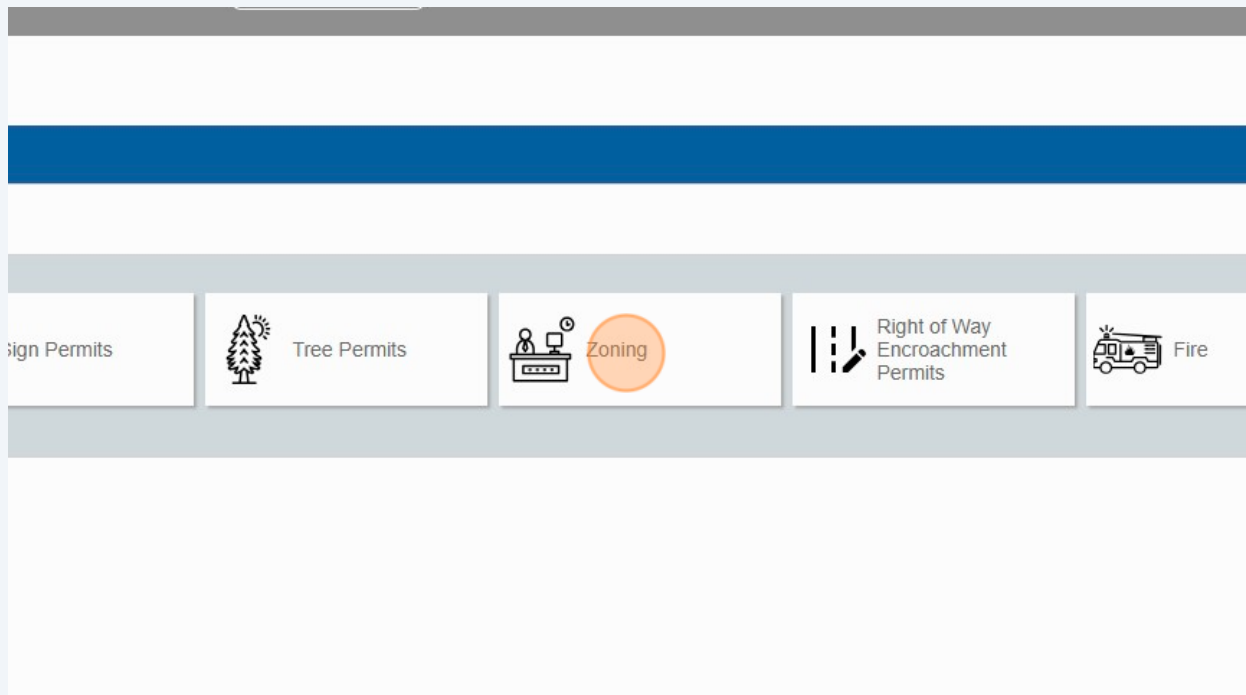


[Click Here for Online Portal](#)

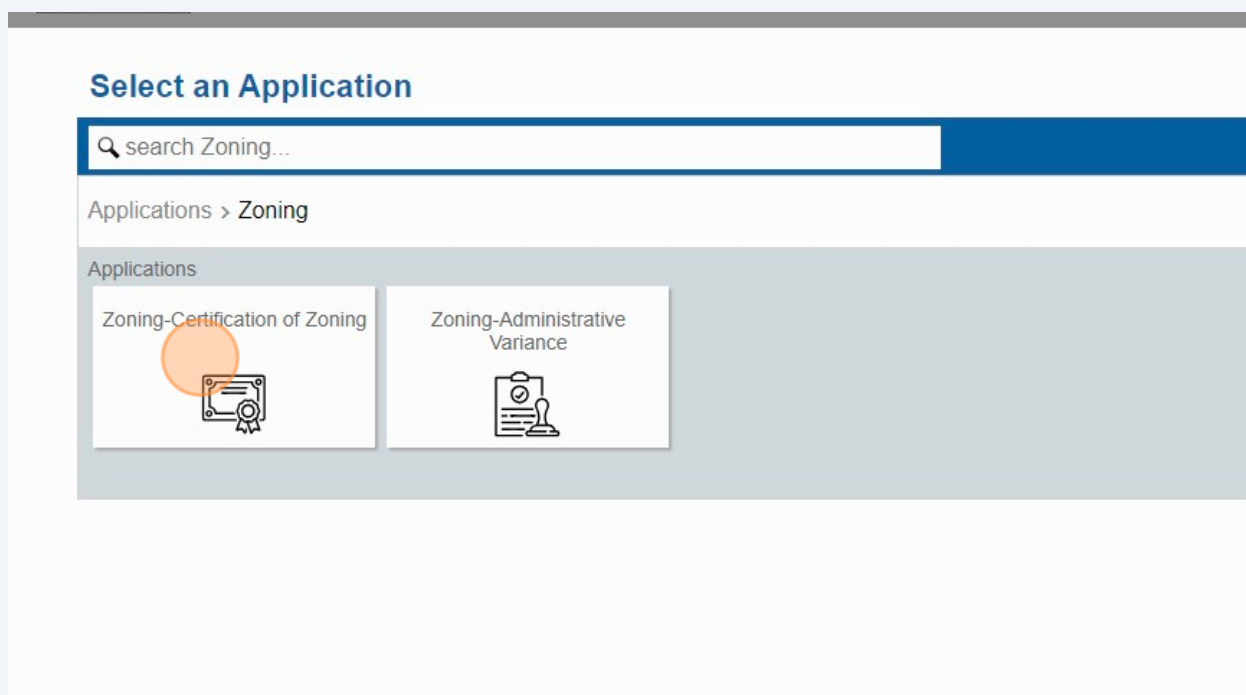
- 1 Click "Log In" or "Sign Up" if you are new to the Portal.

The image shows a login form with the following elements: a "Log In" heading, a link "Don't have an account? [Sign Up](#)", an email input field containing "[REDACTED]@gmail.com", a password input field labeled "Password", a "Log In" button, a "[Forgot Password?](#)" link, and the version number "5.3-Release" at the bottom.

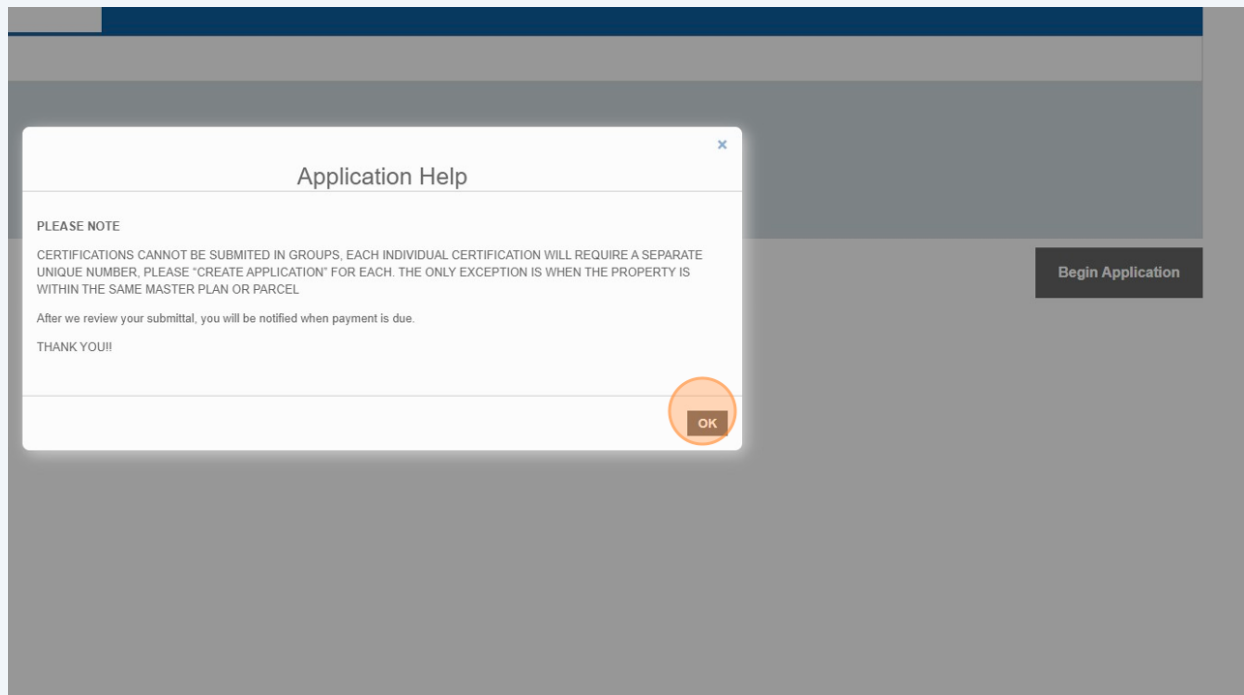
2 Click "Zoning".



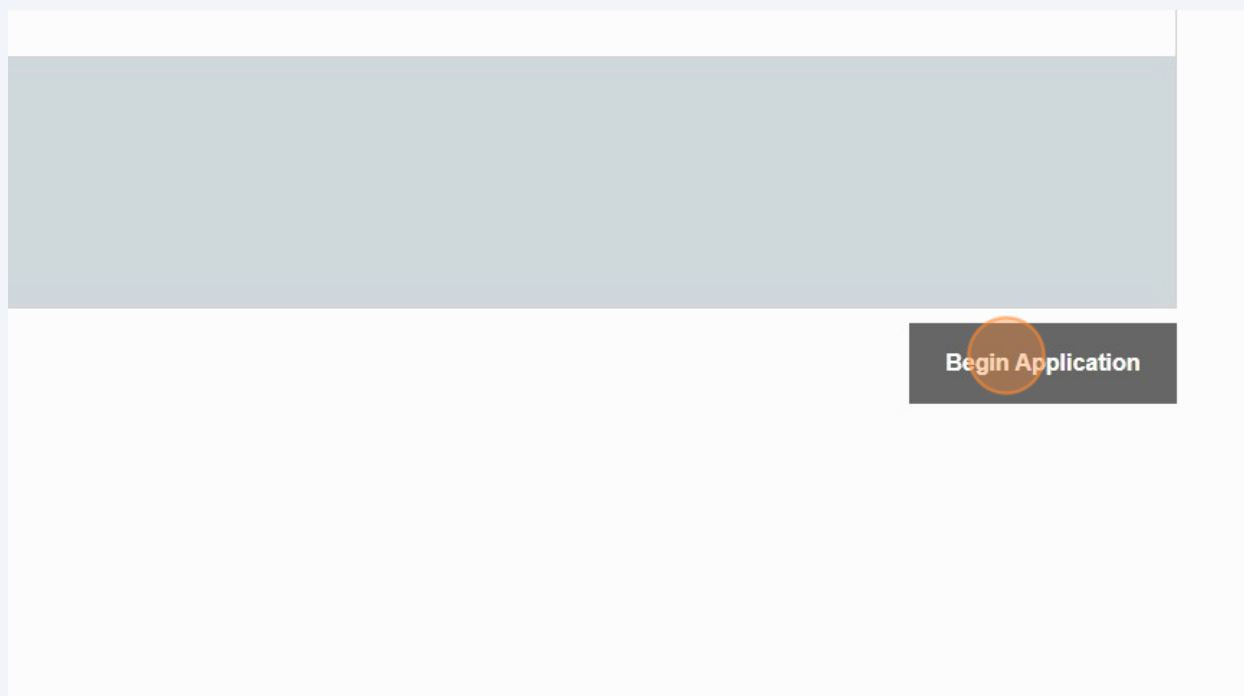
3 Click here for Certification of Zoning.



#### 4 Read the Application Help and Click "OK".



#### 5 Click "Begin Application".



- 6 Enter the project name in description and enter the address.

### Application: Zoning-Certification of Zoning

#### 1 Main

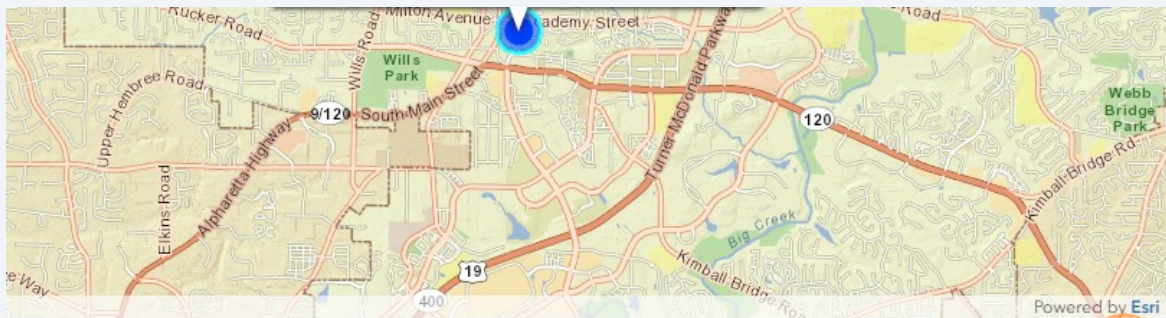
Description  
City Hall

Address  
2 Park Plaz

#### Suggestions...


2 Park Plaza, Alpharetta, GA, 30009

- 7 You can use the map to locate as well, then click next.



Cancel Clear Next

## 8 Click "Use My Information".



Create Application

Application: Zoning-Certification of Zoning

1 Main

2 People

Applicant more....

Use My Information

Property Owner more....

Use

Name

Name

Address Line1

Address Line1

City Name

State

Zip Code

City Name

State

Zip Co

Phone (Home)

Phone (Mobile)

Phone (Home)

Phone (Mobile)

Email


Email

Comment

Comment

## 9 For the Property Owner, please fill this out and not use this button. Unless you are truly the Property Owner.

Create Application

 Dawc COA

Ste

Property Owner more....

Use My Information

Name

Name

Address Line1

Address Line1

City Name

State

Zip Code

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Phone (Home)

Phone (Mobile)

Email

Email

Comment

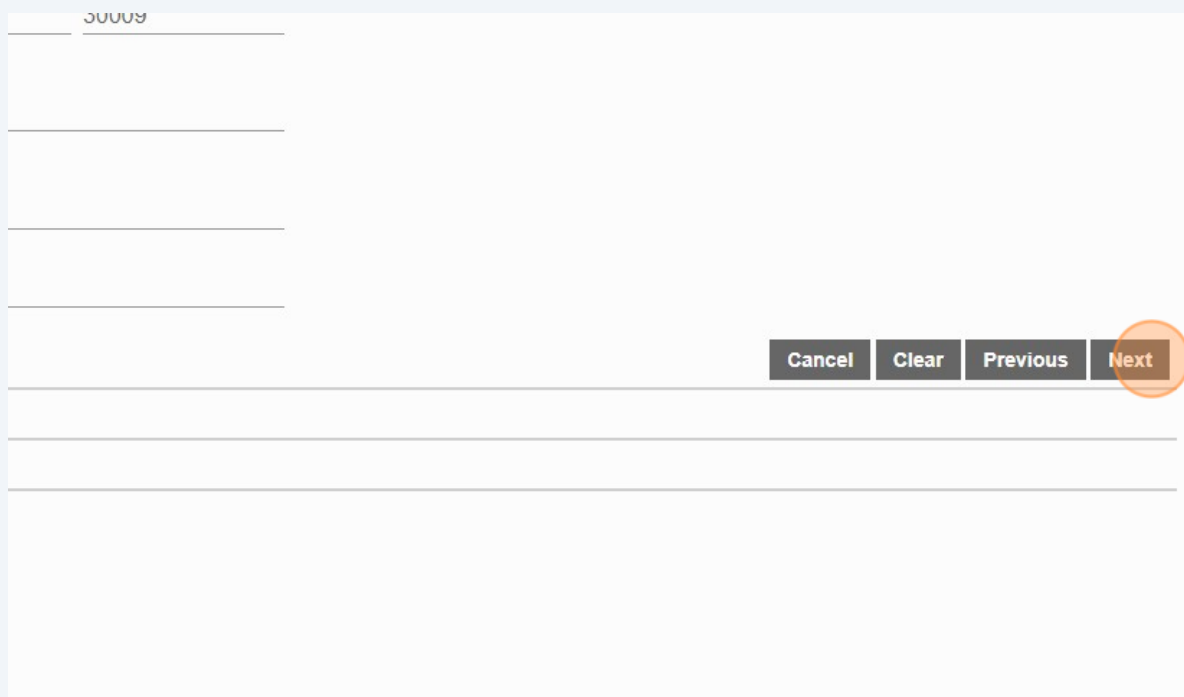
Comment

Cancel

Clear

Previous

10 Then click next.



A screenshot of a form interface. At the top left, there is a text input field containing the number '50009'. Below this, there are several empty text input fields. At the bottom right of the form, there are four buttons: 'Cancel', 'Clear', 'Previous', and 'Next'. The 'Next' button is highlighted with an orange circle.

11 Click this number field and select the number of addresses you are seeking - ONE (1) per certification, unless properties are on the same Master Plan or Parcel.

### Application: Zoning-Certification of Zoning

- 1 Main
- 2 People
- 3 DataGroup

#### Zoning-Certification of Zoning

Number of Addresses:

Quantity



Address 1:

Text

Address 2:

Text

Address 3:

## 12 Enter the address (s)

2 People

3 DataGroup

### Zoning-Certification of Zoning

Number of Addresses:

Quantity

1

Address 1:

Text

Address 2:

Text

Address 3:

Text

Address 4:

## 13 If you are providing a Survey or Plat.

Address 4:

Text

Address 5:

Text

Survey:

☐ Yes

☐ No

Titled:

Text

Prepared By:

Text

Other Plat:

☐ Yes

☐ No

**14** You can enter what it is titled here.

Text

Address 5:

Text

Survey:

☒ Yes ☐ No

Titled:

Text

Prepared By:

Text

Other Plat:

☐ Yes ☐ No

Specify Other:

Text

**15** Click Next.

Cancel Clear Previous Next



**16** Click "add" to upload your supporting files

### Application: Zoning-Certification of Zoning

1 Main

2 People

3 DataGroup

4 Rel Docs



Add



Delete all

5 Payment

**17** Click Next.

Cancel

Clear

Previous

Next

18 Click Submit.

Cancel Clear Previous **Submit**

19 Please read the Terms and Conditions, then click "Accept"

The screenshot shows a modal dialog box titled "Terms and Conditions" with a close button (X) in the top right corner. The dialog contains the following text:


As the applicant and authorized agent, you hereby swear and attest to the following statements:

1. Prior to accepting the terms and conditions, please review all information supplied in this submittal to ensure all information has been filled out completely and accurately; and that all required supporting materials have been supplied.
2. Further, you acknowledge that the City of Alpharetta has up to ten (10) business days for completion of certification.

Lastly, by accepting the terms and conditions, you agree to accept full responsibility and liability for the work and products described herein, and that the City of Alpharetta shall be held harmless from any and all resulting claims and damages

At the bottom of the dialog are two buttons: "Decline" and "Accept". The "Accept" button is highlighted with an orange circle. In the background, a form is visible with a navigation bar at the bottom containing the buttons: "Cancel", "Clear", "Previous", and "Submit". The "Submit" button is also highlighted with an orange circle.

## 20 The application has been created.

Create Application

[Back](#) [Map](#)

### Application

Zoning-Certification of Zoning  
CZ240004

2 Park Plaza, Alpharetta, GA, 30009  
City Hall

Pending  
Actions

### Addresses

Address	Location Type	Location Id
2 Park Plaza, Alpharetta, GA, 30009	-	-


### Notes


Note
No notes to display.

### People

Title	Name	Address
Applicant	Dawc COA gmail Crowley	2 Park Plaza, Ground Floor, Alpharetta, GA, 30009
Property Owner	Dawc COA gmail Crowley	2 Park Plaza, Ground Floor, Alpharetta, GA, 30009

### Related Documents

 Add

 TESTING MINION.docx  
Attached By: dawncrowle

### Data

Zoning-Certification of Zoning

Number of Addresses:

### Fees



You can start applications and complete them later.  
To see applications started, click on the City Logo at the top left.  
Here you can toggle between "Submitted" and "Incomplete" applications.