



## Radius Map Certification Instructions

- Obtain from the Planning & Community Services Department, a radius map and a list of property owner names showing all parcels which lie within 150 feet (or more) of the exterior boundaries of the subject property. These will be emailed to you.
- Obtain a **certified** list of names and addresses of the owners of all property shown within the radius on the map as provided by the Planning & Community Services Department by forwarding the email you receive from the Planner processing your application, which includes the radius map and list of surrounding property owners, to Rico Garza at [RGarza@mt.gov](mailto:RGarza@mt.gov) and request a certified list of addresses. Make sure to include all of your contact information so you can be notified when the list is complete. They can be reached at (406) 896-4000 if you have additional questions.
- Once the list of certified, the Yellowstone County Clerk & Recorder will notify you directly. You can expect a 2-3 day processing time. There will be a certification charge, payable to the Yellowstone County Clerk & Recorder, of \$0.50 per certified name. They can be reached at (406) 256-2785.
- Place the list of names and mailing addresses on the provided sticky mailing labels. The names must be typed. If there is more than one person on the list living at the same mailing address, please make one mailing label, with all property owner names listed.
- Return both the certified list and the mailing labels to the Planning & Community Services Department with your complete application.