HOW TO GENERATE A RADIUS MAP

Step 1:
Click the link below and hit “OK”
https://gishost.cdmsmithgis.com/webgis/

Step 2:
Make note of Ownership Information Date

Step 3:
Enter location address and click enter
Click “Get Abutters”

Step 4:
Click “Buffer”

Step 5:
Abutters List and Radius Map populate

Step 6:
Print out Radius Map
Hit Printer
Title document “Radius Map”
Choose 8.5 x 11 Landscape
Click Print to Scale
Click Export Map

Step 7:
Radius Map Generated
**HOW TO GENERATE AN ABUTTERS LIST**

**Step 1:**
Click the link below and hit “OK”
https://gishost.cdmsmithgis.com/webgis/

**Step 2:**
Make note of Ownership Information Date

**Step 3:**
Enter location address and click enter
Click “Get Abutters”

**Step 4:**
Click “Buffer”

**Step 5:**
Abutters List and Radius Map populate
Click Export
Click Download CSV

**Step 6:**
Open ExportedData.csv

**Step 7:**
Ownership MUST be verified through Vision Appraisal at:
http://gis.vgsi.com/SouthKingstownRI2/

Update list accordingly: Map *(yellow)* and Lot *(blue)* and verify “Owner of Record” *(green)*

Update List Accordingly

**Step 8:**
Reference “How to Verify Ownership” document
HOW TO VERIFY OWNERSHIP

**Step 1:**
Click the link below and “Enter Online Database”
http://gis.vgsi.com/SouthKingstownRI2/

Make note of Ownership as of date

**Step 2:**
Choose Map and Lot from Drop Down Options
Click Search

**Step 3:**
Enter “Map” in first box and “Lot” in second box
Click Search

**Step 4:**
Verify “Owner of Record” and update if necessary

Repeat Steps 1-4 for all names on Abutter’s List

Once you have updated this list through Vision Appraisal, you will need to check SK Land Evidence to see if there have been any property ownership changes from the “Ownership as of Date” shown on Vision Appraisal through date of mailing the legal notices.

**Step 5:**
Click on the link below:
https://webhost01.newvisionsystems.com/SKPublicSearch/

**Step 6:**
Log in or Create new account

**Step 7:**
Enter name of the “Owner of Record” (last name first) and date range. Click search
Note: Date Range is the date shown on Vision Appraisal “Ownership as of date” (From) and the date of mailing (To)

**Step 8:**
If “No Records Found” appears there is no need to update the Ownership. If the results populate any records search for any “Deeds” or “Bill of Sale” during the time frame and update the ownership accordingly.