# Finding a Parcel

1. Go to the APO Screen – APO stands for Address, Parcel and Owner
2. Within the Parcel section, enter the search information and hit the Submit
   1. Enter the Parcel # without the dashes
   2. Or enter the Street # and Street Name
3. In the result list, select the Parcel # to work with

# Adding Conditions to a Parcel

1. In the Detail portion of the screen, click on the Conditions tab

Graphical user interface, text, application, email

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1. Click on the Conditions Tab
2. Hit the [New](https://avtest.cityofmadison.com/portlets/set/parcelSetCondition.do?mode=new&module=Permitting) New button to add a Condition
3. Click on the **Standard Condition**Graphical user interface, application

   Description automatically generated
4. In the Type drop down list, select ENGINEERING HOLDS

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1. Hit the Submit button
2. Select the [https://avtest.cityofmadison.com/portlets/images/skin_blue/menu/edit_button.gif](https://avtest.cityofmadison.com/portlets/set/parcelSetCondition.do?value(mode)=new&stdCondNumber=353&from=STANDARD&module=Permitting) Condition Name; for example Sewer Fees

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1. Edit any additional information as needed
   1. Enter a Applied Date of today
   2. Make sure the “Applied By User” is yourself. Click on the **Current User** link to auto-populate this

Graphical user interface, text, application, email

Description automatically generated

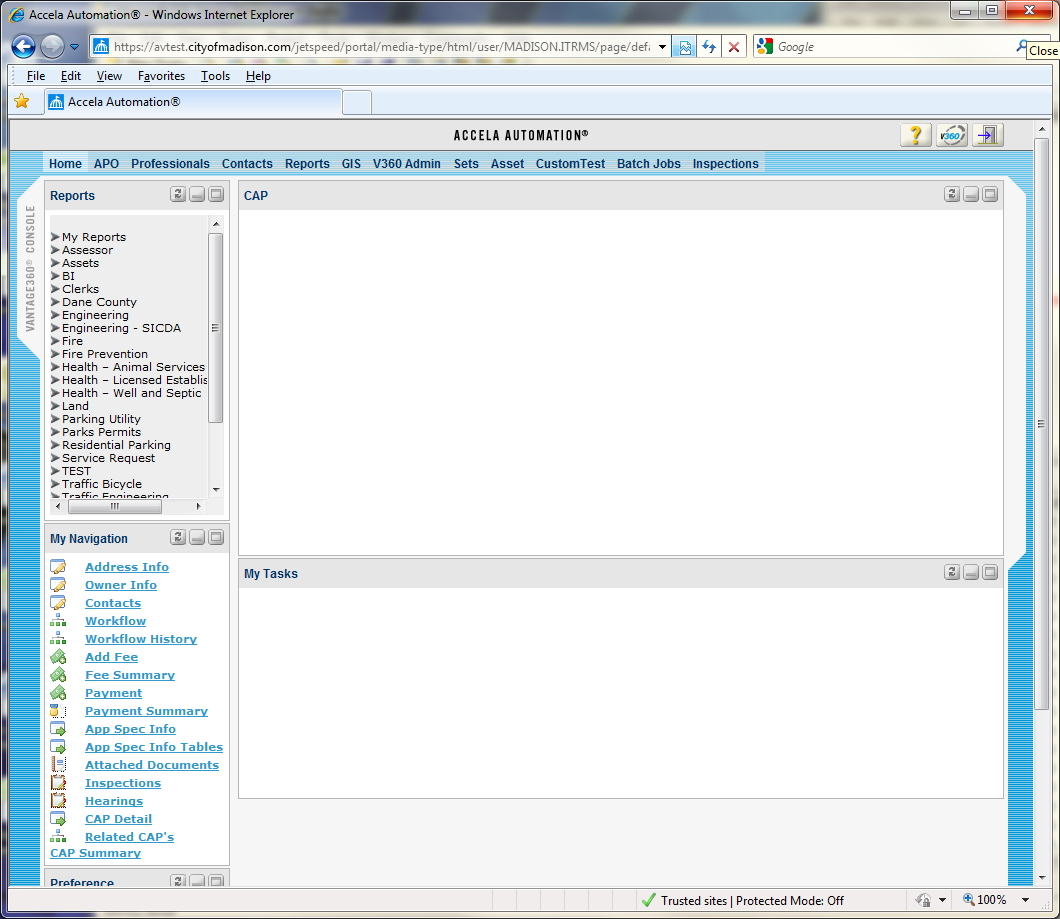
1. Hit the Submit button
2. Repeat steps 6 thru 12 to create additional conditions

# Managing Parcel Conditions

1. To **remove** the Condition, change the status to RELEASED

# Adding the same Condition to multiple Parcels

1. Go to the Sets screen

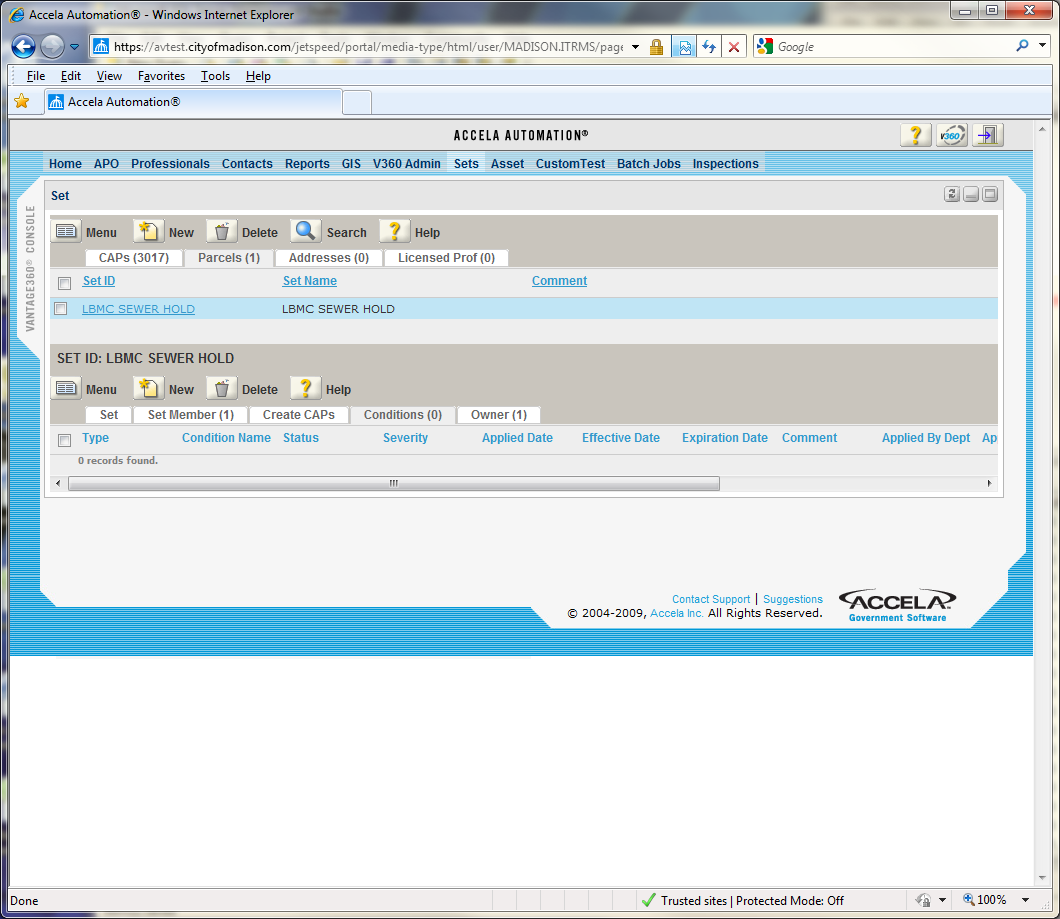


1. Click on the Parcels(x) tab

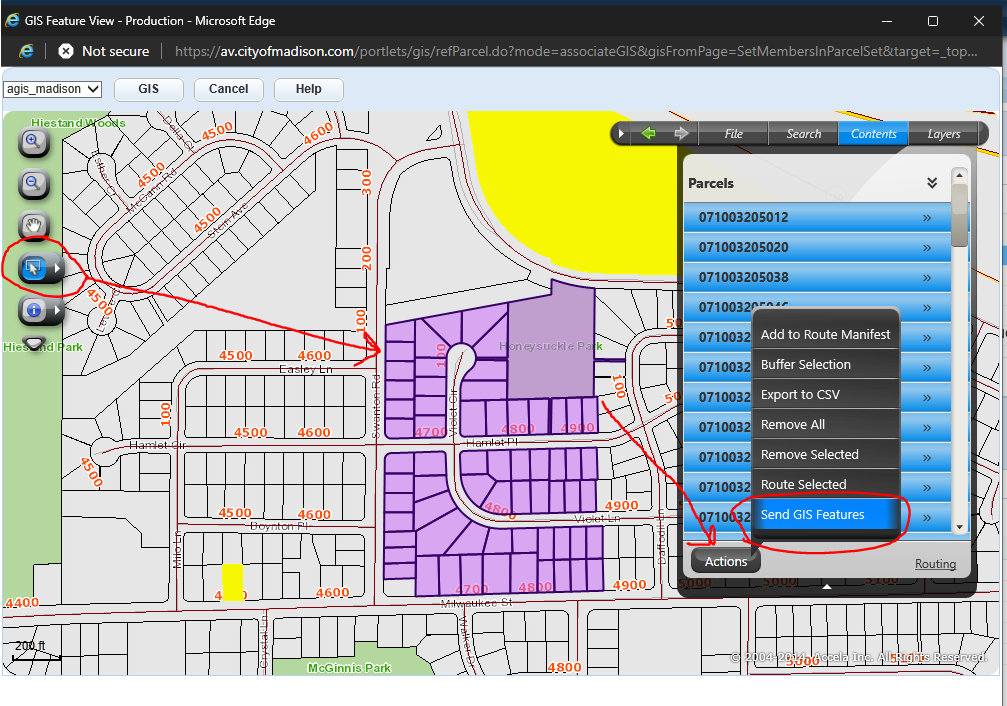
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1. In the upper portion of the Parcel Set locate the Set to work with



1. In the lower portion of the Parcel Set is the detail window
   1. The Set Member tab contains a list of all the Parcels
   2. The Create CAPs tab is used to create new CAP(s) against the list of Parcels
   3. Conditions tab is used to add a Condition to all the Parcels
   4. Owner tab is a consolidated list of unique owners across all Parcels in the List
2. Adding Parcels to the list – There are three main ways: one by one, using the map, or submit a ticket with a spreadsheet of parcels
   1. Adding Parcels one by one
      1. Go to the Set Member tab
      2. Click the “Look Up”
      3. Enter the Parcel Number or address
      4. Check the boxes of the parcel numbers to add
      5. Click the “Select” button
      6. Repeat this for all the Parcel numbers
   2. Adding Parcels using the Map
      1. Go to the Set Member tab
      2. Click on the “GIS Import” button
      3. Navigate and zoom to the area that contains the parcels
      4. On the Left tool bar, use the “Select by Rectangle” or “…Line” or “…Polygon”
      5. Click and drag over the Parcels to add to the Set. You can only add 100 parcels at a time
      6. In the right Contents, Click Actions > Send GIS Features

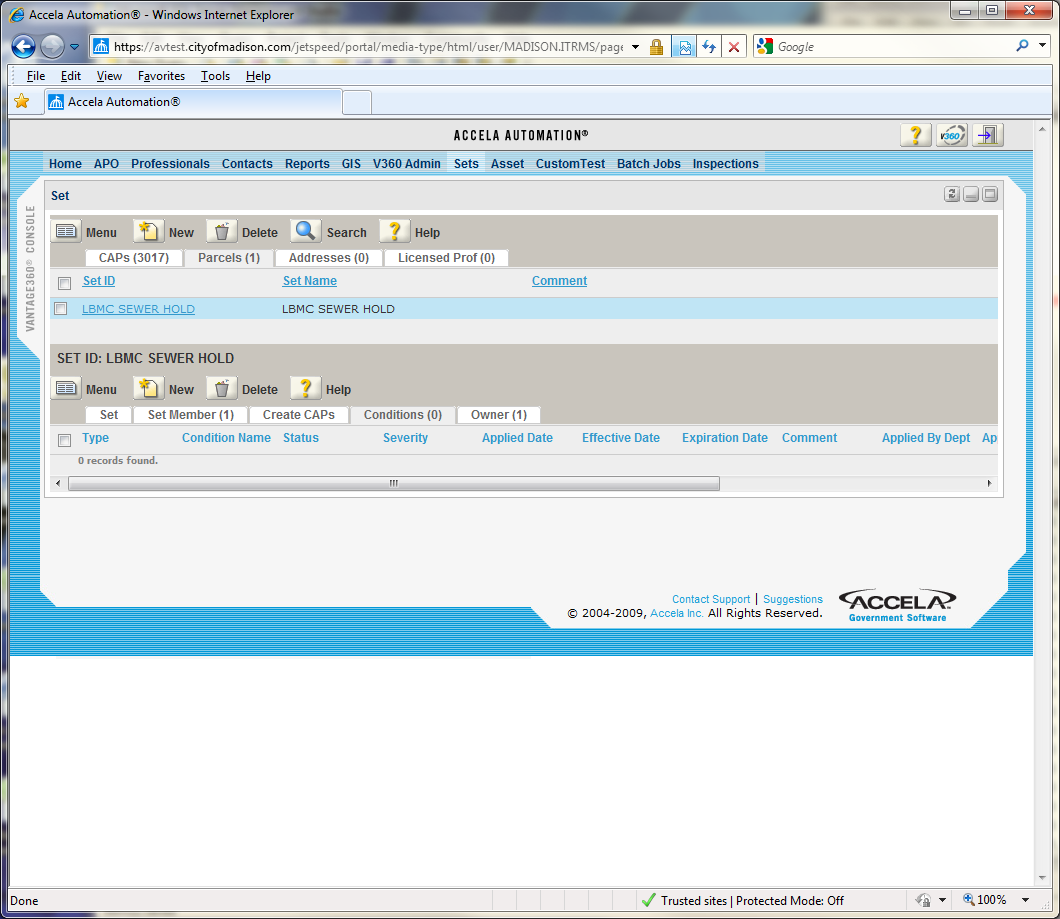


* + 1. Use the top left checkbox to check all the Parcels, then hit the Select Button to add them to the Set

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* + 1. It will not allow duplicate Parcels
  1. Lastly, if there are more than a thousand parcels, or it would be too difficult to add them manually or through the map. You can send a Ticket and include a spreadsheet with all the parcels and mention the Set ID they should be added to.



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