

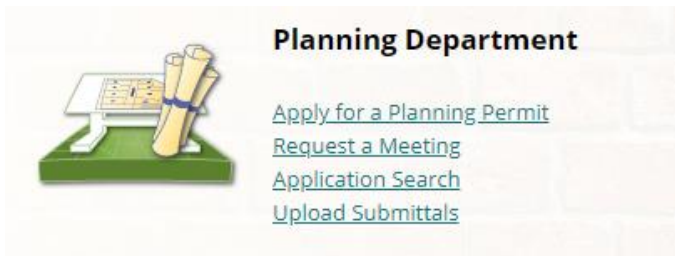


Planning & Development Services

City of Medicine Hat
580 – 1 Street SE
Medicine Hat, AB T1A 8E6
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ENCROACHMENT AGREEMENTS ONLINE PORTAL

Once you land on the home page, you will see a number of activity groups available to you. Under Planning Development, you will have choices to Apply for a permit to Request a meeting and upload your submittals.



- Click Apply for a Planning Permit to submit
You can apply here for **Driveway Permit, Encroachment Agreements, Property Compliance, Subdivision, Zoning Compliance.**
- You can request a meeting for these applications through here. This can be anytime before or during the application process.
- You can search your applications you have submitted.
- Once you have applied you can Upload your submittals if requested or you know you forgot some.

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Step 1: Project Description | Step 2: Planning Types | Step 3: Planning Details | Step 4: Location | Step 5: Contacts
 Step 6: Upload Files | Step 7: Request a Meeting | Step 8: Review & Submit | Step 9: Submitted

Planning Application - Project Description
 Required information is indicated with an asterisk (*).

Choose the project type: *

Project Descriptive Name: *
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: *
Please add any additional comments about the project. Maximum 4000 characters

Step 1

- The Project Type will be whatever you are apply for, in this case I am saying Encroachment Agreement
- The Project Name can indicate what you are doing
- Comments can be a brief description

Step 2: Planning Types

Required information is indicated with an asterisk (*).

— ▾ Please choose the appropriate item(s) for your project. —

Encroachment Agreement
 Letter of Consent
 Pre-Application

Previous Step: Project Description Next Step: Planning Details

Step 2

- Determine what the application is for, in this case you can say Encroachment Agreement or Letter of Consent.

Whichever the letter that was sent by the City for request

Step 3: Planning Details

Required information is indicated with an asterisk (*).

— ▾ Encroachment Agreement —

Area (sqm):

Previous Step: Planning Types Next Step: Location

Step 3

- Indicate the size (area) of the encroachment in square metres

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Step 1: Project Description Step 2: Planning Types Step 3: Planning Details **Step 4: Location** Step 5: Contacts

Step 6: Upload Files Step 7: Request a Meeting Step 8: Review & Submit Step 9: Submitted

Planning Application - Location of Project

Required information is indicated with an asterisk (*).

[Find location in Map](#)

Search for address:

1 1 ST NW, Medicine Hat, AB T1A6G9
 1 1 ST SE, Medicine Hat, AB T1A0A1
 1 13 ST SE, Medicine Hat, AB T1A1W4
 1 2 ST NE, Medicine Hat, AB T1A5K6
 1 3 ST NE, Medicine Hat, AB T1A5L7
 1 4 ST SE, Medicine Hat, AB T1A0J7
 1 4 ST SW
 1 5 ST SE
 1 5 ST SW, Medicine Hat, AB T1A4G3
 1 5 ST SW, Unit:1
 1 9 ST NE, Medicine Hat, AB T1A5S1
 1 9 ST SW, Medicine Hat, AB T1A4N5

The location you have selected: *

Previous Step: Planning Details
Next Step: Contacts

Step 4

- Find the location that you are applying for.

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Step 1: Project Description Step 2: Planning Types Step 3: Planning Details Step 4: Location **Step 5: Contacts**

Step 6: Upload Files Step 7: Request a Meeting Step 8: Review & Submit Step 9: Submitted

Planning Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	Not shown for privacy reasons
Applicant	Kristina. <input style="width: 150px;" type="text"/>

[Add New Contact](#)

Previous Step: Location
Next Step: Upload Files

Step 5

- Contacts – the Property owner will not be shown
- Applicant will be yourself
- You can Add new Contact if you have a Contractor or Architect etc.. that you wish to add to the file.

Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 100MB in size.
- Accepted file extensions:
 - PDF, JPG, GIF, PNG, DOCX
- All plans shall be to scale.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Current Submittal

Submittal #1) Planning (06/26/2020)

[Print Requirement Items](#)

Type	Status	Date Verified
Real Property Report (Current) ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>
Certificate of Title (Current) ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>
Letter ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>

Upload Additional Documents

Select any documents you wish to provide:

Step 6

- This is where you can upload your documents to go with your applications.
- In this case driveway approval would like a site plan.
- You can upload further documents if required. Please look on our website for what is required in the checklist. Check link below
- Please upload your signed application in additional documents

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[Print](#)



Planning Application - Meeting Request

Required information is indicated with an asterisk (*).

Please select the meetings you wish to schedule.

Schedule Pre-Application Meeting

Step 7

You can request a pre application meeting if you would like here. If not just go to the next step.

Step 6:
Upload Files

Step 7:
Request a Meeting

Step 8:
Review & Submit

Step 9:
Submitted

Planning Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

▼ Planning Information

Project Type: Driveway Approval
Project Descriptive Name: Driveway Extension
Comments: Driveway Extension
Locations: Address
3 12 AVE SW, Medicine Hat, AB T1A8B6
Property
0017960650
Contacts: Property Owner
Not shown for privacy reasons
Applicant
Kristina, [REDACTED]

▼ Driveway Approval

Number of Units: 1
Proposed Driveway Length (m): 12.00
Allowed Driveway Length (m):
Proposed Driveway Width (m): 12.00
Allowed Driveway Width (m):

▼ **I understand that I am required to sign this application, and I hereby agree that by selecting YES, I intend it to have the same effect as my written signature.**

I Agree: * ▼

Previous Step: Request a Meeting

Submit Application

Cancel Application

Step 8 and 9

- Here you need to review your application and agree to the statement below.
- If you wish to cancel you can at this point, or you can click submit application.
- Step 9 will show you your application number and that it has been submitted.
- It will also show you an estimated fee amount for your application. Admin still will contact you for fees.