



**Planning & Development Services**

City of Medicine Hat  
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Medicine Hat, AB T1A 8E6  
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pbe@medicinehat.ca

November 1, 2022

**Requirements for External Technical Coordinating Committee (TCC) Submissions**

The information collected below provides important information to ensure TCC members understand each submission.

Please note that the below information will be included in the email circulation to all TCC members.

|                             |  |
|-----------------------------|--|
| Project Name:               | <i>Project name here</i>   |
| Background:                 | <i>Include short description of any background information that will aid departments in understanding the project.</i>           |
| Previous Submissions:       | <i>Outline any previous documents submitted and timeline</i>   |
| List of Attached Documents: | <i>List any documents attached to be included in circulation.</i><br><ul style="list-style-type: none"><li>•</li><li>•</li></ul> |

This information is to be provided in an email to the TCC Chair at [TCC@medicinehat.ca](mailto:TCC@medicinehat.ca) with attachments.

Notes:

- 1) Prior to requesting a TCC circulation a pre-application meeting with Planning and Development Services is recommended.
- 2) Prior to submitting information for a TCC circulation, please ensure you have reviewed the appropriate checklist located within Planning and Development Library on the City website: ([Planning and Development Library - City of Medicine Hat](#)). Submissions that are missing information may be sent back to the developer or consultant to be revised.
- 3) If you are requesting a TCC circulation and you have already applied for a Development Permit please coordinate the request through the Planner on your file.
- 4) Please note a release agreement may be provided and shall be signed and returned prior to the release of the TCC comments.