THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT

Forestry Permit Quick-Start Guide

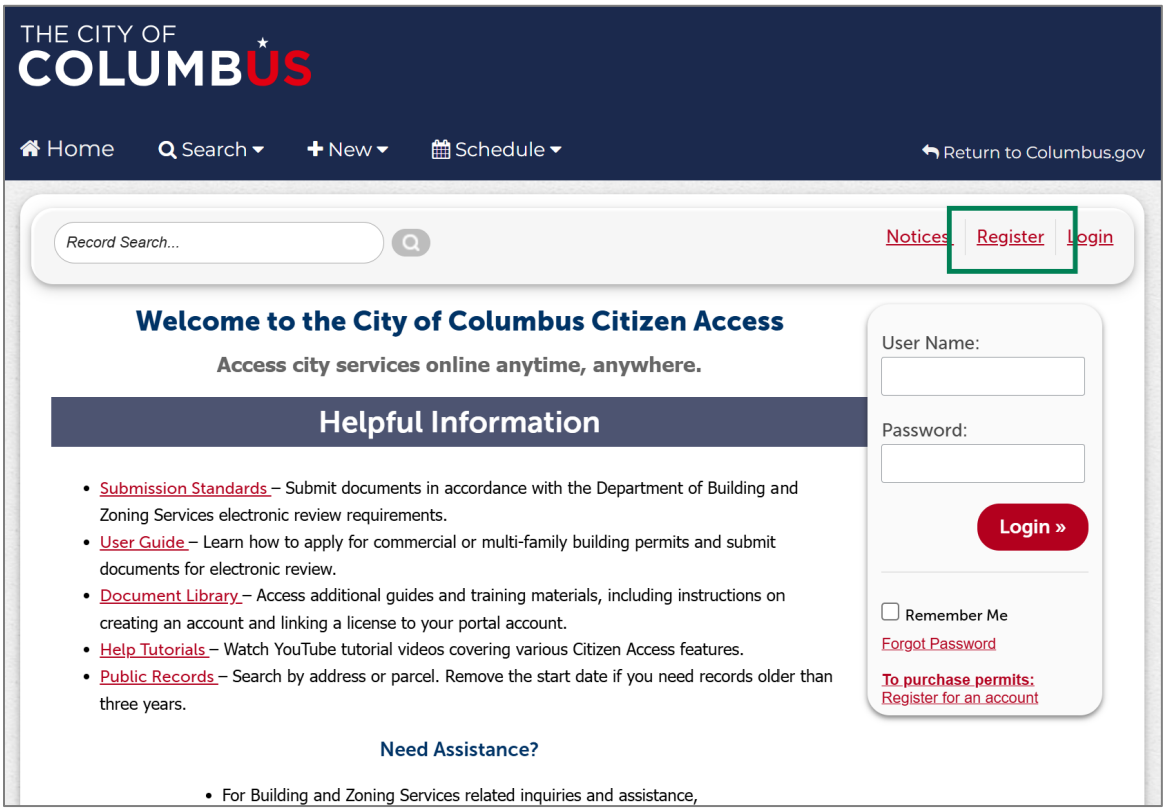
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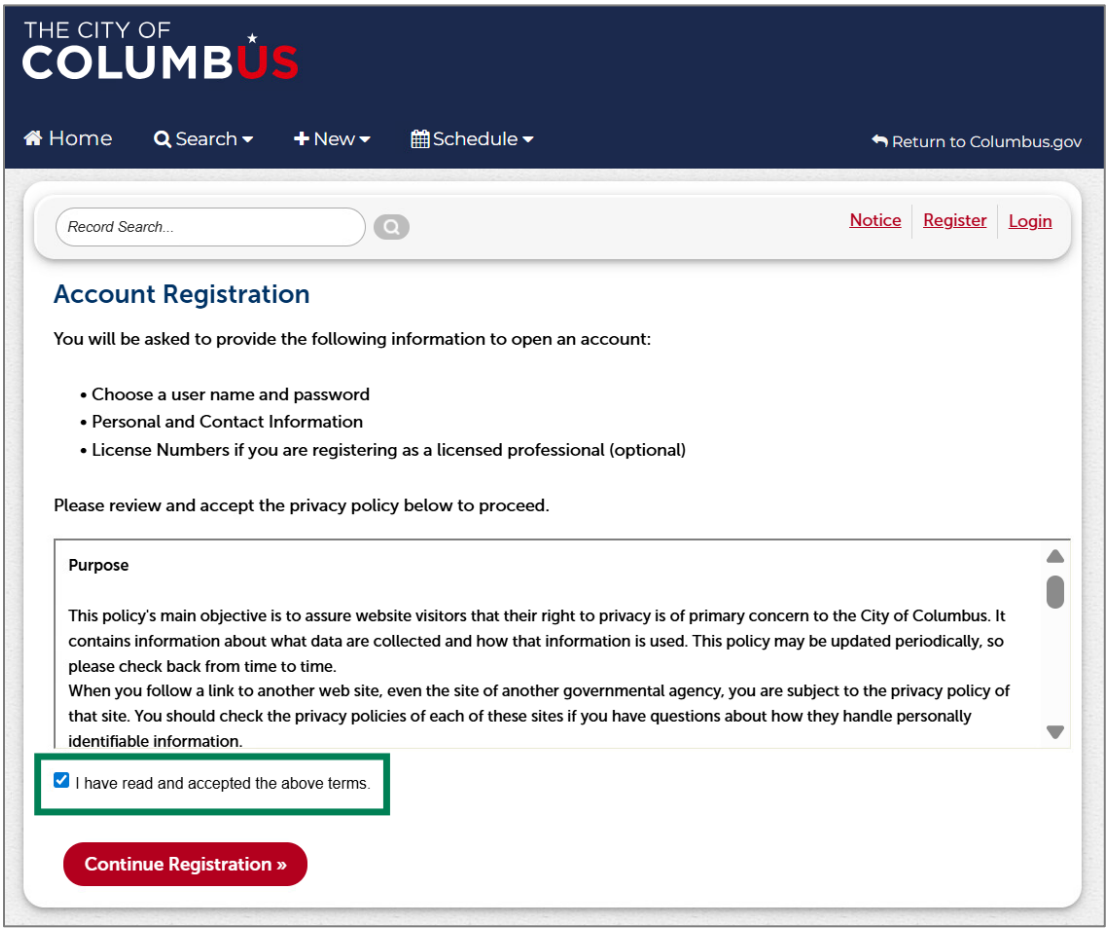
1. Creating a Public User Account

To access the full functionality of the Citizen Access Portal, you must create a public user account. With a public user account, you gain access to certain things beyond what an anonymous user can do, such as creating applications, downloading certain documents, and running reports.

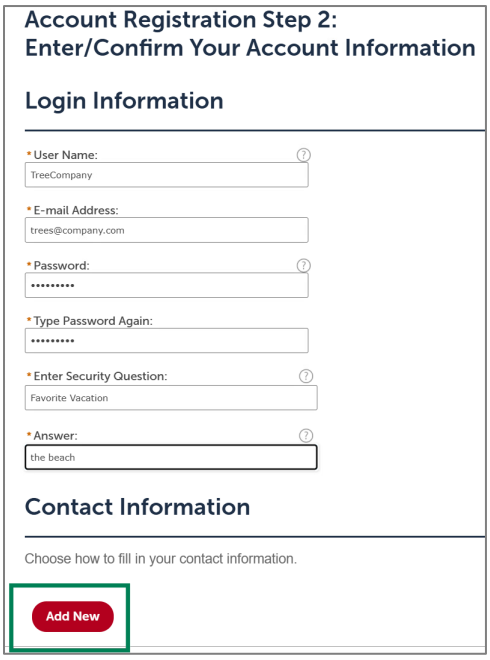
1. Navigate to the Columbus Citizen Access Portal.
    a. Using the following link: https://portal.columbus.gov/Permits/
2. Click "Register" toward the upper right corner of the page.



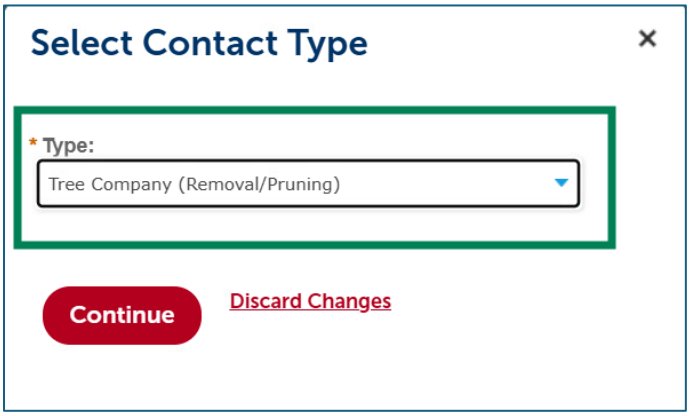
3. Check the box to acknowledge and accept the terms, then click “Continue Registration”.



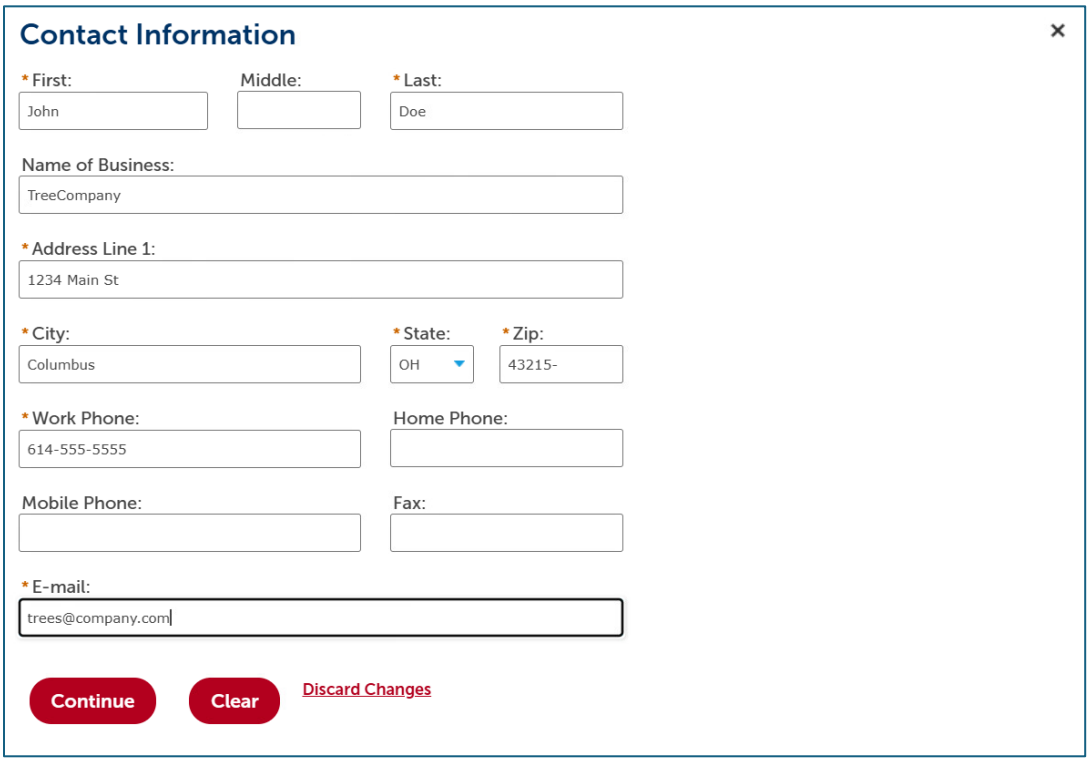
4. Complete the required fields, then click the “Add New” button under “Contact Information” Section.



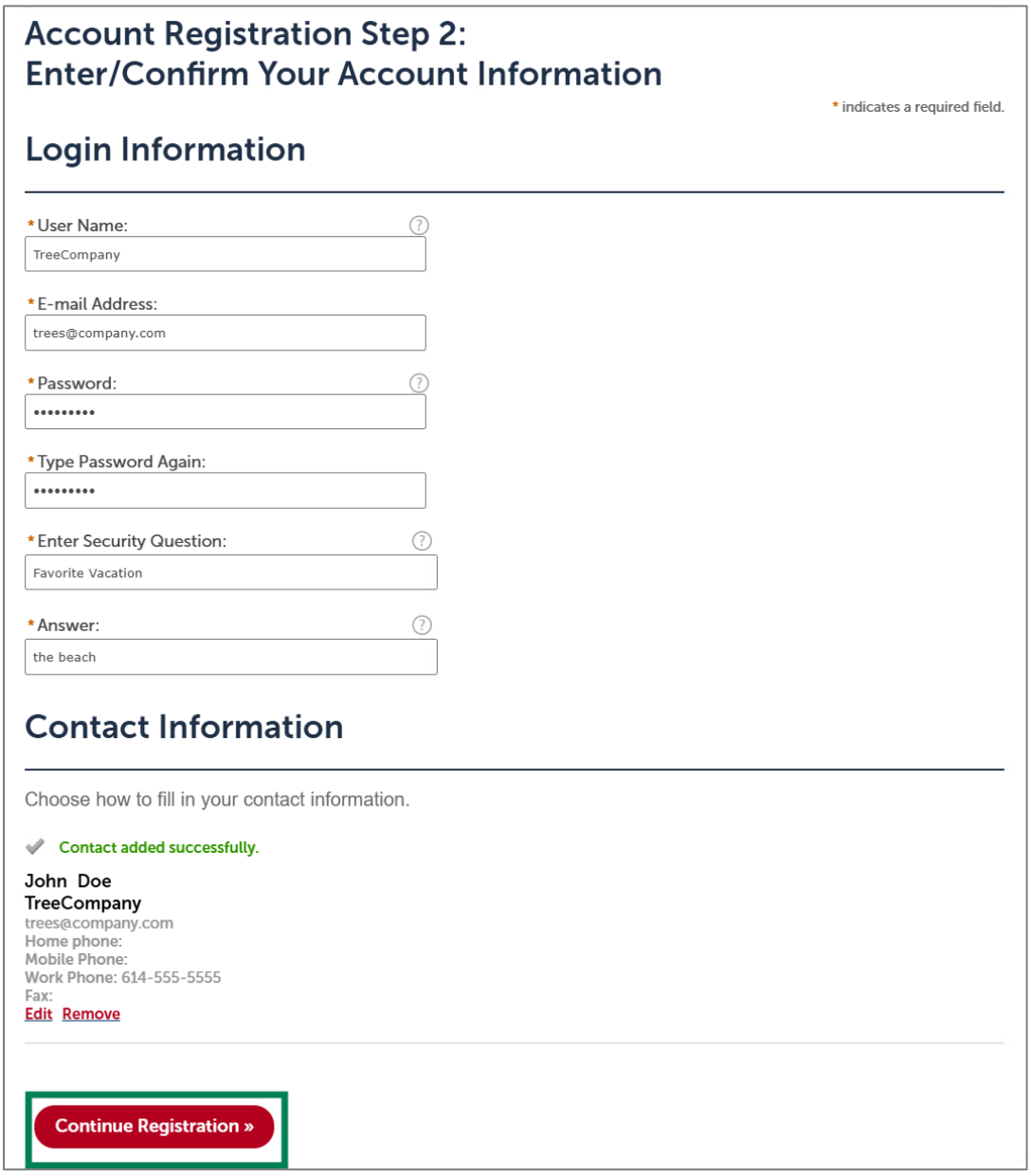
5. Select your contact type from the dropdown menu, then click “Continue”.



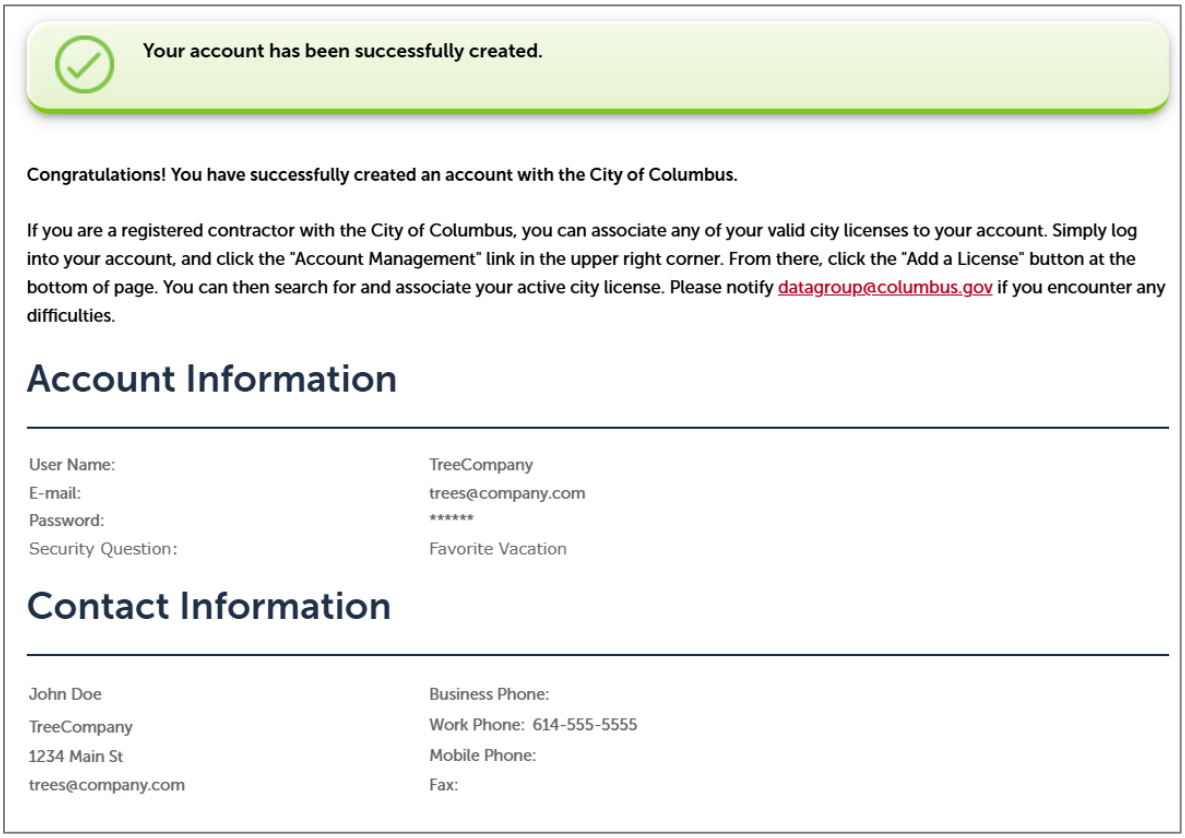
6. Complete the contact details for the registration, then click the “Continue” button.



7. Once all the contact information is correctly displayed, click the “Continue Registration" button.



8. You have successfully created a public user account with the City of Columbus.



Your account has been successfully created.

Congratulations! You have successfully created an account with the City of Columbus.

If you are a registered contractor with the City of Columbus, you can associate any of your valid city licenses to your account. Simply log into your account, and click the "Account Management" link in the upper right corner. From there, click the "Add a License" button at the bottom of page. You can then search for and associate your active city license. Please notify datagroup@columbus.gov if you encounter any difficulties.

Account Information

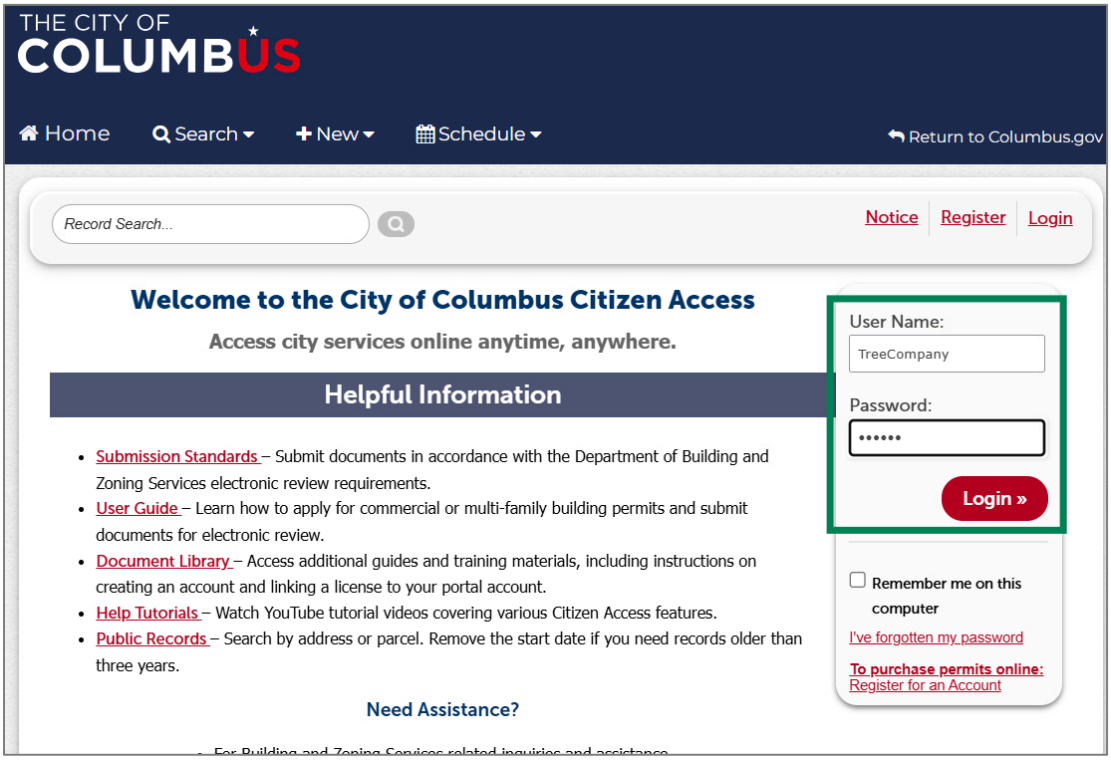
User Name:	TreeCompany
E-mail:	trees@company.com
Password:	******
Security Question:	Favorite Vacation

Contact Information

John Doe	Business Phone:
TreeCompany	Work Phone: 614-555-5555
1234 Main St	Mobile Phone:
trees@company.com	Fax:

2. Submitting a Permit Application

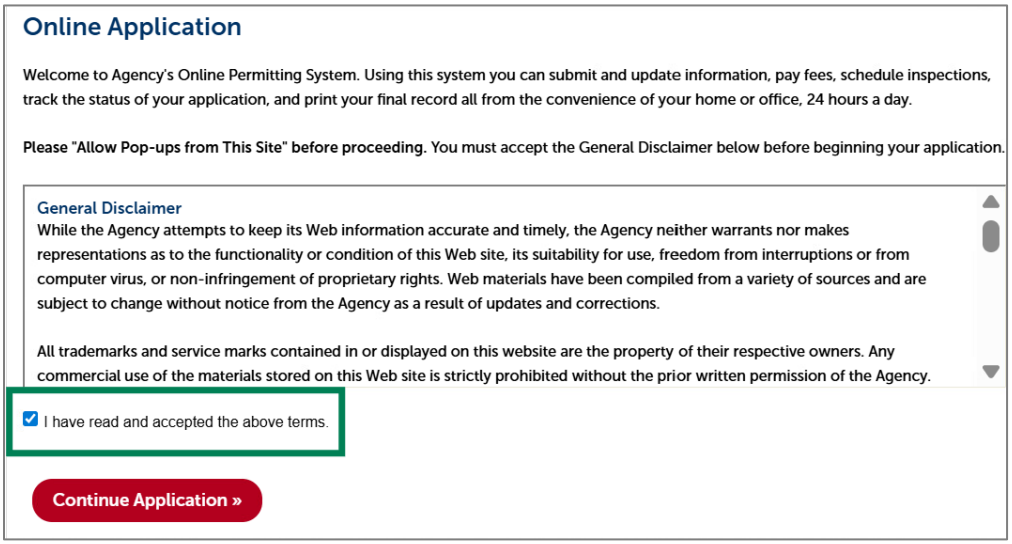
1. Navigate to the Columbus Citizen Access Portal.
    a. Use the following link: https://portal.columbus.gov/Permits/
2. Using the Login sidebar, enter your user account name and password.
    a. Refer to the "Creating a Public User Account" section above, for instructions to create an account if needed.



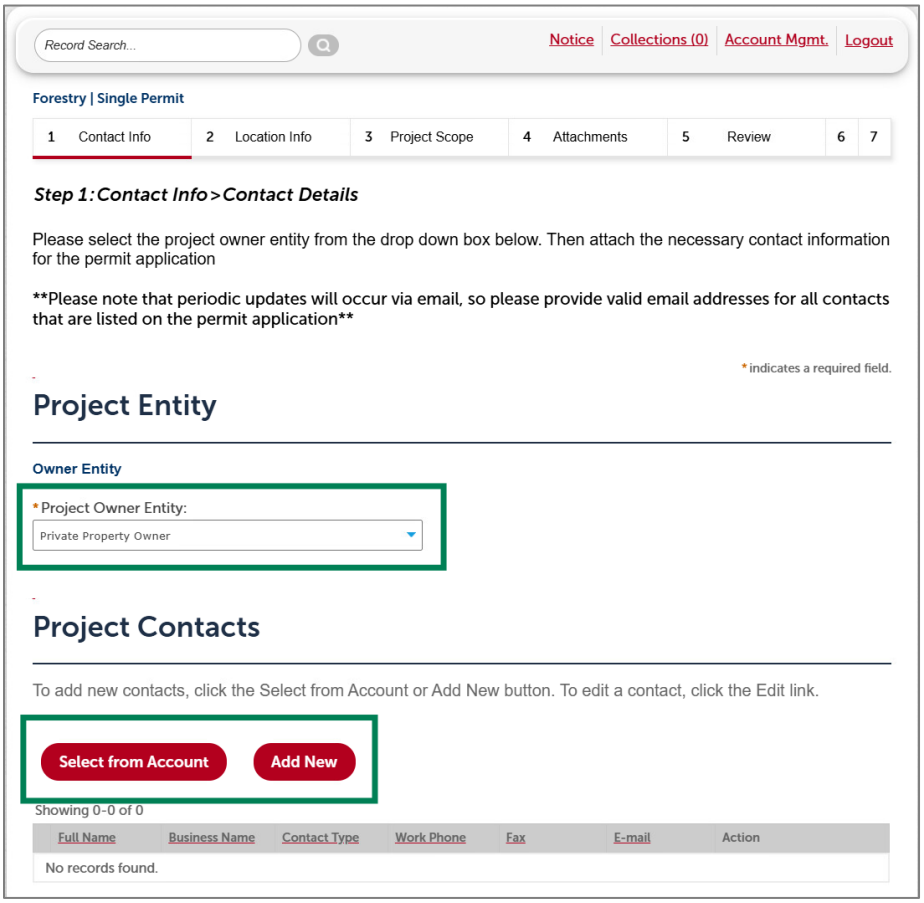
3. Once logged in, select “Create an Application” from the “Forestry” section towards the bottom of the page.



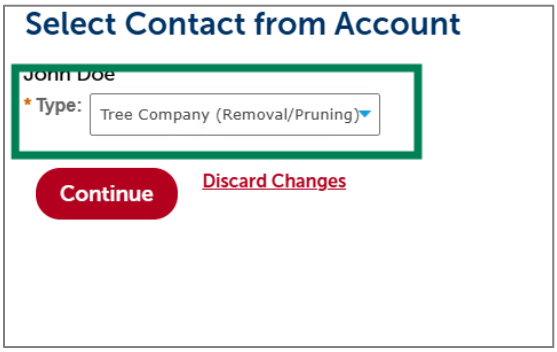
4. Check the box to acknowledge and accept the terms, then click the “Continue Application” button.



5. Choose the “Project Owner Entity” from the dropdown list and add project contacts to the application.
    a. NOTE: If you are working on behalf of an individual property owner, choose “Private Property Owner.” Only park development projects funded by Columbus Recreation and Parks Department should select “Columbus Recreation and Parks”.
6. Project contacts can be added to the record as new entries, and/or by associating the contact information connected to your public user account.
    a. Click the “Select from Account” button to automatically populate the contact information tied to your account.

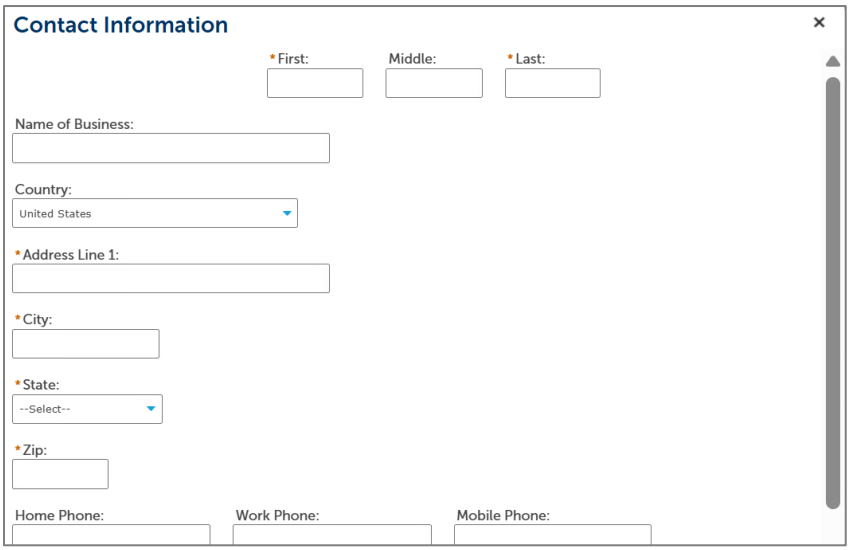


b. Select the contact type from the “Type” dropdown box, then click “Continue”.

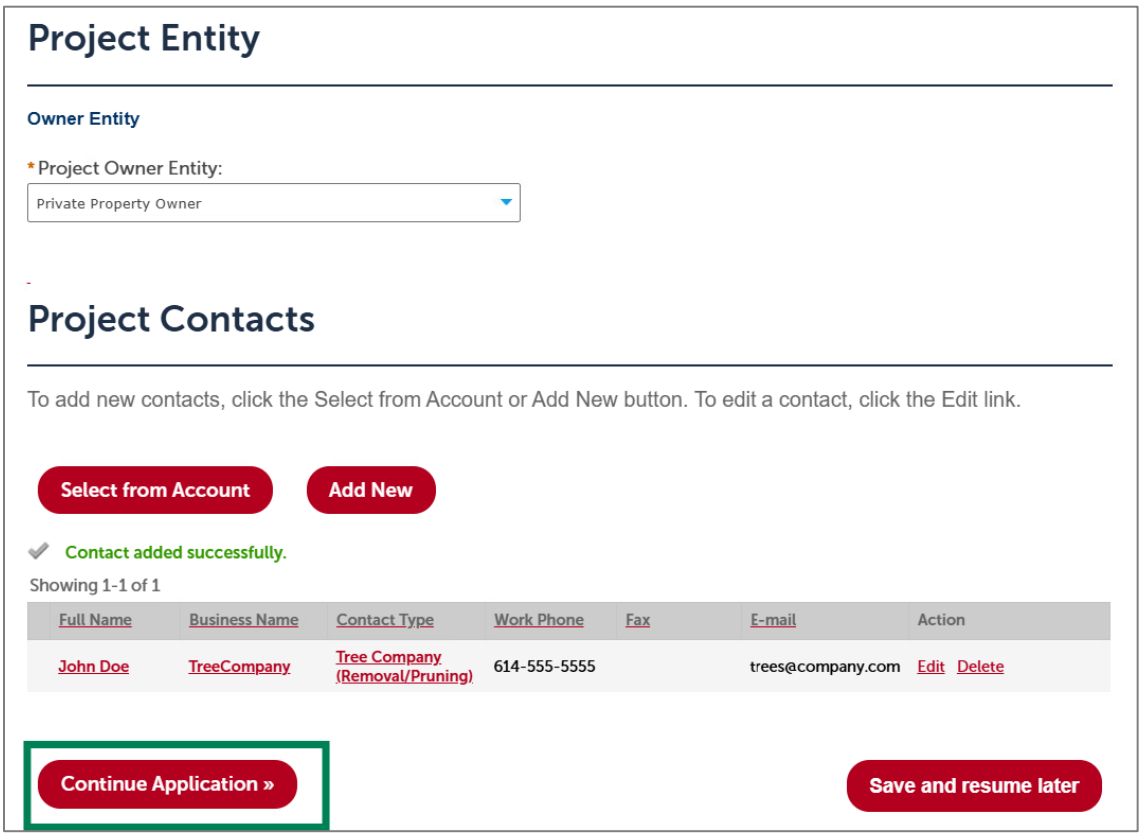


i. If you chose to associate the public user contact information from your account, your contact information will automatically populate.
ii. If you chose to add new contact information, you will be presented with contact information fields that require entry.

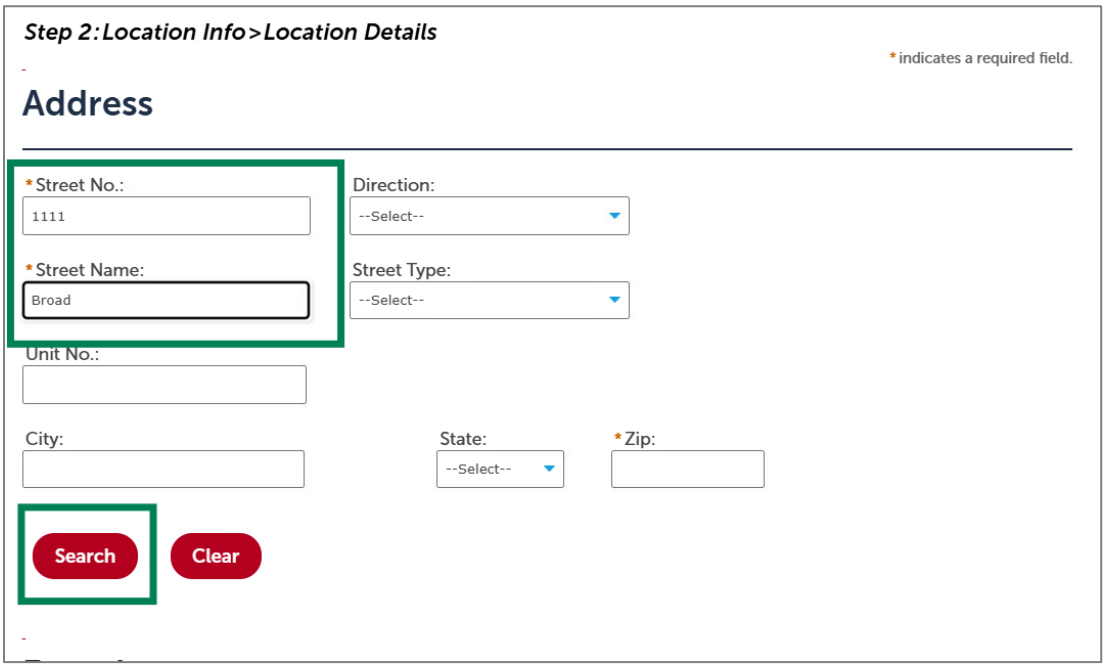
c. Complete the fields and click “Continue”.



7. Once the “Project Owner Entity” data and contact information has been provided, click the “Continue Application” button.

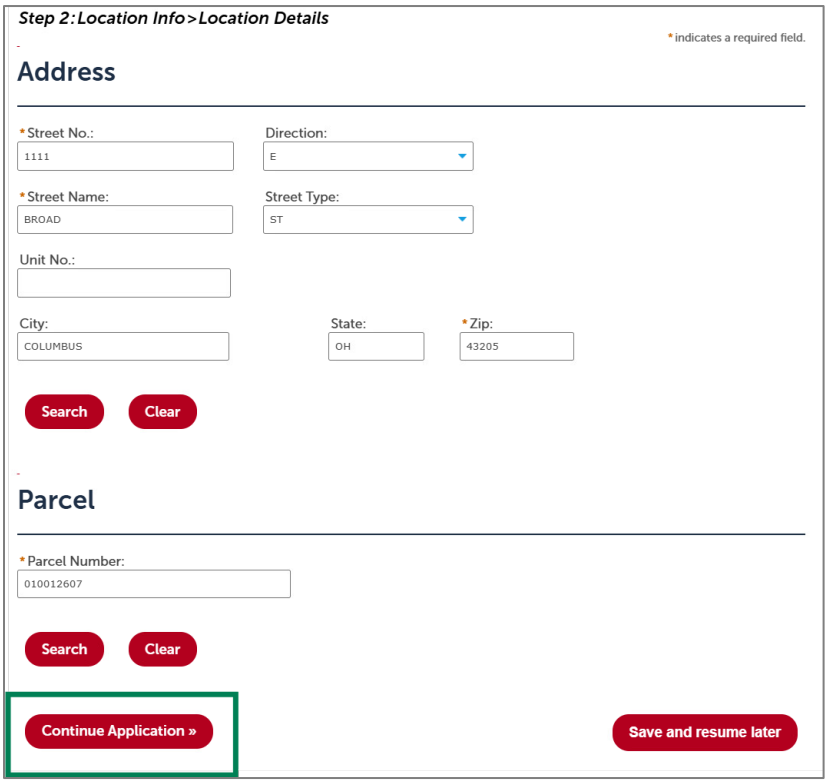


8. Next, select the address of the location where you will be working.
    a. For best results, enter the “Street No.” and “Street Name” information, then click the “Search” button.
        i. This will search the City of Columbus address repository and return the matching address and associated parcel number.
        ii. If multiple addresses are included in the project, please select an address that will serve as the primary.

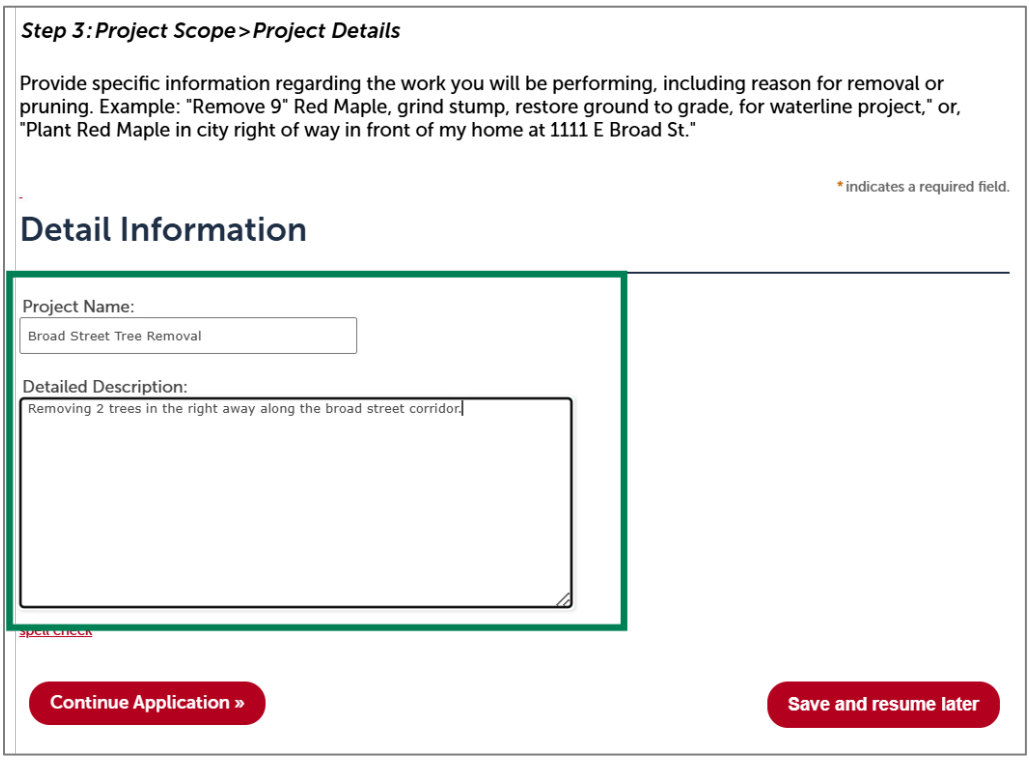


b. After the address is located, the remaining information will automatically populate.

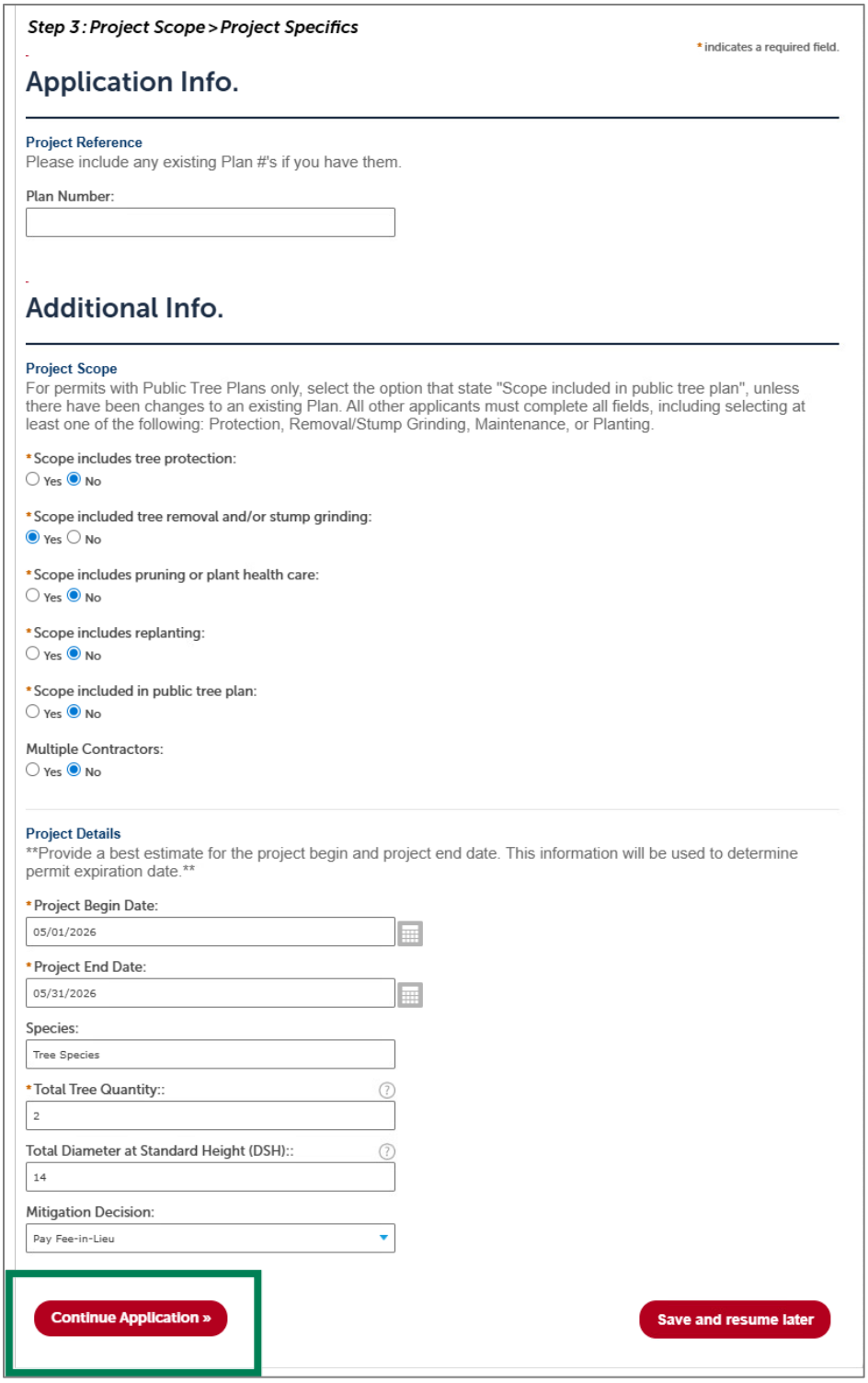
9. Next, click the “Continue Application” button.



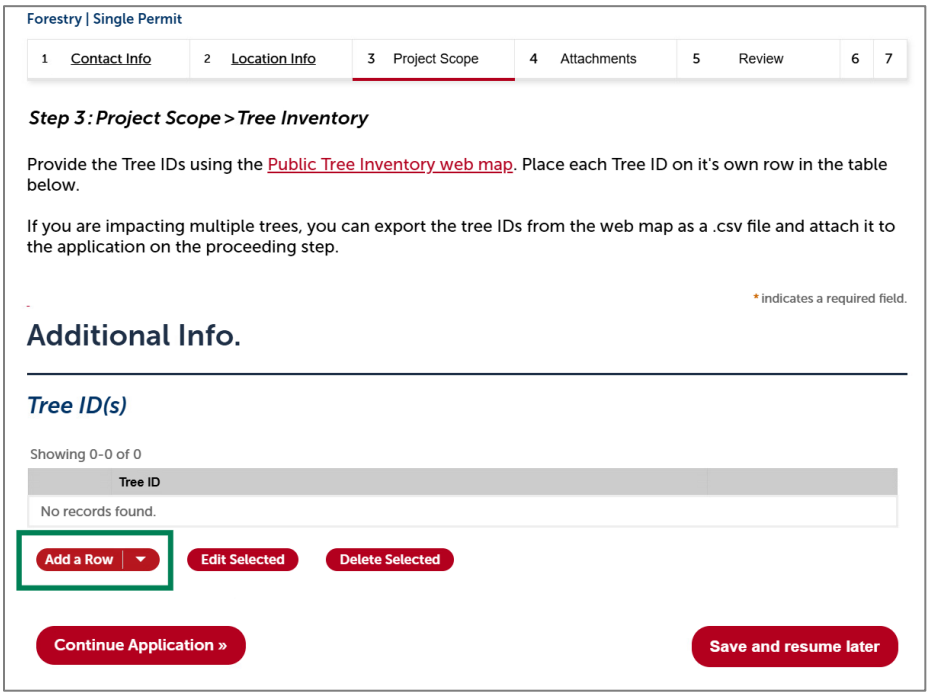
10. Provide a Project Name and Detailed Description of the proposed work, then click the "Continue Application" button.
    a. Please be as descriptive as possible with the description of work.



11. Next, if your permit was a part of a previously approved site plan with the Building and Zoning Department, enter the site plan number (e.g. 26345-01323) in the “Plan Number Field”.
12. Complete the required fields under the Project and provide specifics for Project Details.
13. Once all the fields are completed, if applicable, click the “Continue Application” button.



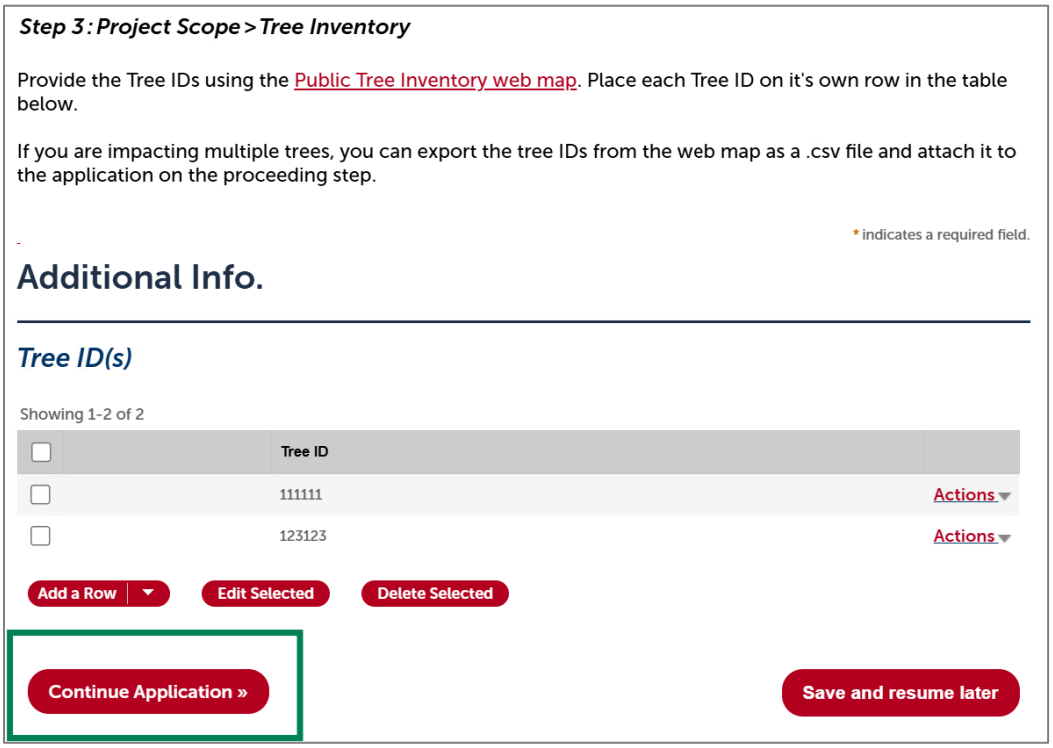
14. Next, use the “Public Tree Inventory web map” to identify the tree IDs that are included in the project scope.
    a. It is important to note that not all public trees have been uploaded onto the inventory.
15. Once the tree IDs are identified, click the “Add a Row”, or use the dropdown arrow next to the “Add a Row” button to add multiple lines at a single time.
    a. ** Note: if the number of tree IDs are too numerous, you can skip this step and provide a csv export from the Public Tree Inventory web map of all the tree IDs included in the project on the proceeding step **



16. Next, provide the specific tree IDs that are included in the project, then click the submit button.

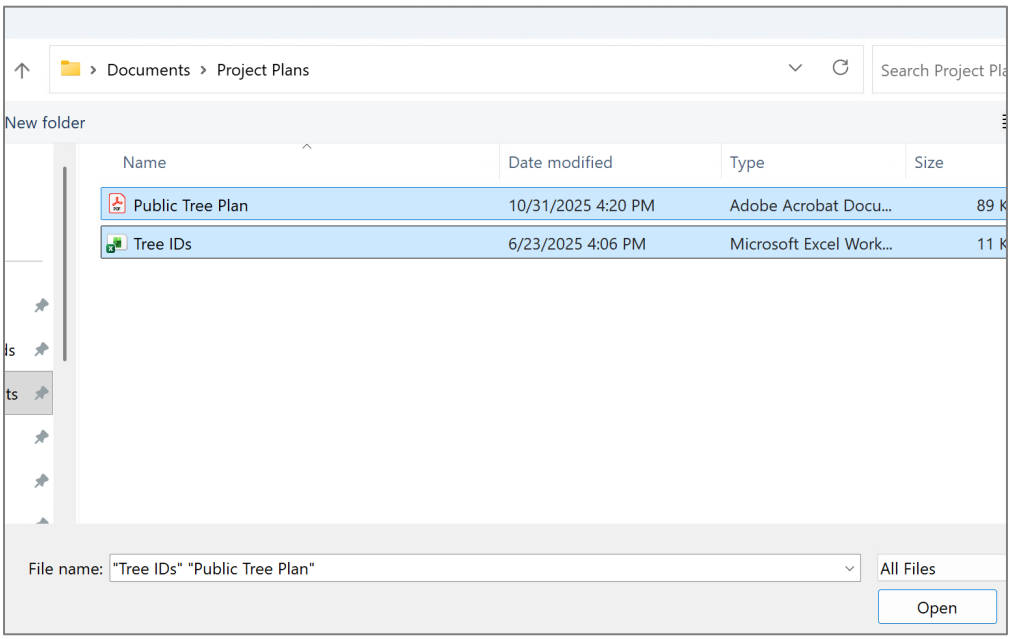


17. Once the tree IDs are specified, click “Continue Application”.

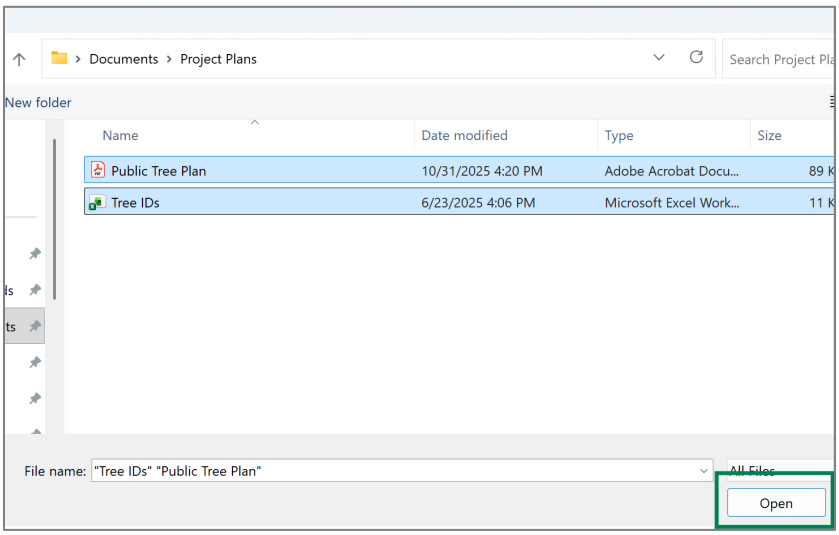


18. Next, provide any supporting documentation for the permit and review.
    a. Supporting documentation can include the following:
        i. Public Tree Plan
        ii. Tree ID Table

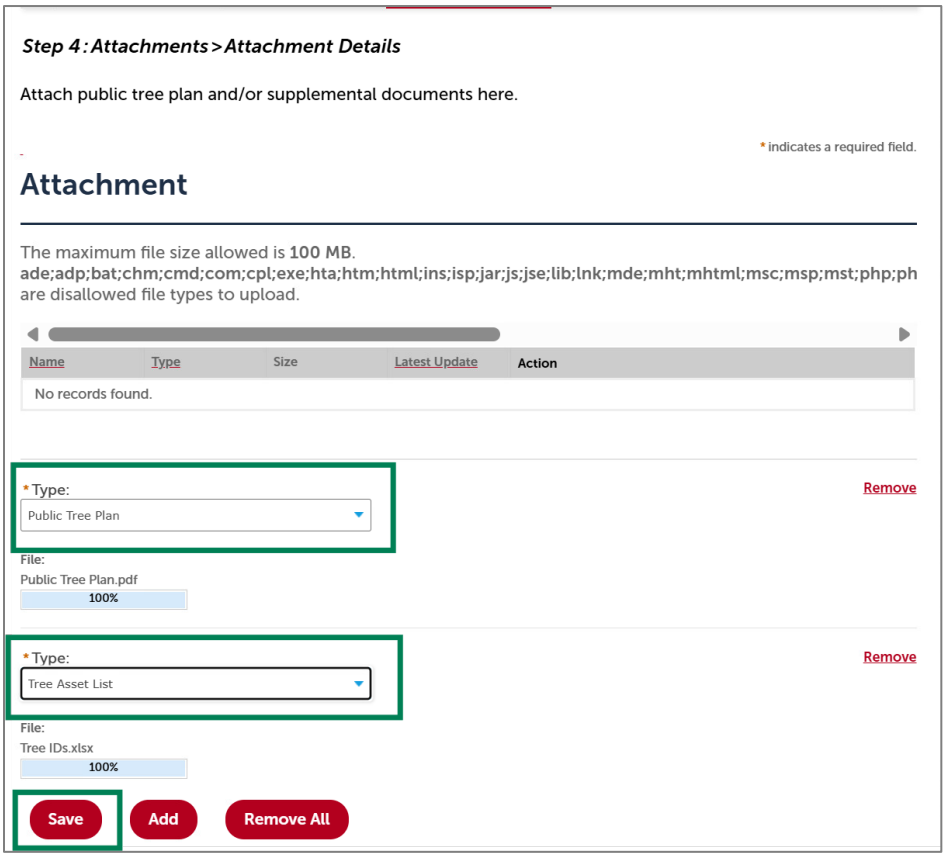
19. To add new files, click the “Add” button.
    a. Note that you can multi-select by holding down the ctrl button in the dialog box to add multiple files at a single time.



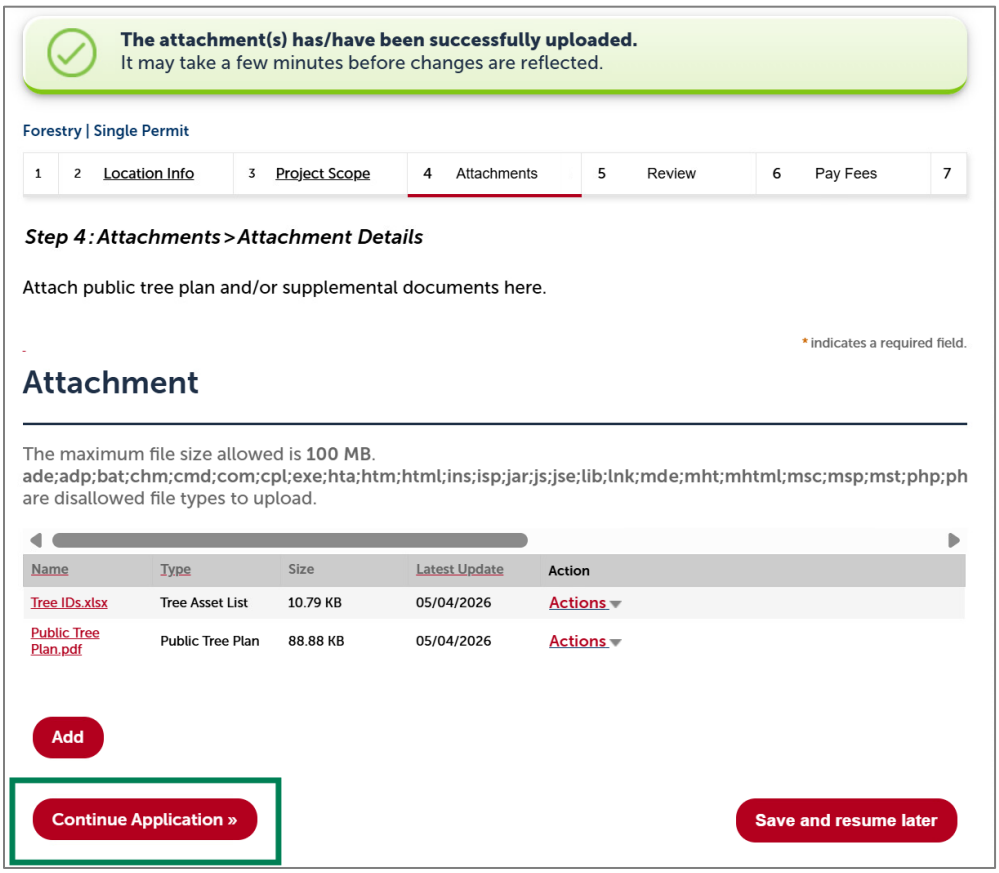
20. After you’ve selected your files, click the “Open” button.



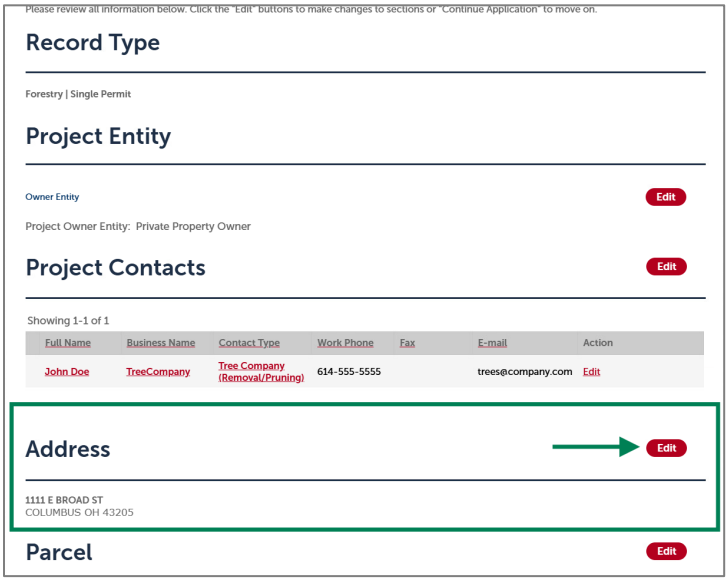
21. Next, assign the appropriate document type next to each of the files that you added. Then click the “Save” button.



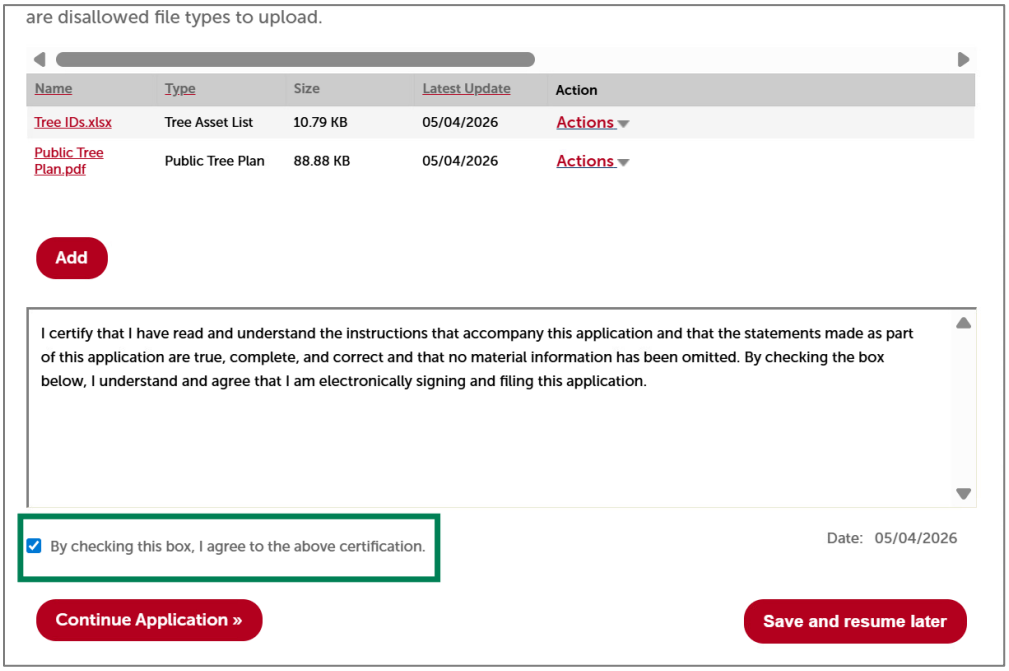
22. After the files have successfully saved and appear in the attachment grid, click the "Continue Application" button.



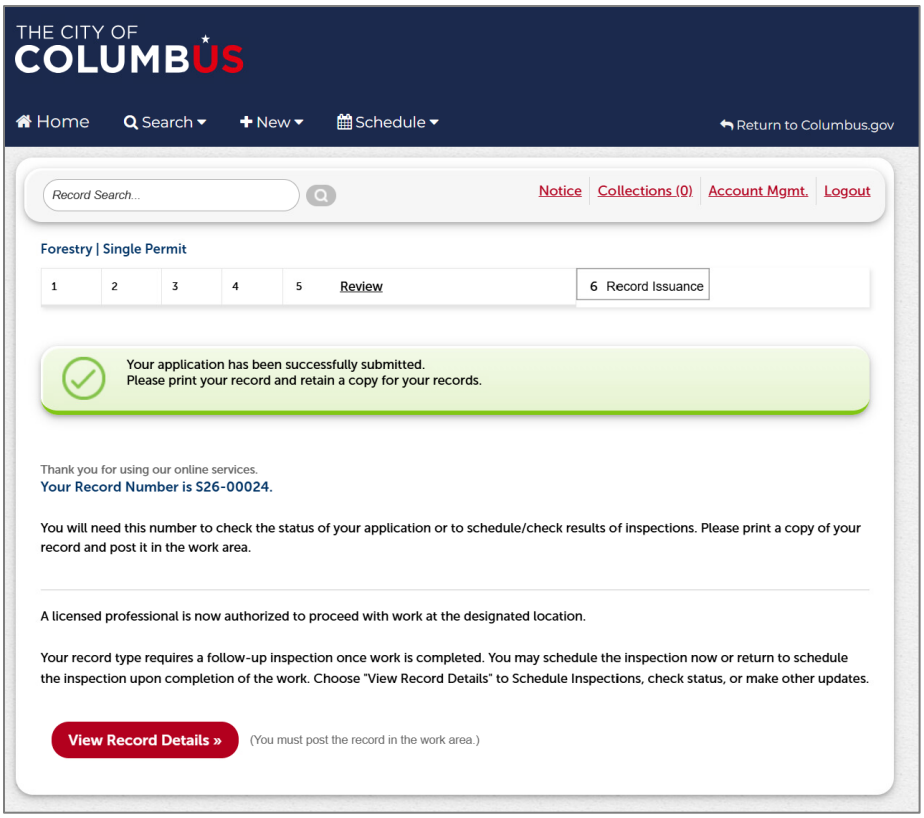
23. Next, verify that all the information provided on the Review page looks correct and accurate.
24. If any entry needs modified, click the “Edit” button next the desired section, and that particular section will load for editing.



25. After you review all the information, check the box at the bottom of the page affirming that the information provided is accurate, and click the “Continue Application” button.



26. You have successfully applied for a Forestry Permit. You will be notified via email at certain points throughout the permit lifecycle.

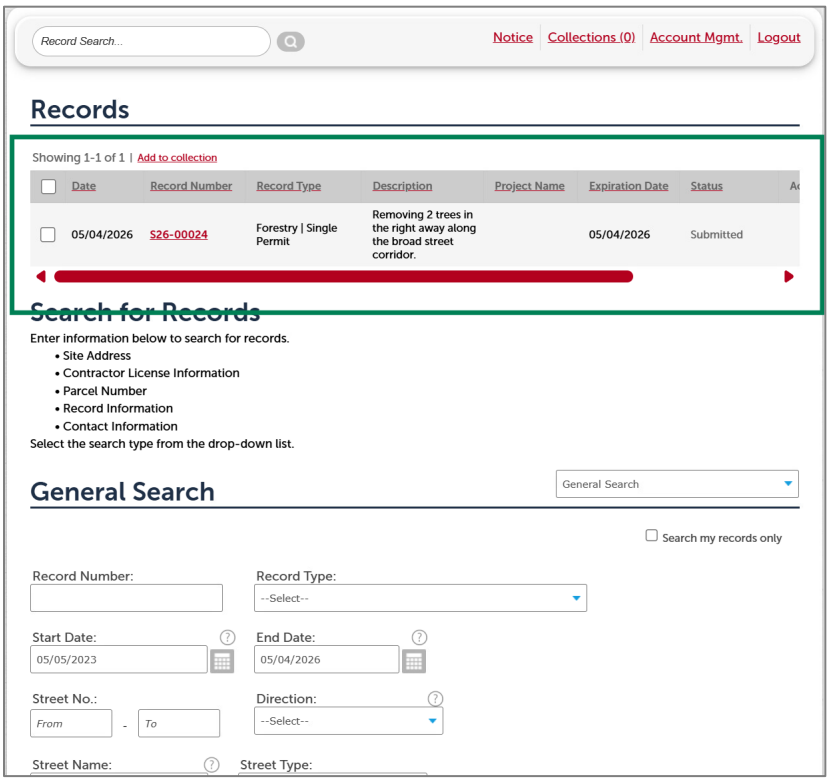


3. Searching for a Permit Application Record

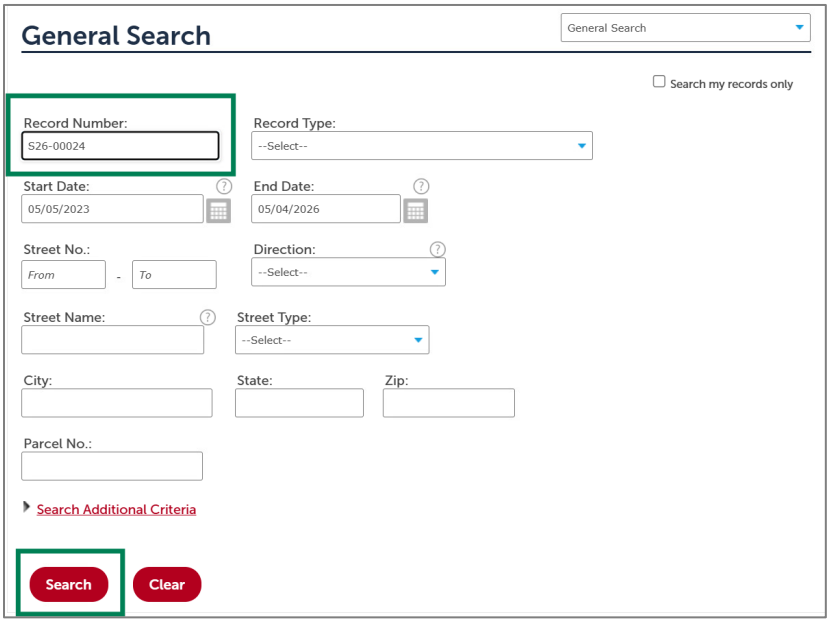
1. Navigate to the Columbus Citizen Access Portal.
    a. Use the following link: https://portal.columbus.gov/Permits/
2. Select “Search Applications” from the Forestry section near the bottom of the page.



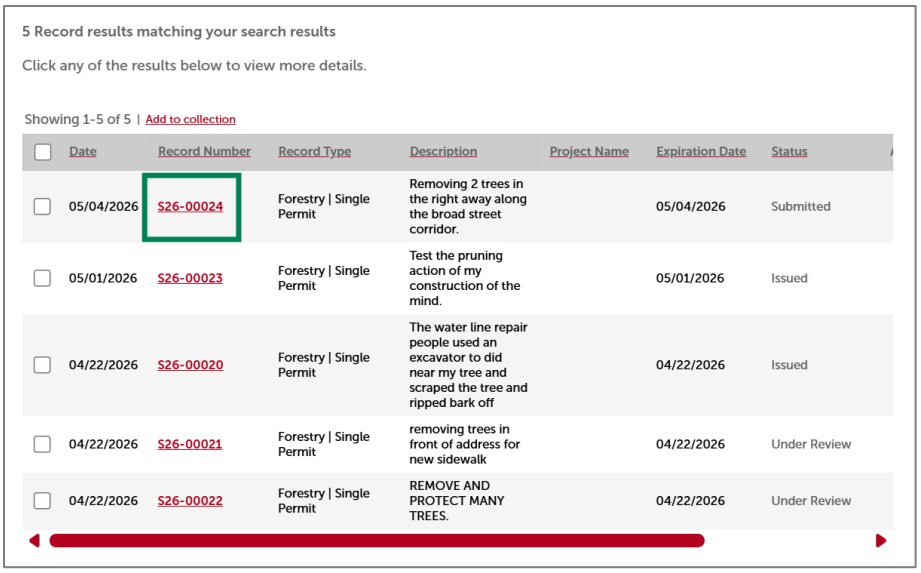
3. If you are logged in, any record that you have previously submitted will be listed in the "Records" grid at the top of the page.
    a. Note that if you are not logged in, this section will not appear.



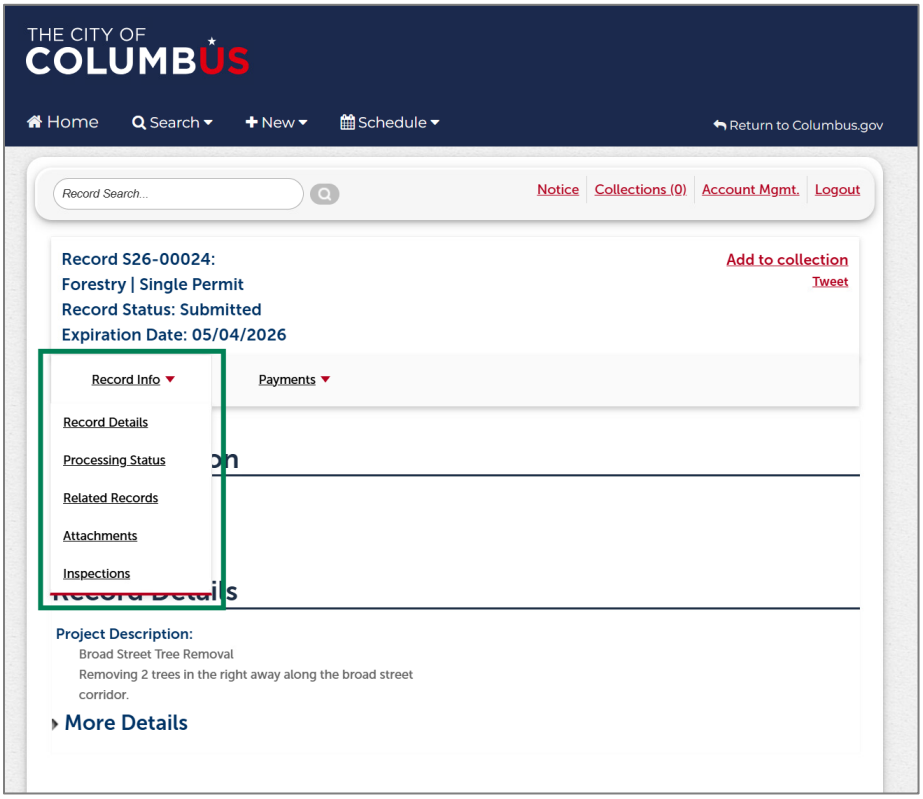
4. Enter your application/permit number in the “Record Number” field, then click the “Search” button toward the bottom of the page.
    a. If you do not know your application/record number, you can use the additional fields on the search page, such as address/parcel to perform a general search where you can narrow down your results.



5. If you entered a specific record number, the record will automatically open if the record is found.
6. If you performed a more general search, click the Record Number link of the application/permit you wish to view from the search results grid.



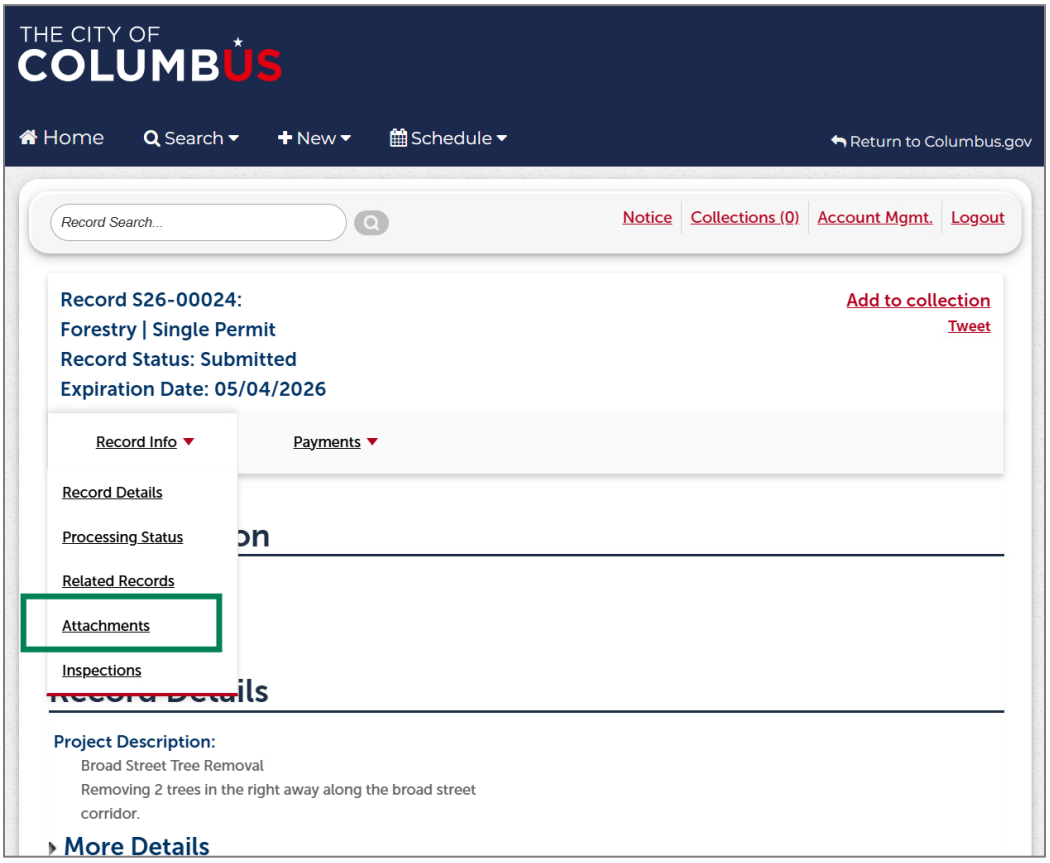
7. Applicant and application specific information will be displayed.
8. Click the “Record Info” drop down menu to explore the different data pages associated with the permit application record.
    a. The following pages are included as part of the permit application record:
        i. Record Details: Specific information about the application.
        ii. Processing Status: Workflow/process statuses detailing the approval process.
        iii. Related Records: any other records that are related to the application.
        iv. Attachments: View existing attached documents or add new documents to the application.
        v. Inspections: View upcoming or completed inspections.



4. Adding Documents to a Record

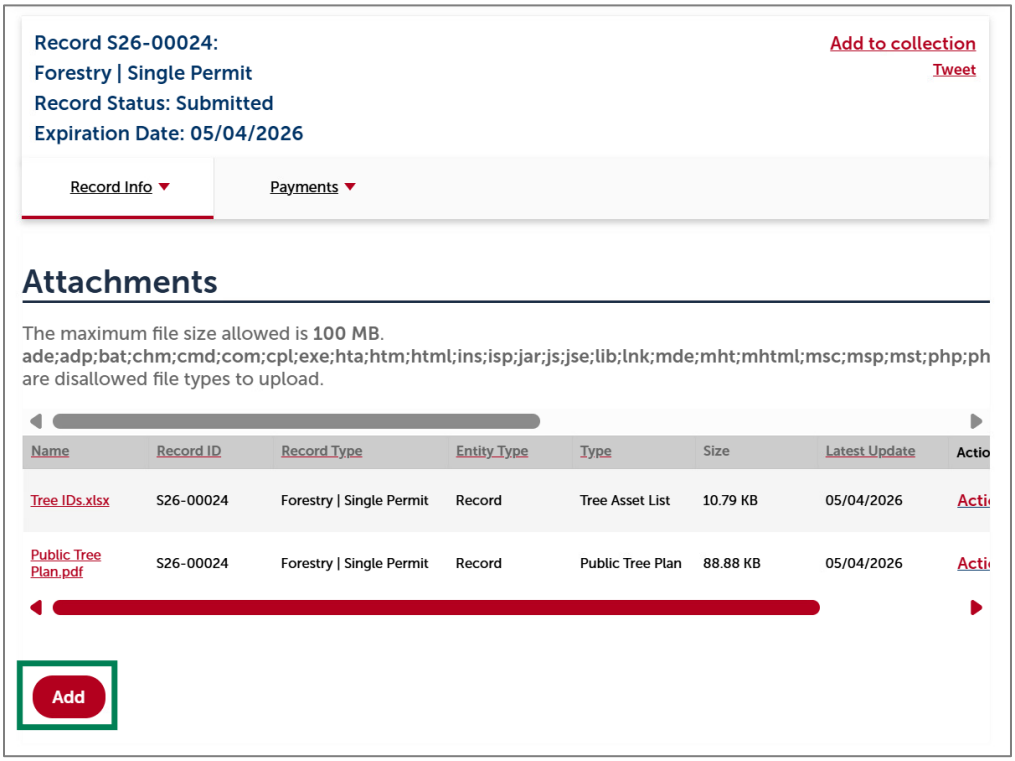
Should additional documents be required after the initial submission of the application as part of the permit review process, follow the steps below to add new documents/attachments to a permit application.

1. Begin by navigating to the Columbus Citizen Access Portal.
    a. Using the following link: https://portal.columbus.gov/Permits/ then follow the steps above to search for the permit application.
2. Once the desired permit application is opened, click the “Record Info” dropdown button and select “Attachments”.

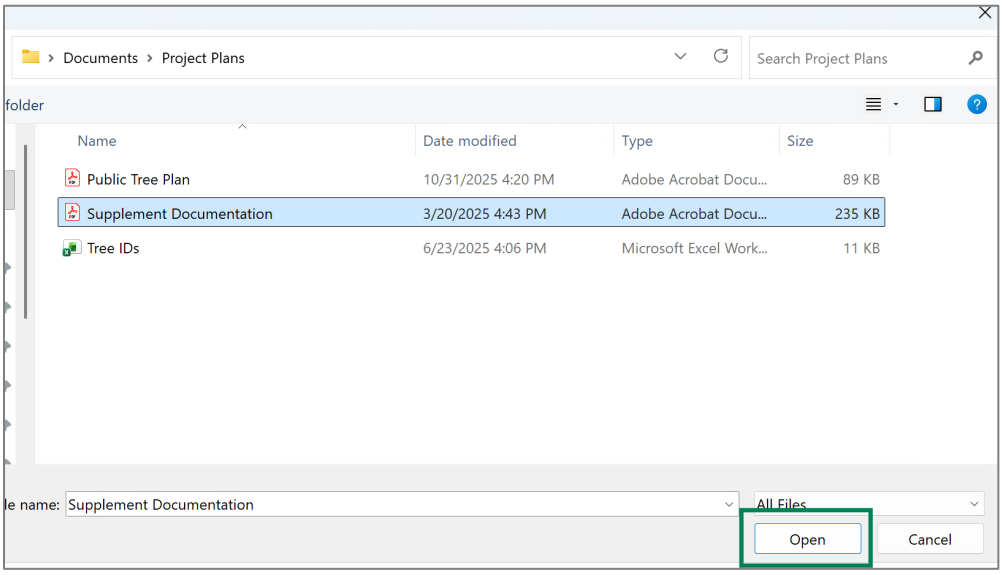


3. Documents associated with the permit application will be viewable in the grid.
    a. Note that you may need to be logged in to view the documents/attachments and submit new attachments.

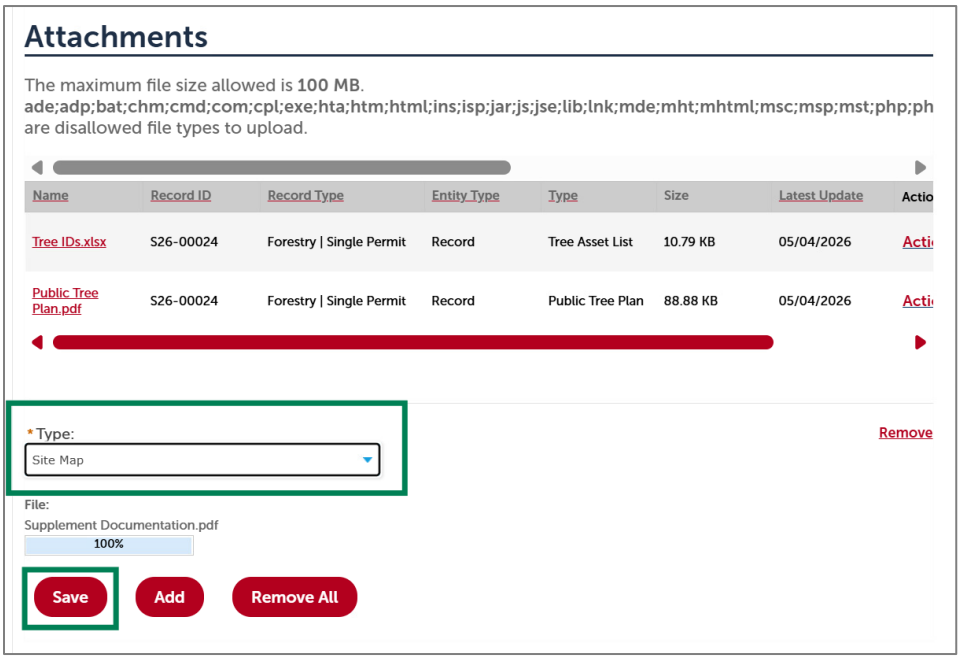
4. To add additional attachments, begin by clicking the “Add” button.



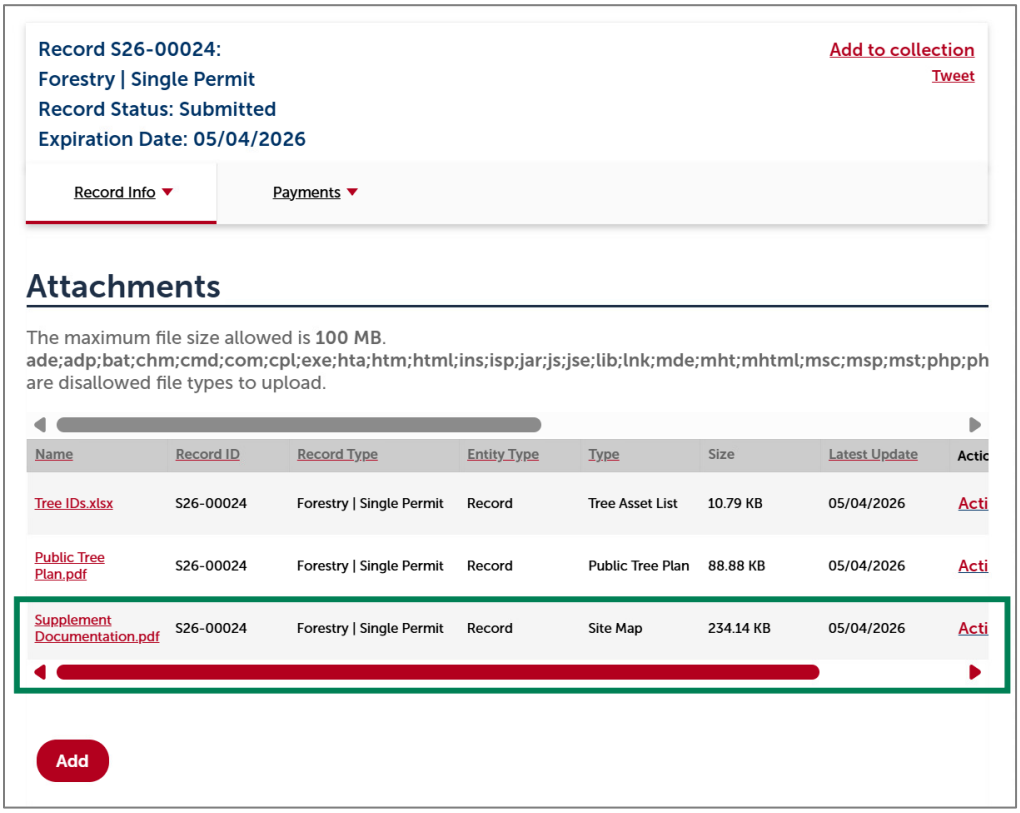
5. Next, navigate to and select the desired documents to upload, then click the “Open” button.
    a. Note that you can multi-select and attach multiple documents at once, as shown below.
        i. Hold the ctrl key on your keyboard and use your mouse to click the multiple files you wish to upload.



6. Next, select the appropriate category from the “Type” drop-down list associated with each attachment, then click the “Save” button.



7. The newly added document/attachment should then be viewable in the Attachments grid.



8. You have successfully added an attachment/document.