

Use Orland Park's website to find addresses for Public Hearing Notices

You've submitted the petition for your project and are in the review process. Now it is time to send out those certified letters. Follow these instructions to generate a list of addresses within 300' of your property.

What you need:

1. A computer with internet access.
2. The PIN numbers for all properties included in your project.

1. Get to the Website

Navigate to this link: <http://gis.orland-park.il.us/AddressFinder/>

This site is also accessible via the Orland Park Homepage (www.orland-park.il.us) From there, click on 'GIS/Map's on the left hand side and then clicking on 'Village of Orland Park GIS Website.' Then click on the 'Address Finder' button on the right hand side.

A map will open with the following options along the top left: search address, search parcel, buffer task, etc.

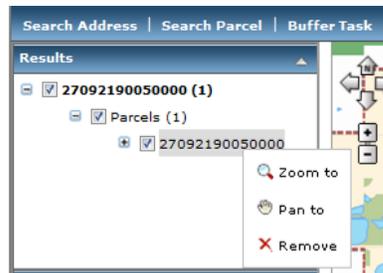
2. Find your property

Click on 'Search Parcel' at the upper left main menu. A small pop up window will appear that looks like this.



Type in the entire 14 digit PIN number with no dashes. Click on 'Find'.

The property should appear in the upper left menu. Right click on the bottom number as shown below, an additional menu will appear. Select 'Zoom To'



The map will zoom to your property. You can also manually zoom to the property using the 'zoom' icon.

NOTE: If your project includes multiple PIN numbers, continue the search until all properties are highlighted.

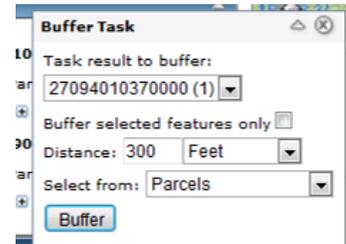
3. Create Buffer

Now you need to create a buffer to find the addresses within 300' of your property. You will need to run **two queries** for each property, one based on **parcel**, and one based on **address**.

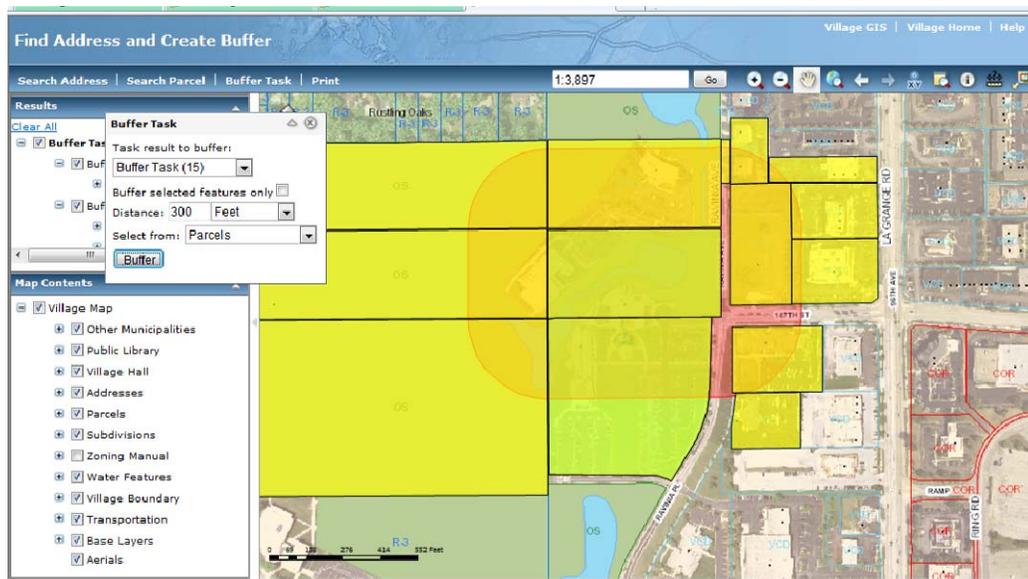
Click on 'Buffer' at the upper left main menu. This pop up window will appear.

Change the distance from 100 to 300. Keep units as Feet.

Use the drop down box at the bottom to select 'Parcels' from the list of layers.



Press the 'Buffer' Button. The buffer results will appear in the window and look like this.

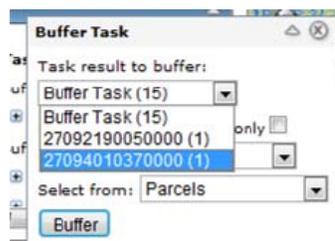


Click on 'Buffer' at the upper left main menu again.

Confirm that the distance is still 300'. Keep units as Feet.

Use the drop down box at the bottom to select 'Addresses' from the list of layers.

NOTE: If your project has more than one property, you must repeat the buffer process for each property. Do this by clicking on the drop down box after 'Task results to buffer' and selecting your other properties by PIN number. Press the Buffer button again to process. You must repeat this for each property.



4. Print Results

Now you can print your results!

Do a visual check of the map to ensure that all properties within 300' of your project are selected.

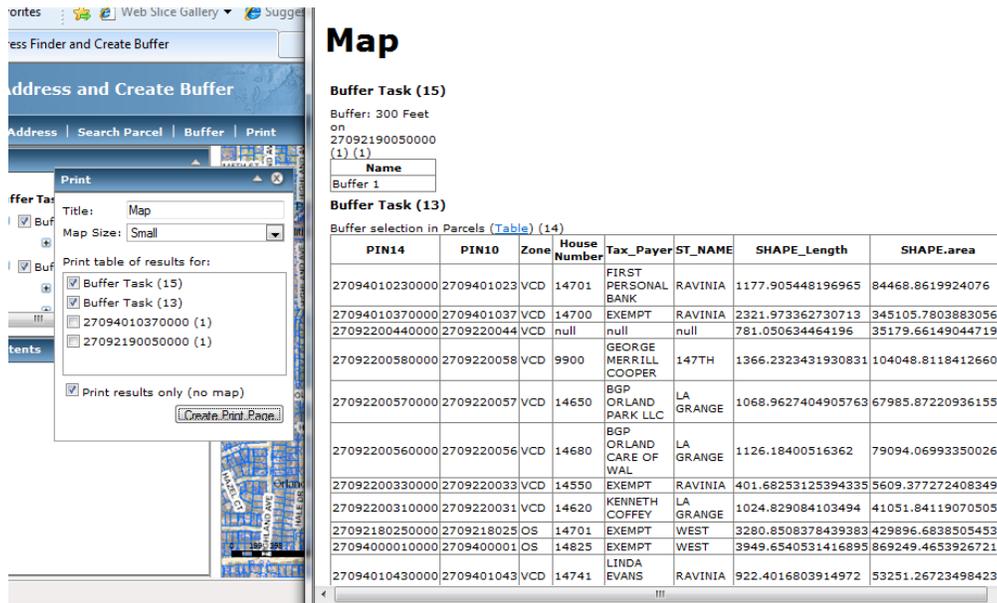
Click on the 'Print' button at the upper left main menu.

The following pop up box will appear. Select 'Buffer Task (XX)'. If you have buffered more than one property, click on all Buffer Task boxes.

Click on 'Print results only (no map)'

Click on 'Create Print Page.' A new window will appear that looks like this.

NOTE: Depending on your internet connection and how many properties you have, this may take some time to process.



The screenshot shows a web application interface. On the left, there is a 'Print' dialog box with the following options:

- Title: Map
- Map Size: Small
- Print table of results for:
 - Buffer Task (15)
 - Buffer Task (13)
 - 27094010370000 (1)
 - 27092190050000 (1)
- Print results only (no map)
-

The main window is titled 'Map' and displays a 'Buffer Task (15)' window with a buffer of 300 Feet on address 27092190050000. Below this, there is a 'Buffer Task (13)' window showing a table of property information:

Buffer selection in Parcels (Table) (14)							
PIN14	PIN10	Zone	House Number	Tax_Payer	ST_NAME	SHAPE_Length	SHAPE.area
27094010230000	2709401023	VCD	14701	FIRST PERSONAL BANK	RAVINIA	1177.905448196965	84468.8619924076
27094010370000	2709401037	VCD	14700	EXEMPT	RAVINIA	2321.973362730713	345105.7803883056
27092200440000	2709220044	VCD	null	null	null	781.050634464196	35179.66149044719
27092200580000	2709220058	VCD	9900	GEORGE MERRILL COOPER	147TH	1366.2323431930831	104048.81184126608
27092200570000	2709220057	VCD	14650	BGP ORLAND PARK LLC	LA GRANGE	1068.9627404905763	67985.87220936155
27092200560000	2709220056	VCD	14680	BGP ORLAND CARE OF WAL	LA GRANGE	1126.18400516362	79094.06993350026
27092200330000	2709220033	VCD	14550	EXEMPT	RAVINIA	401.68253125394335	5609.377272408349
27092200310000	2709220031	VCD	14620	KENNETH COFFEY	LA GRANGE	1024.829084103494	41051.841190705054
27092180250000	2709218025	OS	14701	EXEMPT	WEST	3280.8508378439383	429896.6838505453
27094000010000	2709400001	OS	14825	EXEMPT	WEST	3949.6540531416895	869249.4653926721
27094010430000	2709401043	VCD	14741	LINDA EVANS	RAVINIA	922.4016803914972	53251.26723498423

Scroll down to see list of addresses and ownership information. Each property will have its own spreadsheet, so make sure to review all of them.

Click on the 'Print' icon in the window to print your results.

NOTE: If you need another buffer or want to start over, click on the 'Clear All' button in the results column on the left hand side.

Remember, it is your responsibility to complete the public hearing sign and notification requirements. Please double check your work to ensure that that you are sending out letters to the appropriate properties. You can also search for these properties manually using the Sidwell maps available at the Orland Township Office.