



SMALL TOWN, BIG BEACH

### How to Compile List of Names/Addresses for Public Notice

1. Click on the link below and click 'I Agree' when prompted.

[Baldwin County ISV](#)

*Note: Make sure you are opening the link in an Internet Explorer web browser.*

2. Enter your property's PIN, parcel number, owner name, or street name into the search box on the left and click 'Search.'
3. Find your property in the Search Results box and click on the 'Buffer Parcel' red button icon to the left of your property information in the search results box.
4. In the Buffer search box, type in the notification distance required for your Permit/Application as listed in the [Public Notification Checklist](#) provided on the City of Gulf Shores website.
5. Click 'Buffer' and the Search Results box will populate with a list of all addresses that require notification.
6. Click on the 'Export to PDF file' button in the lower right hand corner of the Search Results box and check the boxes labeled PIN, PID, Owner, Address1, City, State, and Zip.
7. Click 'Export' and name the PDF file appropriately.
8. Attach the exported PDF file to your CitizenServe online application or deliver it with all materials required for your corresponding Permit/Application.