

Capital Improvements Elements (CIE) project submission portal process

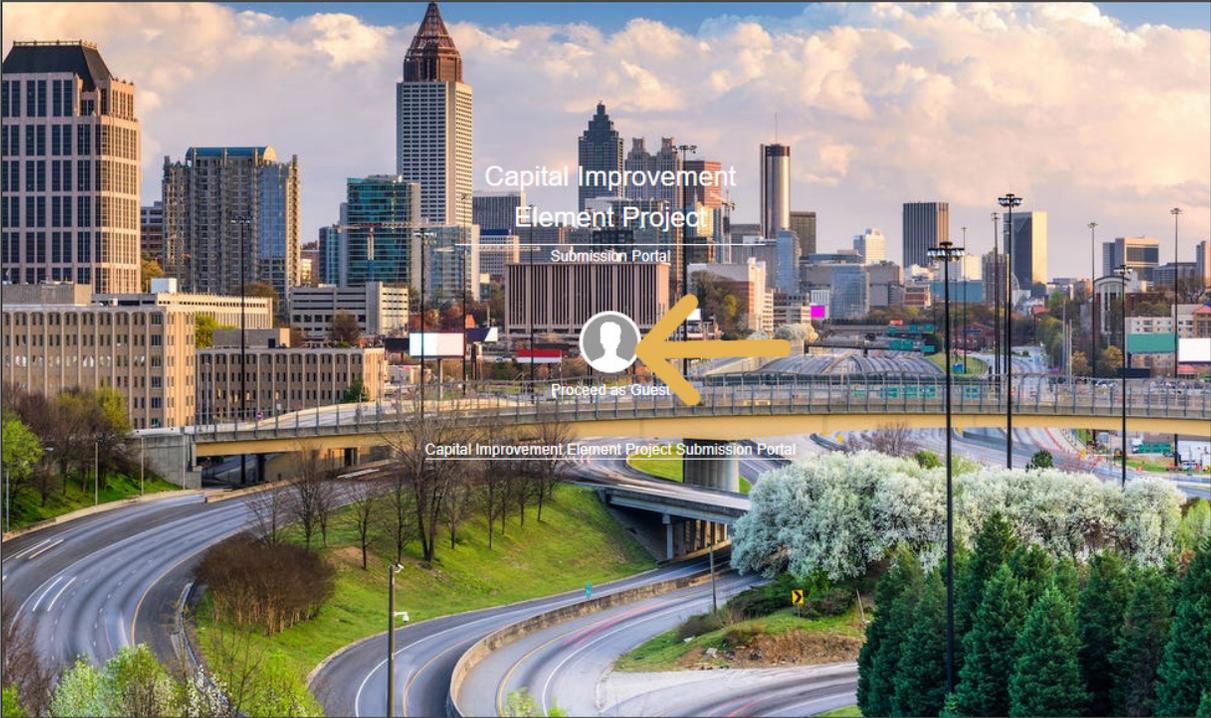
STEP 1

Visit the City Planning CIE Update landing page WWW.ATLANTAGA.GOV/CIEUPDATE and click "Submit a project for the CIE".

The screenshot shows a website interface with a left-hand navigation menu and a main content area. The navigation menu includes: Contacts, Economic Development, Historic Preservation, Housing, Impact Fees, CIE Information (highlighted), Inspections & Code Enforcement, Maps and GIS, Metrics & Reporting, Nature & Urban Ecology, Neighborhood Planning Units, Ordinances & Regulations, Plans & Studies, Projects & Initiatives, and Public Meetings, Boards & Commissions. The main content area is titled "CIE Information" and includes a "Listen" button, a "What is the Capital Improvement Element (CIE)?" section with a descriptive paragraph, and five blue action buttons: "Read our fact sheet", "See the anatomy of the CIE process", "Read the final adopted CIE", "Submit a project for the CIE" (highlighted with a yellow border), and "Read the 2024-2028 CIE project evaluation summary".

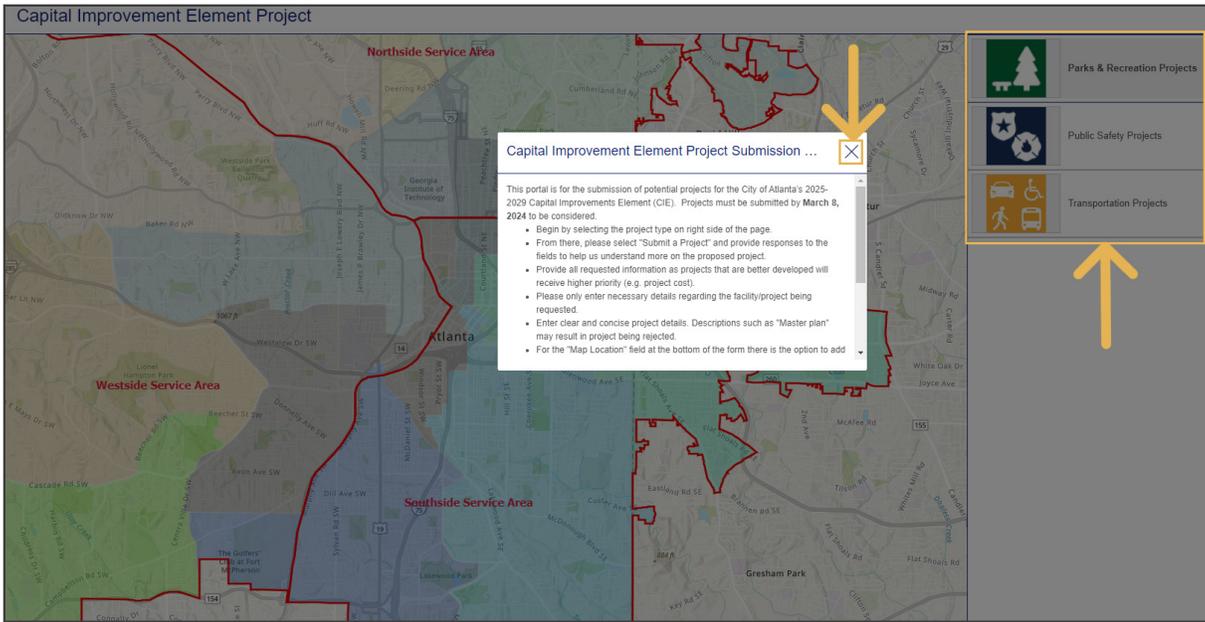
STEP 2

You will then be taken into the Submission Portal and will "Proceed as Guest".



STEP 3

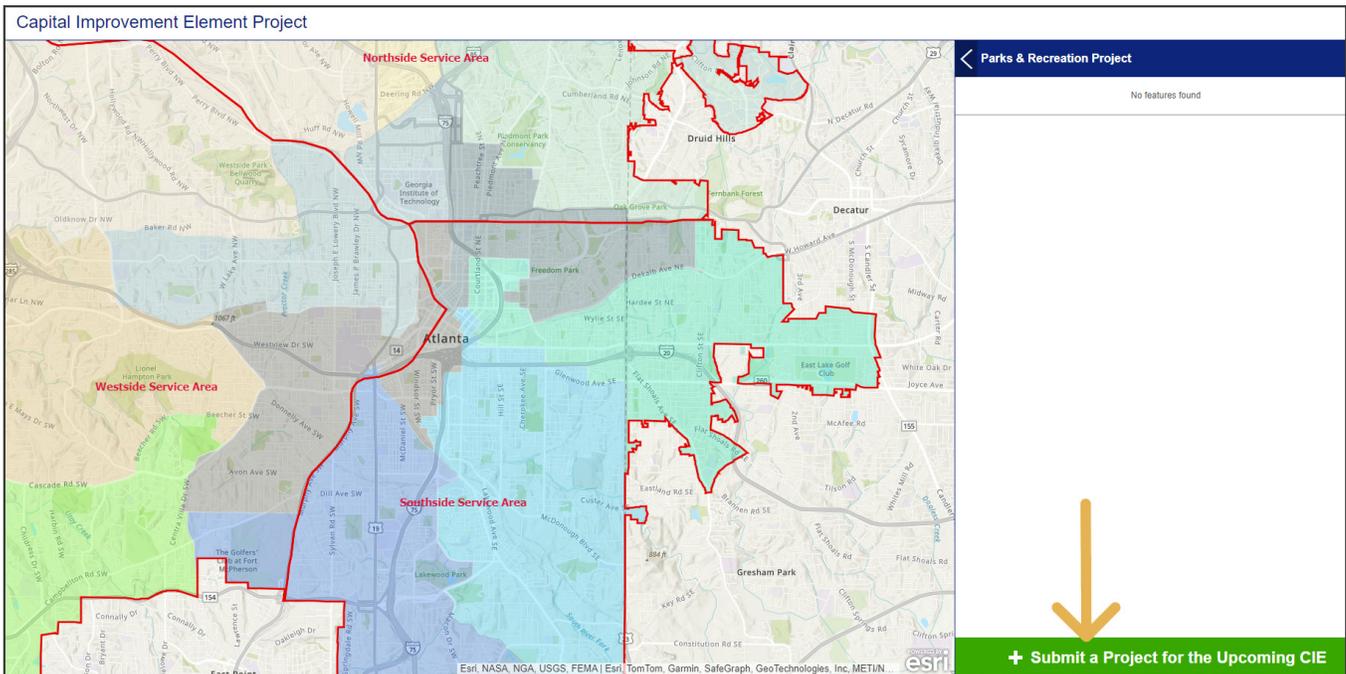
An instruction box will appear offering directions on how to submit your project based on project type. After reading instructions, **click "X" to continue**. Then select your desired project type from the list on the right (**Parks & Recreation, Public Safety, or Transportation**).



STEP 4.1

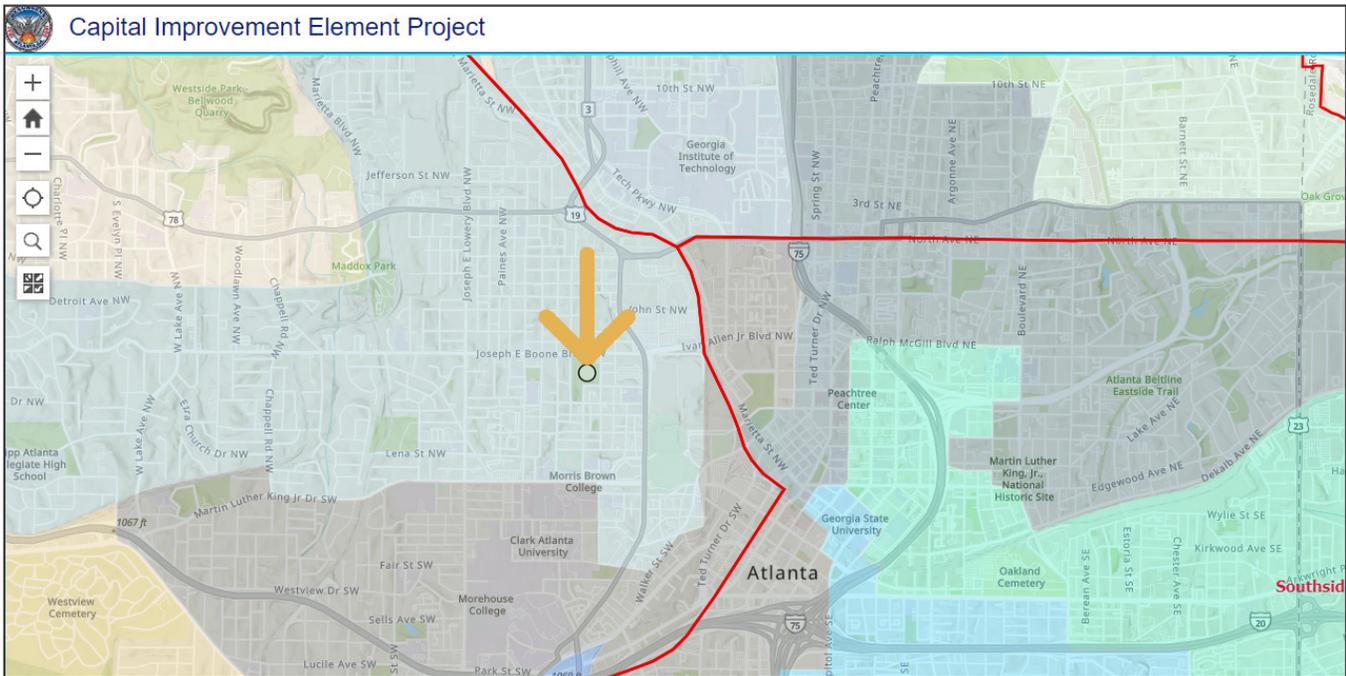
How to enter Parks & Recreation or Public Safety Projects:

After clicking on **"Parks & Recreation Projects"** or **"Public Safety Projects"** from the list on the right-hand side, click on the **"Submit a Project for the Upcoming CIE"** button at the bottom of the screen.



STEP 4.2

Click on map to add a point to your desired project location as shown below.



STEP 4.3

Input all required project details to increase the likelihood of consideration and click **“Report It”** to submit your project request.

Parks & Recreation Project

Project Details

Type of Project (required)
Select...

Submitter (required)
Select...

Date Submitted
01/04/2024 4:58 pm ✓

Project Name (required)
[Empty field]

Project Description (required)
[Empty field]

Project Rationale (How will this project improve Atlanta?) (required)
[Empty field]

Project Location Description (e.g., 10th from Peachtree to Monroe) (required)
[Empty field]

Council District (required)
Select...

Are you working with the Council Member? (required)
Select...

Parks & Recreation Service Area (required)
Select...

Proposed Project Start Date (required)
01/04/2024 ✓

Proposed Project End Date (required)
01/04/2024 ✓

Parks & Recreation Project

Council District (required)
Select...

Are you working with the Council Member? (required)
Select...

Parks & Recreation Service Area (required)
Select...

Proposed Project Start Date (required)
01/04/2024 ✓

Proposed Project End Date (required)
01/04/2024 ✓

Estimated Project Cost (e.g., 2500000, must be > 0) (required)
[Empty field]

Portion Chargeable to Impact Fees (e.g., 2500000, must be > 0) (required)
[Empty field]

Source of Project Estimate (e.g., 2019 Joe Doe Consulting Estimate) (required)
[Empty field]

Confirmed other funding sources (e.g., 60% Federal, 10% Renew Atlanta Bond) (required)
[Empty field]

Submitter Name (required)
[Empty field]

Submitter Email (required)
[Empty field]

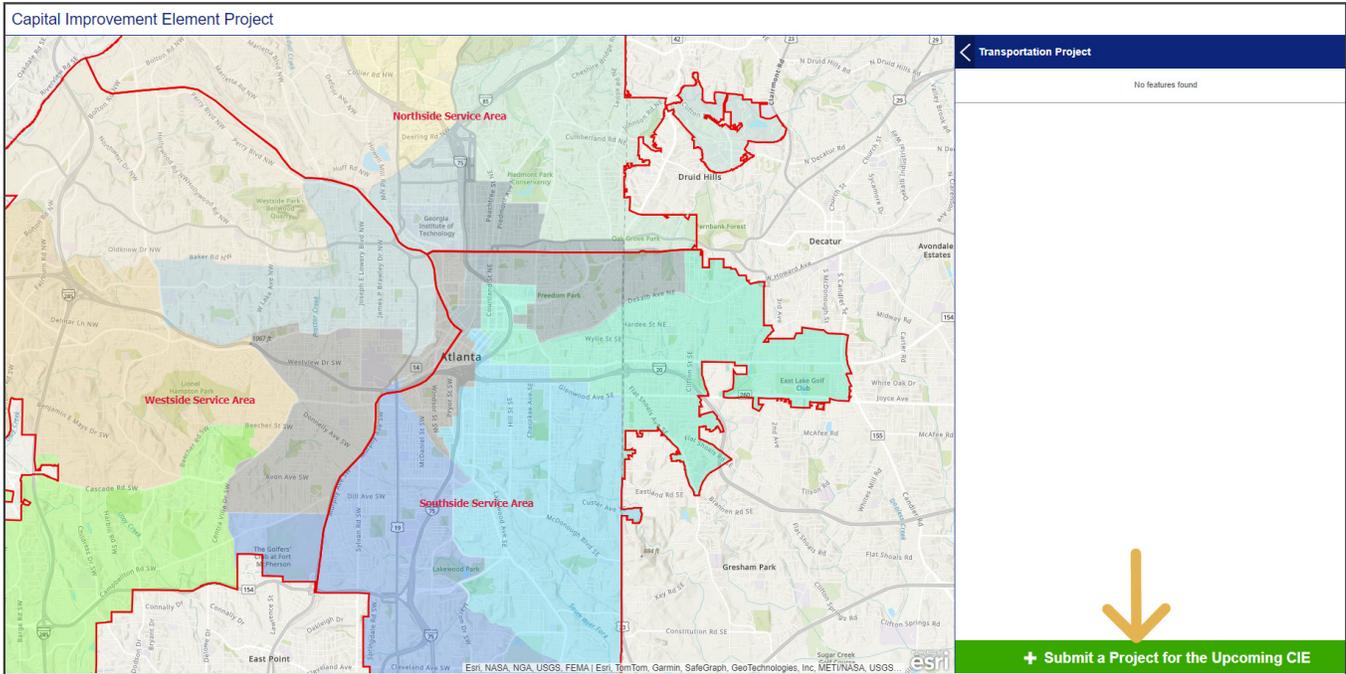
Map Location
Click the map to draw the location.
Enter an address to search [Empty field] [X] [Search] [Map]

Report It [Yellow Arrow] Cancel

STEP 5.1

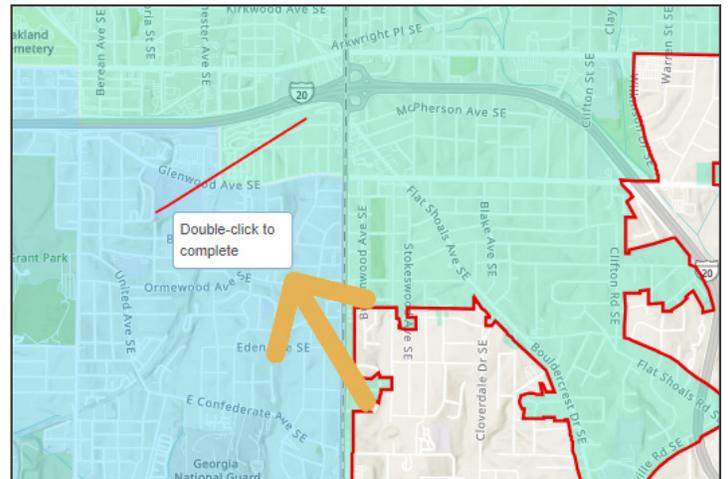
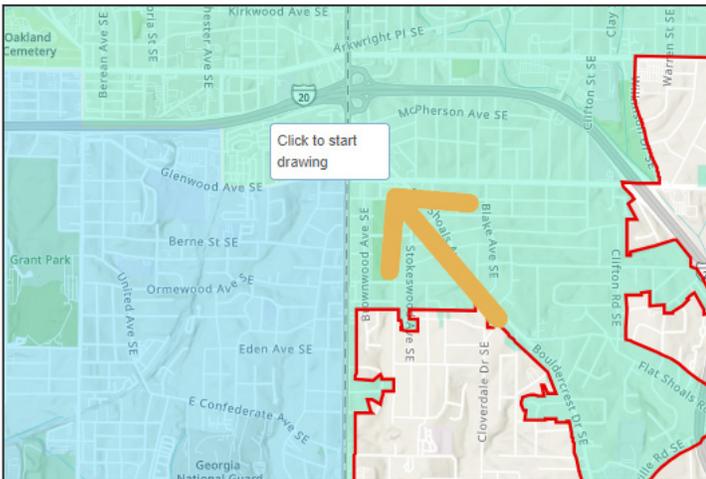
How to enter Transportation Projects:

Click "Submit a Project for the Upcoming CIE" button at the bottom of the screen.



STEP 5.2

Click on desired location on the map and draw red line indicating location of requested project. Once line is drawn, double click to complete.



**STEP
5.3**

Enter all required project details to increase the likelihood of consideration and click **“Report It”** to submit your project request.

**STEP
6**

Once project is submitted, requester may view their submitted projects listed within the category submission type.

Additionally, you can see all projects submitted by other users.

