LCAP Right-of-Way Permit Application Guide

HELP GUIDE

Introduction

Largo Civic Access Portal, or LCAP, is the City of Largo's customer facing portal for the City's Land Management solution. This is utilized by citizens City-wide for applying for and managing permits, inspections, business tax receipts, and professional license registration.

Purpose

This guide is intended for City of Largo customers to successfully apply for a right-of-way permit.

Resources

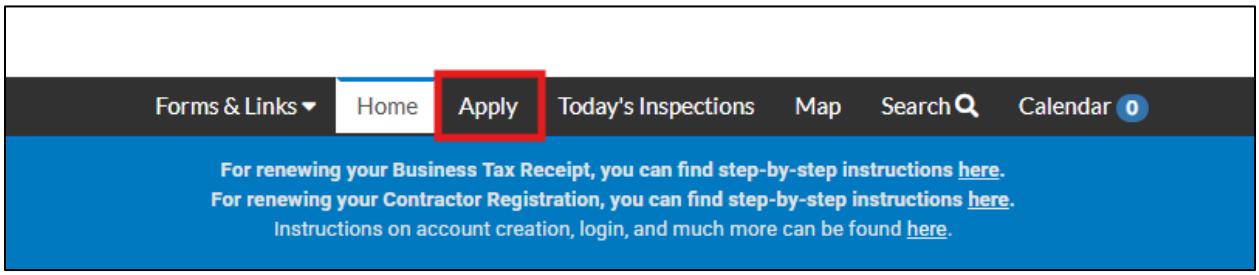
Largo Civic Access Portal: http://largo.com/LCAP or

https://cityoflargofl-energovweb.tylerhost.net/apps/selfservice#/home

IMPORTANT: For the below features, users are required to be logged in to their LCAP account.

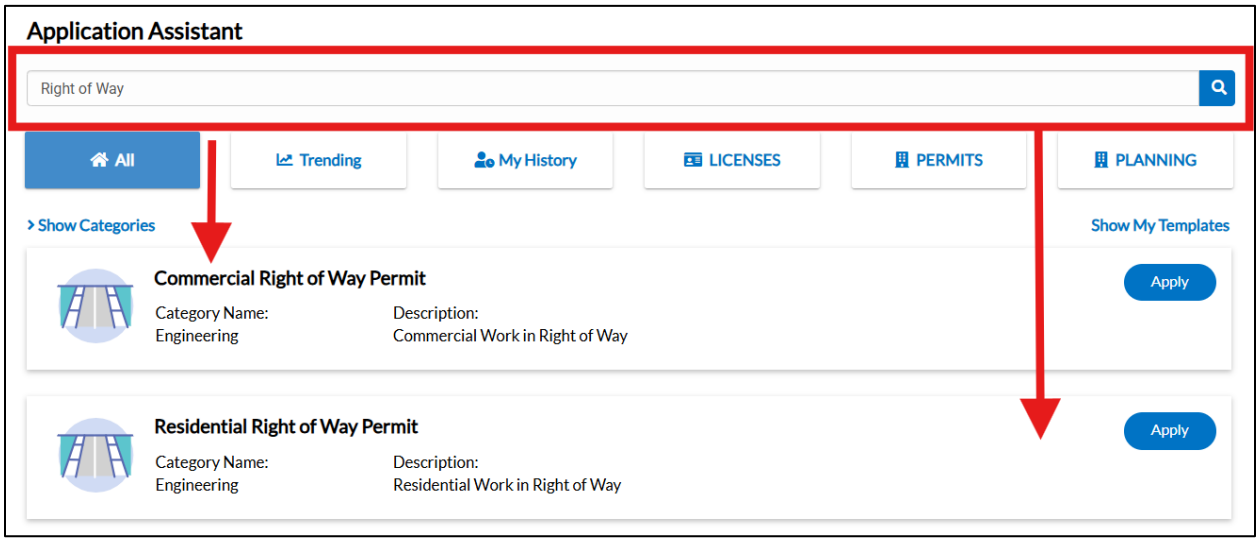
1. Selecting the Application

From the LCAP homepage, select **Apply** from the navigation bar to navigate to the available applications.

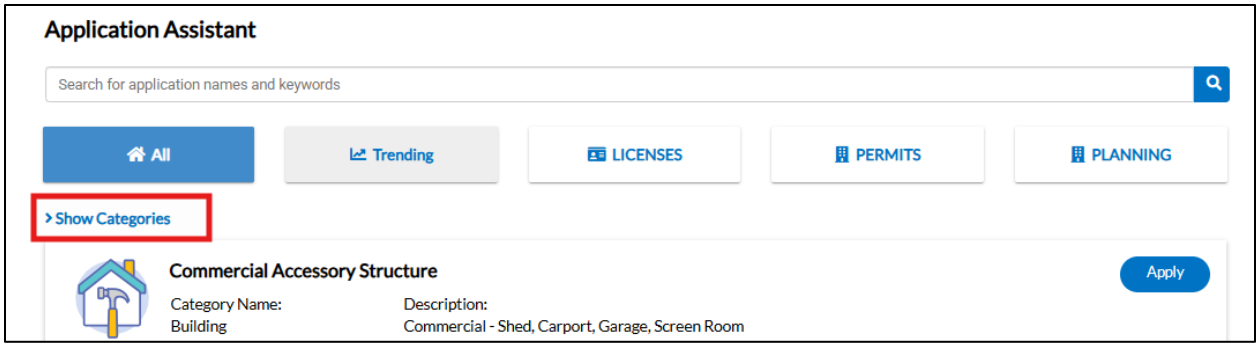


Once the application assistant loads, use the search bar to search for the right of way permit OR use the categories to find it.

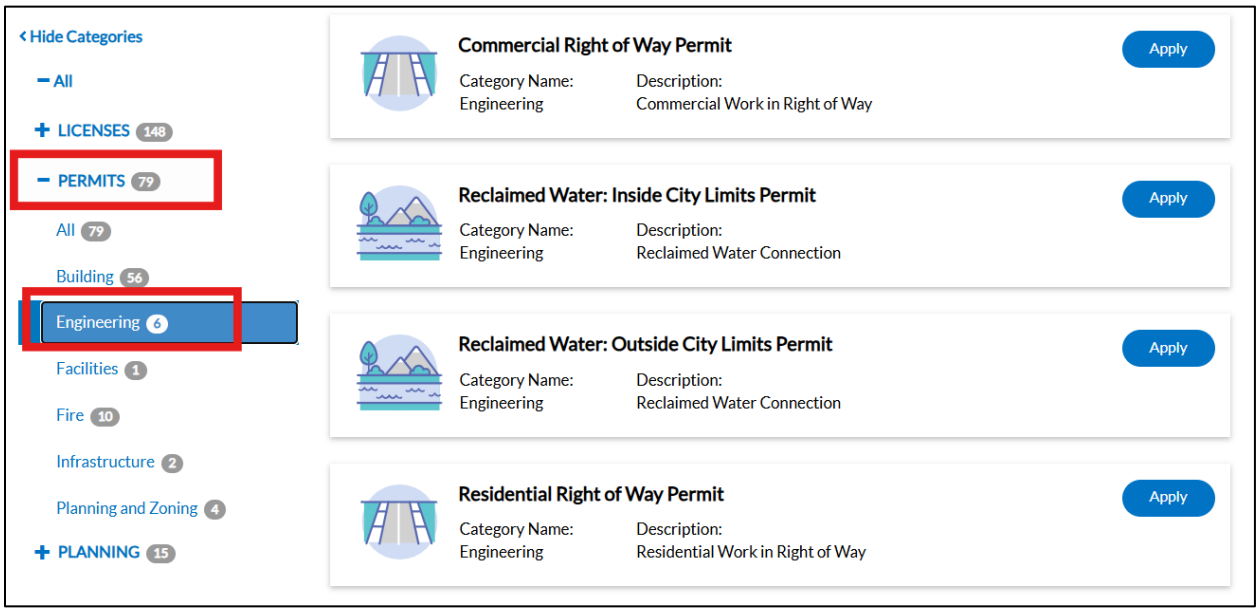
Using the Search Bar: Enter in the name of the application or key words associated with that permit type.



Using Categories: Expand **Show Categories**.



Once the categories are expanded, click **Permits**, then click **Environmental Services**. The applications will appear.



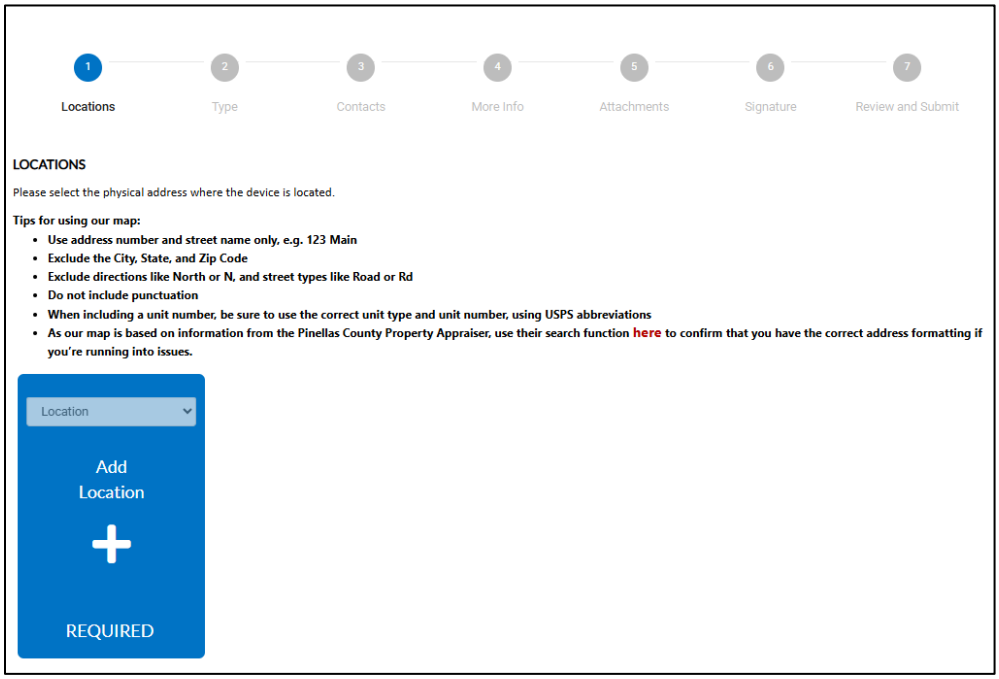
From the selection, click **Apply** on the correct permit type application.



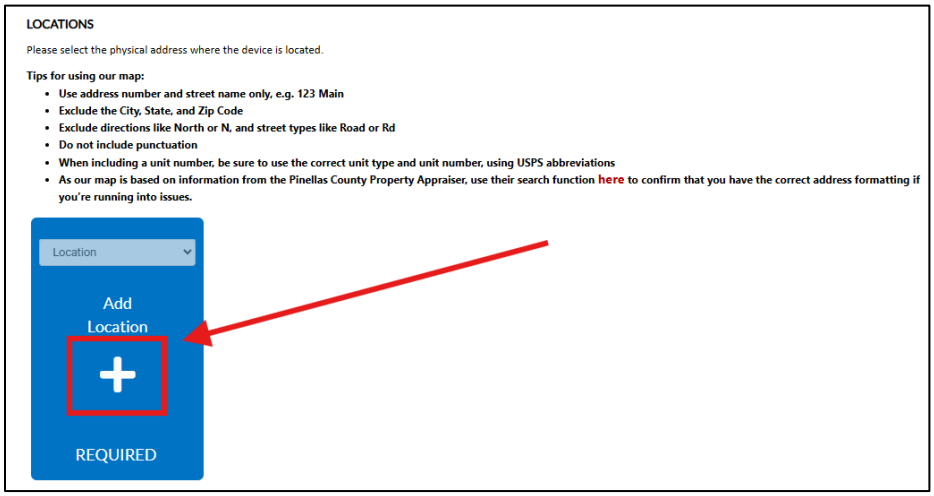
The application process will now begin.

2. Completing Your Application

The first step of the application that loads is the **Location** step, where you will be required to select the address or location of the work for the permit.



To do so, click the large **+ plus sign** on the location card.



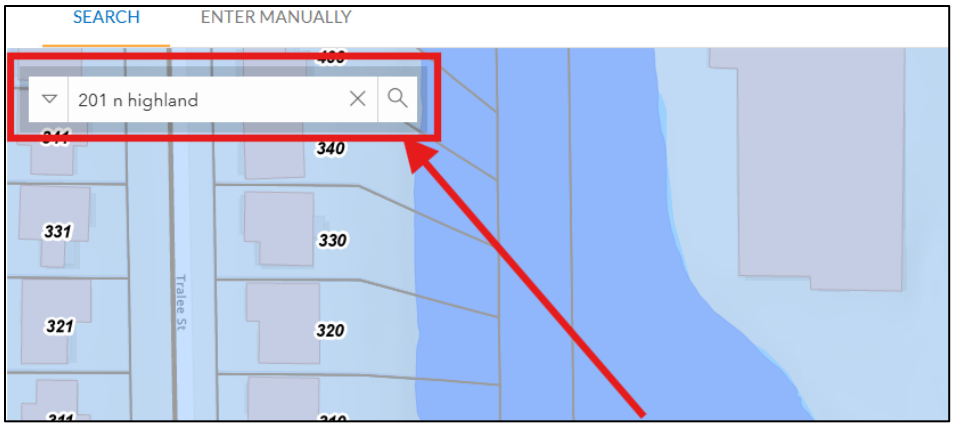
The Largo map should load. **If the work related to your permit is taking place outside the bounds of an address or parcel, skip to page 6 to draw the area you're working in instead of using the address search**.

Address Search

If the work is taking place on a standard address or parcel, use the search bar to search for the address location of the permit. When doing so, follow the below tips for searching.

Tips for using our map:

- **Use address number and street name only, e.g. 123 Main**
- **Exclude the City, State, and Zip Code**
- **Exclude directions like North or N, and street types like Road or Rd**
- **Do not include punctuation**
- **When including a unit number, be sure to use the correct unit type and unit number, using USPS abbreviations**
- **As our map is based on information from the Pinellas County Property Appraiser, use their search function here to confirm that you have the correct address formatting if you're running into issues.**



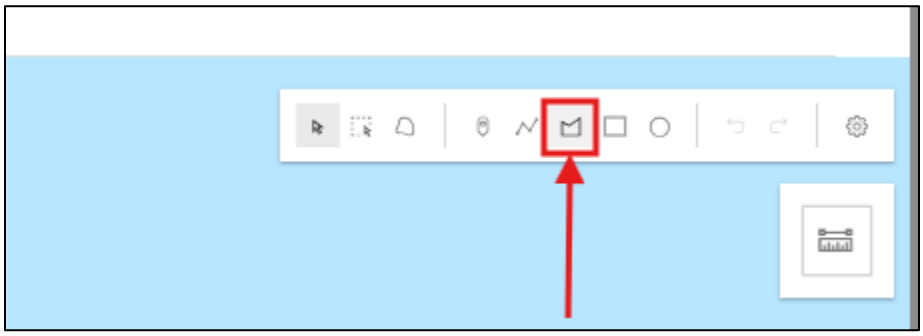
Once the appropriate address has been located, press either **Add** buttons to add the address to your application.



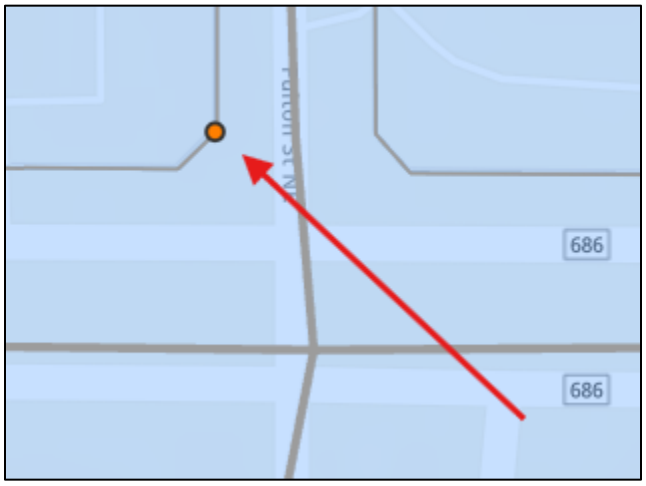
The system will return to the application page.

Draw Tool

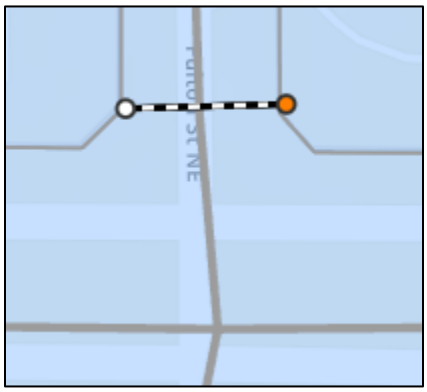
To utilize the draw tool to outline the area where your work will be taking place, once the map loads, zoom to the space on the map to find where you want to draw your shape. Once you've zoomed in enough, click the 'Draw a Polygon' tool in the top right tool bar.



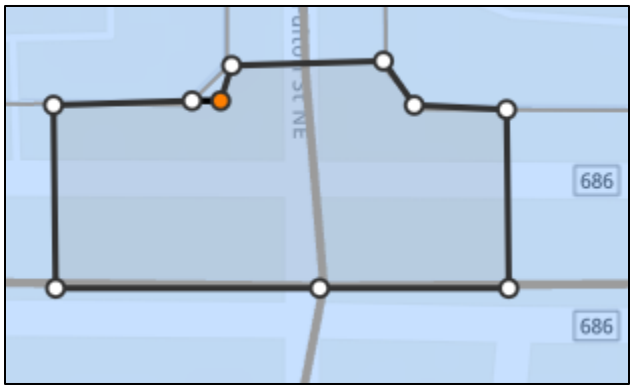
Your curser will become a crosshair with an orange circle. Use the curser to begin placing polygonal points, outlining where the work will be taking place. To place a point, click when your curser is an appropriate corner or line to begin your shape.



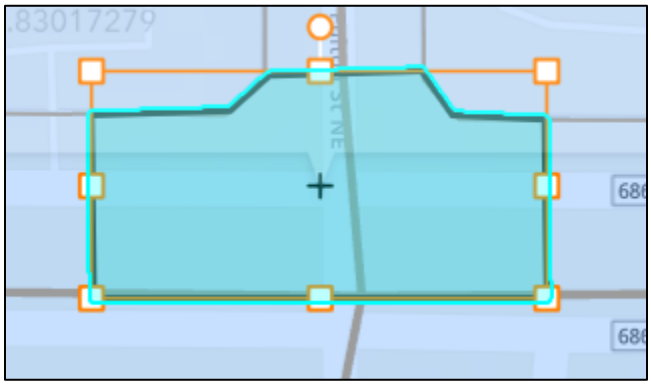
After clicking, drag your curser to display a dotted line dragging behind. This dotted line will become an edge of your polygon.



Continue to place points of your polygon by clicking in the appropriate spots of the map.

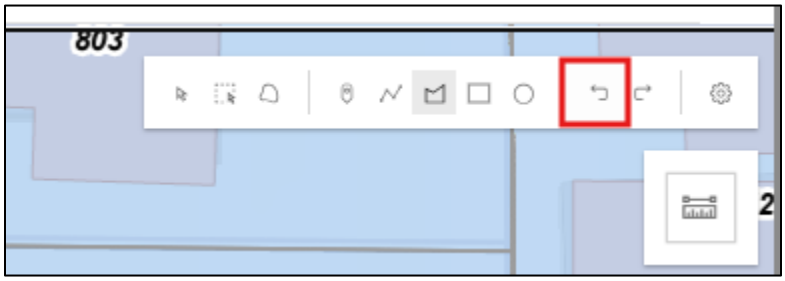


Once you've finished, click the original point you first started with. Your polygon will display, highlighted in blue.

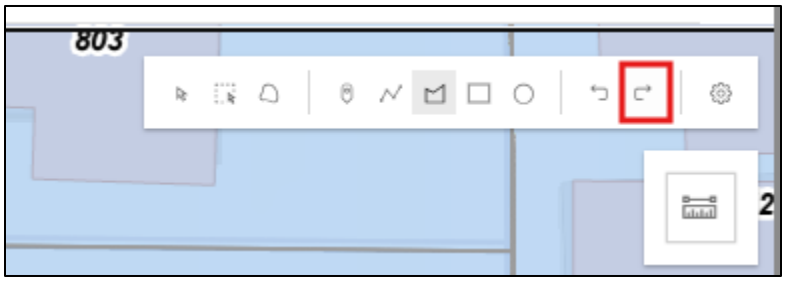


If you make a mistake placing your points, you can click the 'undo' or 'redo' buttons in the top right-hand toolbar at any time.

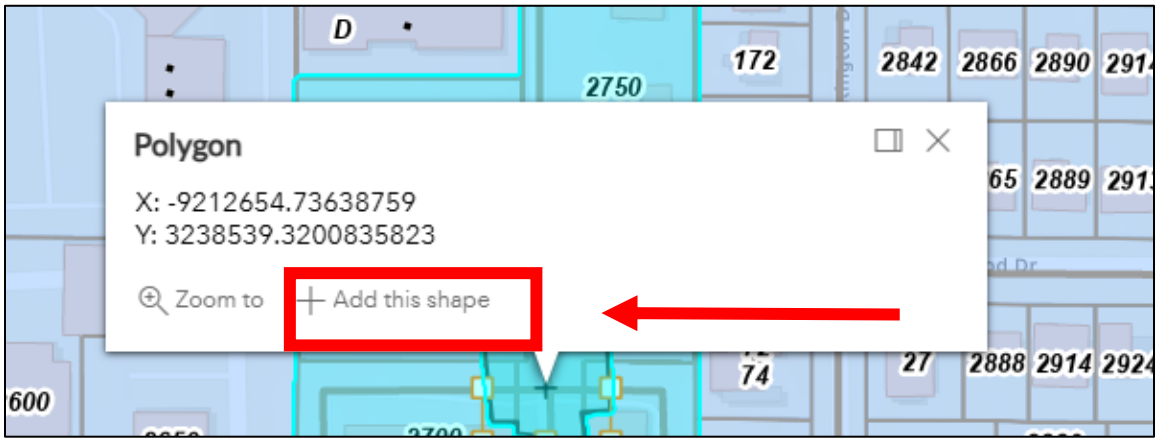
Undo



Redo



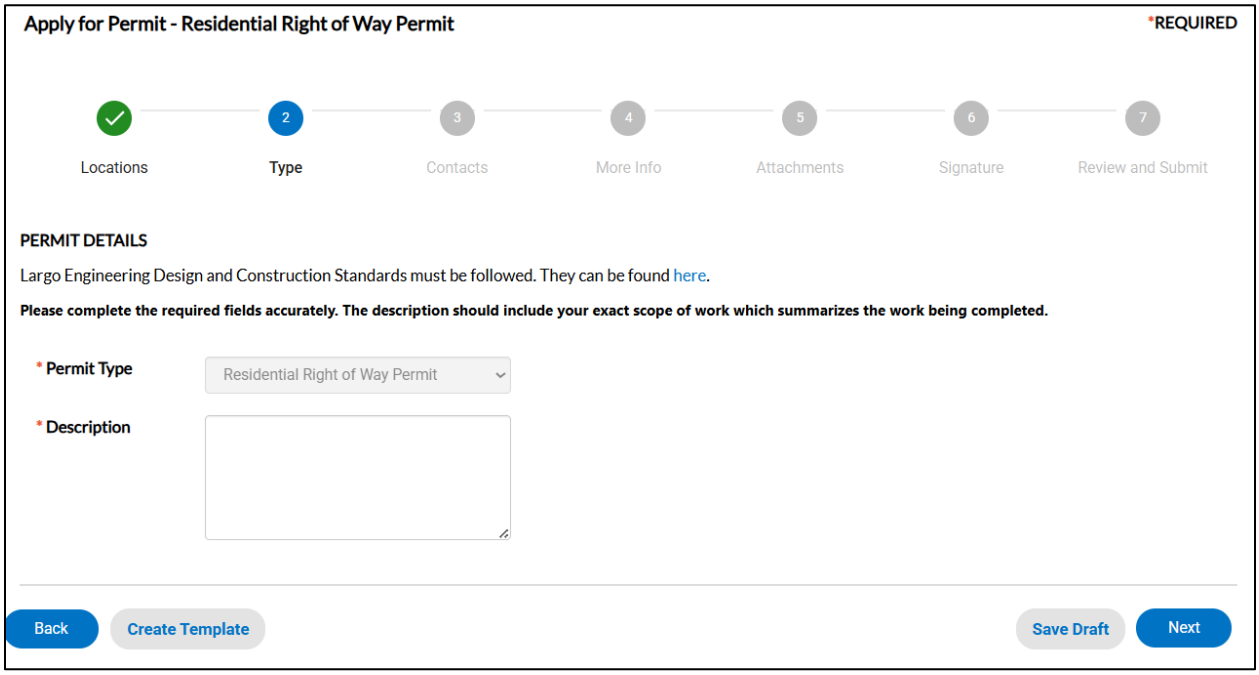
Once your shape turns blue, a new pop up should appear. On it, click the button that says "+ Add this shape."



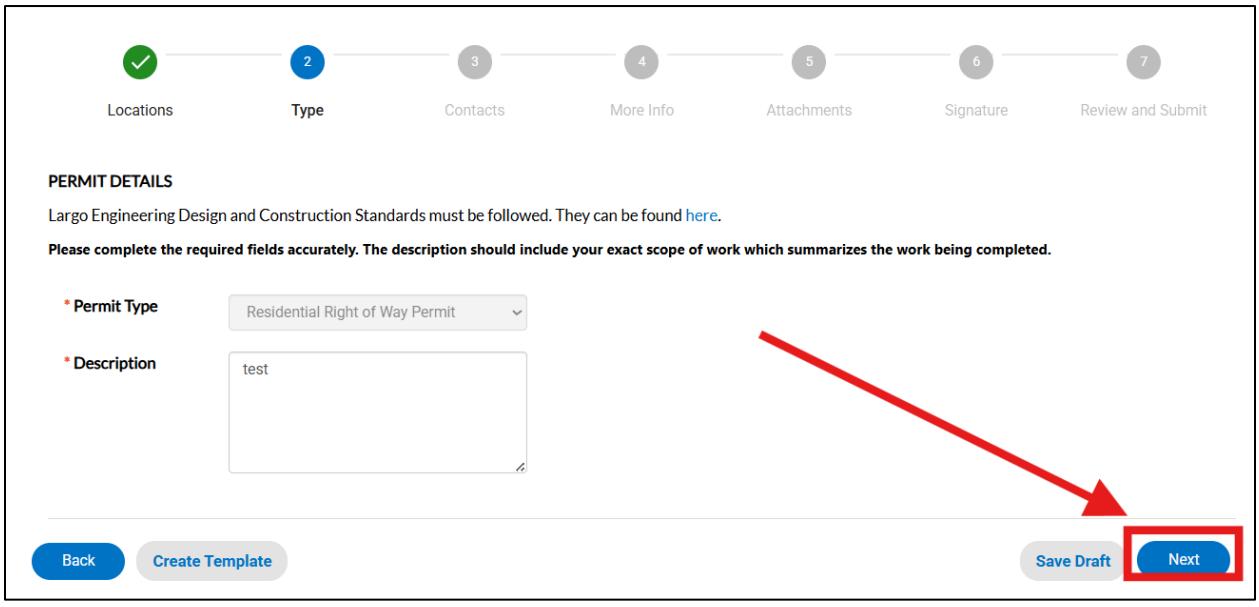
You will be returned to the Location step of the application. The card should now contain the location information that you selected from the map. Click **Next** to continue.



The next part of the application, the **Details** page, will require you to complete information regarding the permit. The description should include your exact scope of work which summarizes the work being completed.

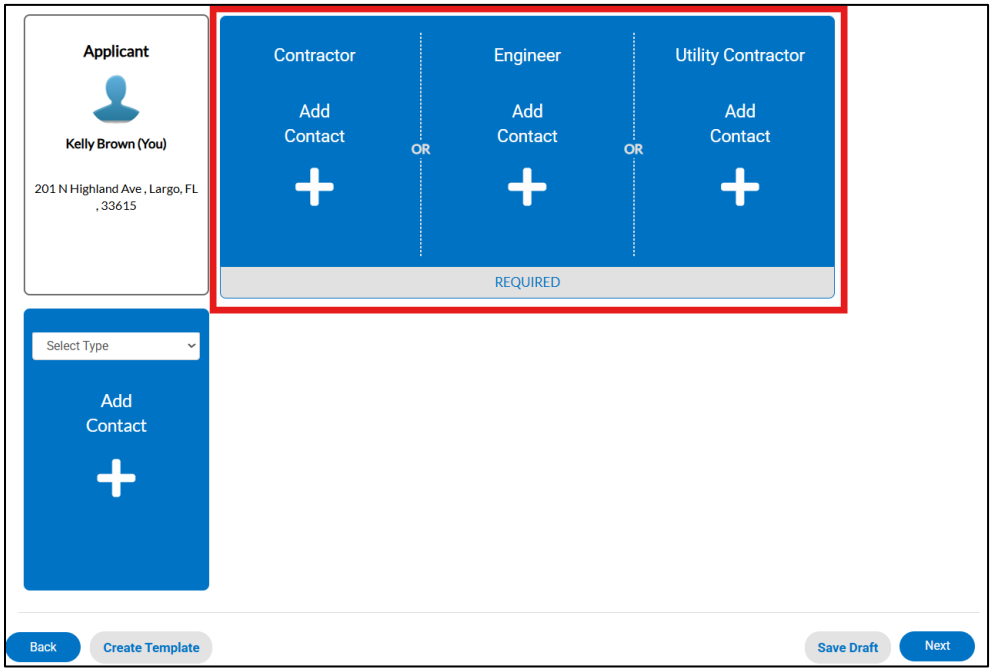


Complete all required fields to the best of your ability. Failing to capture the appropriate details for the permit may delay your application review. Upon completion of all fields, press **Next** to continue.

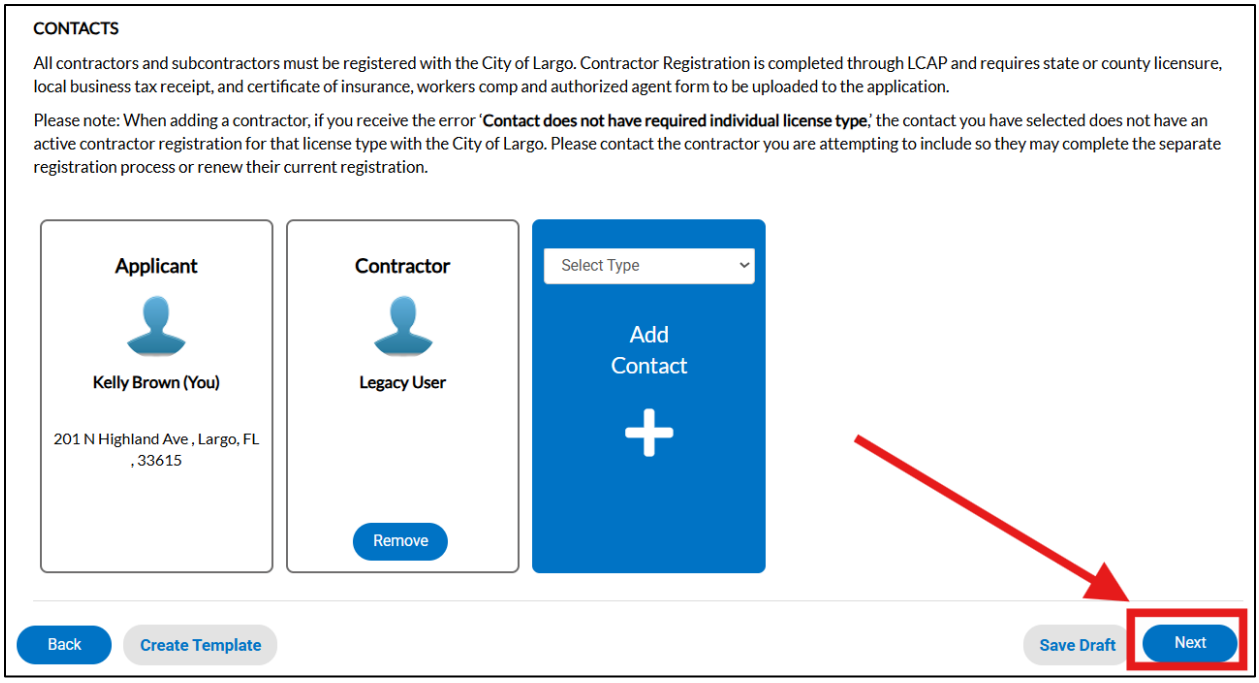


The next phase of the application, the **Contacts** page, requires you to complete information regarding related contacts to the permit. Notate some contact cards are marked as required. All contacts must be filled in for the system to accept your application. Refer to our **Contact Management Guide** here on how to use the contact search function, favorite contacts, etc.

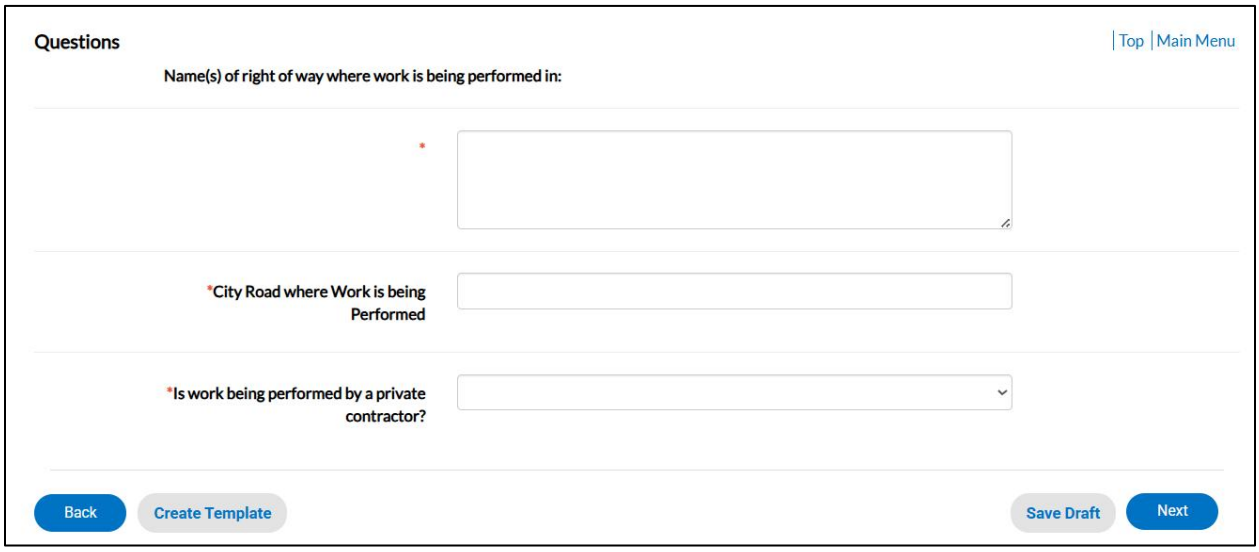
It is highly recommended that you search for a contact prior to adding a new contact.



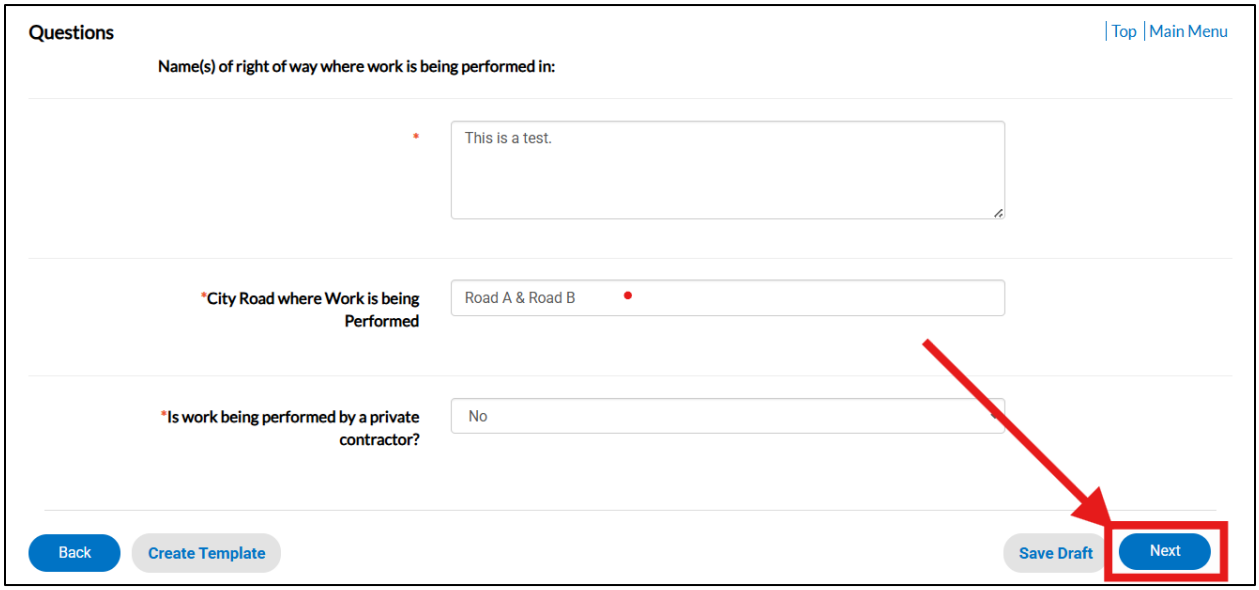
Once you've completed adding your contacts, click **Next**.



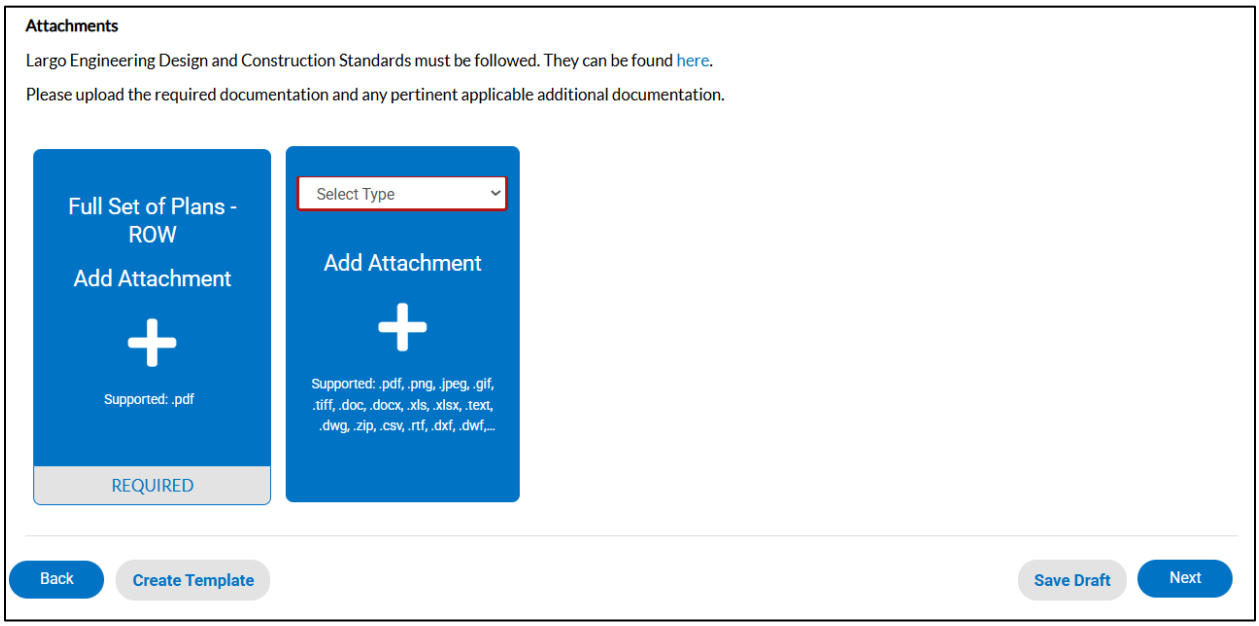
The next page of the application, or the **More Info** page, asks a series of questions based on the permit type you selected earlier. Please complete these questions to the best of your ability. Be advised that any question with a **red asterisk** is required prior to moving onto the next step of the application.



Once you have completed answering all questions, click the **Next** button on the bottom right.



The next page of the application is the **Attachments** page. The required documents with blue boxes are the minimum required documents for your application.



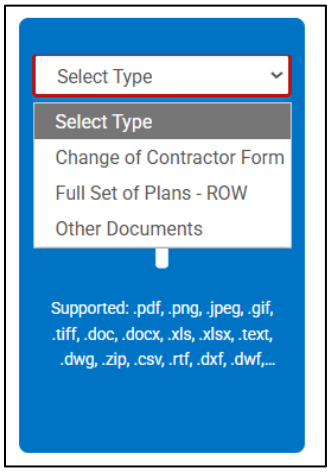
To upload the required documents, press the large **plus + sign** on each box and follow the upload prompts.



Once you have uploaded the required documents, your uploads will be reflected on each card.

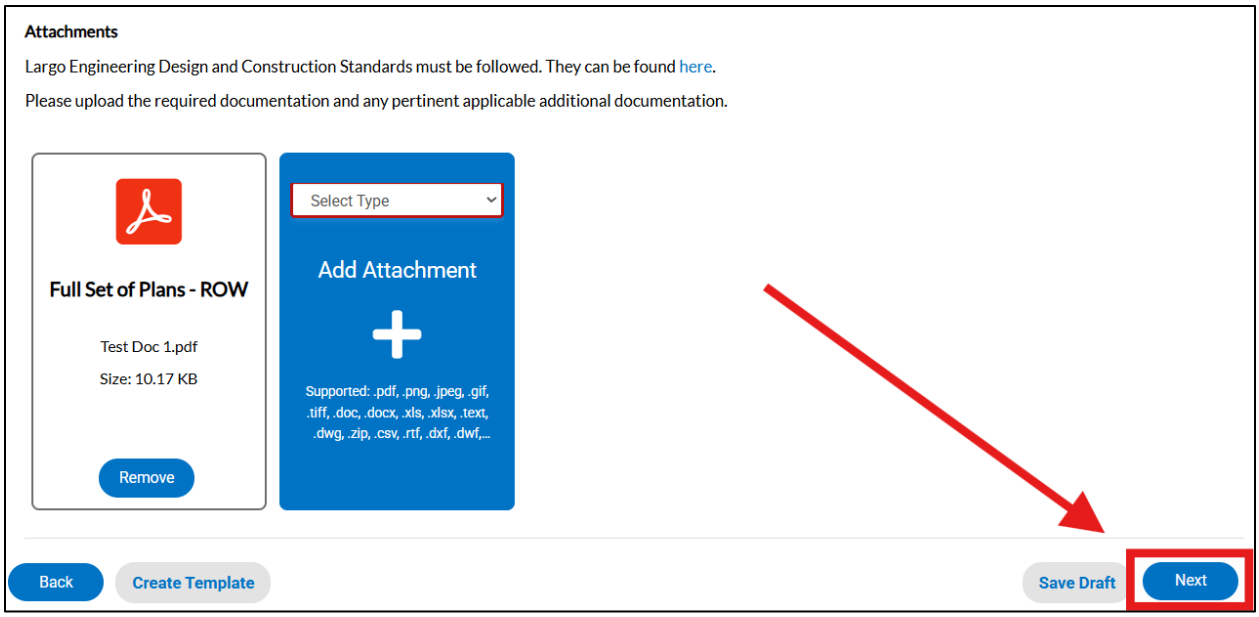
It is highly encouraged to upload any additional pertinent documentation at this time of the application. Not doing so may delay the application review process.

To upload any other additional documentation, click the **Select Type** dropdown on the blank upload card.

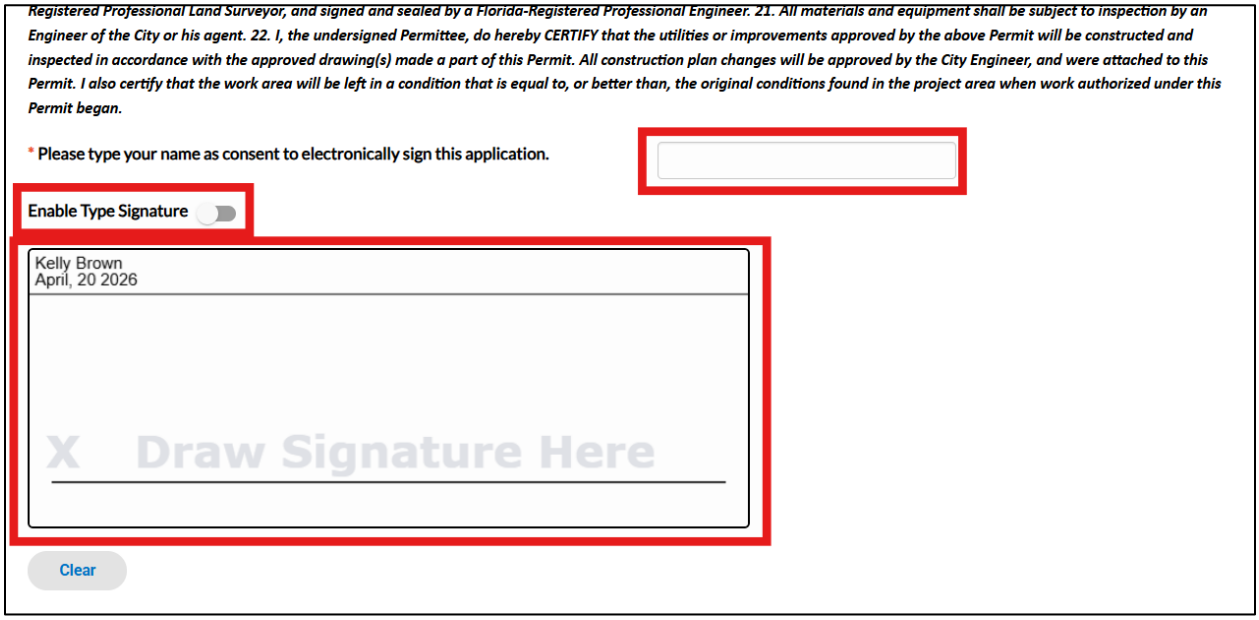


Select the appropriate document type. Then press the large **plus + sign** on the blank upload card. Then follow your devices prompts to select the file to upload.

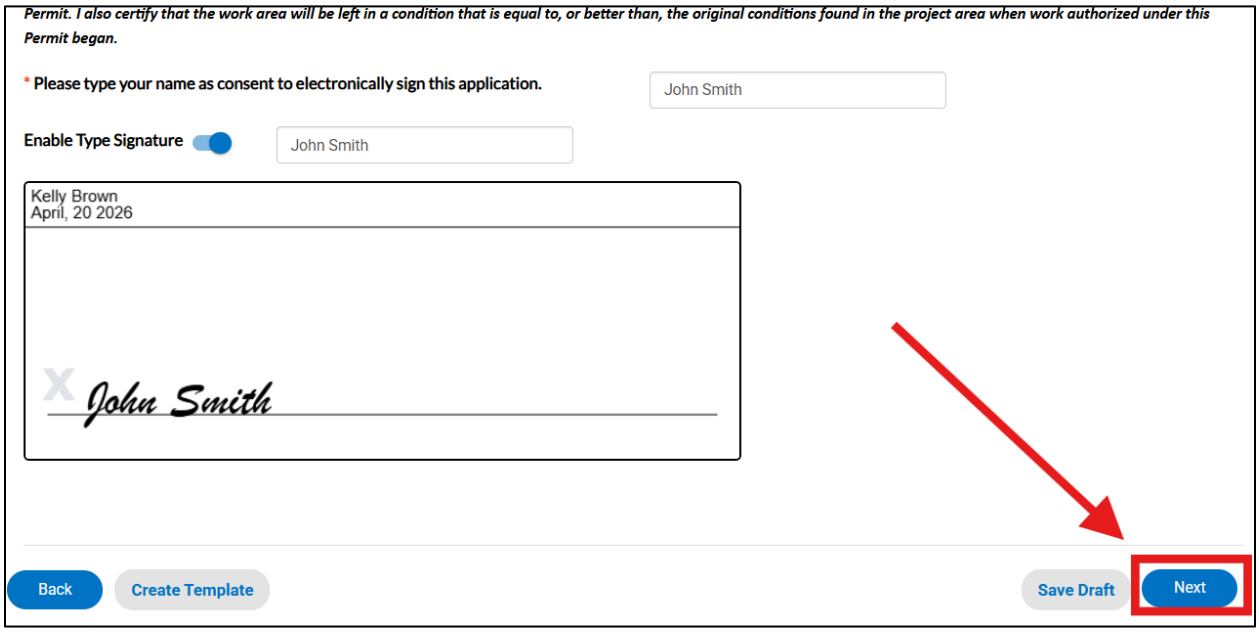
Once you have completed uploading your documentation, click the **Next** button on the bottom right.



The next page, the **Signature** page, requires your signature prior to proceeding to application submittal. Type your electronic signature into the first box, and either sign with your cursor in the second large box or click **Enable Type Signature** to type the second signature instead.

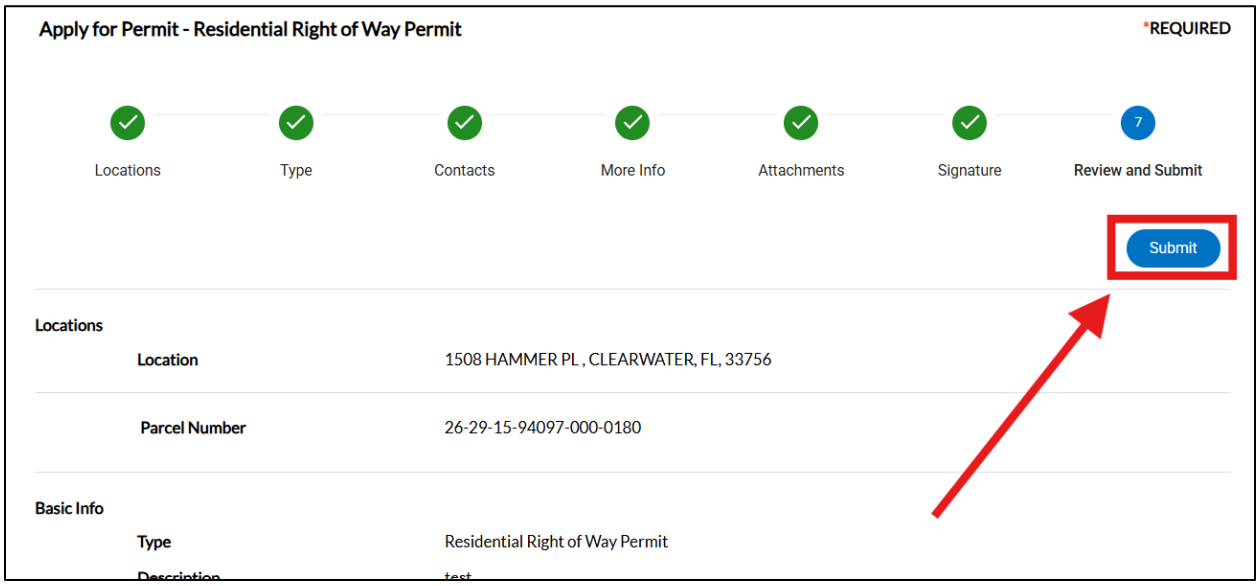


Upon signing, click **Next** to continue.

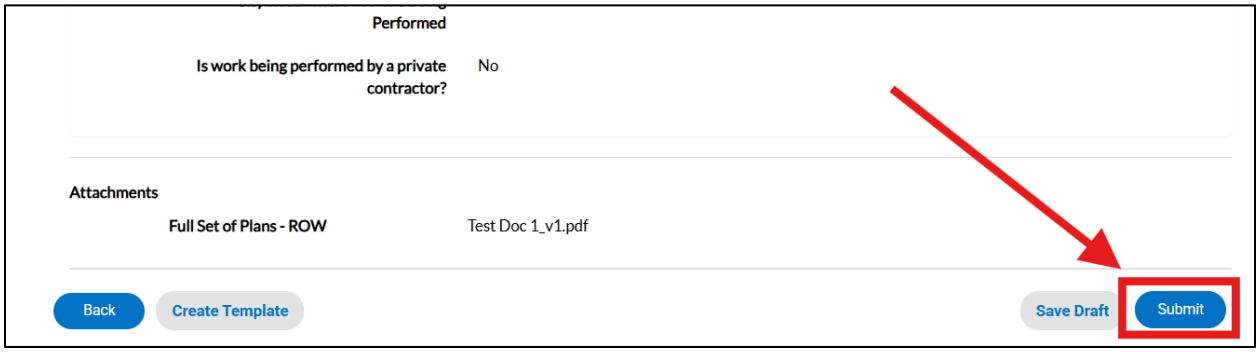


The last page of the application is the **Review and Submit** page where you can review all the documentation you entered in your application.

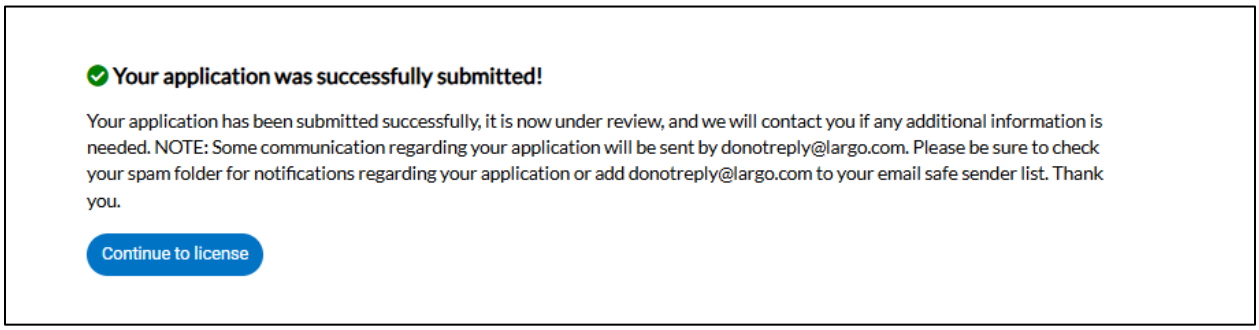
Should you wish to go back and make changes, you can press the back button on the bottom left of the screen. Otherwise, click the **Submit** button in the top right or bottom right corner of the screen.



OR



Upon successful submission, you will receive confirmation of submission.



Congratulations, you've successfully submitted your new application for your CU permit!

Be advised that review of your application is required prior to invoicing. You will receive emails from Largo staff or the automated system with questions, invoices, or notices of issuance. Be sure to check your email spam folder or add donotreply@largo.com to your safe sender email list.

For any questions or concerns regarding your right-of-way permit application, please contact Paul Zak, at pzak@largo.com.