

HOW TO GENERATE A RADIUS MAP

Step 1:

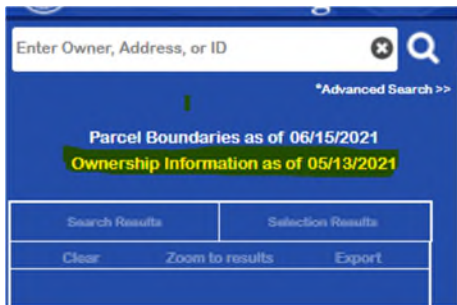
Click the link below and hit "OK"

<http://gis.southkingstownri.com/webgis/>



Step 2:

Make note of Ownership Information Date



Step 3:

Enter location address and click enter
Click "Get Abutters"



Step 4:

Click "Buffer"



Step 5:

Abutters List and Radius Map populate



Step 6:

Print out Radius Map

Hit Printer

Title document "Radius Map"

Choose 8.5 x 11 Landscape

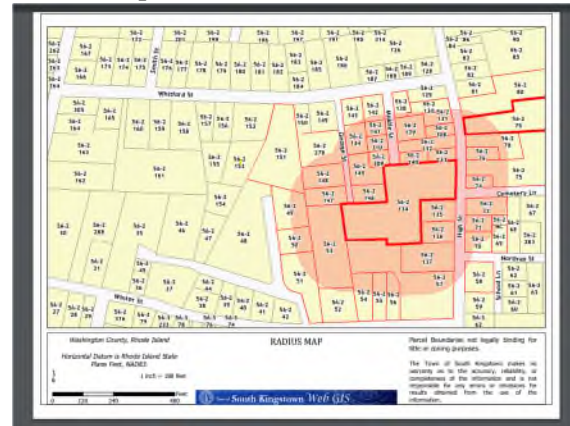
Click Print to Scale

Click Export Map



Step 7:

Radius Map Generated

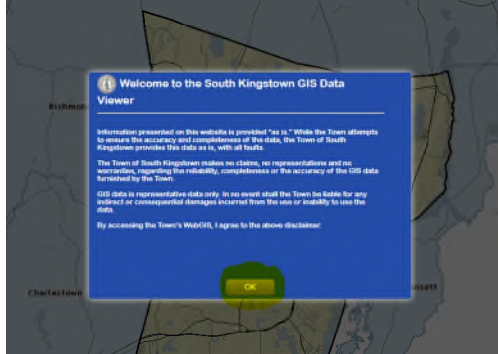


HOW TO GENERATE AN ABUTTERS LIST

Step 1:

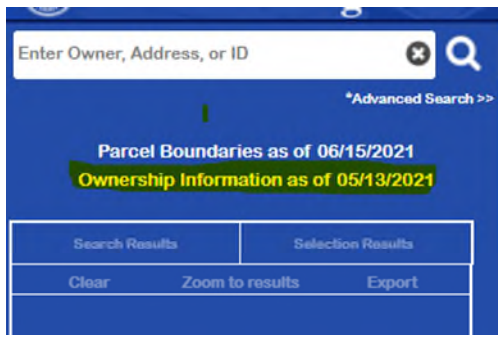
Click the link below and hit "OK"

<http://gis.southkingstownri.com/webgis/>



Step 2:

Make note of Ownership Information Date



Step 3:

Enter location address and click enter
Click "Get Abutters"



Step 4:

Click "Buffer"



Step 5:

Abutters List and Radius Map populate

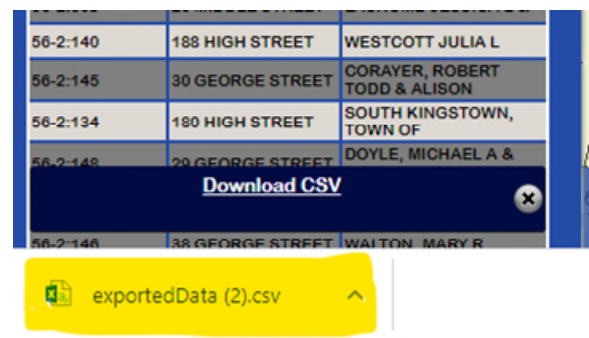
Click Export

Click Download CSV



Step 6:

Open ExportedData.csv



Step 7:

Ownership MUST be verified through Vision Appraisal at:

<http://gis.vgsi.com/SouthKingstownRI2/>

Update list accordingly: Map (yellow) and Lot (blue) and verify "Owner of Record" (green)

Update List Accordingly

A	B	C	D	E	F	G	H
NEW_OWNER_MAP	NEW_OWNER_BLOCK	LOCATION	TAX_OWNER_NAME	VIS_OWNER_NAME	VIS_OWNER_ZIP	USE	MAP_OWNER_ADDR_2
56-2	79	281 HIGH STREET	BISHA, WAYNE C & NORVAH, BRONDA M	BRONDA M	399 HIGH ST APT B	WAKEFIELD, RI 02879	null
56-2	80	289 HIGH STREET	YORHANN, WILLIAM E & MARJORIE	null	309 HIGH ST	WAKEFIELD, RI 02879	null
56-2	108	48 WHITFORD STREET	LOGAN, JUSTIN J	null	58 WHITFORD STREET	WAKEFIELD, RI 02879	null

Step 8:

Reference "How to Verify Ownership" document

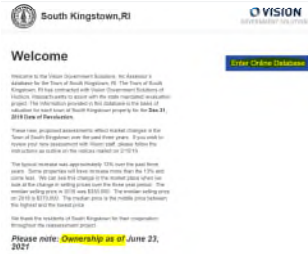
HOW TO VERIFY OWNERSHIP

Step 1:

Click the link below and “Enter Online Database”

<http://gis.vgsi.com/SouthKingstownRI2/>

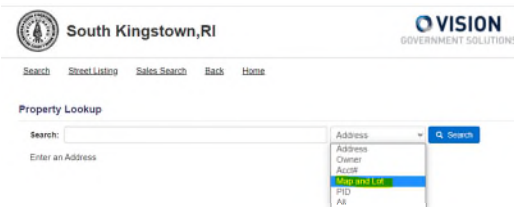
Make note of Ownership as of date



Step 2:

Choose Map and Lot from Drop Down Options

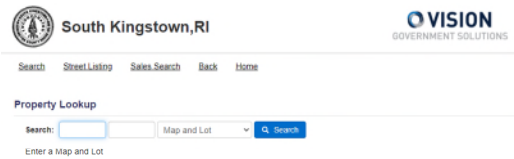
Click Search



Step 3:

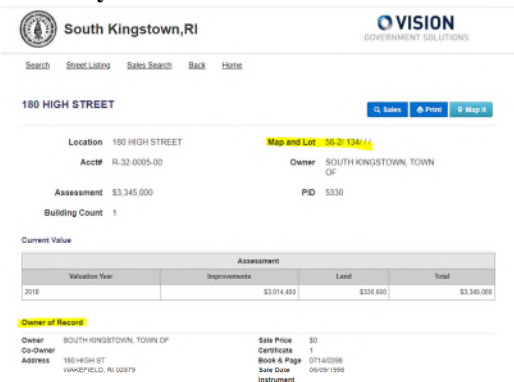
Enter “Map” in first box and “Lot” in second box

Click Search



Step 4:

Verify “Owner of Record” and update if necessary



Repeat Steps 1-4 for all names on Abutter’s List

Once you have updated this list through Vision Appraisal, you will need to check SK Land Evidence to see if there have been any property ownership changes from the “Ownership as of Date” shown on Vision Appraisal through date of mailing the legal notices.

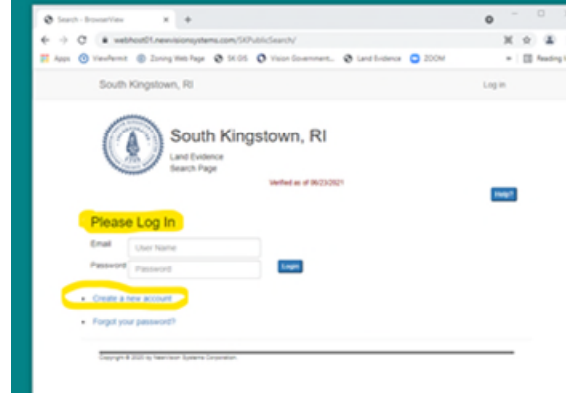
Step 5:

Click on the link below:

<https://webhost01.newvisionsystems.com/SKPublicSearch/>

Step 6:

Log in or Create new account



Step 7:

Enter name of the “Owner of Record” (last name first) and date range. Click search

Note: Date Range is the date shown on Vision Appraisal “Ownership as of date” (From) and the date of mailing (To)



Step 8:

If “No Records Found” appears there is no need to update the Ownership. If the results populate any records search for any “Deeds” or “Bill of Sale” during the time frame and update the ownership accordingly.