

## Short Term Rental Notification Mailing List Step-by Step Guide

1. Navigate to [GIS Services and Products | City of Santa Fe | City of Santa Fe](http://santafenm.gov/information-tehcnnology-telecommunications/gis)  
<http://santafenm.gov/information-tehcnnology-telecommunications/gis>
2. Click on the “ENN Public Notification & Short-Term Rental” map.
3. Read the notice and click “Enter” at the bottom right of the page.
4. Click on “Create new list” on the right side of the page.
5. You will need to create two (2) lists, one with the “Input Layer” selected as “Santa Fe County Parcels” and one selected as “Address Points”.
6. Select the input layer – either “Address Points” or “Santa Fe County Parcels”
7. Type in the address of the STR in the “Find address or place” field.
8. Enter in “200” into the Search distance field.
9. The list name should self-generate.
10. Click “Done”
11. Click “Create new list” for the second list.
12. Select the other Input later, i.e. if you creates an “Address points” list first, then now select the “Santa Fe County Parcels” as the Input layer.
13. Enter in “200” into the Search distance field.
14. Type in the address of the STR in the “Find address or place” field.
15. The list name should self-generate.
16. Click “Done”
17. Now you should see both lists, the “Address Points” list and the “Santa Fe County Parcels” list.
18. Click on the “Export” icon in the upper right corner of the page.
19. Make sure both lists are selected with the blue checkmarks.
20. You can select to export either as a PDF or as a CVS (excel).
21. For a PDF, make sure the blue checkmarks are selected for “Results”, “Title”, “Map” and “List Graphics”
22. Click “Export”
23. Navigate to your downloaded file on your computer.
24. Use this list to mail notice to the owners of residentially zoned property within 200 feet of the short-term rental and the physical addresses of such properties where the address is different than the address of the owner.