



External Reviewer User Guide

Prepared by: Planning, Building and Licensing

Assumptions:

- You have a working knowledge of operating a Windows-based personal computer
- You are familiar with Kingston's planning and development process
- You will have access to DASH after the training session

Goals

You will:

- be introduced to the Citizen Access DASH interface
- become familiar with basic navigation of the Citizen Access DASH interface
- learn how to register and login to an account
- learn to lookup property information
- learn how to search development applications
- learn how to respond to a technical circulation
- learn how to use GIS in Citizen Access
- learn how to create a record collection

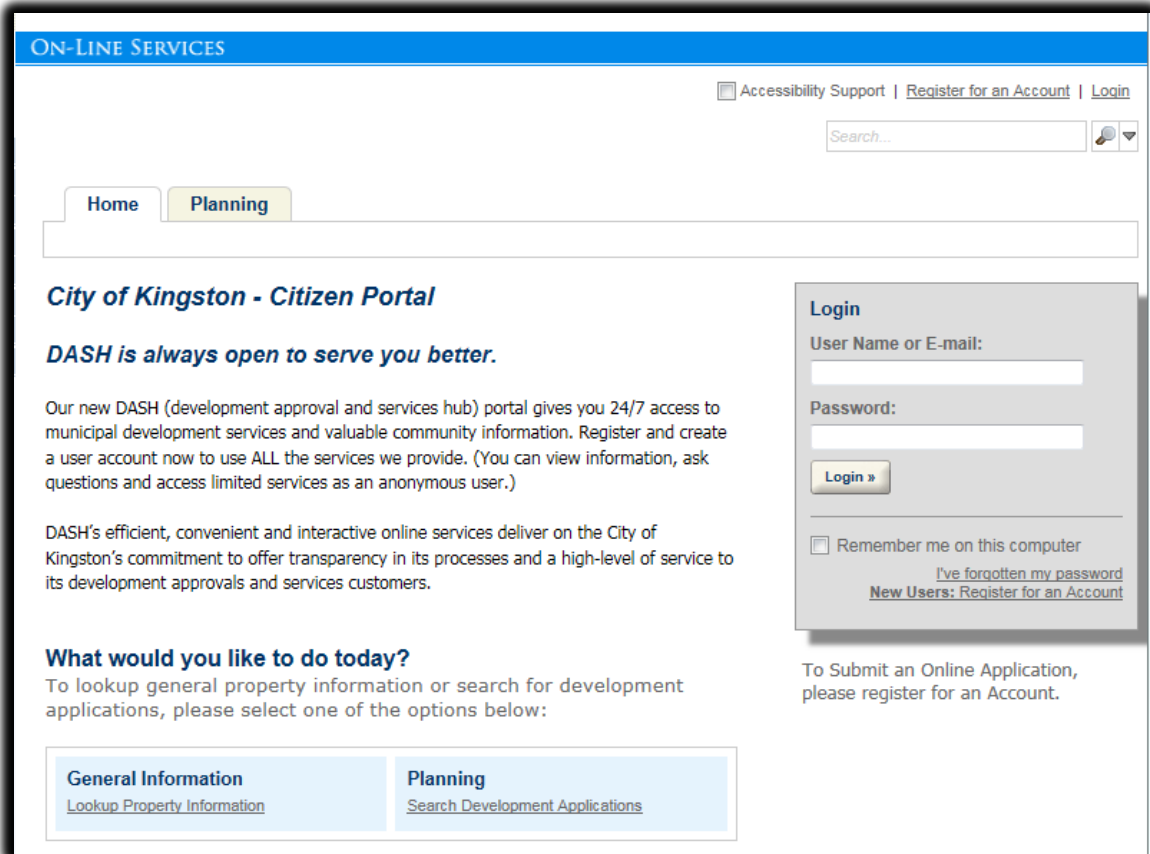
Introduction

This guide offers external technical reviewers an overview of the navigation tools, functions and terms of the DASH Citizen Access platform. You will explore the various windows (portlets), main links, drop-down menus, toolbars and learn how to provide a response to technical circulations from the City's planning division.

Citizen Access is the public portal to the DASH system. The Citizen Access portal is designed to provide 24/7 access to the City of Kingston's development services and information effecting our community. The DASH Citizen Access portal is one of the many City initiatives being implemented to improve efficiency and provide convenience and open government to the municipality's development processes.

Getting started

- a) You can access the DASH Citizen Access portal via a link from the City's website or by entering the online address into your web browser. The DASH Citizen Access is supported by all major internet browsers such as Explorer, Safari and Mozilla. The main page shows the following information:



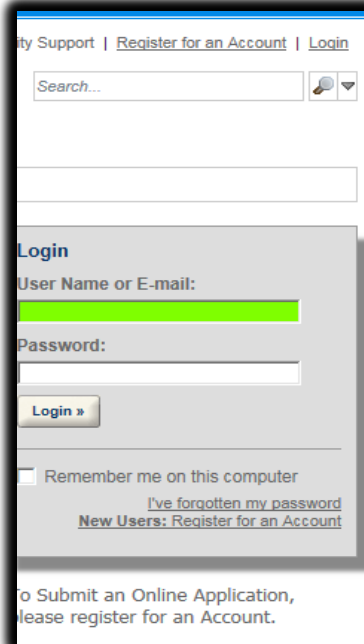
- b) From the main page, you have the option to select the following:
- a property from “General Information;
 - search a specific development application in the Planning column;
 - log into your account; and
 - register for a free account.

Note:

The Citizen Access portal includes a check box for ‘Accessible Support’ located in the top right corner of the homepage. Select this option to highlight cursor location and hyperlinks when the mouse is cast over them.

How to register for an account

- a) To register, select one to the 'Register for an Account' hyperlinks in the top right corner of the window.



The screenshot shows a web page with a navigation bar at the top containing links for 'Support', 'Register for an Account', and 'Login'. Below the navigation bar is a search box. The main content area features a 'Login' section with a 'User Name or E-mail:' field (highlighted in green), a 'Password:' field, and a 'Login »' button. Below the login section is a checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'. At the bottom of the screenshot, there is a text prompt: 'To Submit an Online Application, please register for an Account.'

- b) Read the disclaimer in its entirety. After reading the disclaimer, if you wish to proceed with the registration process, check the acceptance box and click on 'Continue Registration'.



The screenshot shows the 'Account Registration' page. It begins with the heading 'Account Registration' and a sub-heading 'You will be asked to provide the following information to open an account:'. Below this are two bullet points: 'Choose a user name and password' and 'Personal and Contact Information'. The page then asks the user to 'Please review and accept the terms of agreement below to proceed.' A scrollable box contains the 'General Disclaimer', which states: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.' Below the disclaimer is a line of text: 'All trademarks and service marks contained in or displayed on this Web site are the'. At the bottom of the page is a checkbox for 'I have read and accepted the above terms.' and a 'Continue Registration »' button.

- c) Complete the fields for login information

**Account Registration Step 2:
Enter / Confirm Your Account Information**

Login Information

* User Name:

* E-mail Address:

* Password:

Password Strength [Requirements](#)

* Type Password Again:

* Select a Security Question:

--Select--

* Answer:

- d) Select the 'Contact Type' that describes your role. You have a choice between 'individual' (if you are using DASH for yourself) and 'organization' (if you are using DASH on behalf of your company or organization).

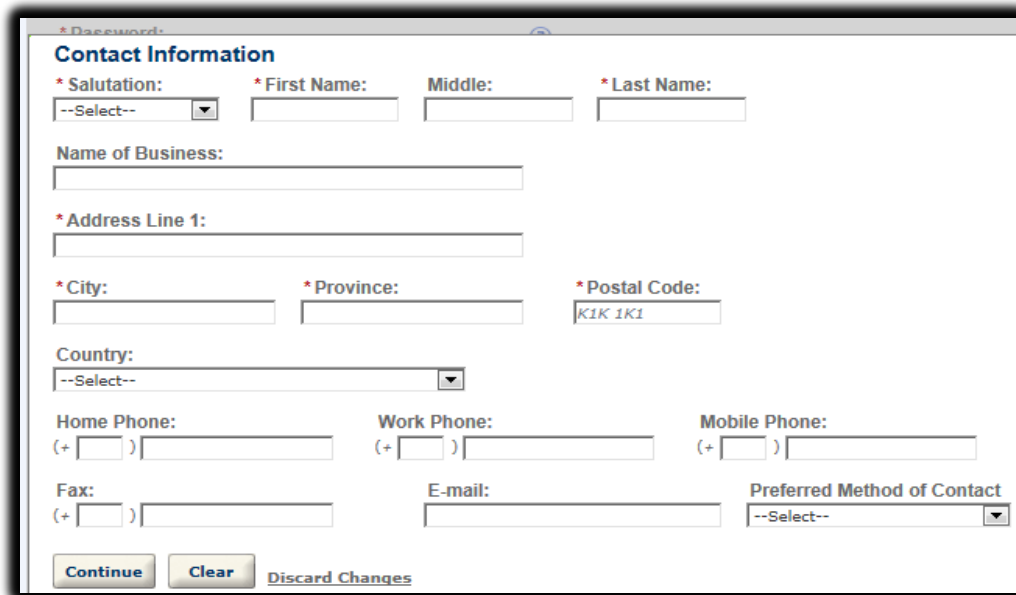
Select Contact Type

* Type:

--Select--
--Select--
Individual
Organization

Continue **Discard Changes**

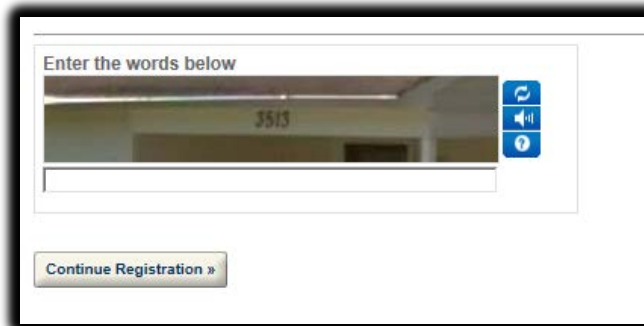
- e) Complete the fields for contact information



The screenshot shows a web form titled "Contact Information" with the following fields and controls:

- * Salutation: --Select-- (dropdown)
- * First Name: (text input)
- Middle: (text input)
- * Last Name: (text input)
- Name of Business: (text input)
- * Address Line 1: (text input)
- * City: (text input)
- * Province: (text input)
- * Postal Code: K1K 1K1 (text input)
- Country: --Select-- (dropdown)
- Home Phone: (+ []) (text input)
- Work Phone: (+ []) (text input)
- Mobile Phone: (+ []) (text input)
- Fax: (+ []) (text input)
- E-mail: (text input)
- Preferred Method of Contact: --Select-- (dropdown)
- Buttons: Continue, Clear, Discard Changes

- f) Copy the numbers from the photograph provided into the field and select 'Continue Registration'.



The screenshot shows a CAPTCHA verification step with the following elements:

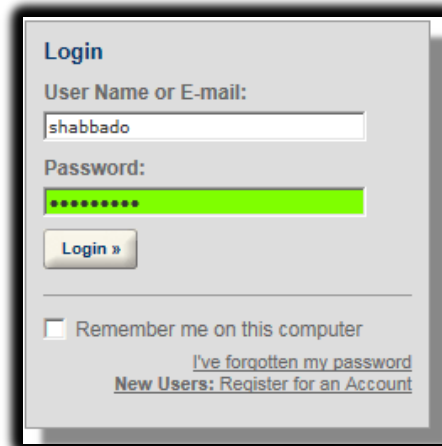
- Text: "Enter the words below"
- Image: A photograph of a building entrance with the number "3513" visible.
- Text input field: A blank field for entering the words from the image.
- Buttons: Refresh, Repeat, and Help icons.
- Button: Continue Registration »

- g) Once you are finished, the DASH system will register the information provided and verify the registration of the account.

Congratulations!!

Signing into your DASH Citizen Access account

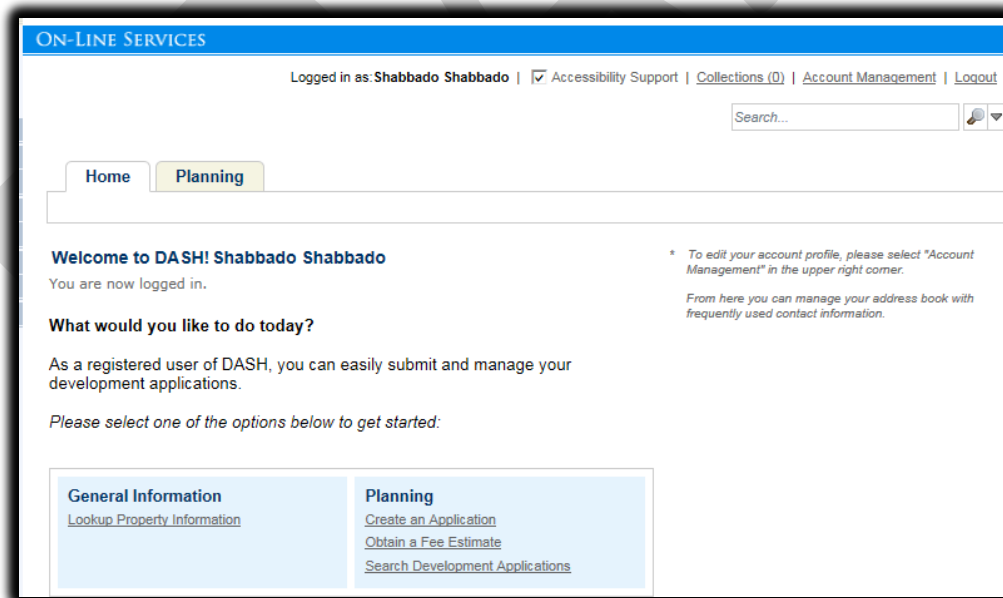
- a) Return to the Citizen Access homepage and enter your username or email address and password. Select 'Login'.



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User Name or E-mail:** Input field containing "shabbado".
- Password:** Input field with masked characters "*****".
- Login »** (Submit Button)
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

- b) If you have logged in as a registered user, your homepage includes additional options such as 'Create an Application' and 'Obtain a Fee Estimate'.

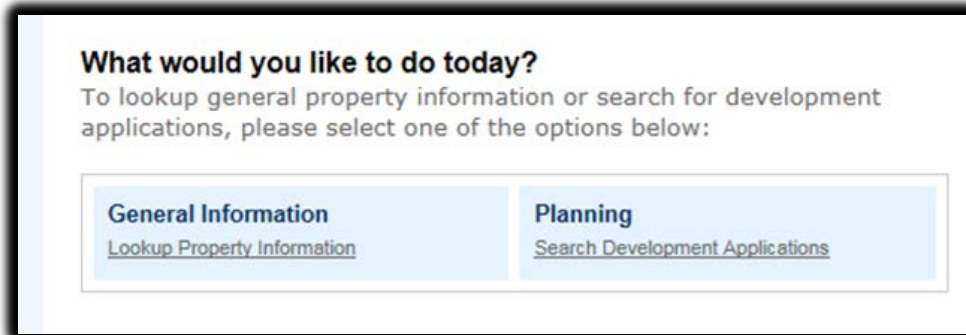


The screenshot shows the DASH Citizen Access homepage for a logged-in user. The page includes the following elements:

- ON-LINE SERVICES** (Page Header)
- Logged in as: Shabbado Shabbado | Accessibility Support | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)
- Search... (Search Bar)
- Home** | **Planning** (Navigation Tabs)
- Welcome to DASH! Shabbado Shabbado**
You are now logged in.
- What would you like to do today?**
As a registered user of DASH, you can easily submit and manage your development applications.
Please select one of the options below to get started:
- General Information**
 - [Lookup Property Information](#)
- Planning**
 - [Create an Application](#)
 - [Obtain a Fee Estimate](#)
 - [Search Development Applications](#)
- * To edit your account profile, please select "Account Management" in the upper right corner.
From here you can manage your address book with frequently used contact information.

Lookup property information

- a) In the 'Home' tab window select 'Lookup Property Information' in the General Information column.



- b) Fill in the address fields and select 'Search'. You can also search properties by parcel number and record information by selecting the drop down menu in the title bar (highlighted in the upper right on the screen-shot below).


From the drop down menu below, select a search option to get started.

Look Up by Address Look Up by Address ▼

To search by full address, type in a street number, street name and street suffix.
To search by street, simply type in a street name.


Street Number: - To Street Name: ?

- c) Select the address result by double clicking on the address line. Alternatively, you can check the box in front of the address and click on the globe icon with beside 'Show on Map'.

Showing 1-3 of 3 Show on Map 

<input type="checkbox"/> Parcel Number	Address
<input type="checkbox"/> 9022	216 ONTARIO ST KINGSTON K7L 2Z3
<input type="checkbox"/> 9022	216 ONTARIO ST KINGSTON K7L 2Z3
<input type="checkbox"/> 9022	216 ONTARIO ST KINGSTON K7L 2Z3

d) Address details will be displayed. Additional information can be obtained by double clicking on the parcel number (see graphic below).

Property Details listed below. Show on Map 

Property Details

<p>Parcel Information: Parcel Number:9022 Lot: Block: Subdivision: Status:Enabled Book: Page: Parcel Area:63545 Land Value: Improved Value: Exemption Value: Building Inspector: Heritage Inspector: Plumbing Inspector: Councillor: Electoral District ID: Fire Inspector: Legal Description: Lot Depth (F): Lot Frontage (F): Property Inspector: Area Measurements:</p>	<p>Legal Description: KINGSTON PT LOT 2 MARKET;RESERVE</p> <p>Tract:</p>
---	---

Addresses

Showing 1-3 of 3

Parcel Number	Address
9022	216 ONTARIO ST KINGSTON K7L 2Z3
9022	216 ONTARIO ST KINGSTON K7L 2Z3
9022	216 ONTARIO ST KINGSTON K7L 2Z3

Owners

Showing 1-3 of 3

Name	Address
KINGSTON CITY	CITY HALL 216 ONTARAIO ST KINGSTON ON K7L 2Z3
KINGSTON CITY	CITY HALL 216 ONTARAIO ST KINGSTON ON K7L 2Z3
KINGSTON CITY	CITY HALL 216 ONTARAIO ST KINGSTON ON K7L 2Z3

Genealogy History

Showing 0-0 of 0

Note: Some information may not be available directly to the public due to licensing agreement limitations with the source of the information displayed.

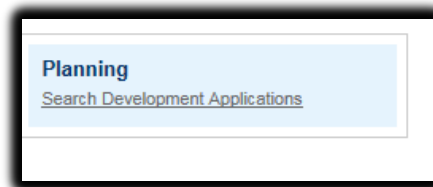
Searching development applications

Note:

Development applications can be searched by both registered and unregistered users in the DASH Citizen Access portal.

The development applications displayed in this module were generated for training purposes only and are not active applications being processed by the City of Kingston.

- a) Select 'Search Development Applications' in the Planning column. Alternatively, you can select the Planning tab to access the search fields.



- b) Fill in the address fields and select 'Search'. You can also search by 'Parcel Number' and 'Record Information' using the drop-down menu in the title bar.

From the drop down menu below, select a search option to get started.

Look Up by Address Look Up by Address ▾

To search by full address, type in a street number, street name and street suffix.
To search by street, simply type in a street name.

Street Number: Street Name: ?

From To

- c) Select the address result by double clicking on the address line. The list of applications applied to the subject property will be displayed below.


1 search results returned matching your address

Click any of the results below to view more details.

Showing 1-1 of 1

Address
[216 ONTARIO ST KINGSTON K7L 2Z3](#)

Listed below are the records issued for
216 ONTARIO ST KINGSTON K7L 2Z3

[Show on Map](#) 

Showing 1-6 of 6

<input type="checkbox"/>	Date	Record Number	Application Type	Address	Status	Action
<input type="checkbox"/>	10/07/2015	D13-083-2015	Minor Variance / Permission	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-021-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	Pay Fees Due
<input type="checkbox"/>	10/07/2015	D10-023-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-024-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-025-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	08/06/2015	D07-016-2015	Final Plan of Condo	216 ONTARIO ST KINGSTON K7L 2Z3	Received	

d) Choose an application type and click on the record number. The page will be displayed as follows:

[Home](#) [Planning](#)


[Search Development Applications](#)

Record D13-083-2015:
Minor Variance / Permission

Record Status: Received

Application Location

216 ONTARIO ST,



Record Details

▶ **Processing Status**

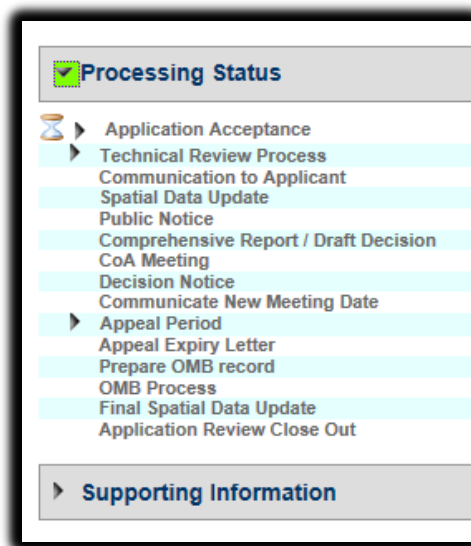
▶ **Supporting Information**

▼ **Related Records**

[View Entire Tree »](#)

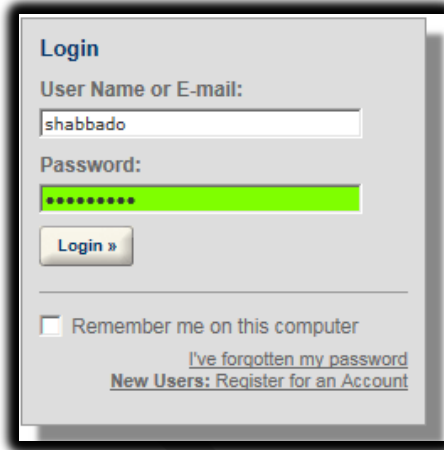
No records found.

- e) To view additional information about the development application select the arrows beside:
- record details;
 - processing status;
 - supporting information; and
 - related records.
- f) These drop down windows:
- show where the application is in the review process
 - allow you to obtain or view copies of notices,
 - show reports and plans uploaded to the record and
 - show other applications related to the subject application that are being processed concurrently.



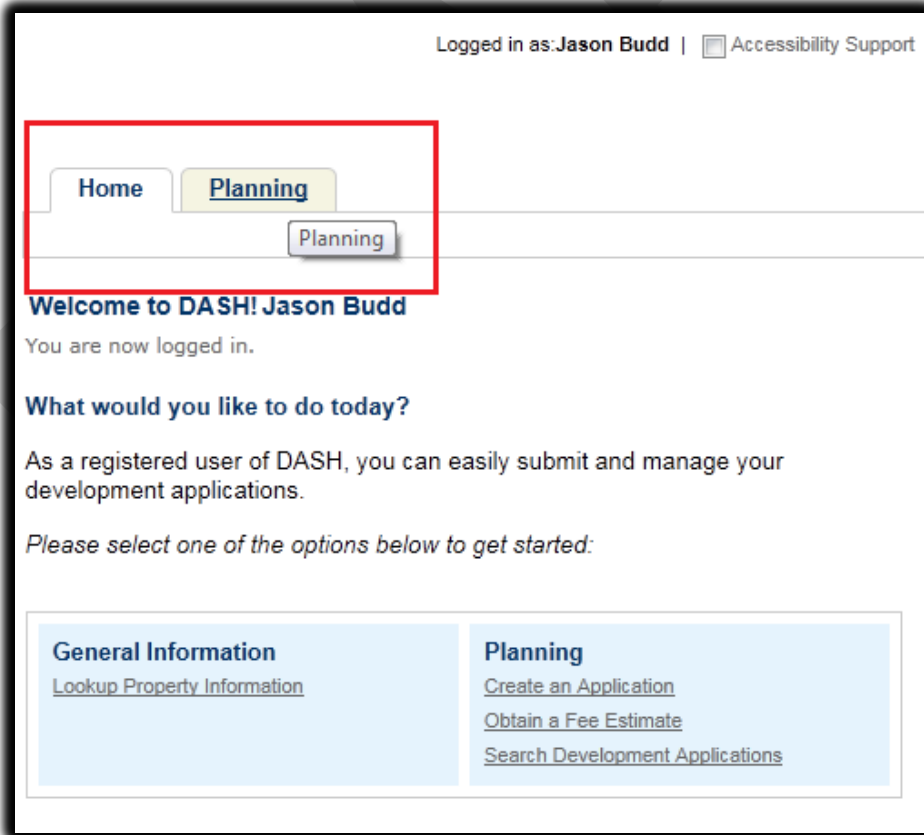
Conducting an external review

- a) Sign in to your DASH Citizen Access Account



The screenshot shows a login window titled "Login". It contains a "User Name or E-mail:" field with the text "shabbado" entered. Below it is a "Password:" field with a green bar representing masked characters. A "Login »" button is positioned below the password field. At the bottom, there is a checkbox labeled "Remember me on this computer" and two links: "[I've forgotten my password](#)" and "[New Users: Register for an Account](#)".

- b) Select the Planning tab from the Citizen Access main page.



The screenshot shows the DASH Citizen Access main page. At the top right, it says "Logged in as: Jason Budd | Accessibility Support". Below this is a navigation bar with three tabs: "Home", "Planning" (which is highlighted with a red box), and "Planning" (a smaller, secondary tab). Below the navigation bar, the page says "Welcome to DASH! Jason Budd" and "You are now logged in." followed by the question "What would you like to do today?". Below this is a paragraph: "As a registered user of DASH, you can easily submit and manage your development applications." and a prompt: "Please select one of the options below to get started:". At the bottom, there are two light blue boxes. The left box is titled "General Information" and contains the link "[Lookup Property Information](#)". The right box is titled "Planning" and contains three links: "[Create an Application](#)", "[Obtain a Fee Estimate](#)", and "[Search Development Applications](#)".

- c) The records associated with your account will be visible on the Citizen Access Planning page. Select the record you want to review and provide comments.

Home Planning

[Create an Application](#) | [Obtain a Fee Estimate](#) | [Search Development Applications](#)

Records

Showing 1-10 of 46 | [Add to collection](#) [Show on Map](#)

<input type="checkbox"/>	Date	Record Number	Application Type	Address	Status	Action
<input type="checkbox"/>	10/19/2015	D13-102-2015	Minor Variance / Permission	20 FAIRCREST BLVD KINGSTON K7L 4V1	Technical Review Complete	
<input type="checkbox"/>	10/16/2015	D13-101-2015	Minor Variance / Permission	20 FAIRCREST BLVD KINGSTON K7L 4V1	Received	Pay Fees Due
<input type="checkbox"/>	10/15/2015	D13-093-2015	Minor Variance / Permission	216 ONTARIO ST KINGSTON K7L 2Z3	Technical Review Complete	
<input type="checkbox"/>	10/14/2015	15TMP-000242	Final Plan of Subdivision	216 ONTARIO ST KINGSTON K7L 2Z3		Resume Application
<input type="checkbox"/>	10/13/2015	D13-084-2015	Minor Variance / Permission	20 FAIRCREST BLVD KINGSTON K7L 4V1	Received	Pay Fees Due
<input type="checkbox"/>	10/07/2015	D10-021-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	Create Related Record
<input type="checkbox"/>	10/07/2015	D10-022-2015	Consent	15 COLLEGEVIEW KINGSTON K7M 7J8	Received	Create Related Record
<input type="checkbox"/>	10/07/2015	D13-083-2015	Minor Variance / Permission	216 ONTARIO ST KINGSTON K7L 2Z3	Received	Pay Fees Due
<input type="checkbox"/>	10/02/2015	D07-038-2015	Draft Plan of Condo (DPC)	1413 MONTREAL ST KINGSTON K7K 3L8	Received	
<input type="checkbox"/>	09/23/2015	D12-016-2015	Final Plan of Subdivision	351 SELECT DR KINGSTON K7M 8R1	Technical Review Complete	

< Prev 1 2 3 4 5 Next >

- d) Details of the selected record will be displayed in the Citizen Access Planning window. Review the content and scroll down to the ‘Supporting Information’ portlet. Expand the portlet and select a file that you would like to review.

Supporting Information

Please attach plans, documents or studies relevant to the proposed project.

The maximum file size allowed is 20 MB.

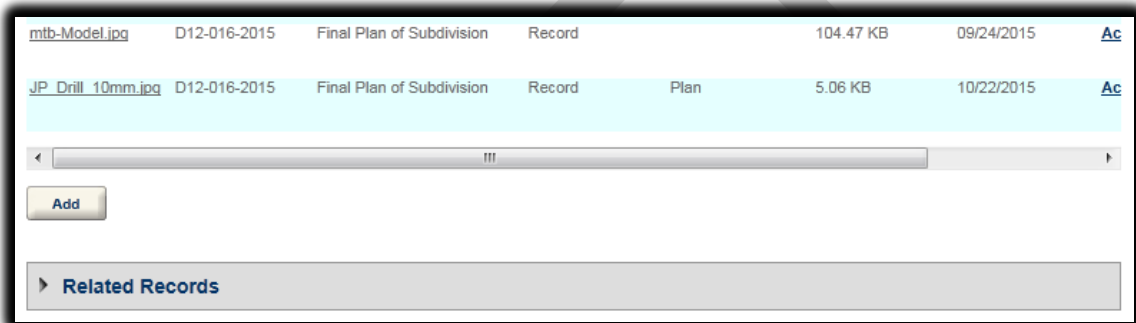
View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Ac
1185 SS02.pdf	D12-016-2015	Final Plan of Subdivision	Record	Site Plan	335.74 KB	09/23/2015	Ac
1185 SS03.pdf	D12-016-2015	Final Plan of Subdivision	Record	Grading Plan	453.84 KB	09/23/2015	Ac
1185 SS04.pdf	D12-016-2015	Final Plan of Subdivision	Record	Other	635.58 KB	09/23/2015	Ac
1185 SWM brief.pdf	D12-016-2015	Final Plan of Subdivision	Record	Storm Water Management Plan	622.96 KB	09/23/2015	Ac

- e) The selected file, such as a site plan, can be saved to a local drive. Using a tool, such as Adobe Pro, make comments on the pdf and save it to your computer using a new file name.
- f) Preferably, the new file name should include: the original title; the name of the reviewing individual or organization; and the review date (e.g. site plan-external reviewer-Oct 22-15.pdf).

When you are ready to upload the file to the record, select 'Add' at the bottom of the Supporting Information portlet.

- g) Please note: The file you upload to the record does not have to be a copy of the file downloaded for review. You can also upload a file related to the record, such as a departmental memo, letter or copy of an e-mail.



- h) Select the file reviewed from the local drive to upload into the record being reviewed in DASH Citizen Access.


12007-L3-2012-02-15.pdf	D12-016-2015	Final Plan of Subdivision	Record	Other	279.27 KB	09/23/2015	Ac
1185 SS01.pdf	D12-016-2015	Final Plan of Subdivision	Record	Final Subdivision/Condo Plan	398.61 KB	09/23/2015	Ac
12-198 School Zone Flashers Taylor Kidd Boulevard.pdf	D12-016-2015	Final Plan of Subdivision	Record		232.00 KB	09/23/2015	Ac
12007-L2-2012-02-15.pdf	D12-016-2015	Final Plan of Subdivision	Record		588.73 KB	09/23/2015	Ac
mtb-Model.jpg	D12-016-2015	Final Plan of Subdivision	Record		104.47 KB	09/24/2015	Ac
JP_Drill_10mm.jpg	D12-016-2015	Final Plan of Subdivision	Record	Plan	5.06 KB	10/22/2015	Ac

File: [Revised Draft Plan.pdf](#) [Remove](#)

100 %

Type: --Select--

- Floor Plan and Architectural Elevations
- Grading Plan
- Heritage Impact Study
- Hydrogeology Study
- Landscaping Plan
- Lighting Plan
- Noise and/or Vibration Study
- Other
- Owner Authorization
- Parking Study
- Phase 1 Environmental Site Assessment
- Plan
- Plan Review**
- Planning Justification
- Planning Justification (for amendments to a zoning bylaw)
- Planning Rationale (for amendments to the Official Plan)
- Rationale for Designation
- Record of Site Condition
- Servicing Plan
- Servicing Report
- Shadowing Impact and/or Solar Access Assessment
- Site Plan
- Storm Water Management Plan
- Storm Water Management Report
- Subdivision Demonstration Report
- Survey Plot/Plan
- Surveyor Zoning Certificate
- Traffic Impact Study
- Tree Inventory Study
- Tree Preservation Study

 SELECT 'PLAN REVIEW'

- i) As the external reviewer, you now have an opportunity to provide comments related to the record being reviewed in the comment boxes provided below the description box. Each box allows a maximum of 4000 characters. If your comments are going to exceed 4000 characters, then you can upload a memo to the record identifying it as your 'Plan Review'. The file uploaded to the record should have a file name that includes: the title; the reviewing individual or organization; and the review date (e.g. plan review memo-planning dept-Oct 22-15.doc).

Note:

Red asterisks indicate a field that is required to be completed before proceeding.

The screenshot shows a software interface for reviewing a file. At the top left, the file name is "Revised Draft Plan.pdf" with a "Remove" link to its right. Below the file name is a progress indicator showing "100 %". A red asterisk next to "Type:" is followed by a dropdown menu currently set to "Plan Review". Another red asterisk next to "Description:" is followed by a large, empty text area. Below this are three more empty text areas labeled "Comments:", "Suggested Conditions:", and "Additional Applications/Information Required:". At the bottom of the interface are three buttons: "Save", "Add", and "Remove All".

- j) Once the description has been completed and the comments provided in their respective fields you can select 'Save' and save the file and comments to the record.

GIS mapping function

- a) Select the globe icon on the top right of the address portlet. This initiates the GIS function in the Citizen Access portal and displays the parcel you searched. Some basic information is provided, such as parcel number and mailing address. The GIS portlet includes tools for manipulating the map. On the right hand side of the map there are a series of icons that include:

- **Zoom in**



Select this icon to expand the size of a specific area on the map

- **Zoom out**



Select this icon to increase the field of view on the map to include a larger area.

- **Pan**



Select this icon to navigate to other parts of the map not present in the window or to help centre an object in the map.

- **Select a rectangle, line or polygon**



Select this icon to select parcels or highlight areas on a map using a line, rectangle or polygon.

- **Identify**



Select this icon to obtain basic topographic and base map information on a parcel of land.

- **Change the extent of the display window and scale**



Select this icon to expand the map window on the computer screen or change the scale of the view.

- **Measuring tool (area, distance)**



Select this icon to obtain estimated lengths and areas of objects and parcels identified on the map.

- **Erase**



Select this icon to erase graphics created.

Using the map's feature tabs

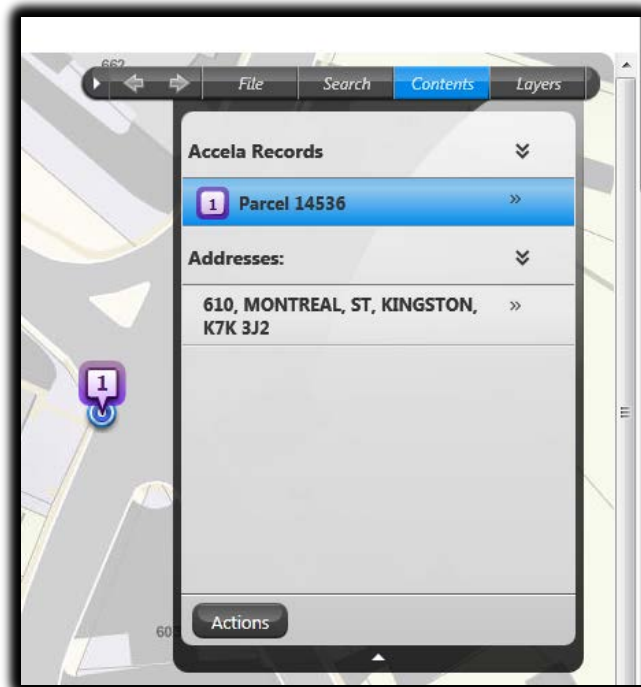
The top right corner of the GIS map includes a drop down window with a number of tabs that provide additional information for the user. The tabs are Layers, Content, Search and File.

Layers:

The layers tab permits you to manipulate the information displayed on the GIS Map. You can turn on and off various GIS layers such as parcels, zoning and orthographic mapping. Choose layers to turn on and off and explore the tools provided in the DASH GIS. Use the opacity tool to blend layers to display layers of information concurrently.

**Content:**

The Content tab includes the municipal address of the subject property and basic base map information such as parcel number and axis co-ordinates.



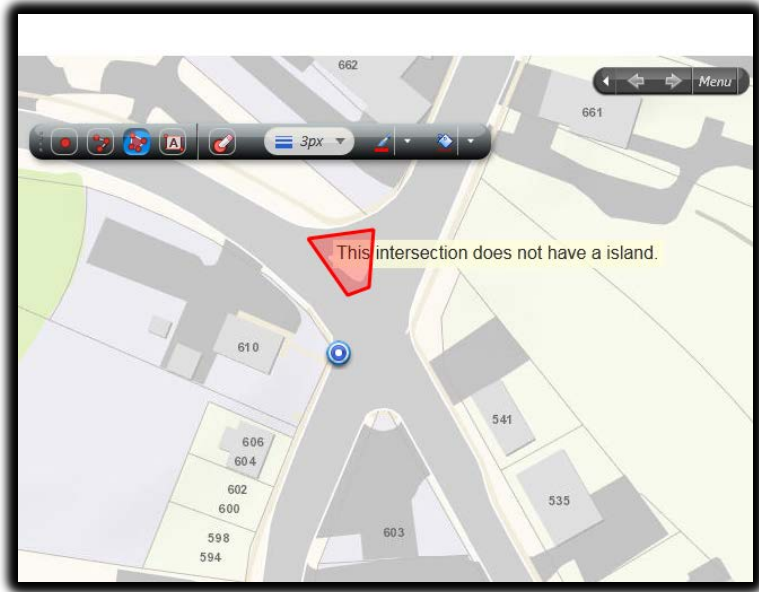
Search:

Use the search tool to look up specific addresses. Check the 'Add Results to Map' box to ensure that the address searched is displayed on the GIS map.

**File:**

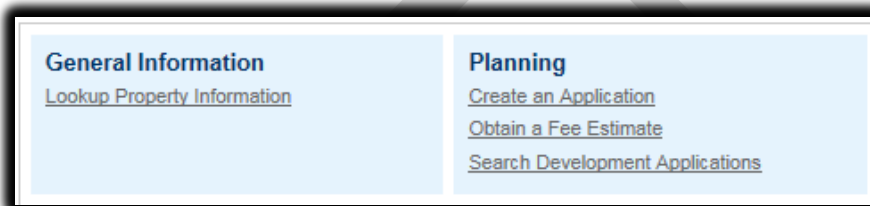
Use the file tab permits to:

- print the area displayed in the GIS window;
- save an image of what is displayed; and
- mark up the GIS map using the redline tools (see graphic below).



Creating a record 'Collection' in Citizen Access

- a) As a registered user of the DASH Citizen Access you can organize and track development applications of interest by creating 'Collections' in your account. Applications can be grouped into a single collection or put into multiple collections.
- b) To begin, login to your DASH Citizen Access account using your username and password.
- c) Select the hyperlink 'Search Development Applications' from the Planning column on the main page.



- d) Applications can be searched by address, record information and contact. For the purpose of this module, the record search will be by address.


The image shows a 'Search by Address' form. At the top right is a dropdown menu labeled 'Search by Address'. Below it are instructions: 'To search by full address, type in a street number, street name and street suffix. To search by street, simply type in a street name.' On the right side, there is a checkbox labeled 'Search my records only'. The form contains four input fields: 'Street Number' with 'From' and 'To' sub-fields, 'Direction' with a dropdown menu, 'Street Name' with a text input field, and 'Street Suffix' with a dropdown menu. At the bottom left are 'Search' and 'Clear' buttons.

- e) Select the result that matches the municipal address input into the search fields.
- f) The records associated with the address will appear below.

Showing 1-1 of 1

Address
216 ONTARIO ST KINGSTON K7L 2Z3

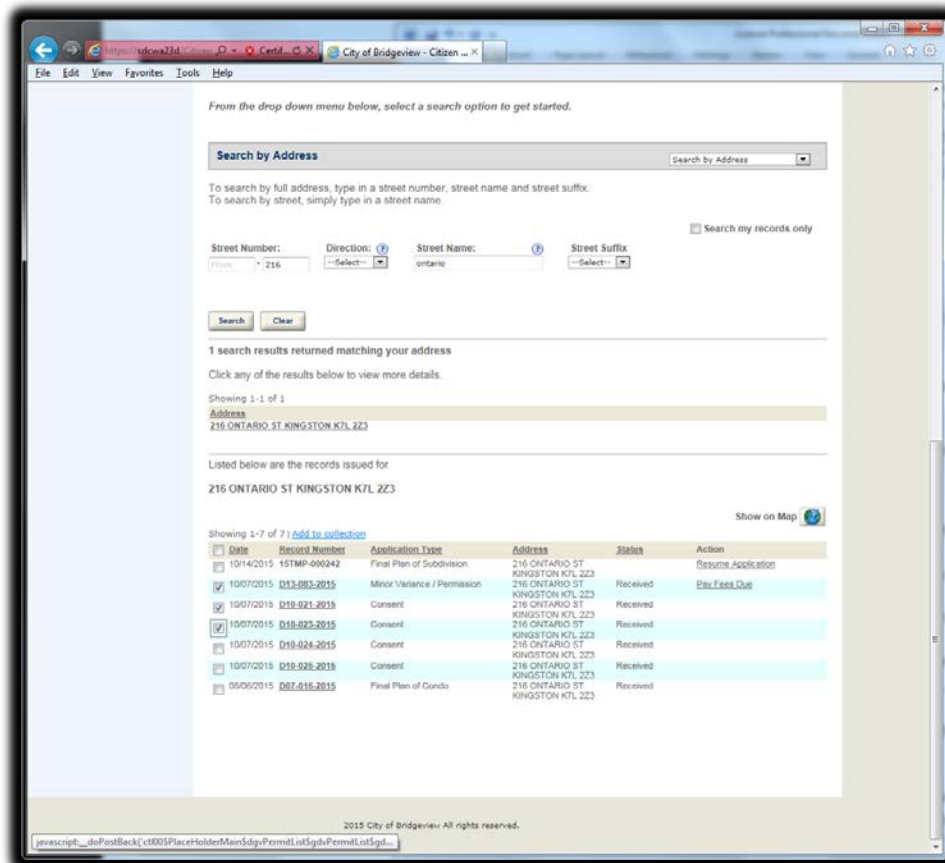
Listed below are the records issued for
216 ONTARIO ST KINGSTON K7L 2Z3

[Show on Map](#) 

Showing 1-7 of 7 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Application Type	Address	Status	Action
<input type="checkbox"/>	10/14/2015	15TMP-000242	Final Plan of Subdivision	216 ONTARIO ST KINGSTON K7L 2Z3		Resume Application
<input type="checkbox"/>	10/07/2015	D13-083-2015	Minor Variance / Permission	216 ONTARIO ST KINGSTON K7L 2Z3	Received	Pay Fees Due
<input type="checkbox"/>	10/07/2015	D10-021-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-023-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-024-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-025-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	08/06/2015	D07-016-2015	Final Plan of Condo	216 ONTARIO ST KINGSTON K7L 2Z3	Received	

- g) Select the records you would like to add to a collection by checking the box beside the record number. Select the 'Add to Collection' hyperlink located above the list of records.



From the drop down menu below, select a search option to get started.

Search by Address Search by Address

To search by full address, type in a street number, street name and street suffix.
To search by street, simply type in a street name.

Search my records only


Street Number: Direction: Street Name: Street Suffix:

1 search results returned matching your address
Click any of the results below to view more details.

Showing 1-1 of 1

Address
216 ONTARIO ST KINGSTON K7L 2Z3

Listed below are the records issued for
216 ONTARIO ST KINGSTON K7L 2Z3

[Show on Map](#) 

Showing 1-7 of 7 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Application Type	Address	Status	Action
<input type="checkbox"/>	10/14/2015	15TMP-000242	Final Plan of Subdivision	216 ONTARIO ST KINGSTON K7L 2Z3		Resume Application
<input checked="" type="checkbox"/>	10/07/2015	D13-083-2015	Minor Variance / Permission	216 ONTARIO ST KINGSTON K7L 2Z3	Received	Pay Fees Due
<input checked="" type="checkbox"/>	10/07/2015	D10-021-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input checked="" type="checkbox"/>	10/07/2015	D10-023-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-024-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	10/07/2015	D10-025-2015	Consent	216 ONTARIO ST KINGSTON K7L 2Z3	Received	
<input type="checkbox"/>	08/06/2015	D07-016-2015	Final Plan of Condo	216 ONTARIO ST KINGSTON K7L 2Z3	Received	

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- h) You have the option to add the records to an existing Collection or to create a new collection for the records. For the purpose of this exercise, select a new collection, give it a name and provide a brief description in the space provided. When you are finished, select the 'Add' button at the bottom of the pop-up window.

Showing 1-7 of 7 | [Add to collection](#)

Date **Re** **⊙ Add to Existing Collection**

10/14/2015 151 --Select--

10/07/2015 D1 **⊙ Create a New Collection**

10/07/2015 D1

10/07/2015 D1

10/07/2015 D1

10/07/2015 D1

08/06/2015 D0

Name:
City Hall Apps

Description:
A selection of applications applied to Kingston's City Hall

Address	Status	Action
216 ONTARIO ST KINGSTON K7L 2Z3		Resume Application
216 ONTARIO ST KINGSTON K7L 2Z3	Received	Pay Fees Due
216 ONTARIO ST KINGSTON K7L 2Z3	Received	
216 ONTARIO ST KINGSTON K7L 2Z3	Received	
216 ONTARIO ST KINGSTON K7L 2Z3	Received	
216 ONTARIO ST KINGSTON K7L 2Z3	Received	
216 ONTARIO ST KINGSTON K7L 2Z3	Received	
216 ONTARIO ST KINGSTON K7L 2Z3	Received	

- i) The collection will be created. A temporary notice shows the collection has been successfully created. To access the new collection, select the hyperlink link at the top right beside the login name.

Logged in as: **Jason Budd** | Accessibility Support | [Collections \(4\)](#) | [Account Management](#) | [Logout](#)

City Hall Apps
city hall dev
My First Collection
my house

- j) When you select the collections hyperlink your list of collections is displayed below the link. From here you can also view and delete your collections.



- k) Select a collection that you want to view and edit. The collection selected will be displayed in the window. From this window you can:
- Copy a record from the collection to another collection;
 - Move records from a collection to another collection;
 - Remove records from a collection;
 - Rename a collection;
 - Delete a collection;
 - Open and view a record in the collection; and
 - Show the location of the records in the Citizen Access GIS platform.

