

Development Permit Process

1. BEFORE YOU APPLY:

Pre-application meeting – if you are proposing a larger scale project, it is encouraged that you contact Planning and Development Services to set up a pre-application meeting to review your proposal. A preliminary site plan and proposal details must be provided to Planning and Development Services prior to the meeting. Email pbe@medicinehat.ca or phone (403) 580-8374.

2. DEVELOPMENT PERMIT SUBMISSION:

- a) **Application requirements** – the applicant submits all required documentation for a Development Permit review. Application Requirements for specific projects can be found online: <https://www.medicinehat.ca/en/business-and-development/resources/Documents/DP-APPLIC-REQS-ALL{web}Dec2023.pdf>
- b) **Submit application online** through the ePermit portal - <https://epermit.medicinehat.ca/>
- c) **Application completeness verification** - the Planner will review the application submittals and has 20 days (as per section 683.1 of the Municipal Government Act) to deem the application complete or incomplete. If the application is deemed incomplete the applicant will receive notification that the application is incomplete and a list of required items with a specified date that the documentation must be received by. Once the required items are received, the application will be deemed complete, and the Development Authority has 40 days to arrive at a decision regarding the application. If the required documentation is not received by the specified date, the application is deemed refused.

3. PLANNING APPLICATION REVIEW

- a) **Land Use Bylaw Review** – a member of the Planning team will review your proposed development against the Land Use Bylaw regulations.
- b) **Technical Review** – the Planner on the file determines if the proposed development needs to go through the Technical Coordinating Committee (TCC) for review (typically large-scale or infill projects only). This is the City's primary mechanism for coordination and decision making for development review, approval, and technical project coordination. If the planner deems this review necessary, the circulation will be initiated for two weeks, and the applicant will receive comments in roughly three weeks from the time of initiation. See this link for further information about TCC: <https://www.medicinehat.ca/en/business-and-development/technical-review.aspx#More-info>.

- c) **Notice Posting** – Public notification will be required only for major DP's that are Discretionary and/or are requesting a variance to the Land Use Bylaw. Major development permits include multiple unit housing development with five or more units, mixed use developments (with five or more total units) and non-residential developments. Other proposed developments are at the discretion of the Director of Planning and Development Services and a sign may be posted on site if the public interest is likely to be substantial. A temporary portable sign will be placed on your property during the application review stage to let neighbours know about your application. Neighbours are invited to submit questions and comments to Planning and Development Services during a two week period as specified on the sign. This information will be kept on file and included in feedback provided to the developer.
- d) **Comprehensive Review** – while your application is undergoing the bylaw review, notice posting and circulation, your file manager begins a thorough review of your proposed development. The planner will review the following:
- **Context and character of the neighbourhood.**
 - **Review of relevant plans and policies and apply them as required.**
 - **Review any applicable provincial planning legislations that may impact the application.**
 - **If relevant, review and respond to comments from the public.**

**Applicant may be asked to make changes to the proposal based on circulation feedback and the planner's review.*

4. APPLICATION DECISION

- a) **The planner prepares the Development Permit review** with rationale and reasons for the final decision. You will be notified in writing whether the decision is approval or refusal. An approval may contain conditions. Careful review of these conditions should be undertaken with clarification sought if needed.
- b) **If you disagree with the decision**, an appeal can be filed with the Subdivision and Development Appeal Board (<https://www.medicinehat.ca/en/government-and-city-hall/sdab.aspx>) (SDAB) within 21 days. If the application relates to a provincial interest, the appeal must be made through the Municipal Government Board (MGB).
- c) **Advertisement** – Once a Development Permit is approved, information regarding the Development Permit decision will be put on the City Development Notices page (<https://www.medicinehat.ca/en/business-and-development/development-notices.aspx>) and in the Saturday edition of the Medicine Hat News within Public Notices.
- d) **Appeal Period** – The public has 21 days from the development permit advertisement date to appeal the decision with the Subdivision and Development Appeal Board (SDAB) or the Municipal Government Board (MGB).