VT Culverts Editable Web App How-to Guide

**Step 1**

Click the URL to Access the VT Culverts Portal: [https://www.vtculverts.org/](https://www.vtculverts.org/)

To access the editable map, click on the "Add or Edit/Culverts/Bridges (Authorized Users)"

![Image of VT Culverts Portal](https://www.vtculverts.org/)

**Step 2**

2. For Municipalities

Municipalities enter name and password, see screenshot below:

![Sign in to VT Association of Planning and Development Agencies with ArcGIS login](https://www.vtculverts.org/)

2. For Regional Planning Commissions

RPCs can sign-in with AGOL account:

![Sign in to VT Association of Planning and Development Agencies with ArcGIS login](https://www.vtculverts.org/)
Step 3
Agree to filter by your municipality, by checking the box and clicking ok:

Please follow the steps below:

1. Select from the list, or start typing, your municipality from the filter.
2. Make edits ONLY to data in your jurisdiction.

☐ I agree to filter to my municipality.

Step 4
Start typing municipal name. Click apply once your full municipality appears.

Step 5
Map zooms to selected municipality. Select the second filter to begin filtering by road name, local id, condition, type, etc..

Map Features
You can use the following features to navigate the map.

- Use these buttons to zoom in/out
- View the legend by clicking this button
- Zoom to your location by clicking this button
- Change the basemap (background aerial view or topographic map by clicking this button
- Return to map original extent (State of Vermont) by clicking this button
- Turn layers on/off by clicking this button.

There are many useful layers, such as road erosion scoring (MRGP), Parcel boundaries, LiDAR Hillshade, E911 addresses
**Identify desired roads and culverts**

**Step 6**
Search for desired road by typing road name into the search box. The map will zoom to the selected road.

**Filter by Culvert/Bridge Attributes**
- Toggle the culverts button on.
- Map zoomed to desired road.

**Step 7**
Select desired culvert. You will see a description of the culvert, with details culvert type, length, width, and condition. Click the three dots in the bottom right-hand corner and select “Smart Editor”.
Step 8

Update the culvert as needed, including material used, overall condition, height, width length....

You can also reach the Smart Editor by clicking the button circled in red below.

Update comments, year built, and the inventory date, then click “Save.”
Moving and Adding Locations and Structures
to the Map

Moving the Location of a Structure

When you have selected a culvert for editing in the Smart Editor, you can change the location of the culvert one of two ways.

1. You can use the mouse to move the culvert location on the map.

Or

2. You can enter the latitude and longitude in the Smart Editor.

* Latitude will start with 42, 43 or 44 before the decimal point, longitude will start with -71, -72, or -73 before the decimal point.

Adding a New Structure

Click the Smart Editor symbol

Select one of the following:

- New Bridge
- New Culvert

Locate the correct location on the map – zoom in, search for road, for example. Click once to place the point on the map. NOTE: If lat/long is known, can enter coordinates before finalizing the added data.

Once the point has been placed on the map, the attribute fields appear on the right-hand side of the map. Required fields are highlighted in red and also have a red asterisk. The data will not save until these fields are filled in. Municipality, Road Name, MRGP Segment ID, RPC are automatically populated. NOTE: CTcode can be populated if known. If not, a script will be run to populate CTcode.
Once all required data is entered into the Smart Editor, the Save button will work (it is grayed out until the required information is filled in).

Attachments (photos, drawings, etc...) can be added here:

**Attachments:**

Choose File | No file chosen

Coordinates can be entered the same as given on the previous page.

**Please contact your Regional Planning Commission with any questions or comments.**