

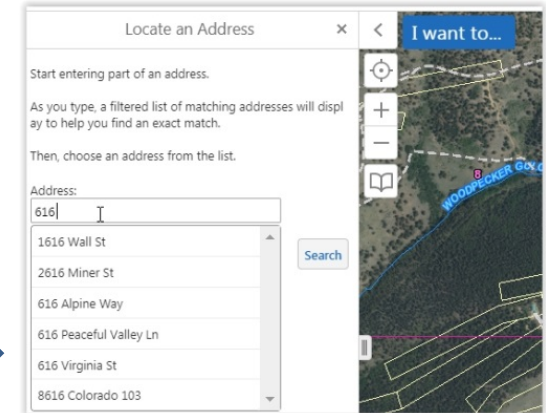
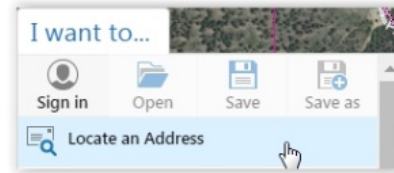
Generating a mailing report in ClearMap is a simple 3 step process

1. Open ClearMap

- In your internet browser go to www.co.clear-creek.co.us
- On the left hand side of the page click on [Online Services](#)
- Click on [ClearMap](#)

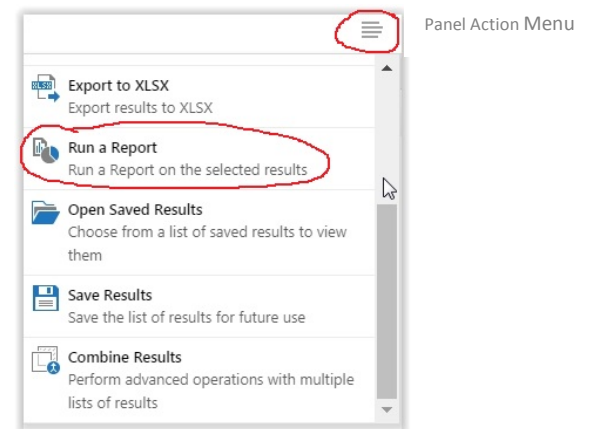
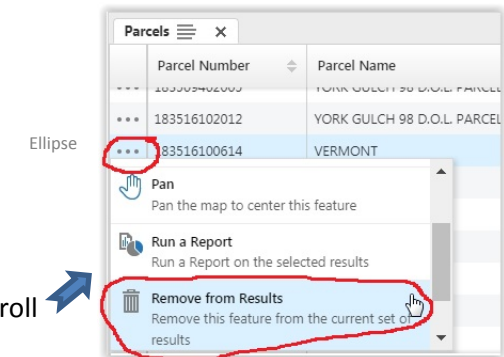
2. In the map viewer zoom to your property

- Click on the **want to...** button, select *Locate an Address*
- In the Locate an Address window (on the left hand side) begin typing the address, as you type a list of matching results will display below the text box. Select *the appropriate address from the list.*
- Click on *Search*, the map will zoom in to the address



3. Run Report

- Click on the **want to...** button, select *Create Mailing Labels*
- Choose the appropriate selection method, in this case click on the *single dot*
- On the map, click on your parcel, click *OK*
- Modify your selected parcel if necessary, or click *Continue*
- Type in the buffer distance you desire (usually 300 feet), click *Continue*
- Remove Duplicates (OPTIONAL)
 - In the table (bottom of screen) click on the *Owner Name* column (this sorts the column by name)
 - Remove any duplicates by clicking on the *Ellipse (...)* on the left side of the record to be removed, scroll down and select *Remove from Results*
 - Click on the *Panels Action Menu* at the top right of the table, scroll down and select *Run a Report*
 - On the left side of the screen click on *Avery Mailing Labels*
 - Click on *Download report file*
 - If you removed duplicates, you are done, disregard steps g & h
- Click on *Run Report*
- Click on *Mailing Labels* to view, print or download



If you have any questions, please call the Mapping Department for assistance – **303.679.2436**
 The Mapping Department is able to run these reports for a fee of \$60