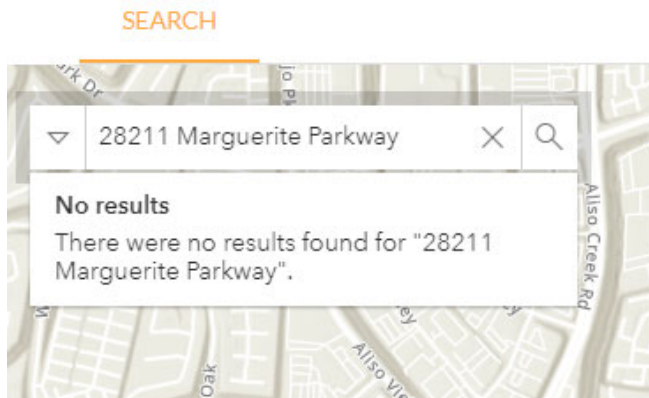


Location Address Doesn't Auto Populate

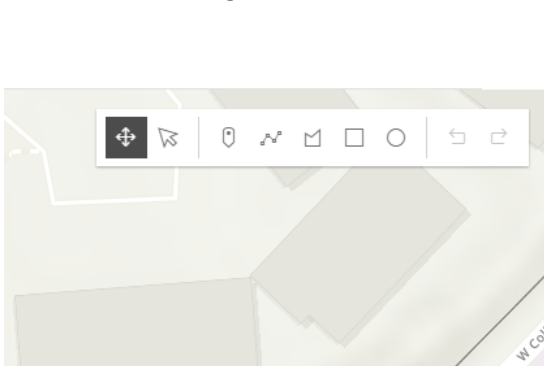
When in the Locations section, some parcels, especially commercial properties, do not automatically populate if you search by street name or number.



Manually Find Address

if project address does not automatically populate you will see this message.



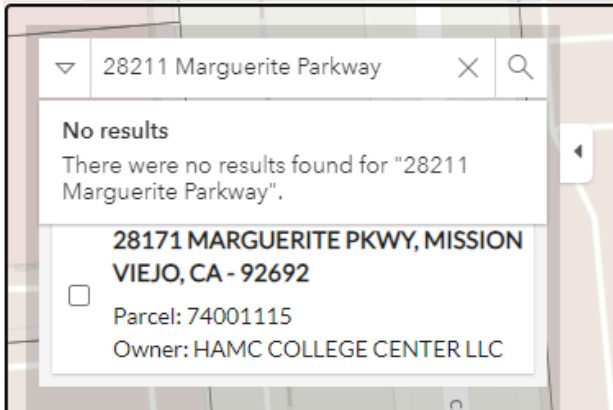
1. Zoom into location on map
2. Using one of the map tools located in upper right corner of the map, identify project location by one of the following:



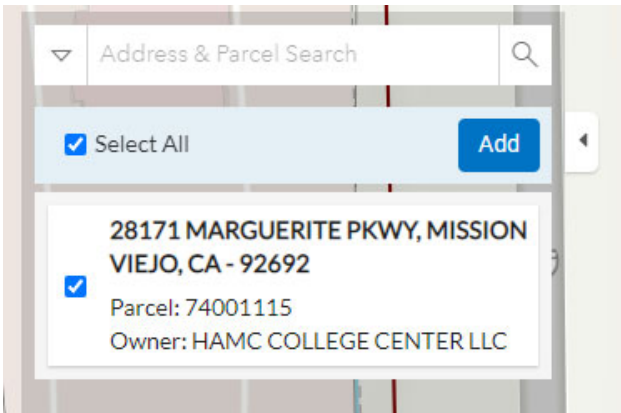
- a. Drop a point on the location by clicking the point icon 
- b. Draw a polygon around the project by clicking the Polygon icon 

3. Once the location has been identified on the map, an address will become available for selection below the search box.

SEARCH



4. Select that address and add to the application.



5. The address will be adjusted to the correct location by City staff.
6. Add the correct address into the project description.