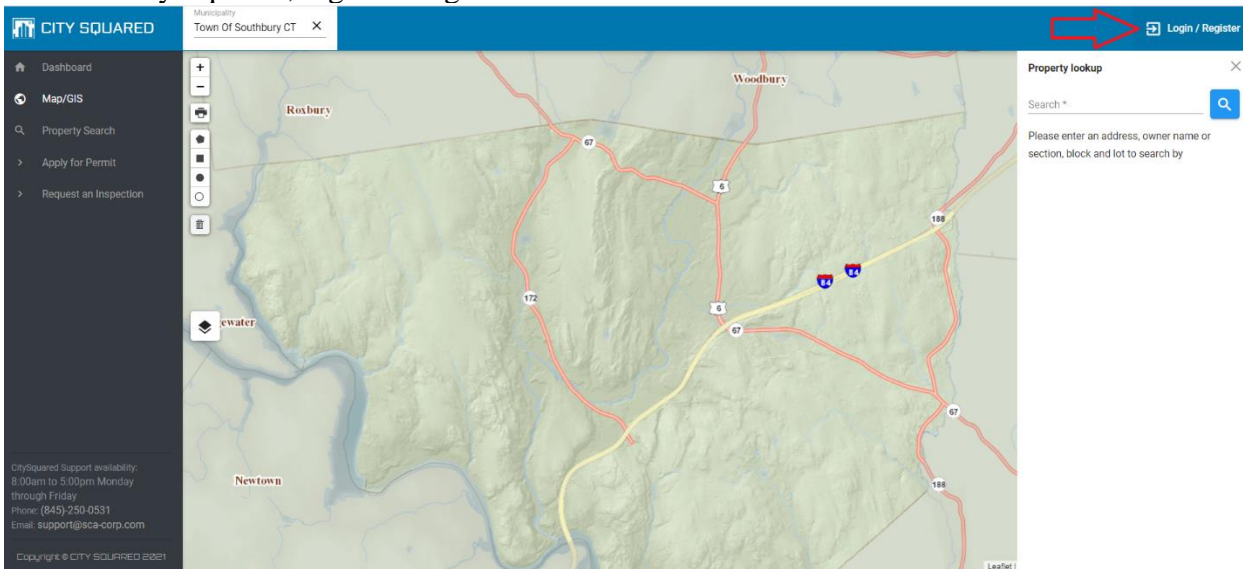


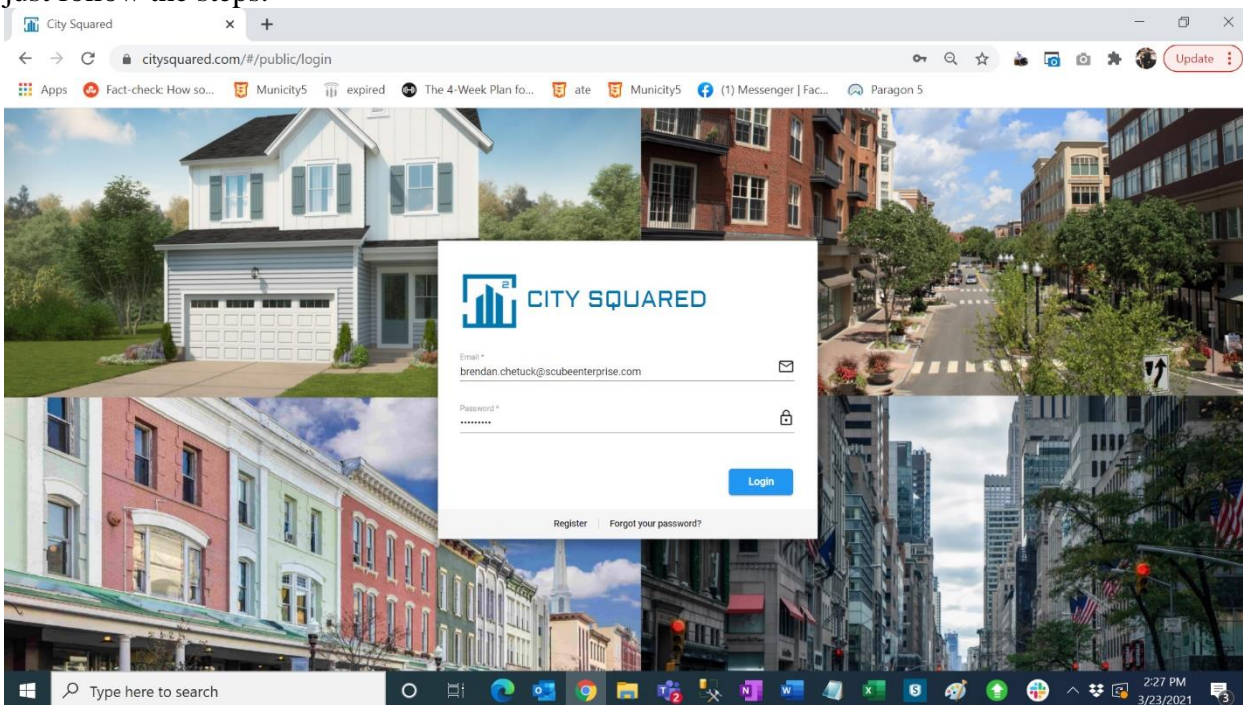
**TOWN OF SIMSBURY  
933 HOPMEADOW STREET  
SIMSBURY, CT 06070  
860-658-3260**

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

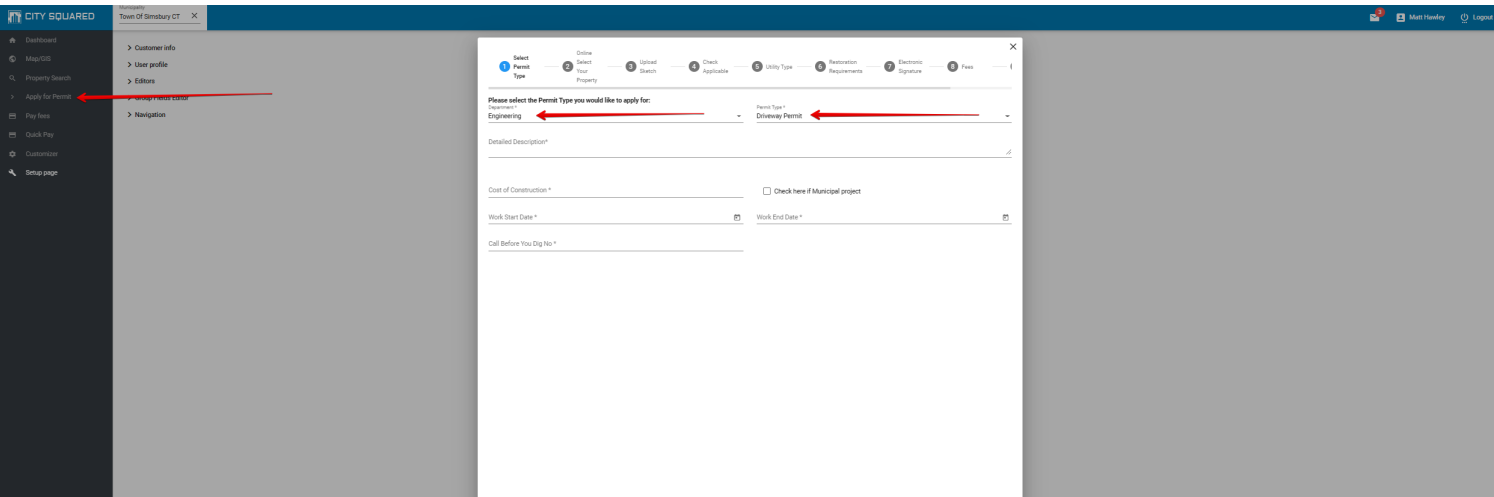
Once on City Squared, log in or register for an account.



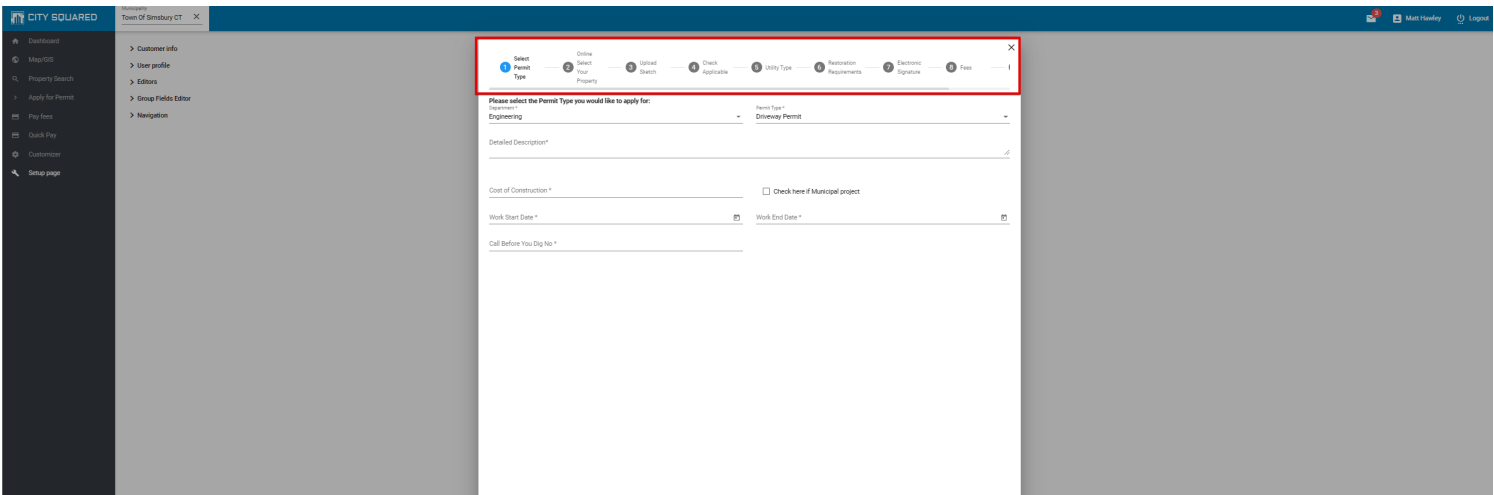
From there, either log in using your credentials, or register for an account. If registering for an account, please just follow the steps.



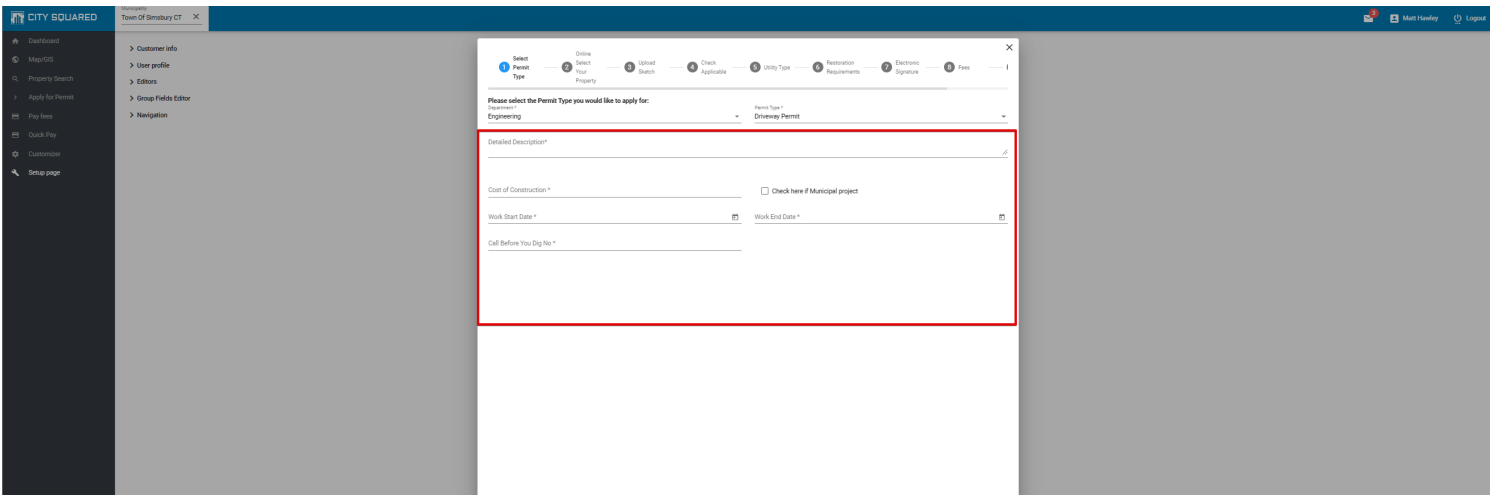
Once you are logged in, go to “Apply for Permit” on the left-hand side of your screen. From there select the appropriate “department” and the appropriate “permit type”



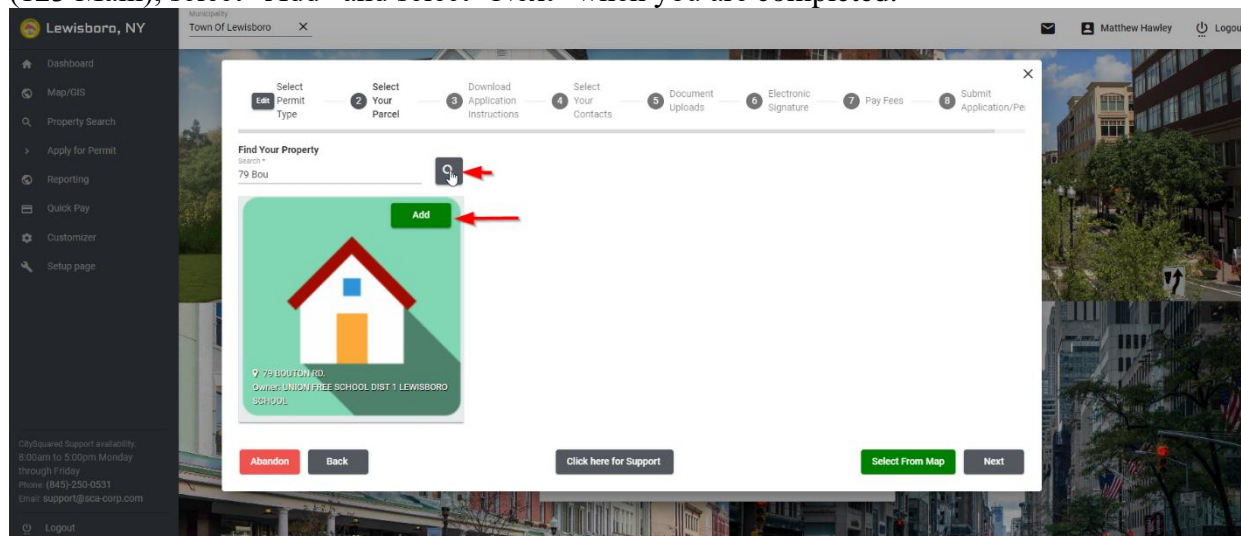
You can see at the top of your screen the steps required to complete this application.



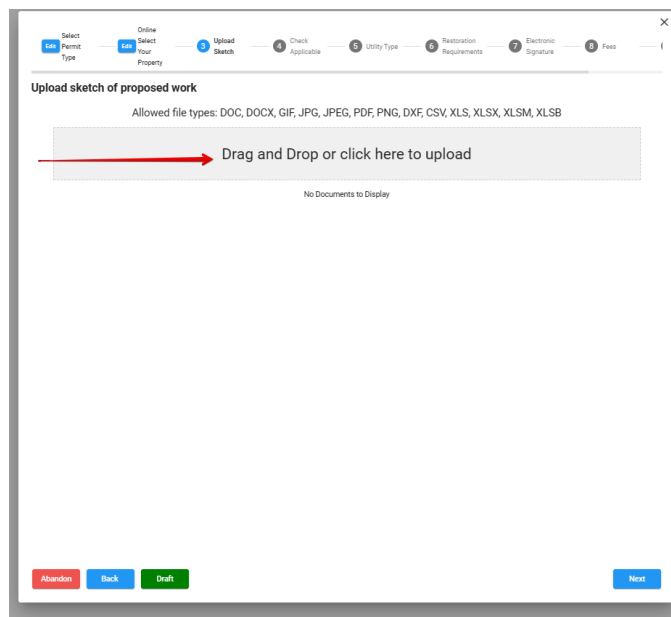
After selecting the appropriate permit type, you will see fields related to that permit type. All fields with an asterisk (\*) are required. But not filling out the other fields that apply to you may delay your permit. Once all the appropriate fields are filled out, select Next.



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 process bar at the top with steps: 1. Select Permit Type, 2. Online Select Your Property, 3. Upload Sketch, 4. Check Applicable, 5. Utility Type, 6. Restoration Requirements, 7. Electronic Signature, and 8. Fees. Step 4 is currently active. Below the bar, a red box highlights a list of options under the heading 'Check Applicable':

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

At the bottom right, a red arrow points to a blue 'Next' button. At the bottom left, there are three buttons: 'Abandon' (red), 'Back' (blue), and 'Draft' (green).

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 same process bar as the previous step, but now step 7, 'Electronic Signature', is active. Below the bar, the following text is displayed:

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

The name 'Matt Hawley' is entered in the text field, with a red arrow pointing to it. At the bottom right, a red arrow points to a blue 'Next' button. At the bottom left, there are three buttons: 'Abandon' (red), 'Back' (blue), and 'Draft' (green).

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.

The screenshot shows the 'Fees' screen of a web application. At the top, there is a progress bar with steps: Select Permit Type, Online Select Your Property, Upload Sketch, Check Applicable, Utility Type, Restoration Requirements, Electronic Signature, and Fees (current step). Below the progress bar, there is a table of fees:

Fee type	Comments	Amount
Street Excavation Permit Fee		\$50.00

Total: \$50.00

Below the table, there is a red box containing two tabs: 'Credit Card' and 'Electronic Check'. The 'Credit Card' tab is active, showing fields for Card number\*, Month\*, Year\*, CVV\*, Billing Name\*, and Billing Postal Code\*. There is also a 'Calculate Convenience Fee' button.

Below the red box, there is a checkbox labeled 'Pay in office' with a red arrow pointing to it. At the bottom, there are three buttons: 'Abandon' (red), 'Draft' (green), and 'Next' (blue). A red arrow points to the 'Next' button.

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.

The screenshot shows the 'Submit Application/Permit' screen of a web application. At the top, there is a progress bar with steps: Select Permit Type, Online Select Your Property, Upload Sketch, Check Applicable, Utility Type, Restoration Requirements, Electronic Signature, and Fees. Below the progress bar, there is a section titled 'Submit Application/Permit' with the text: 'Your Application is ready to be submitted. Please review the information below:'.

Below this text, there is a checkbox labeled 'Notify Me about changes to My Application via email.' with a red arrow pointing to it. Below the checkbox, there is a section titled 'Important data' with the following information:

- 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

Below the 'Important data' section, there are four expandable sections: 'Contacts that are involved', 'Selected Properties', 'Fees', and 'Documents submitted'.

At the bottom, there are three buttons: 'Abandon' (red), 'Back' (blue), and 'Draft' (green). A red arrow points to the 'Submit' button (blue).

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.