

## Requirements for Technical Coordinating Committee (TCC) Responses

This information is intended to provide developers and consultants with a standard format for responding to the TCC consolidated comments. A response to the TCC consolidated comments is required when requested in the recommendation.

The TCC response requirements include:

- The consultant and or developer is to review and acknowledge each comment received from the TCC consolidated comments.
- The consultant and or developer is to respond to each comment using the format outlined below.
- If the consultant or developer has questions in regards to a comment made they may contact the TCC Chair at 403-502-8752. They may be advised to contact the individual department that has provided the comment.

Prior to submitting information for a TCC circulation, please ensure you have reviewed the appropriate checklist located within Checklist and Forms Library on the City website:

(<https://www.medicinehat.ca/government/departments/planning-development-services/new-and-notable/checklists-and-forms-library>). Submissions that are missing information may be sent back to the developer or consultant to be revised.

### Response Format:

Development Permits:

- All responses should be addressed in the following format:

<b>Comment</b>	<b>Response/Justification</b>	<b>Amended Drawing Number and/or Name</b>
<i>Copy Comment</i>	<i>Provide response or justification to the comment. Provide any background information that may assist Planning and Development in determining if the response or justification satisfies the comment.</i>	<i>Provide the drawing number and a short description of the changes to the drawing</i>

ASP, FSR, Detailed Design Drawings, and other submissions:

- All responses should be addressed in the following format:

<b>Comment</b>	<b>Response/Justification</b>	<b>Amended Text or Drawing</b>
<i>Copy Comment</i>	<i>Provide response or justification to the comment. Provide any background information that</i>	<i>Text: Include the original portion of text and the amended portion of text.</i>

	<p><i>may assist Planning and Development in determining if the response or justification satisfies the comment.</i></p>	<p><i>Example:</i></p> <p><i>Original: The site will be serviced with a 250 mm water line.</i></p> <p><i>Amended: The site will be serviced with a 150 mm water line.</i></p> <p><i>Drawing: Provide the drawing number and a short description of the changes to the drawing</i></p>
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Any additional changes made to the reports, plans, drawings submitted, outside of what is noted in the developer's response, are to be highlighted in the document or identified at the end of developers TCC responses.

The responses to the TCC consolidated comments are to be included with the next TCC submission. Consultants and developers are encouraged to review these requirements for each submission and ensure that their responses to the TCC comments meet these requirements. Responses received that do not conform to the requirements may be sent back to the consultant or developer to be revised.