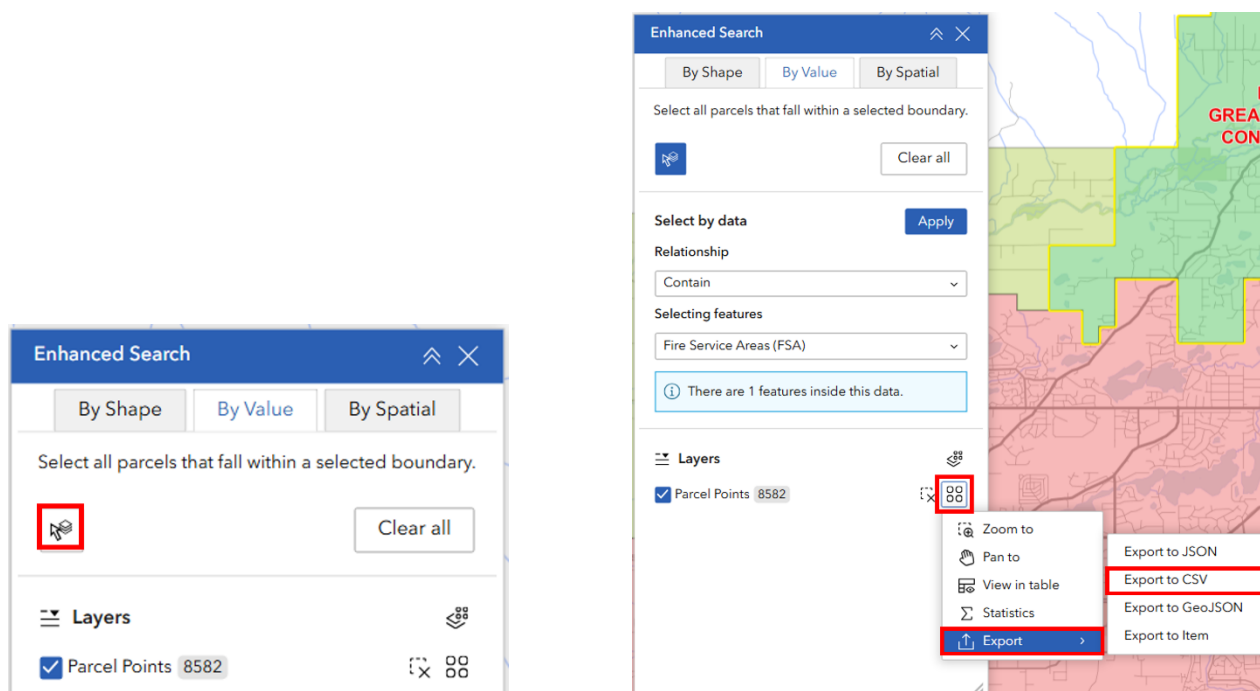
Fire Service Areas (FSA)

There are 1 features inside this data.

Layers

Parcel Points 8582

- Click the tool activation button to deactivate the tool – it should turn white and the **Select by data** options should disappear. Export your results to a CSV.

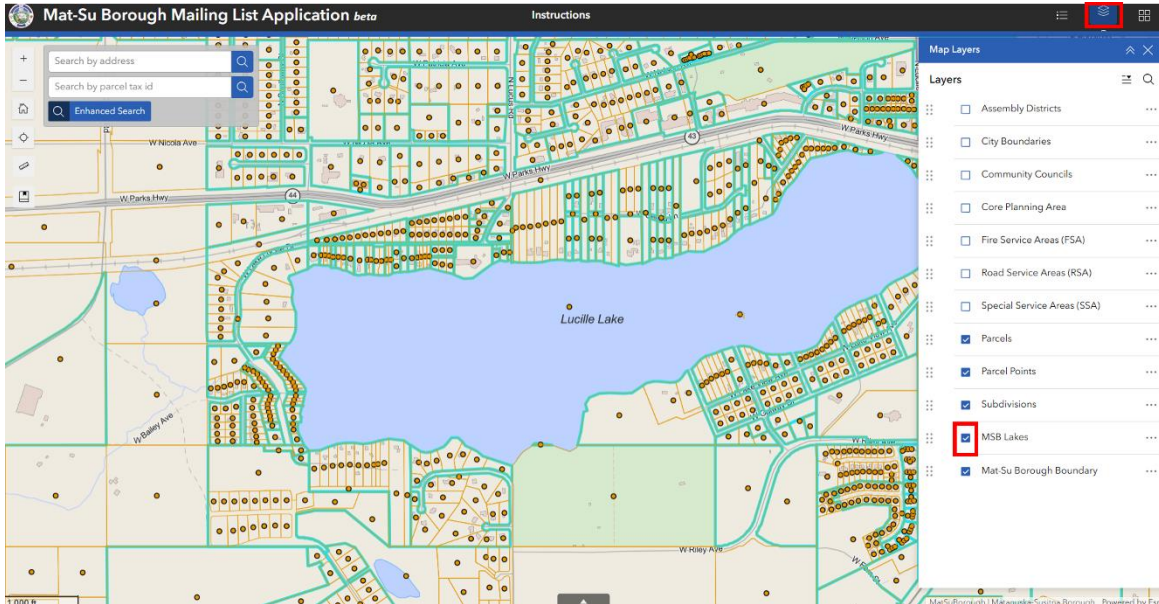


Option 3: Select By Spatial

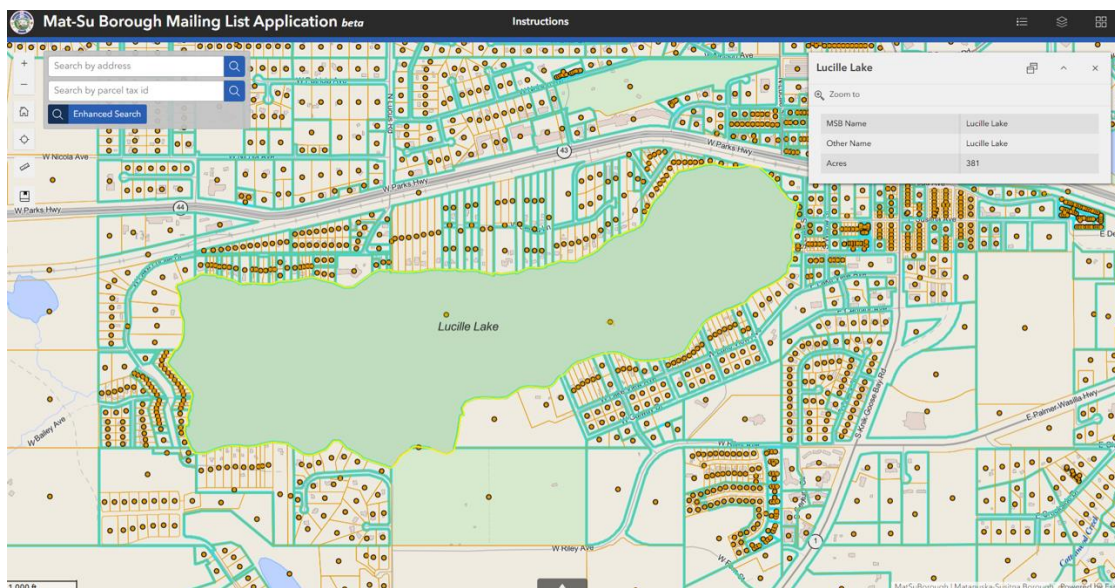
Select by Spatial allows a user to select parcels, parcel points, or subdivisions with a spatial relationship to an origin feature (with an optional buffer). Some examples are:

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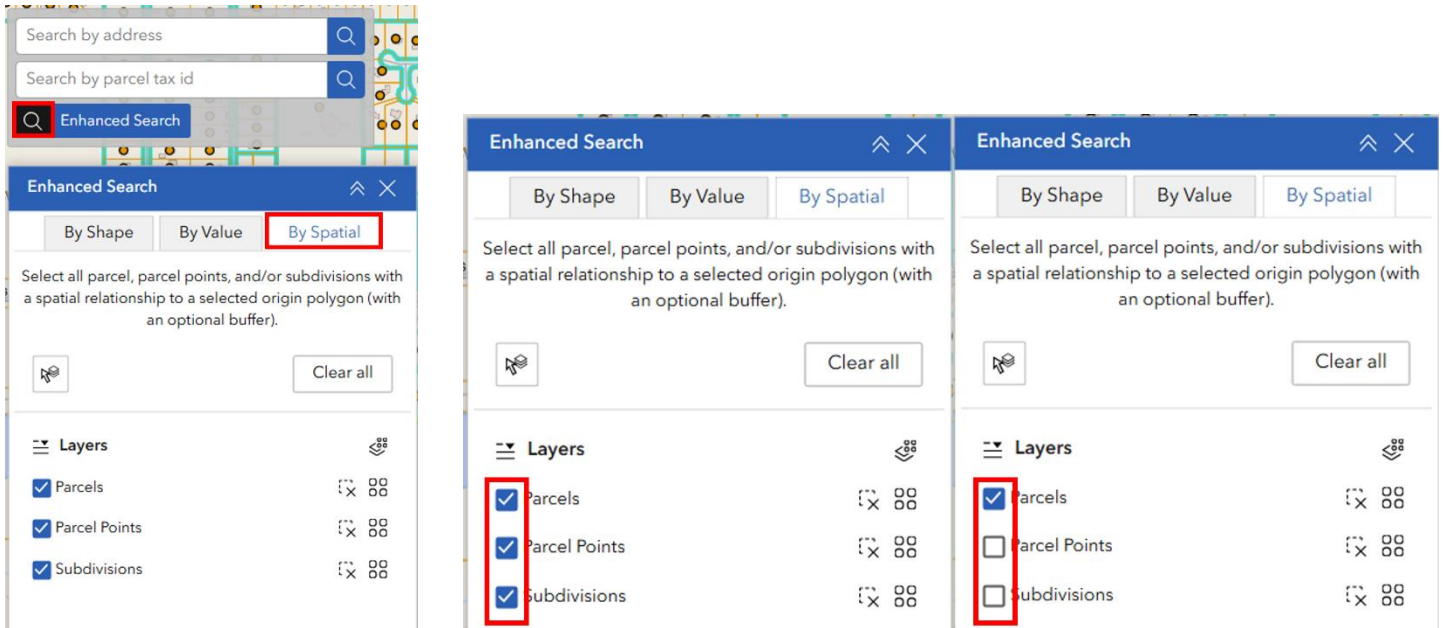
- Get all parcels that are within 500 feet of an origin parcel.
 - Get all parcels surrounding a specific lake.
1. From the Layers widget, turn on the layer of your desired origin feature. Here, we have turned the MSB Lakes layer on.



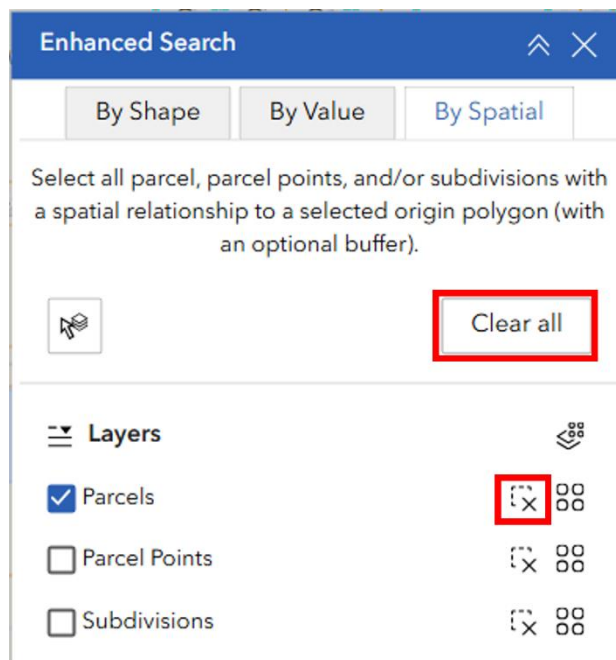
2. To select the origin feature you want your results to be in reference to, click it on the map. It will highlight when selected and its pop-up will appear. Here, we have selected Lucille Lake.



3. Open Enhanced Search and select the **By Spatial** tab. Determine which results layer(s) you would like to select results from by checking or unchecking the checkboxes. You can have multiple results layers checked. Here, we are saying we only want parcels spatially related to our origin feature, not parcel points or subdivisions.

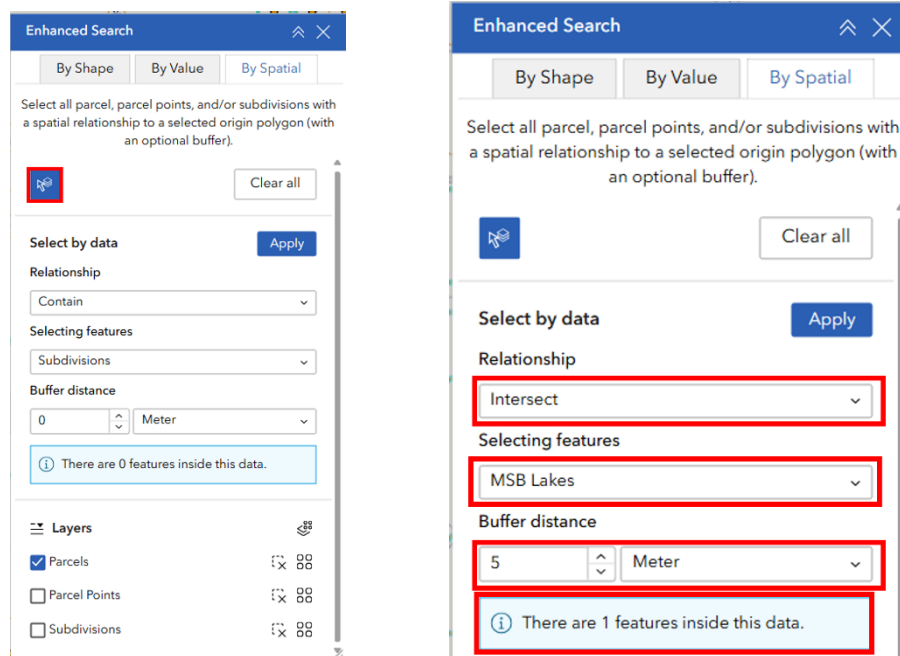


4. Click the **Clear All** button or the clear button for the results layer(s) to unselect any accidentally selected features. Be careful here because if, for example, your select-by layer is parcels **AND** your desired results layer is parcels, clearing will wipe the origin feature you chose in step 1. If you find yourself in this situation, you can perform clearing before step 1.

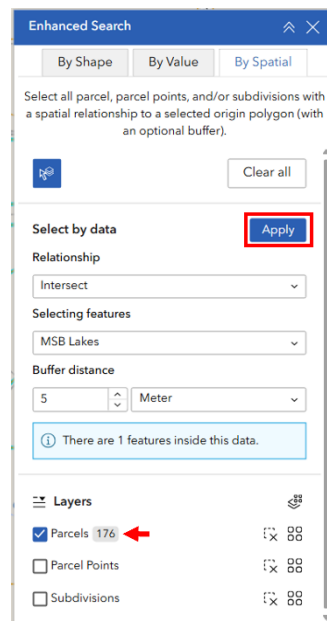


5. Click the tool activation button to activate the tool – it should turn blue and the **Select by data** options should appear. Change **Selecting features** to match the name of the origin feature layer you want to select by. In this example, that is MSB Lakes. You should see the info bar change to say “There are 1 features inside this data” since we have 1 origin feature selected. Change

Relationship to *Intersects* and the **Buffer distance** to *5 meters*. Here, we are requesting all parcels that intersect Lucille Lake with an extended 5-meter buffer.

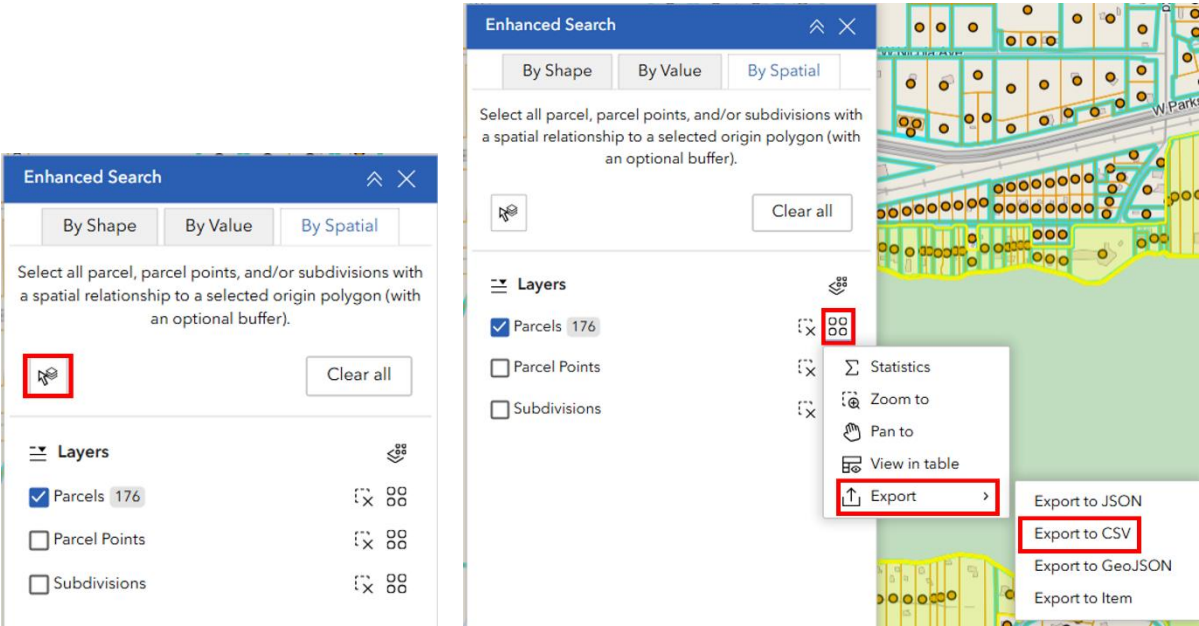


6. Click **Apply**. You should see the number of results appear and they will be highlight on the map.



7. Click the tool activation button to deactivate the tool – it should turn white and the **Select by data** options should disappear. Export the results to a CSV.

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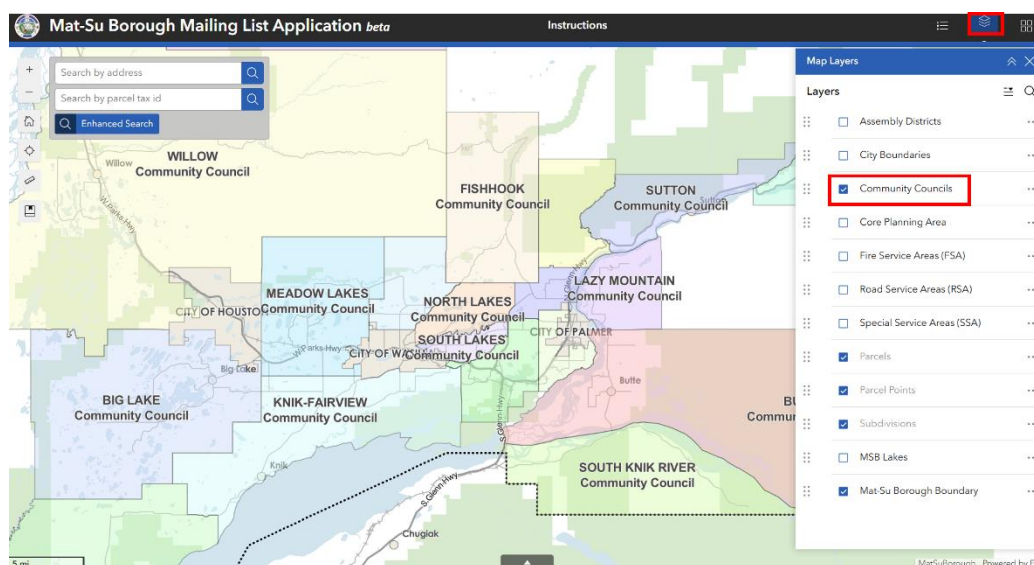
Advanced Methods

Enhanced Search tools can be combined for even more complex functionality. We will walk through some real-world examples showcasing the power of tool combination.

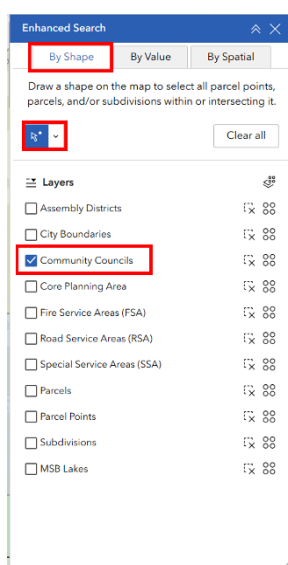
Example 1: Parcels within Multiple Community Councils

You are a new realtor in Lazy Mountain. You want to send out fliers to Butte and Lazy Mountain residents to advertise your realty business.

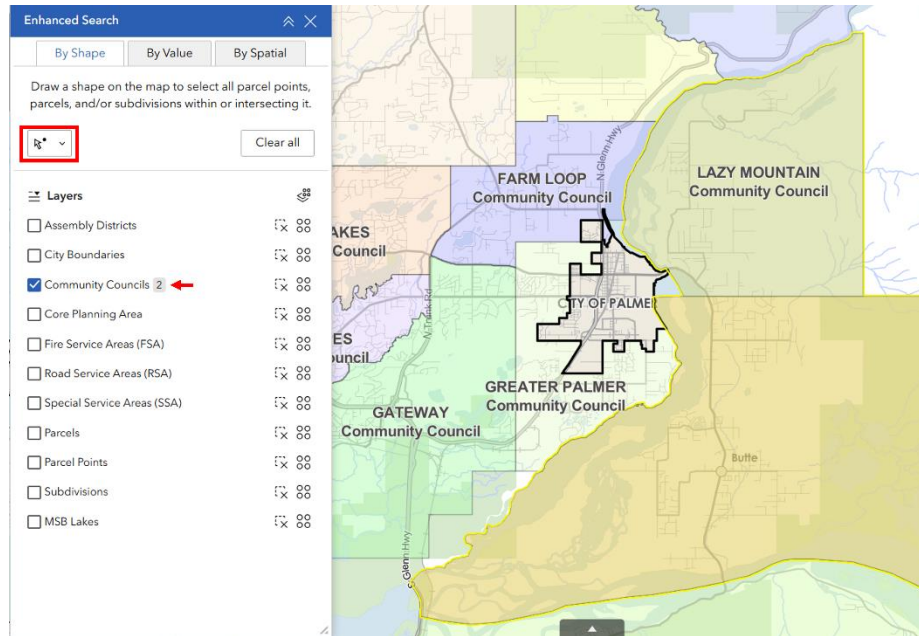
1. Turn on the Community Council Boundary Layer.



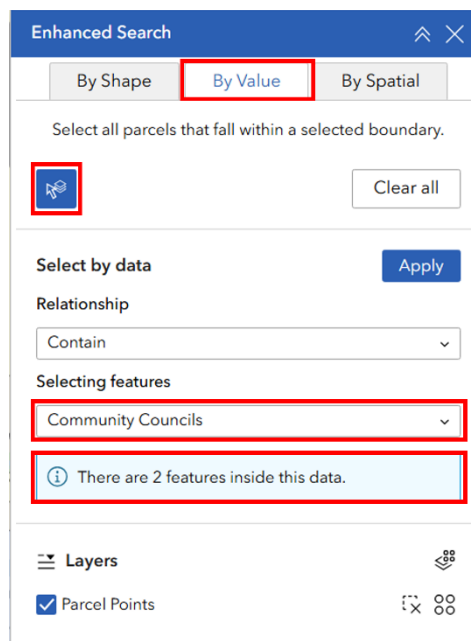
2. Activate the **Select by Shape** tool. Make sure only the Community Councils checkbox is checked. Choose the *Select by point* tool and activate it.



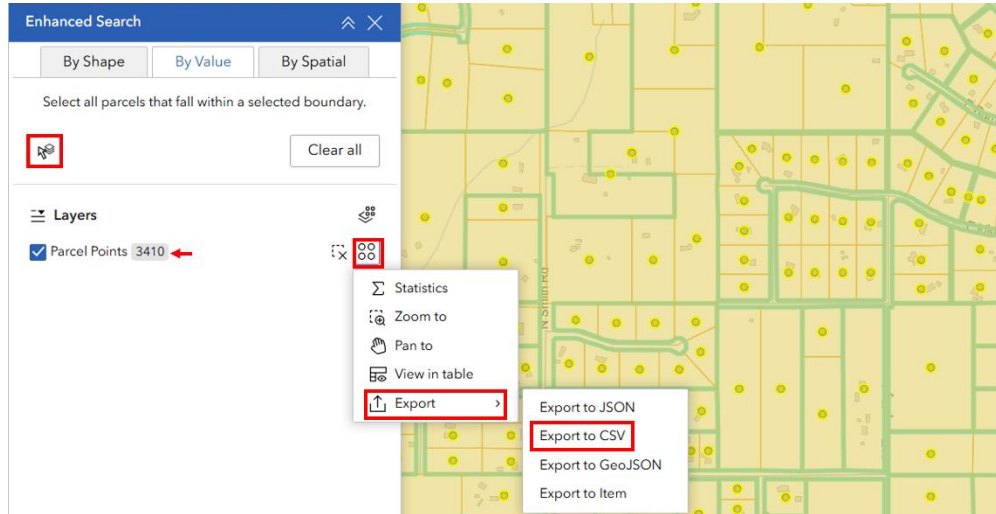
- Click on the map to select the Lazy Mountain Community Council polygon – it should highlight on the map. **While holding Shift**, click on the Butte Community Council polygon. Now, both Community Council polygons should be highlighted. You will see the number of selected polygons next to the Community Council layer in the By Shape tool. Deactivate the tool.



- Open the **Select by Value** enhanced search tool and activate it. Set the **Selecting features** to Community Councils. You should see the info bar change to say “There are 2 features inside this data” since you have 2 boundaries selected.



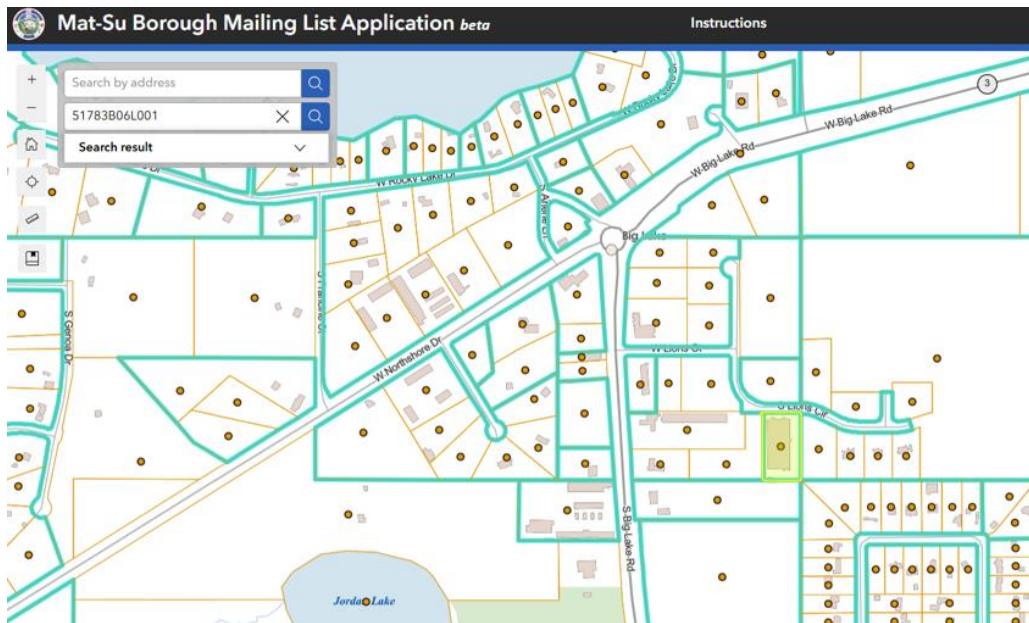
5. Apply the tool. You will see the number of results appear next to the results layer and the parcel points highlight on the map. Deactivate the tool and export the results.



Example 2: Parcels within Nearby Subdivisions

You work for the Mat-Su Borough. A new gravel pit has been proposed; you need to notify residents who might be affected by the proposed location of a public hearing. Therefore, you want to find the subdivisions that have parcels that are within a ¼ mile of the proposed gravel pit location and then send notifications to ALL parcels within those subdivisions.

1. Using simple search, zoom to the parcel where the gravel pit has been proposed



2. We are going to activate and apply the Select by Spatial tool.
 - **Selecting features** should be set to *Parcels*.
 - **Buffer distance** should be set to *.25 miles*.
 - **Relationship** should be set to *Intersect*.
 - **Layers** should only have *Subdivisions* checked.

With these settings we are saying we want all subdivisions that intersect the origin parcel with an added ¼ mile radius around it.

You should see “*There are 1 features inside this data*” in the **Select by data** section because we have our origin parcel selected. You should also see a 1 next to **Parcels** in the **Layers** section. This also represents the already selected origin parcel.

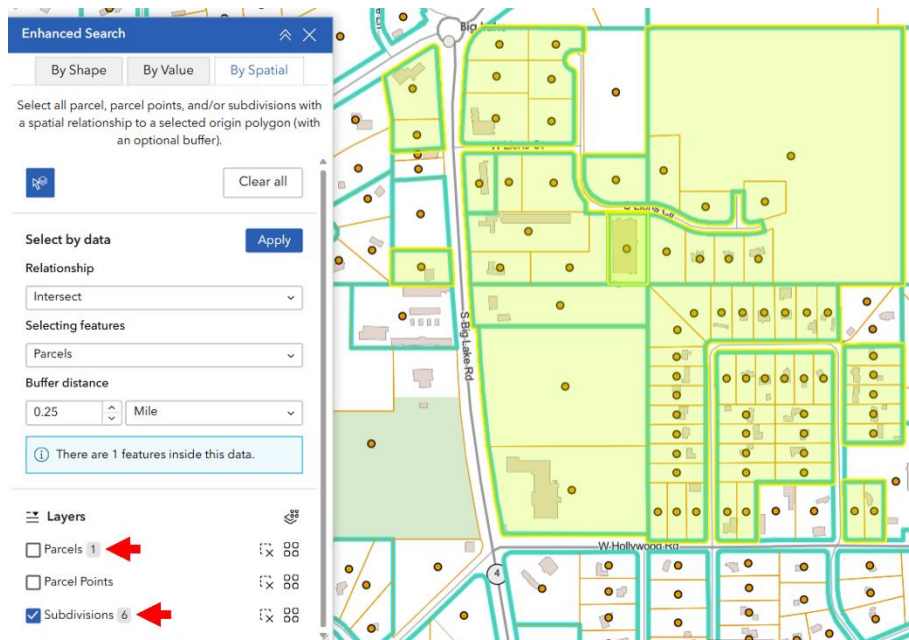
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The screenshot shows the 'Enhanced Search' dialog box. The 'By Spatial' tab is selected and highlighted with a red box. Below the instructions, a red box highlights the spatial selection icon. Another red box highlights the 'Intersect' relationship dropdown. A third red box highlights the 'Parcels' dropdown under 'Selecting features'. A fourth red box highlights the '0.25' buffer distance and 'Mile' unit dropdown. A fifth red box highlights the status message 'There are 1 features inside this data.' In the 'Layers' section at the bottom, red arrows point to the 'Parcels 1' and 'Subdivisions' entries.

3. After the spatial select is applied, we should see:

- The resulting number of subdivisions
- Those subdivisions highlighted on the map
- The number next to Parcels in the **Layers** section remaining as 1

We have now completed the “find the subdivisions that are within a ¼ mile of the proposed gravel pit location” portion of our search. Now, we need to get ALL parcels within those subdivisions.



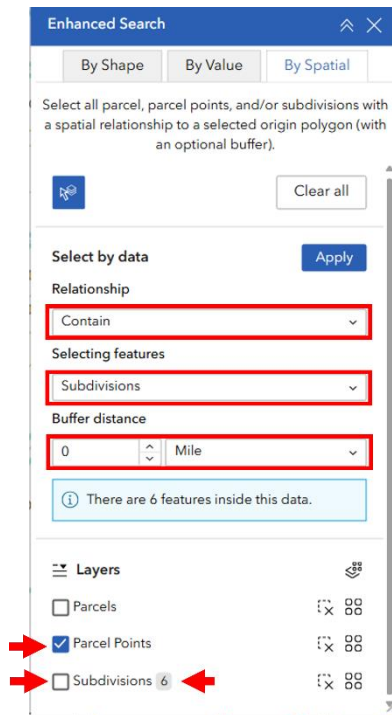
4. We are going to clear **just** Parcels in the **Layers** section. **Do NOT hit Clear All here** -- subdivisions are going to become our new select by layer!

5. We need to set the spatial query to get all parcels within those subdivisions:
- **Selecting features** should be set to *Subdivisions*.
 - **Buffer distance** should be set to *0 miles*.
 - **Relationship** should be set to *Contains*.
 - **Layers** should only have *Parcel Points* checked.

With these settings we are saying we want all parcel points that are contained by the selected subdivisions.

You should see “*There are 6 features inside this data*” in the **Select by data** section because we have our subdivisions selected. You should also see a 6 next Subdivisions in the **Layers** section. This also represents the already selected subdivisions.

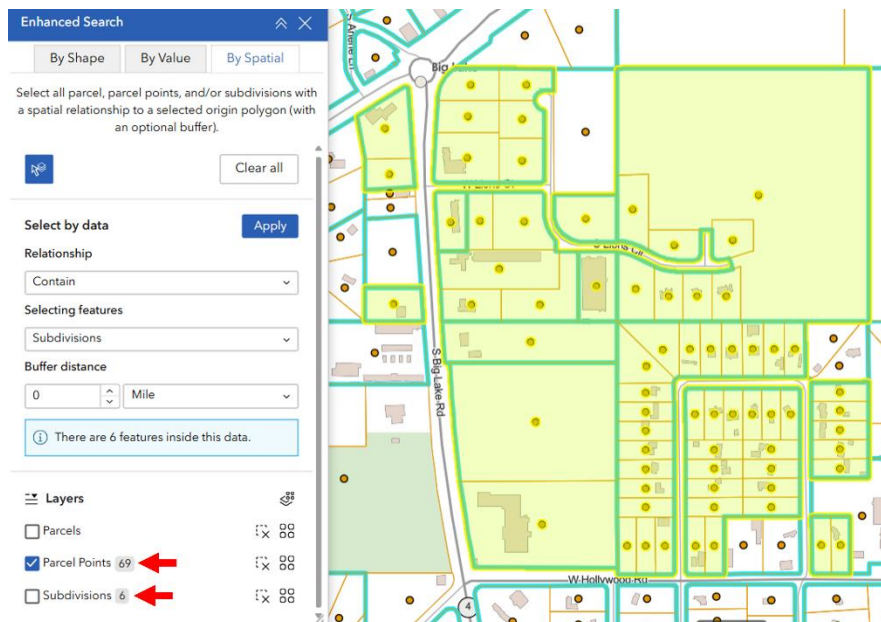
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6. After the spatial select is applied, we should see:

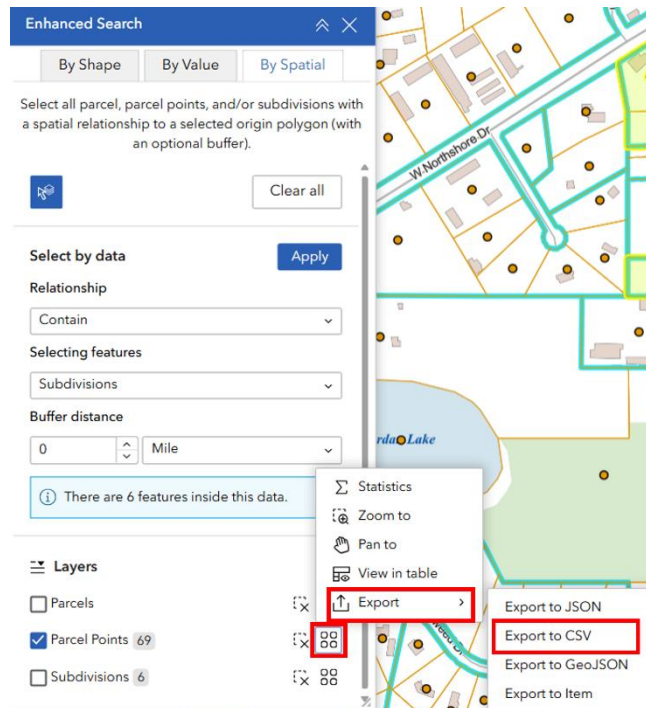
- The resulting number of parcel points
- Those parcel points highlighted on the map
- The number next to Subdivisions in the **Layers** section remaining as 6

We have now completed the “and then send notifications to ALL parcels within those subdivisions” portion of our search.

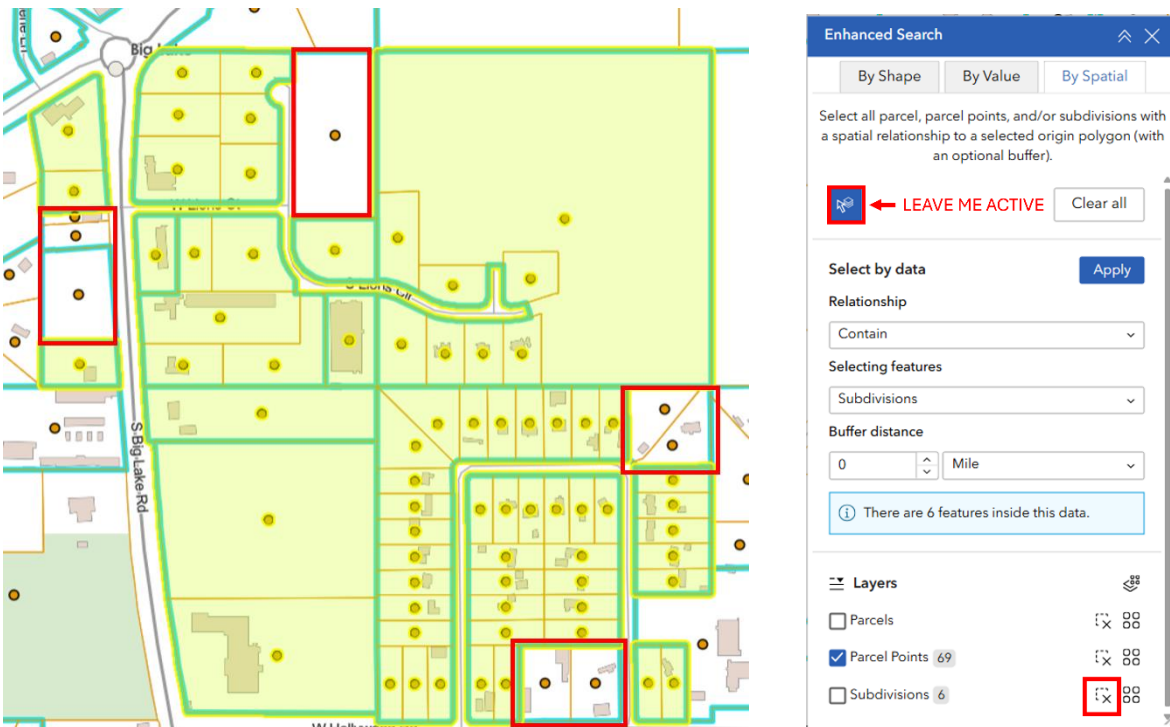


7. You could complete your process here by exporting the Parcel Points layer.

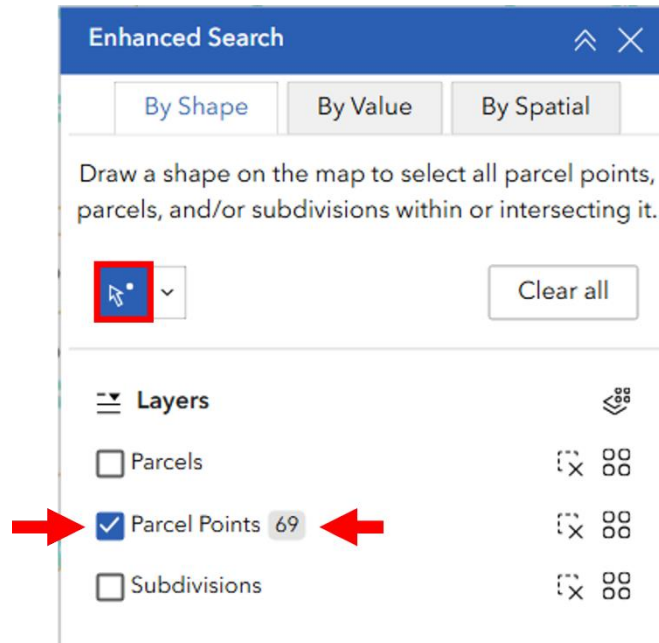
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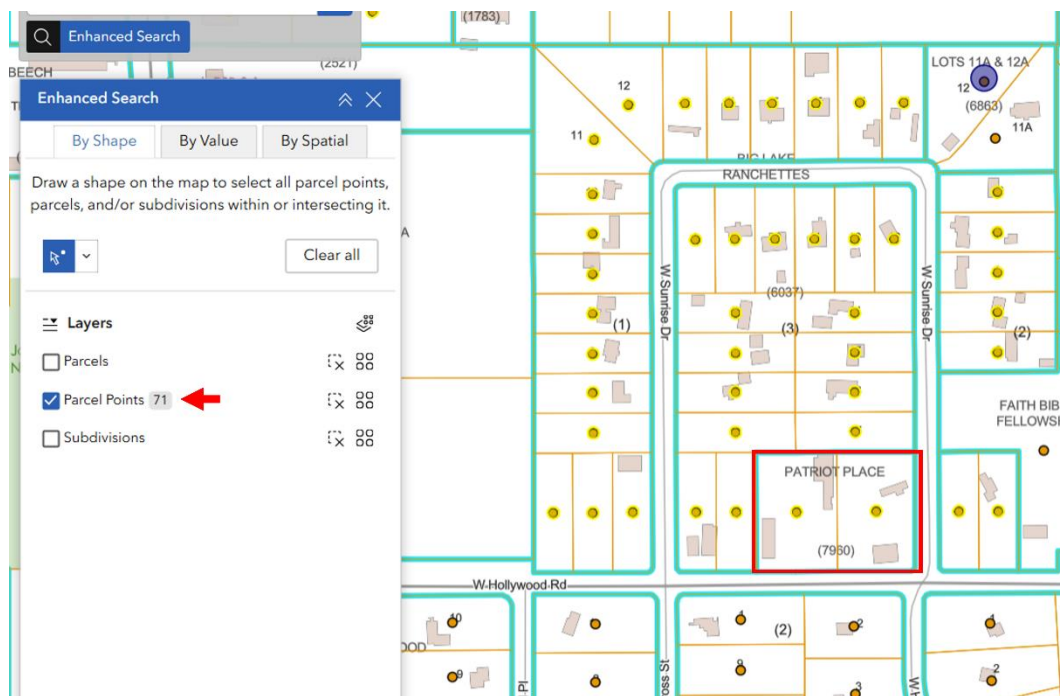
8. However, you see there are a couple of intermittent parcels that were, appropriately, not selected using the spatial select. Their surrounding neighbors, who are in a different subdivision, will be getting a notice, so, they probably should be too. Clear **just** the subdivisions layer. **DO NOT DEACTIVATE THIS TOOL.**



9. Open the **By Shape** enhanced search tool. You should see your selected parcel point count there. Activate the **Select by point** tool. Only check **Parcel Points** under **Layers**.

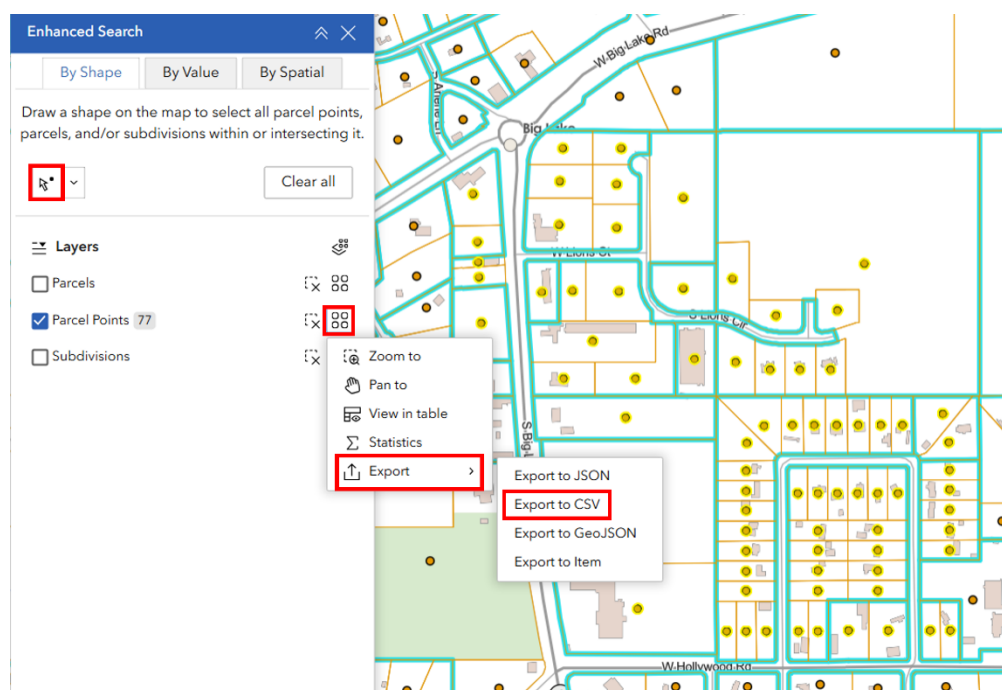


10. While holding the Shift key down, on the map, select the parcel points you want to add to your current selection. You should see the number of selected Parcel Points increasing and the newly selected parcel points highlight on the map.



11. Once all of the parcel points you care about are selected, deactivate the tool and export the results to a CSV.

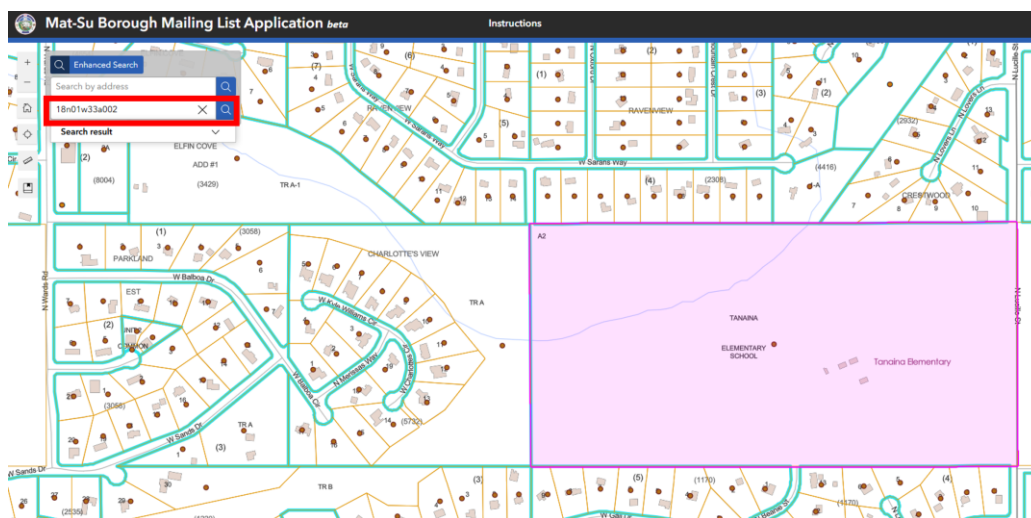
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Example 3: Nearby Individual Parcels & Parcels within Nearby Subdivisions

Take the same scenario as Example 2. But this time, your parcel is in a more industrial area where fewer parcels are within subdivisions. You want to send notifications to all individual parcels within a ¼ mile AND all parcels that lie within a subdivision that is within a ¼ mile of the proposed gravel pit.

1. Using simple search, zoom to the parcel where the gravel pit has been proposed.



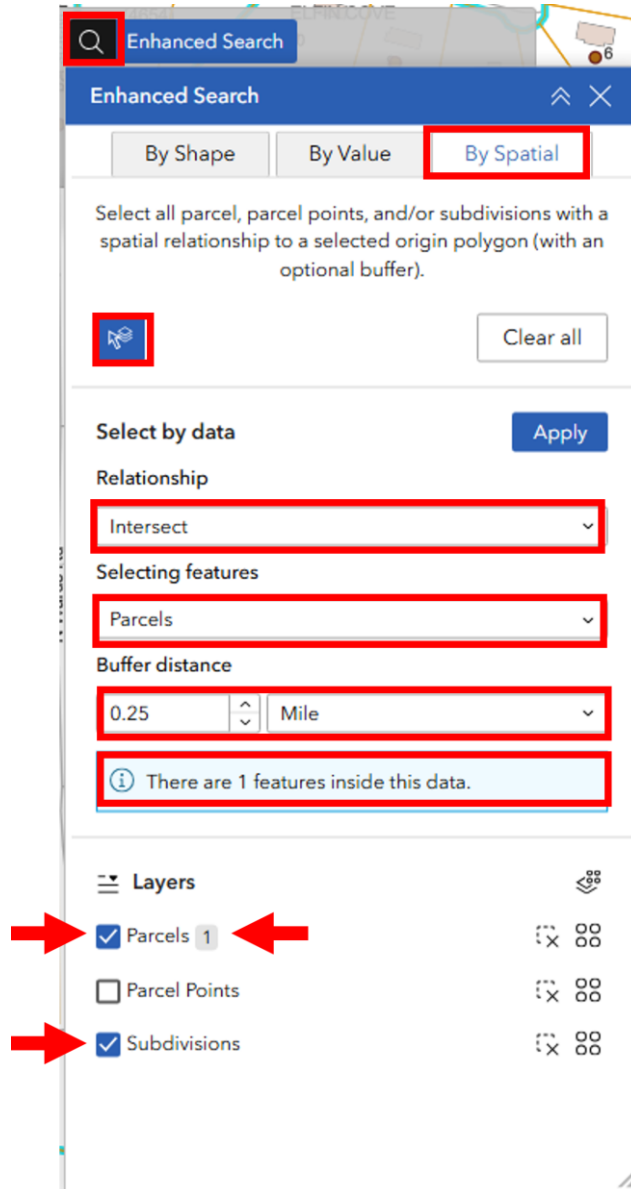
2. We are going to activate and apply the Select by Spatial tool.

- **Selecting features** should be set to *Parcels*.
- **Buffer distance** should be set to *.25 miles*.

- **Relationship** should be set to *Intersect*.
- **Layers** should have *Subdivisions AND Parcels* checked.

With these settings we are saying we want all individual parcels AND subdivisions that intersect the origin parcel with an added ¼ mile radius around it.

You should see “There are 1 features inside this data” in the **Select by data** section because we have our origin parcel selected. You should also see a 1 next Parcels in the **Layers** section. This also represents the already selected origin parcel.

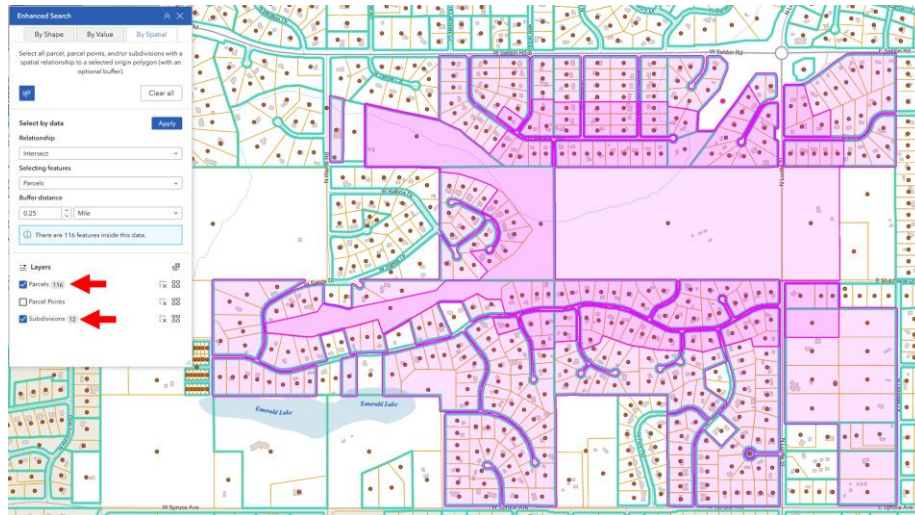


3. After the spatial select is applied, we should see:

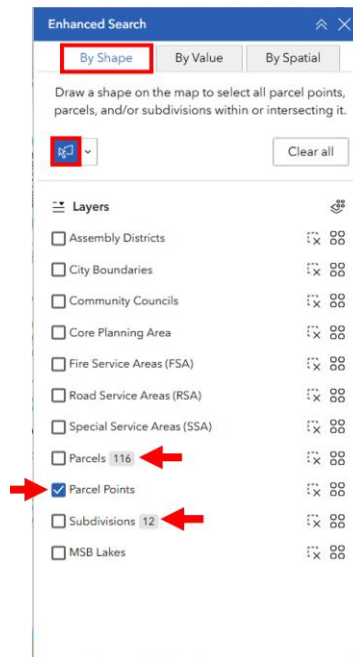
- The resulting number of subdivisions
- The resulting number of parcels

- Those parcels and subdivisions highlighted on the map

We have now completed the “find all independent parcels and subdivisions that are within a ¼ mile of the proposed gravel pit location” portion of our search. Now, we need to get ALL parcels within those subdivisions while maintaining the independent parcels.

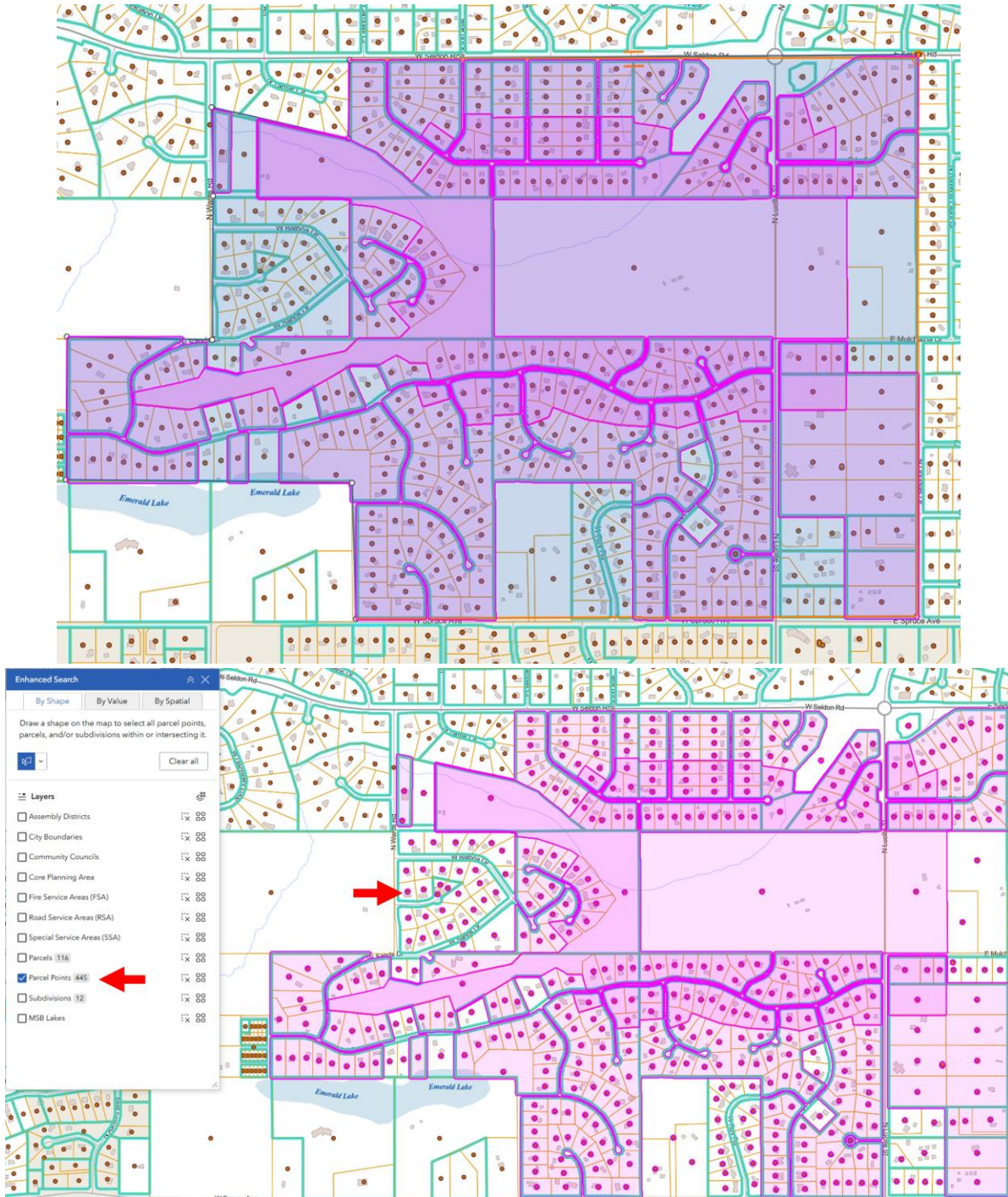


- Without clearing anything, open the **By Shape** enhanced search tool. You should see your selected parcel and subdivision counts there. **Activate the Select by lasso tool**. Only check Parcel Points under **Layers**.



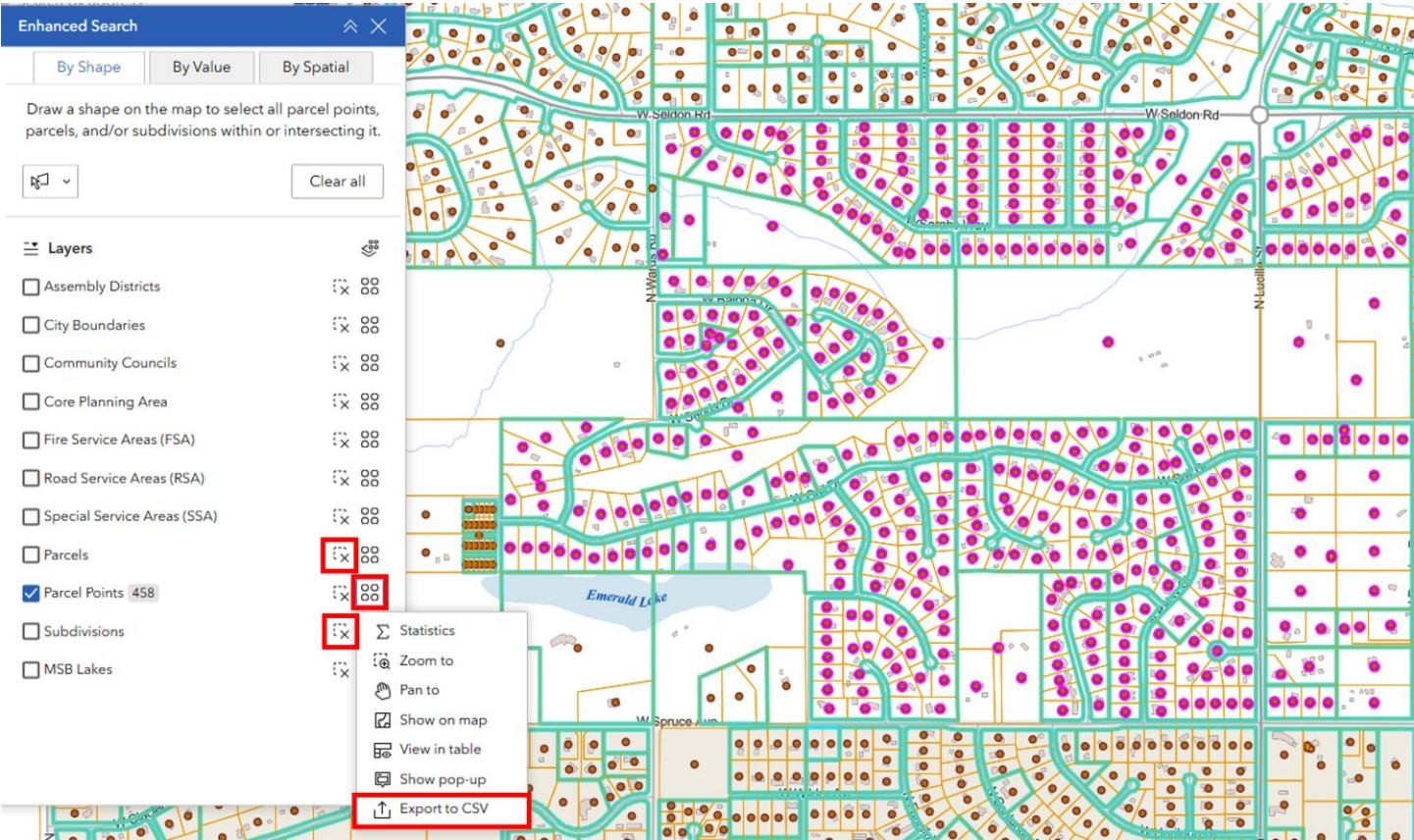
- Using the lasso tool, trace the outline of the highlighted area resulting from the **By Spatial** tool. You can encapsulate any parcels that may have been missed by the spatial search or just extra ones you want to capture.

When you close your lasso-ed polygon, the parcel points within it should highlight and you should see the number of selected parcels points increase in the **By Shape** tab.



- Deactivate the tool and clear the Parcel and Subdivisions layers to verify your results. If all the parcel points you care about are selected, export the results to a CSV.

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CSV to Address Labels

You've used the Mailing List Application tools to get all of the addresses you need in a CSV. Now, how do we turn that CSV information into address labels?

1. If it isn't already, open the mailing list spreadsheet you exported using the steps above.
2. Keep the following sets of fields (the rest can be deleted):

Mailing Addresses	Buyers Addresses (typically for leased property)
Owner 1	Buyer Name 1
Owner 2	Buyer Name 2
Mailing Address Line 1	Buyer Mailing Address Line 1
Mailing Address Line 2	Buyer Mailing Address Line 2
Mailing Address City	Buyer Mailing Address City
Mailing Address State	Buyer Mailing Address State
Mailing Address Zipcode	Buyer Mailing Address Zipcode

3. If your template is set up to use the Mailing Address fields, any mailing information in the Buyers Address fields should be copied and pasted into the Mailing Address fields.
4. Follow any of the tutorials found [here](#) to create envelopes or labels from the exported addresses.