Civic Access (CA)

Maps

City of Helena

Civic Access Overview **1**

Home Page, Main Menu Bar **1**

Map **2**

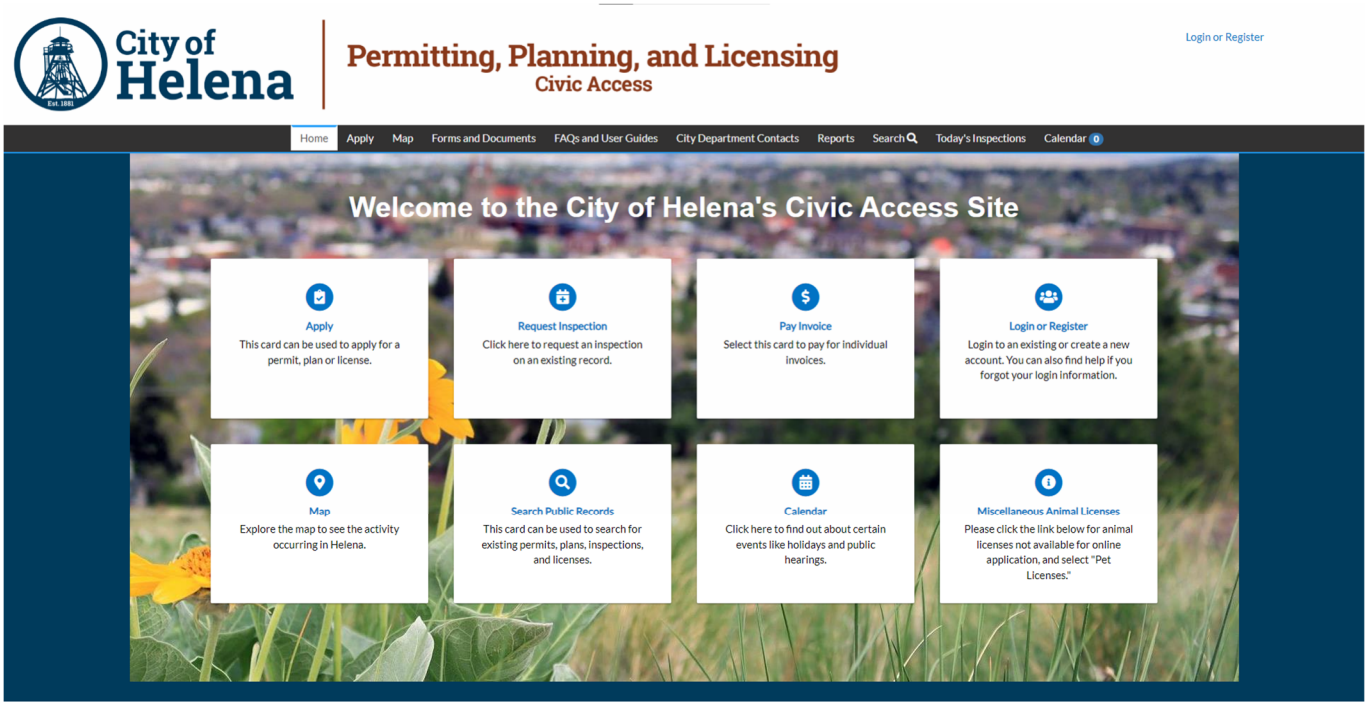
Create a Spatial Collection *6*

Civic Access Overview

These series of guides describe how public users and registered users access the City of Helena's Civic Access online portal. Civic Access is a public-facing application that allows our customers to interact with land management, permitting, planning, and licensing processes administered by the City of Helena. Users can search and apply for permits, plans, and licenses; search for parcels, projects, construction projects; renew licenses, and schedule inspections.

Home Page, Main Menu Bar

Our public can view the Home, Apply, Map, Report, Pay Invoices, Search, Calendar, and other options from the menu bar.



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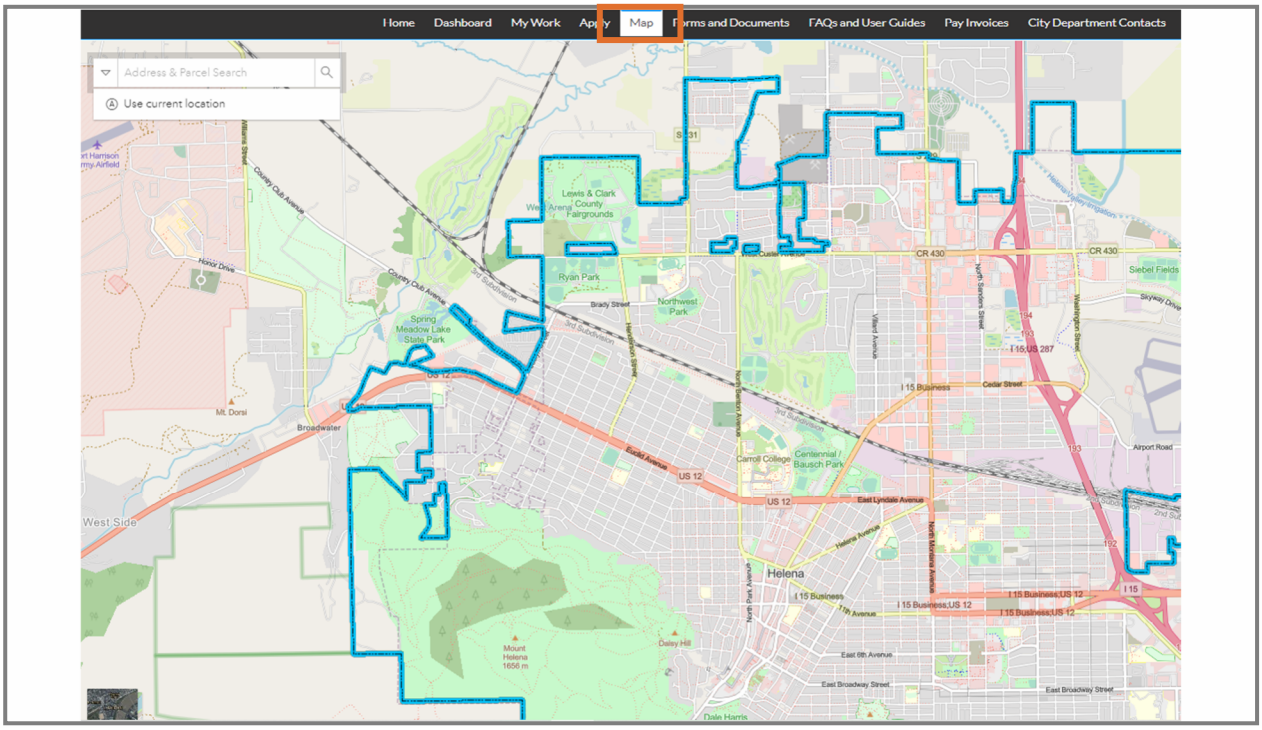
Map

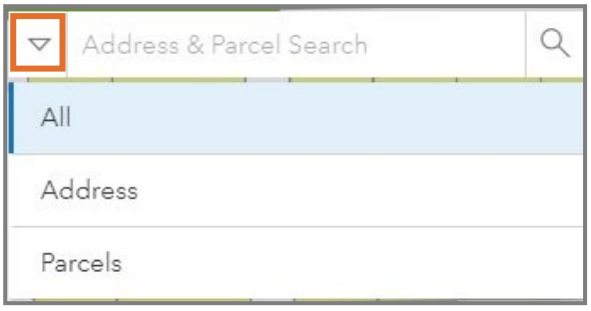
Civic Access integrates with the City of Helena's/Lewis and Clark County's GIS information to allow for searches, pinned results, submitting applications, and more.

To use the Civic Access map:

1. Click **Map** on the menu.

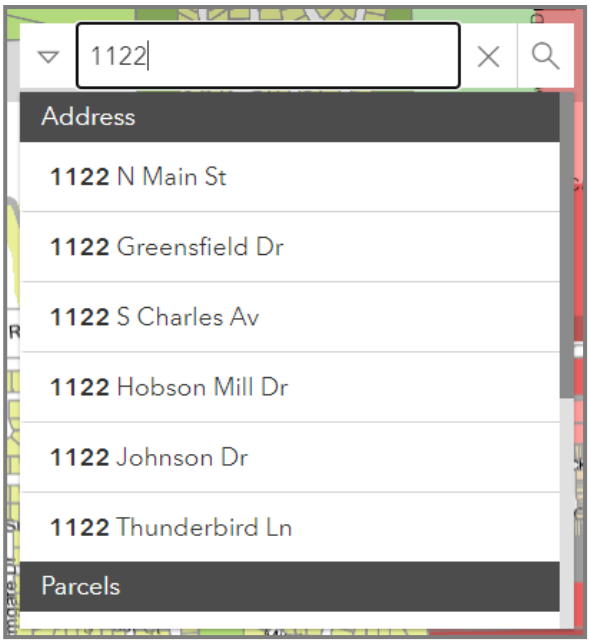


2. Click the **arrow** to select a search option. Choices are All as the default, Address, and Parcels.

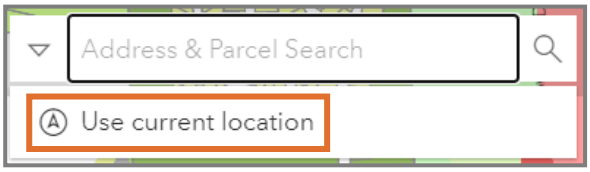


4. Type a partial or full **address** or a **parcel number**.

Civic Access displays results.

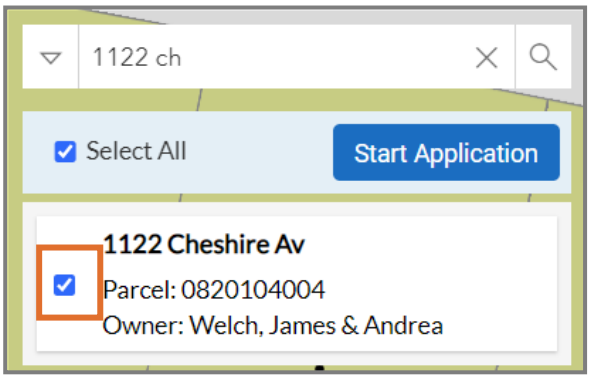


5. Click **Use current location** to use the current location.

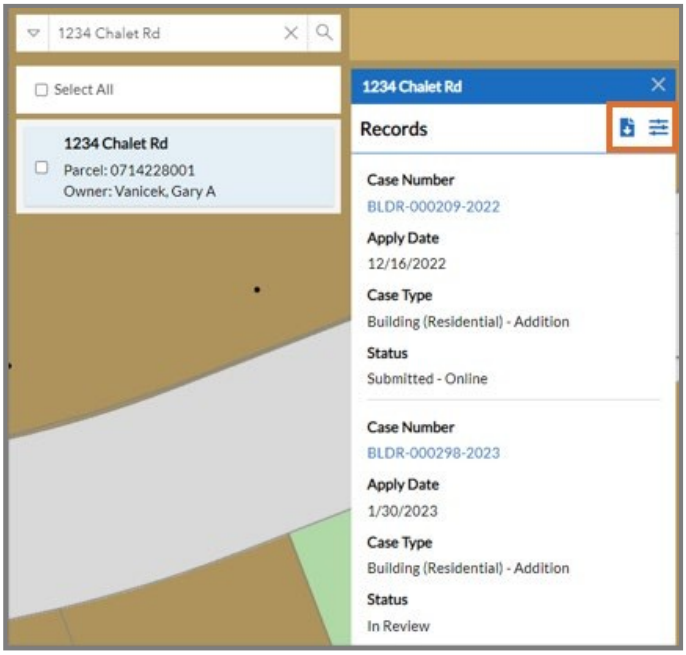


6. Mark the **box** to select an address.

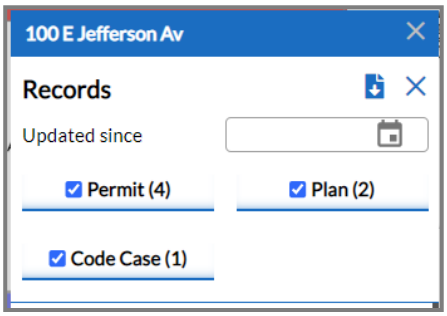
Civic Access displays the **Start Application** button.



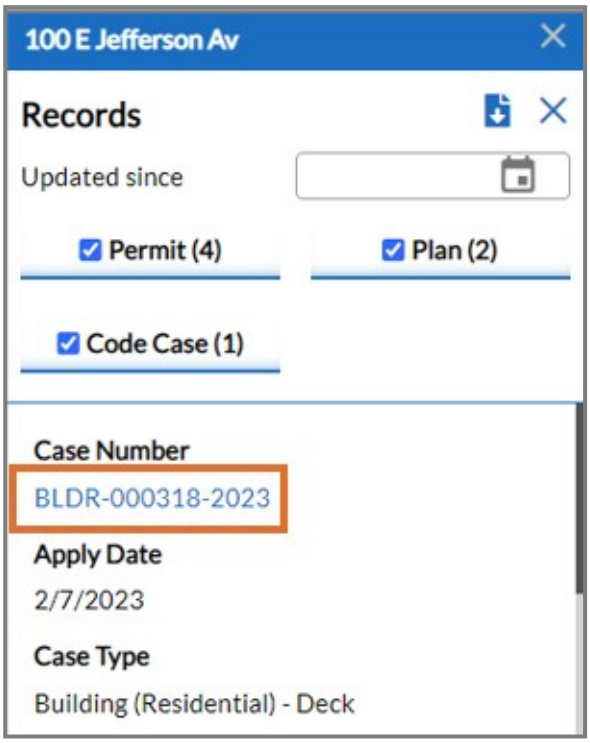
7. Click in the **box** of the desired address or parcel to view records related to the location.
8. Click **download** to save the results to the computer.
9. Click **more options** to view the calendar.



10. Click the **calendar** to select a date since the records have been updated.

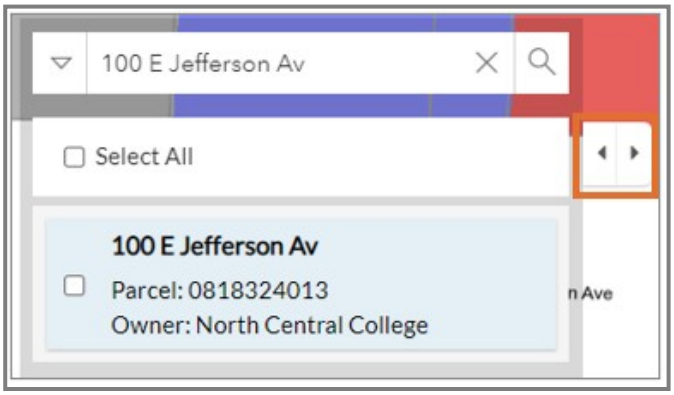


11. Click the **Case Number** to view information about the record.

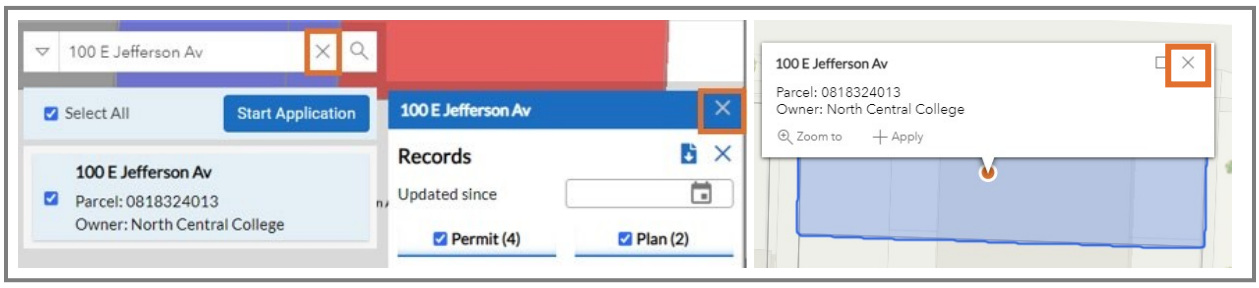


Civic Access display case details in another browser tab.

12. Click the **left arrow** to collapse the record information box and view the full map.



13. Click the **X** to clear the location information and start a new search.



Create a Spatial Collection

Spatial collections, also known as features, allow you to create a record based on a location or feature, such as a parade route, without using an address or parcel. You can create spatial collections in the Maps tab and can apply right from the map.

1. Select any of the **map tools** to draw an area.
2. Select the desired **point, line, polygon, rectangle,** or **circle** tool.

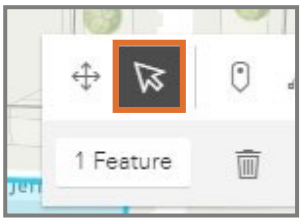
3. Click once on each **desired turn** of the line in the shape.
4. **Double click** to close the shape.

5. Click **transform** to modify the shape's size.

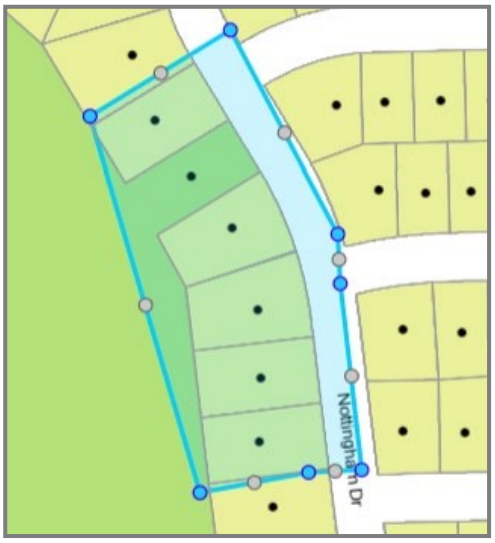
Civic Access displays a box around the feature.

a. Move the **white squares** into the desired positions.

6. Click **reshape** to reshape the feature.



a. Move the **circles** into the desired positions.



7. Click **outside the shape** once the modification is complete.
8. Click **Apply with this shape** to apply for a case using this area as the location.

NOTE Applying with a spatial collection is not an option for all application types.

9. Select a **shape** on the map to delete it.

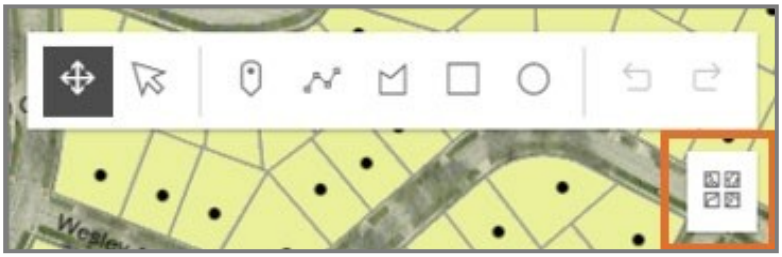
Civic Access displays a delete button under the tools.

10. Click **delete**.

11. Click **undo** or **redo** while drawing a polygon to change a line of the shape. To use undo and redo, the polygon must not be a closed shape yet.

12. Click the **base map widget** to toggle between an aerial view and other map views.

13. Click other **widgets** below the map tools to switch between views. Map widgets do not display for all jurisdictions. They display based on configuration.



14. Click **home** to return to the default map view.
15. Click **plus** or **minus** to zoom in and out on the map.
    a. Or double click the **left mouse button**.
    b. Or use the **roller ball** on the mouse.