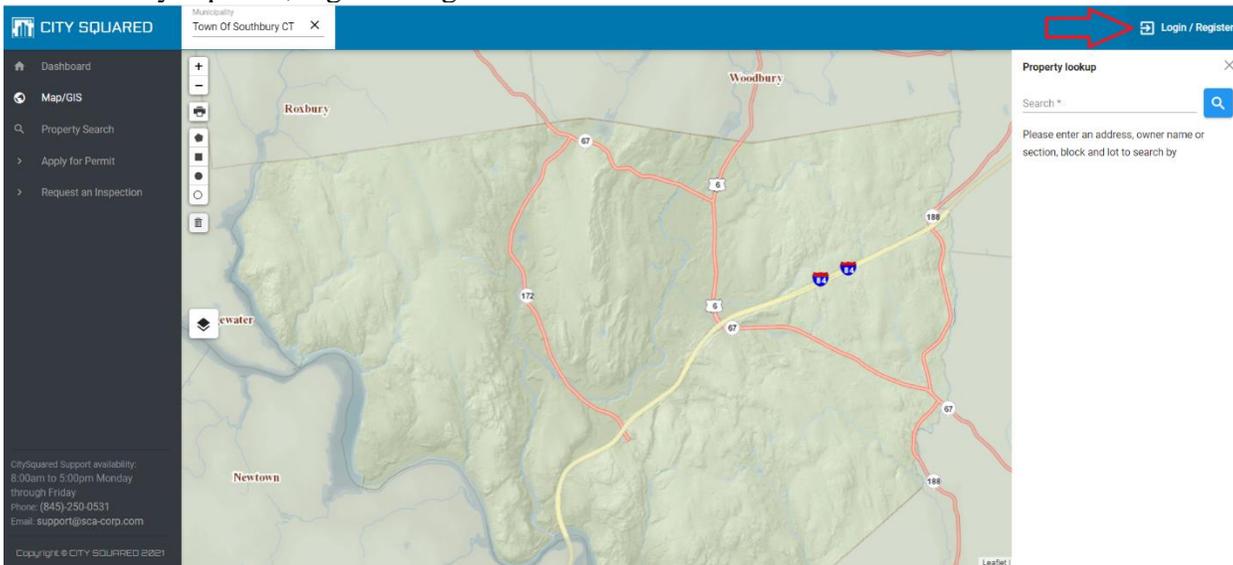


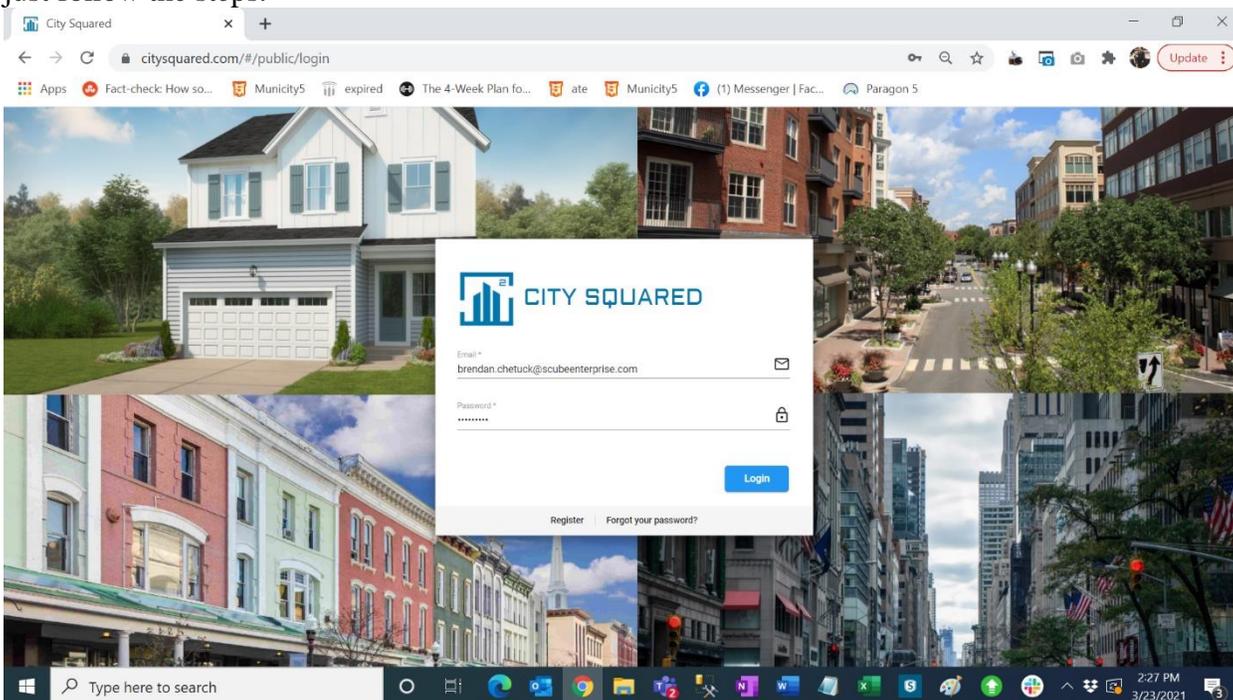
**TOWN OF SIMSBURY
933 HOPMEADOW STREET
SIMSBURY, CT 06070
860-658-3260**

Follow the URL below for City Squared ONLINE Permitting:
<https://www.citysquared.com/#/app/SimsburyTownCT/landing>

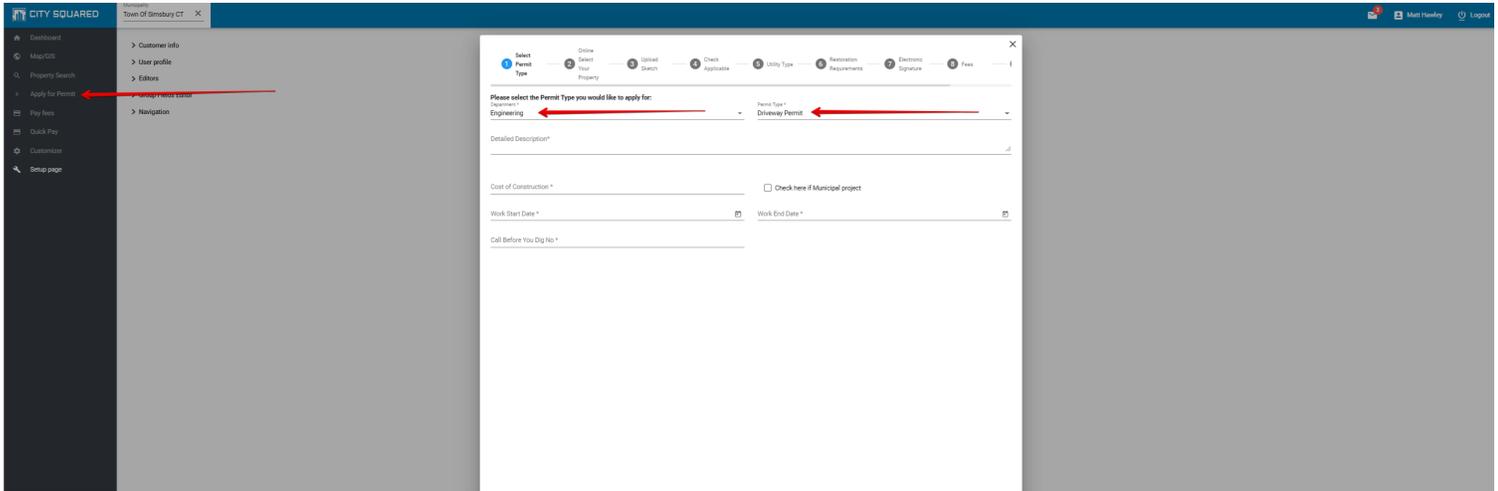
Once on City Squared, log in or register for an account.



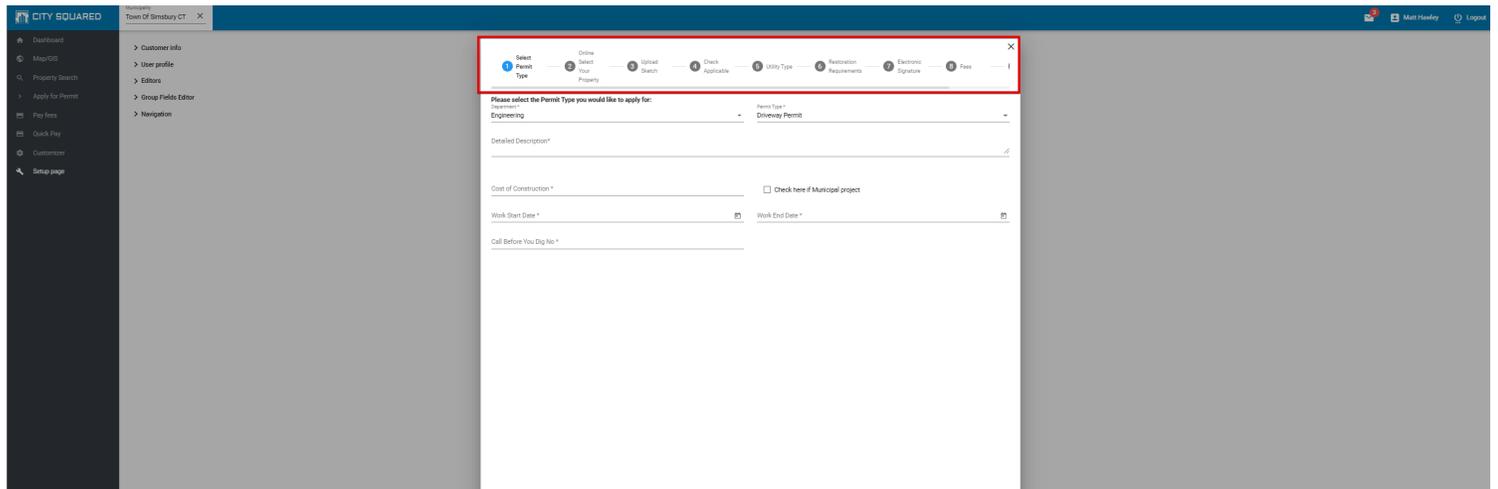
From there, either log in using your credentials, or register for an account. If registering for an account, please just follow the steps.



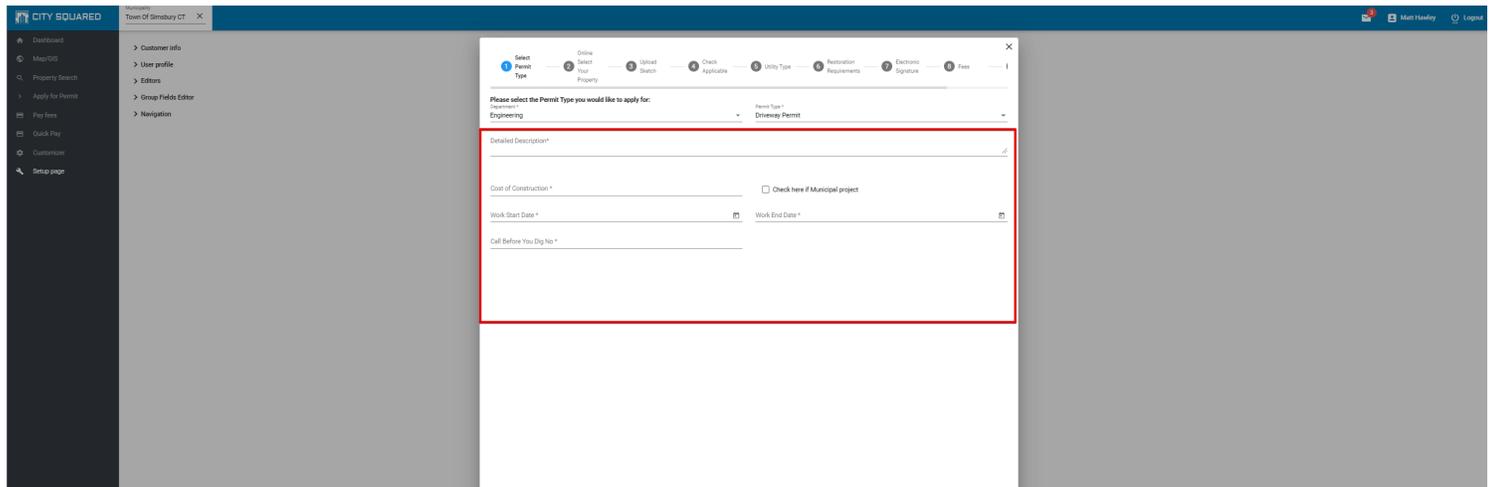
Once you are logged in, go to “Apply for Permit” on the left-hand side of your screen. From there select the appropriate “department” and the appropriate “permit type”



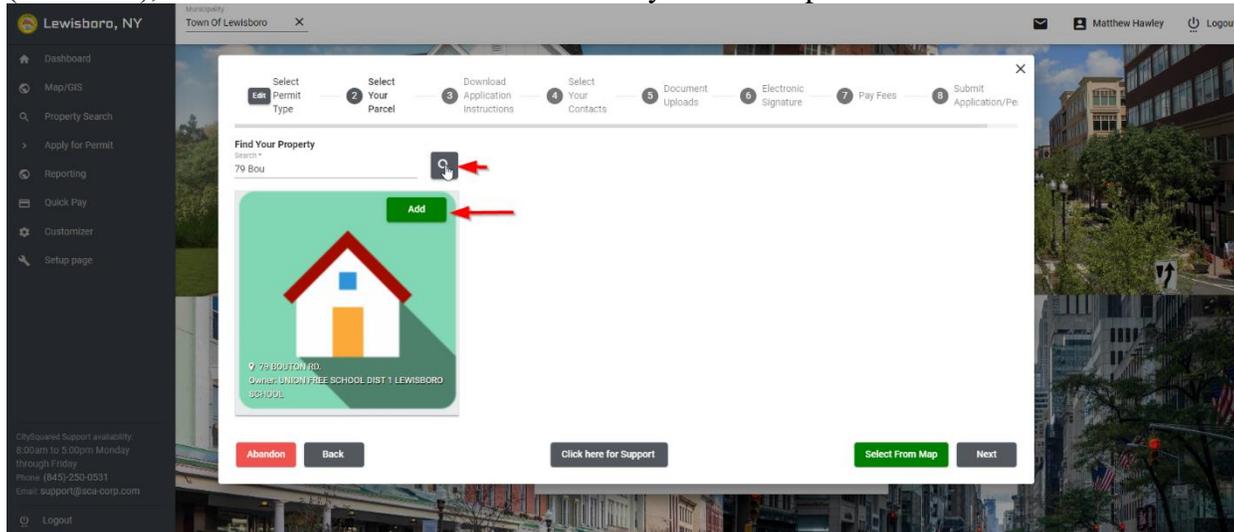
You can see at the top of your screen the steps required to complete this application.



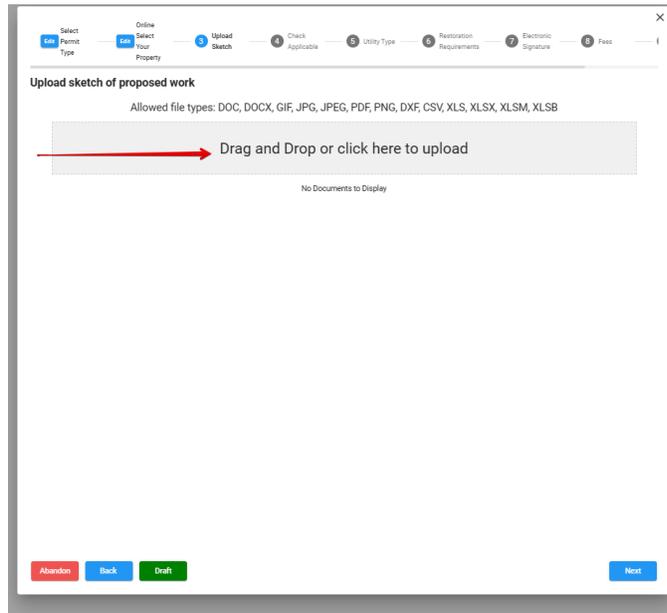
After selecting the appropriate permit type, you will see fields related to that permit type. All fields with an asterisk (*) are required. But not filling out the other fields that apply to you may delay your permit. Once all the appropriate fields are filled out, select Next.



On the “Select Parcel” step, search your parcel address by House Number and Street Name only (123 Main), select “Add” and select “Next” when you are completed.



Upload all requested documents. Click on the box that says “Drag and Drop or click here to upload”. Your file explorer will open up. Select the appropriate document and open it, this will add it to the application. You can also drag and drop files onto this screen. Once you have added the documents to the system select “Next” to move on.



On the next pages, fill out any applicable information and then click next to continue.

The screenshot shows a multi-step permit application process. The current step is '4 Check Applicable'. A red box highlights the following options:

- No Pavement Curb or Sidewalk Cut
- Pavement Cut
- Curb Cut
- Sidewalk Cut
- Existing Driveway Apron
- Proposed Driveway Widen
- Proposed New Driveway

Red arrows indicate the flow from the 'Check Applicable' step to '5 Utility Type', then to '6 Restoration Requirements', and finally to the 'Next' button at the bottom right.

Certify that you are the appropriate party who should be trying to apply for this permit, the type you name exactly as it appears to digitally sign the application. Make sure all capitalizations match exactly. Select “Next” to move on.

The screenshot shows the certification step of the permit application. The text reads:

By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit.

Please enter the following name **Matt Hawley**:
Enter the name exactly as it appears above:

Matt Hawley

Red arrows indicate the flow from the certification step to the 'Next' button at the bottom right.

On the “Fees” screen, please put in your credit card information or your e-check information or select the 'Pay in office' box to pay by check in person at Town Hall. Please note your application will not be approved until the fee is paid. Once done select the next button.

Fee type	Comments	Amount
Street Excavation Permit Fee		\$50.00

Total: \$50.00

Pay in office

Abandon Draft Back

Next

After pressing the next button, you have the option to choose if you would like to receive notifications about your application.

Review the information on this page and click on the submit button to submit the application to us.

Submit Application/Permit

Your Application is ready to be submitted. Please review the information below:

Notify Me about changes to My Application via email.

Important data

Call Before You Dig No: 1
Cost of Construction: 1
Department: Engineering
Detailed Description: test
Permit Application Type: Driveway Permit
Work End Date: 01/13/2023
Work Start Date: 01/12/2023

Contacts that are involved

Selected Properties

Fees

Documents submitted

Abandon Back Draft Submit

Your application is now submitted. We will review the application and contact you with any additional information we may need or fees that may need to be paid. If you selected that you did wish to be notified about changes to the application, you will receive automated emails on updates from the system.