FAQ: How to Prepare a Mailer

Note: This is a suggested way to obtain addresses. Individual apartments and businesses may not be available through this list. Please make sure that you are making the appropriate arrangements to include all addresses within 500 ft of your project site.

How do I generate a distribution list for a written mailer?

1. Access the King County iMap at <https://kingcounty.gov/services/gis/Maps/imap.aspx>
2. Select the Launch button
3. Enter the property address of your project site in the search bar
4. Select Zoom to
5. Open the Enhanced Search menu by selecting the magnifying glass icon
6. In the Shape tab, click the circle selection tool and check the box for Buffer Graphic. Enter **500 feet** in the dimension box.
7. Click on your parcel. The site will generate a buffer which highlights all the properties within the buffer.
8. In the results tab, select the ellipsis
9. In the dropdown menu, select Export to CSV file
10. The Excel file will contain all the addresses which you should send your mailer to when you go to the post office.

What is the cost of sending a mailer?

You should anticipate costs for any design, printing and postage.