

New Rochelle Permit System – CitySquared

YOU MUST USE CHROME AS YOUR BROWSER TO USE THIS SYSTEM. If you don't have Chrome, please download it here: <https://www.google.com/chrome/>

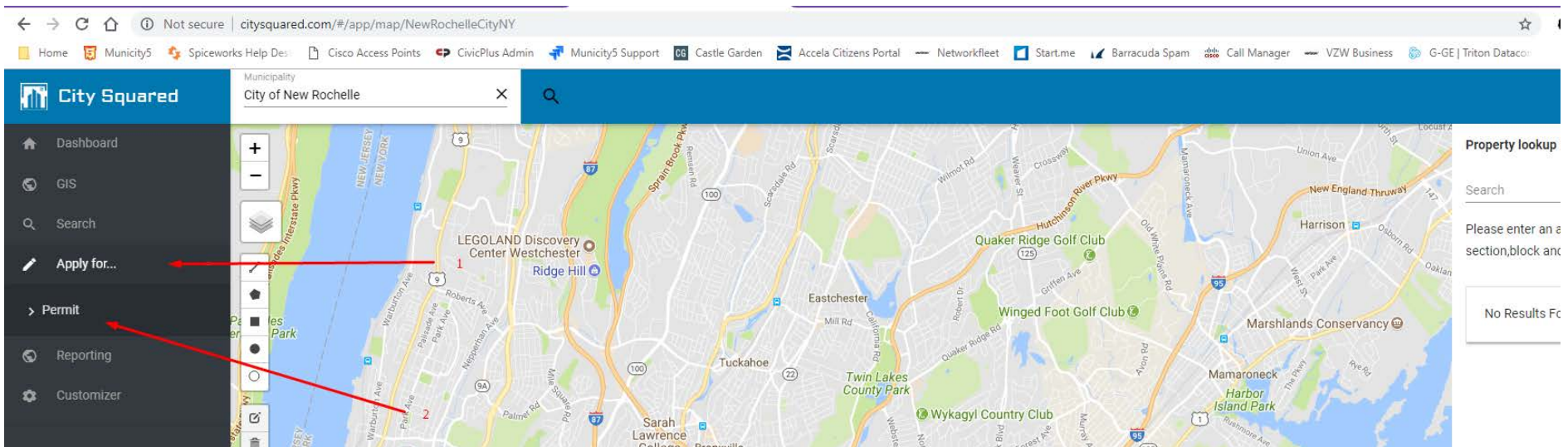
New Permit system link: [New Rochelle Permit System-NEW!](#)

Click Login in the top right corner. If you don't already have a login, click “Sign up”. If you used our old permit system, Click Login, then Sign up and enter the email address you used with the old system and set a password. Your historical applications and permit will reflect in your dashboard.

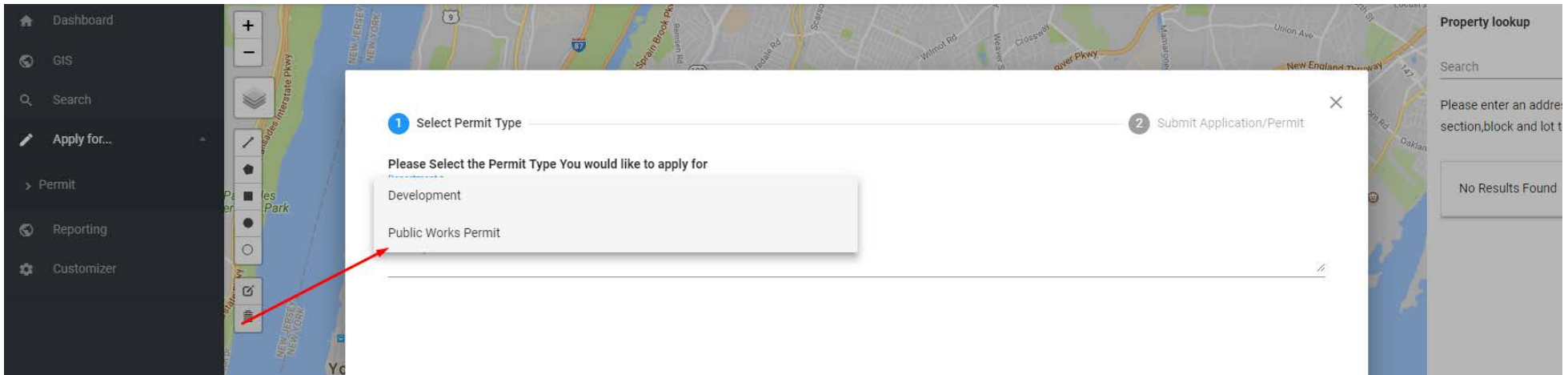
Once you are logged in, follow the steps below.

If your map doesn't automatically go to New Rochelle, search for “City of New Rochelle” in the Municipality field.

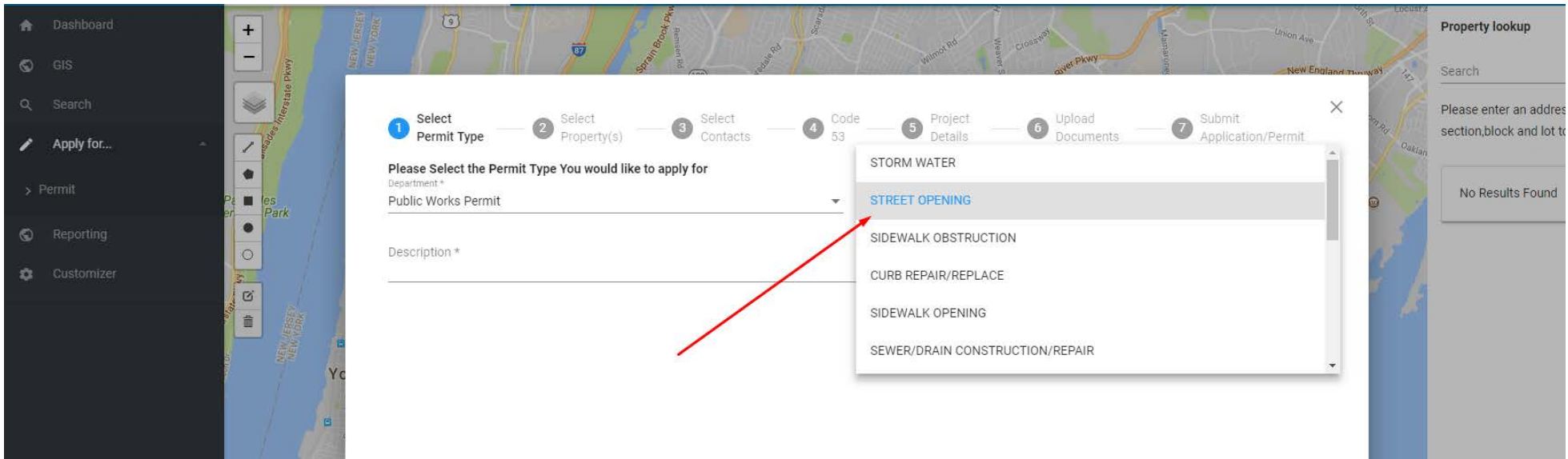
Click on “Apply for” on the left side, then “Permit”



Choose Public Works Permit



Choose the permit type



Please enter a detailed description of your project.

The screenshot shows the City Squared web application interface. At the top, the header includes the City Squared logo and the text 'City of New Rochelle'. A search bar is visible. On the left, a navigation menu lists 'Dashboard', 'GIS', 'Search', 'Apply for...', 'Permit', 'Reporting', and 'Customizer'. The main area features a map of New Rochelle, New York, with a white modal window overlaid. The modal window has a progress bar at the top with seven steps: 1. Select Permit Type, 2. Select Property(s), 3. Select Contacts, 4. Code 53, 5. Project Details, 6. Upload Documents, and 7. Submit Application/Permit. The current step is 'Select Permit Type'. Below the progress bar, the text reads 'Please Select the Permit Type You would like to apply for'. There are two dropdown menus: 'Department *' set to 'Public Works Permit' and 'Permit Types *' set to 'STREET OPENING'. Below these is a text input field labeled 'Description *' with a red arrow pointing to it. To the right of the modal, a 'Property lookup' sidebar is partially visible, showing a search bar and the text 'Please enter an address section, block and lot to' and 'No Results Found'.

Selecting the area for your project has some new features.

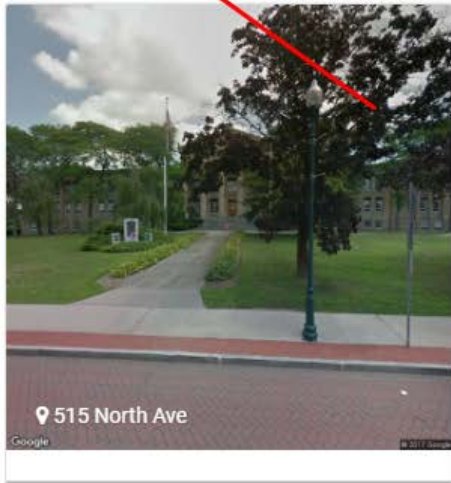
If you are only doing work at/IFO one property, just search the property address on the left side, then click “Add” You will most likely never check the box to link the permit to the property. That is only if you are doing work within the property lines or specifically to accommodate that particular property.



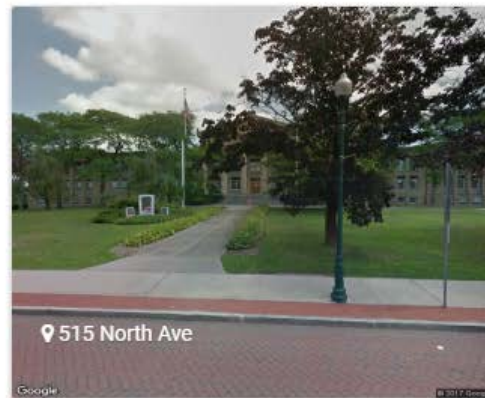
Select a single parcel, multiple parcels, or select from map to draw out a span of area for your project.

Find Your Property

Search
515 north



Currently Added Properties



Details Remove

Printkey: 3-836-0001

SBL: 0000030836000001

Zone: CAB, CPA, DO-6, NA

Link Property to Permit

Select From Map Next

If you are doing work along several properties, you now have the option to draw the area you are working on the map and it will automatically generate all the adjacent properties. To do this, click “Select from map”

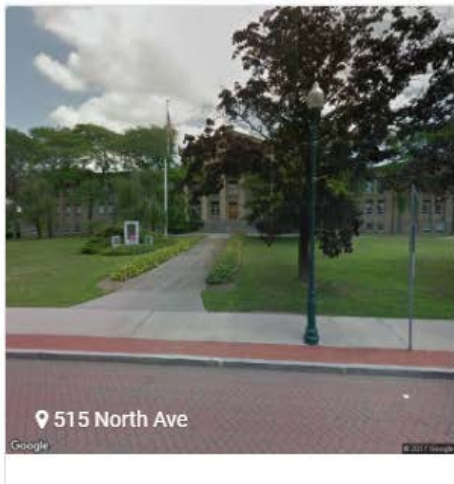
- 1 Select Permit Type
- 2 Select Property(s)
- 3 Select Contacts
- 4 Code 53
- 5 Project Details
- 6 Upload Documents
- 7 Submit Application/Permit

Select a single parcel, multiple parcels, or select from map to draw out a span of area for your project.

Find Your Property

Search

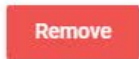
515 north



Currently Added Properties



Details

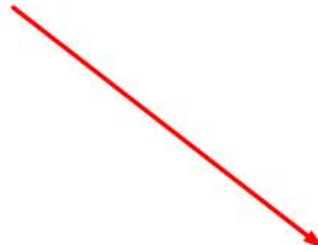


Printkey: 3-836-0001

SBL: 0000030836000001

Zone: CAB, CPA, DO-6, NA

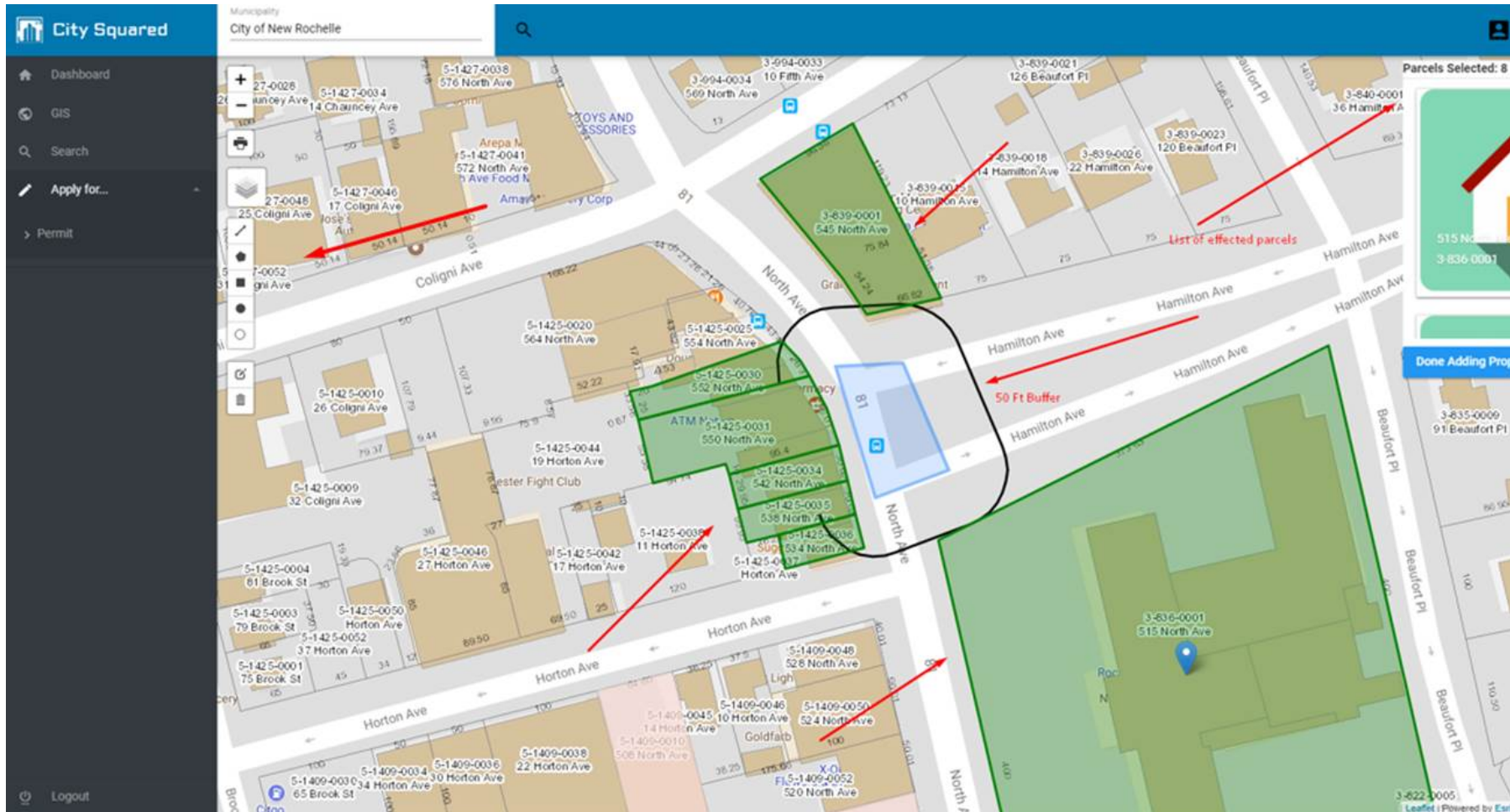
Link Property to Permit



Select From Map Next

The map will now take you to that property. Zoom in to your desired level. On the left side, click on the polygon, circle or square to draw your project area. You can select multiple areas as well. As you draw, you will see the effected properties on the right side as well as the shaded area of the effected parcels. If you make a mistake, you can clear your shapes and start again by click on the trash can icon.

Once you have outlined your project, click the blue “Done Adding Properties” button. Then click Next on the following screen.



Now you will choose the contacts related to the job. You can add the property owners if you want to notify them of work being done by clicking “Add Property Owners”. Or, just search on the left side to add yourself, a contractor, engineer, or project foreman. If the contact isn’t listed, click “Create Contact” on the right side to add a new one. Make sure one of your contacts is chosen as the applicant or you will not be able to continue. This is the person that will get all the notifications.

The screenshot displays the 'City Squared' application interface for a permit application. The top navigation bar shows the 'City of New Rochelle' and a search icon. The left sidebar contains navigation options: Dashboard, GIS, Search, Apply for..., and Permit. The main content area is a modal window titled 'Add all contacts associated with this project (Engineer, Contractor, Property Owner, Business Owner, etc)'. The modal has a progress bar at the top with seven steps: 1. Select Permit Type, 2. Select Property(s), 3. Select Contacts (current step), 4. Code 53, 5. Project Details, 6. Upload Documents, and 7. Submit Application/Permit. The modal is divided into two main sections: 'Find Your Contacts' and 'Currently Added Contacts'. The 'Find Your Contacts' section has a search bar with 'bongjorni' entered. Below the search bar is a list of contacts: Richard G Bongjorni (16 Ronalds Ave), Roberta Bongjorni (252 Weyman Ave), and Melissa Bongjorni (123 test). The 'Melissa Bongjorni' contact has a 'Selected' button. The 'Currently Added Contacts' section shows 'Melissa Bongjorni' with '123 test' and a 'Remove' button. A checkbox labeled 'Is Applicant' is checked. At the bottom of the modal are 'Abandon' and 'Next' buttons. Red arrows with numbers 1 through 5 point to the search bar, the 'Add' button for Richard G Bongjorni, the 'Selected' button for Melissa Bongjorni, the 'Is Applicant' checkbox, and the 'Next' button respectively.

The next screen will ask you for your Code 53 number. Enter it and hit Next

Progress bar with 7 steps: 1. Select Permit Type (checked), 2. Select Property(s) (checked), 3. Select Contacts (checked), 4. Code 53 (active), 5. Project Details, 6. Upload Documents, 7. Submit Application/Permit. Includes a close button (X).

Code 53 is required for this project. If you don't already have a Code 53 number, please go to www.digsafelynewyork.com or call (800) 962-7962.

Code 53

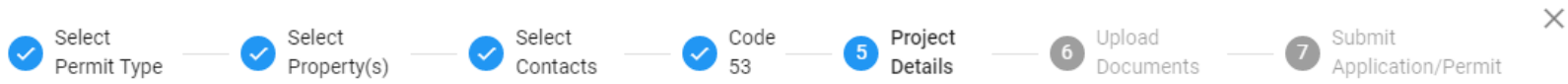
Enter your Code 53 number here.

123456789



Next

The next screen will ask for the details of your project. Complete as needed and click Next.



Please provide the following details about your project.

General questions about the project

Will this work impact traffic?

Are metered spaces needed?

If so, please describe your closure request in detail

Will you need signage indicating no parking?

Is NRPD required?

Openings

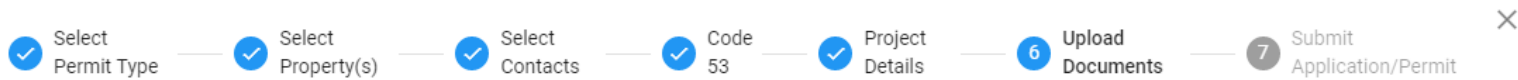
Length

Width

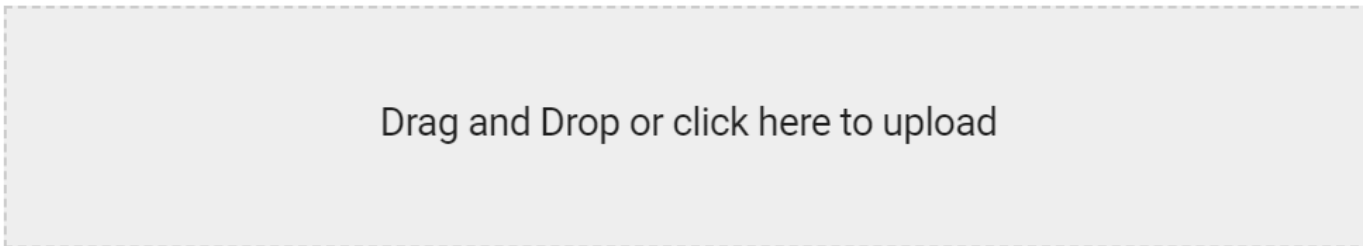
Depth

Next

The next screen is where you will upload all related documents and maps or drawings. You will not be able to pass this point without uploading your drawing. You can drag and drop into the designated field, or click the area and it will open your file explorer for you to find your files.



Please upload drawings, general liability insurance (Accord form), disability insurance (DB120) and workers compensation insurance (C105.2). Your application will not be processed without this documentation.



Allowed file types: DOC, DOCX, GIF, JPG, PDF, PNG, DXF

No Documents to Display

The last screen will give you a summary of your application. Click Submit to complete the process.

- ✓ Select Permit Type
- ✓ Select Property(s)
- ✓ Select Contacts
- ✓ Code 53
- ✓ Project Details
- ✓ Upload Documents
- 7** Submit Application/Permit

Submit Application/Permit

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

Notify Me about changes to My Application via email.

Where?



515 North Ave
Printkey: 3-836-0001
Zone: CAB, CPA, DO-6, NA



545 North Ave
Printkey: 3-839-0001
Zone: NA



552 North Ave
Printkey: 5-1425-0030
Zone: NA



515 North Ave
Printkey: 3-836-0001
Zone: NA

Who is involved?

Melissa Bongiorno
117 Seacord Rd
Applicant

Documents submitted:



Submit