



VILLAGE OF MAMARONECK BUILDING DEPARTMENT

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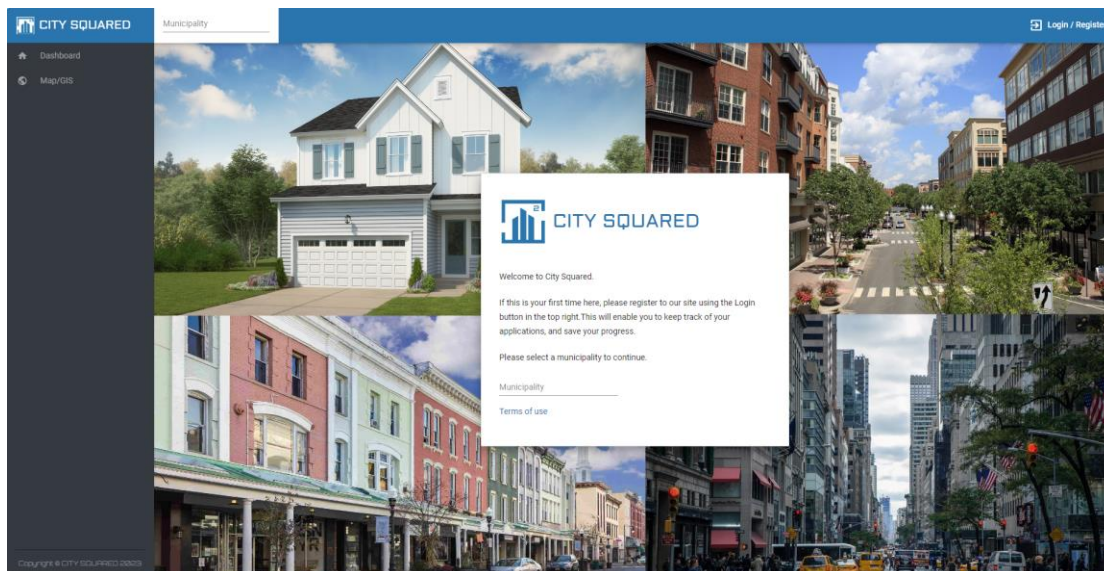
www.village.mamaroneck.ny.us/building-department

City Squared Parcel Search Instructions

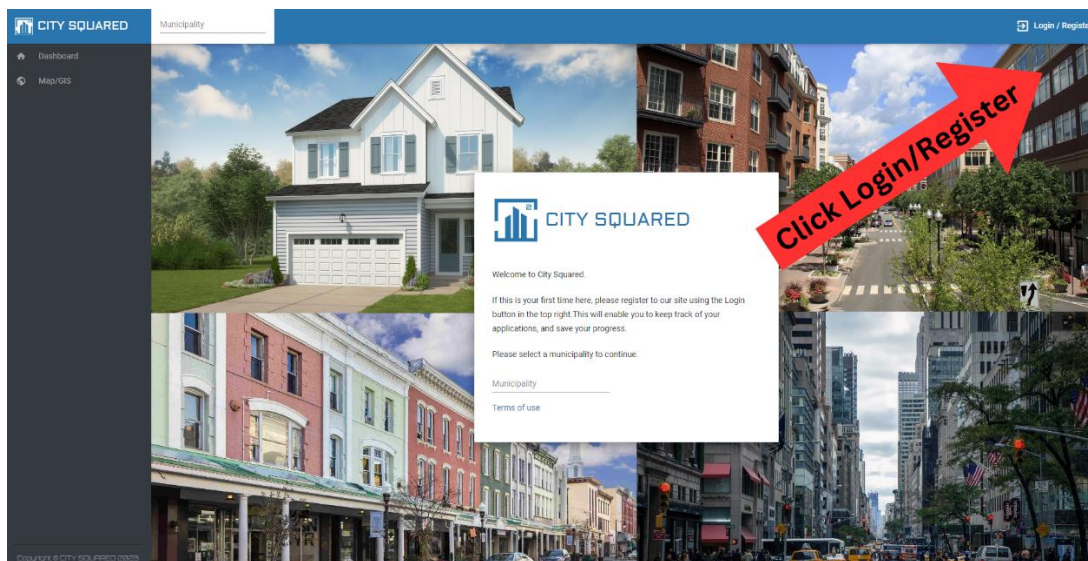
For Those Who Need to Make a City Squared Account / How to Register & Log into City Squared

(FOR PARCEL HISTORY ONLY. NOT FOR APPLYING FOR PERMITS OR FOR MAKING PAYMENTS.)

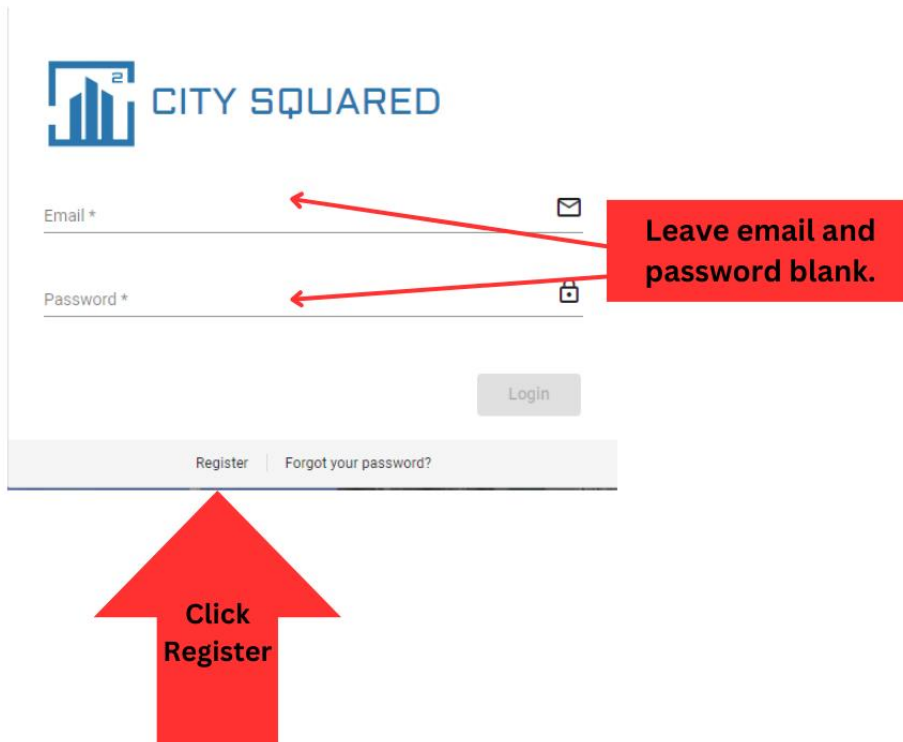
1. Go to www.citysquared.com



2. Click the “Login/Register” button on the top right side of the webpage.

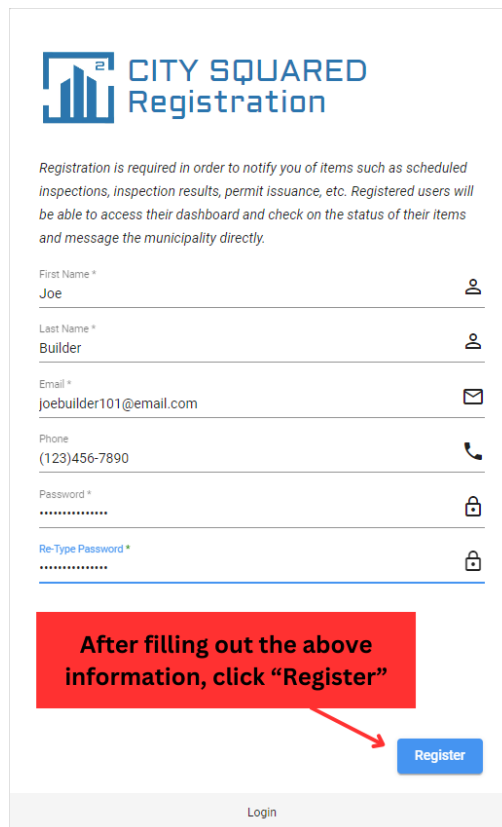


3. After clicking on the “Login / Register” button, you will land on the login page. Once on this page, click on “Register” at the bottom of the page. ***At this time DO NOT FILL in email or password, just click the “Register” button.**



The screenshot shows the City Squared login page. At the top is the City Squared logo. Below it are two input fields: "Email *" and "Password *". To the right of these fields are icons for an envelope and a padlock. A red box with the text "Leave email and password blank." has two red arrows pointing to the email and password fields. Below the input fields is a "Login" button. At the bottom of the page, there is a "Register" link and a "Forgot your password?" link. A large red arrow points up to the "Register" link with the text "Click Register".

4. Fill in required fields and click “Register”. For future City Squared use, we recommend that you save your login information (email address and registration password) somewhere safe.



The screenshot shows the City Squared Registration page. At the top is the City Squared logo and the text "Registration". Below this is a paragraph explaining that registration is required for certain services. The registration form includes the following fields: "First Name *" (filled with "Joe"), "Last Name *" (filled with "Builder"), "Email *" (filled with "joebuilder101@email.com"), "Phone" (filled with "(123)456-7890"), "Password *" (masked with dots), and "Re-Type Password *" (masked with dots). Each field has an icon to its right: a person for name, an envelope for email, a phone for phone, and a padlock for password. A red box with the text "After filling out the above information, click “Register”" has a red arrow pointing to the "Register" button at the bottom right of the form. Below the form is a "Login" link.

5. **Confirm registration** with City Squared through the email that you provided in the previous registration step. Click the “Finish Registration” link.

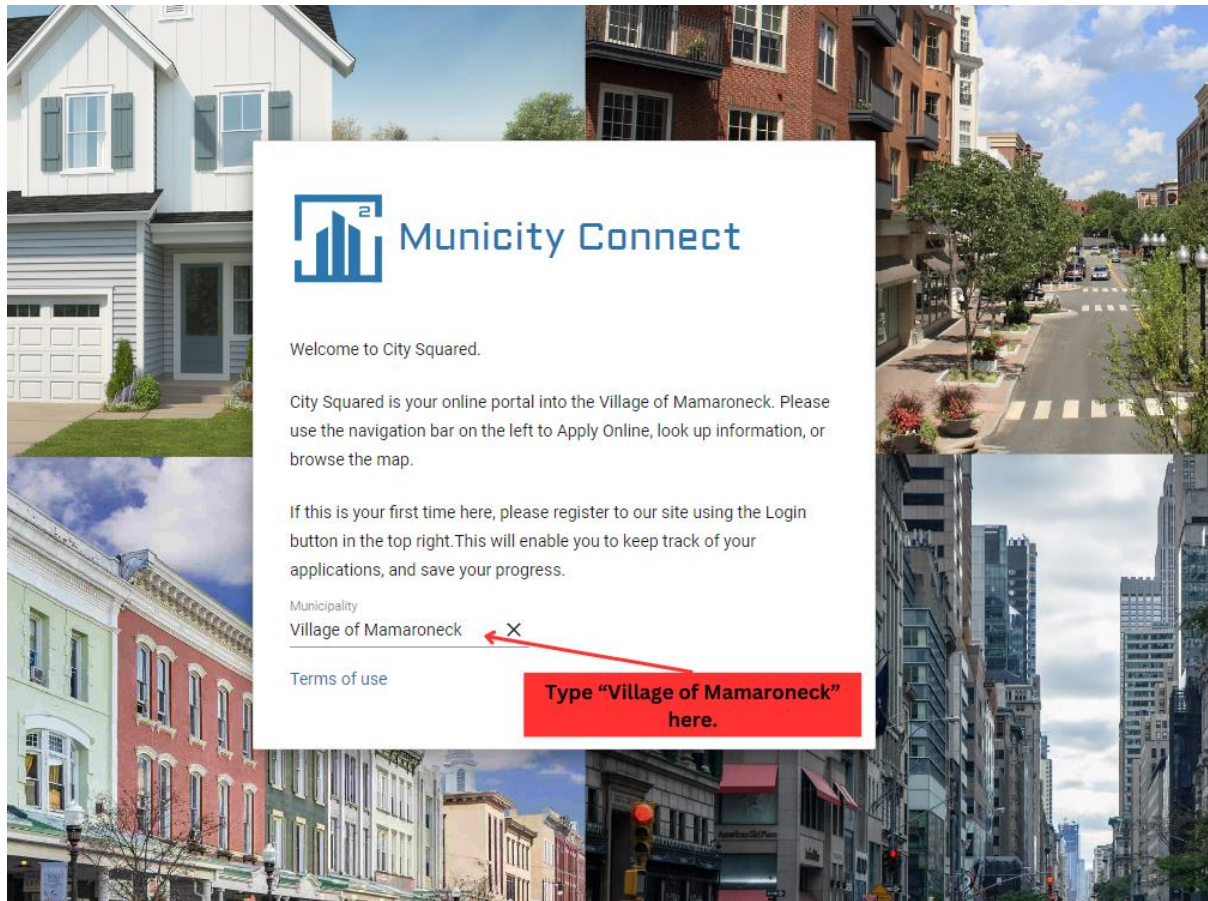


6. Now on the login landing page for City Squared, input the password you created in step 4 and click the “Login button”.

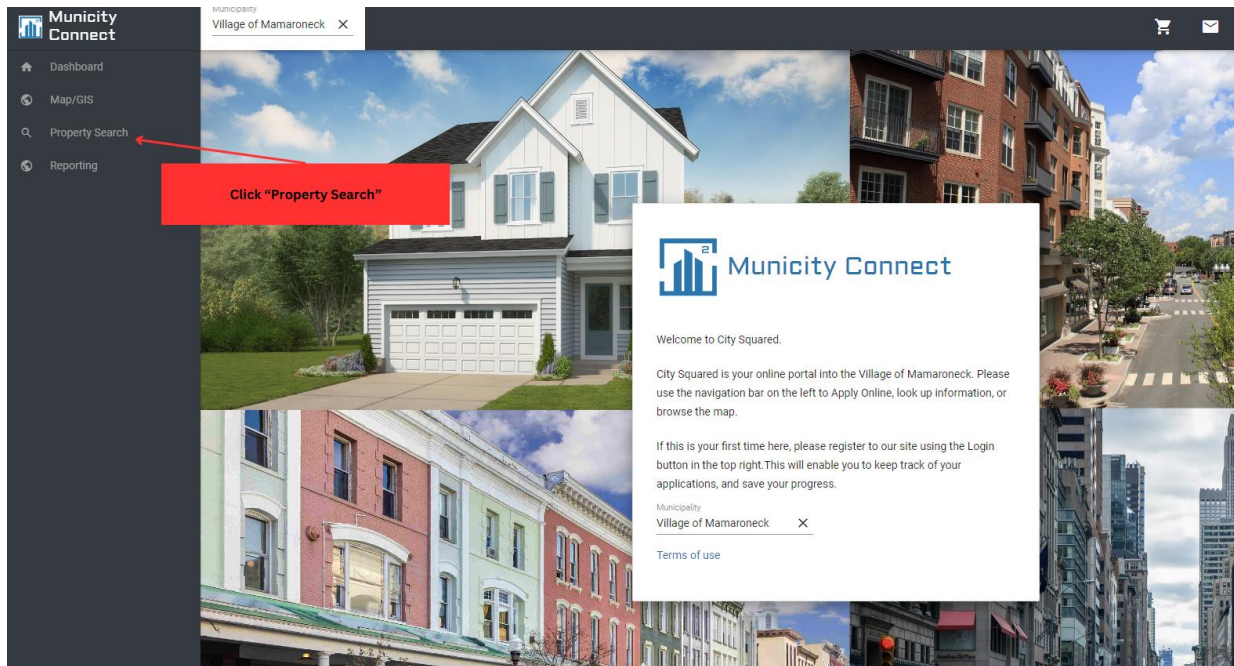
A screenshot of the "Municipity Connect" login page. The page has a logo with a stylized '2' and the text "Municipity Connect". Below the logo, there are two input fields: "Email *" with the value "joebuilder101@email.com" and "Password *" with a masked password ".....". A red arrow points from a red box with the text "Input password here" to the password field. To the right of the password field is a "Login" button. At the bottom of the page, there are links for "Register" and "Forgot your password?".

Congratulations! You have now created a City Squared Account!
To lookup a Parcel History, complete the following steps.

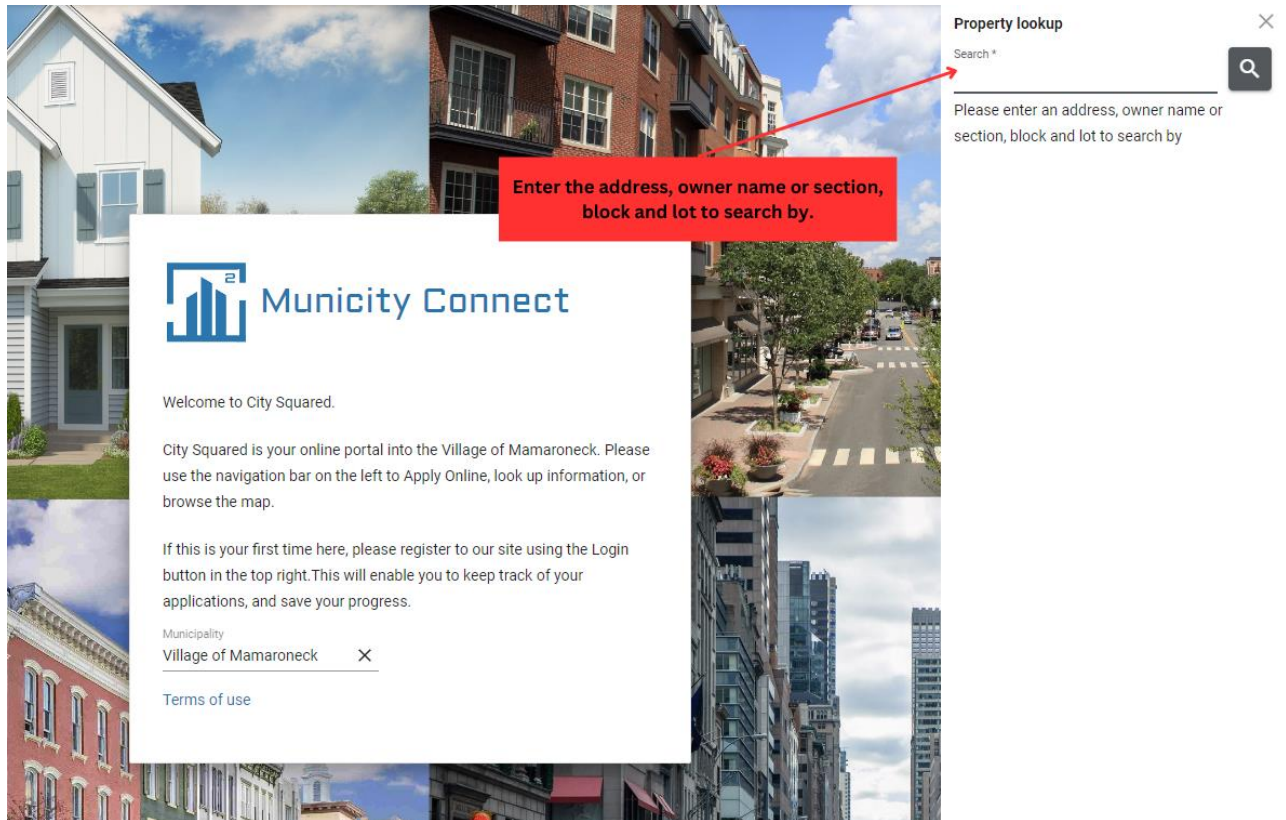
7. Now in your City Squared account, type “Village of Mamaroneck” as your municipality.



8. To lookup a Parcel History, click “Property Search” on the left side of the screen.



9. On the right side of the screen, enter the address, owner name or section, block and lot to search by.



Congratulations! You can now search the history of a parcel in the Village of Mamaroneck!
You can view a parcel's permit history, certificate history, and applications.