

COMPLIANCE CERTIFICATE REQUEST 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.

Welcome Kristina Print

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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

**Compliance Detail**

Applicant's File Number:

**Step 1**

- The Project Type will be Property Compliance
- The Project Name can indicate what you are doing
- Comments can be a brief description
- Please indicate your file number

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**Planning Application - Planning Types**

Required information is indicated with an asterisk (\*).

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

Pre-Application

Residential Low Density

Residential Medium Density Or Non Residential

## Step 2

- Determine if your application is in Residential Low Density (R-LD) or Medium Density (R-MD) or all other zones (commercial, etc.)

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**Planning Application - Location of Project**

Required information is indicated with an asterisk (\*).

[Find location in Map](#)

Search for address: |

The location you have selected: \*

- 11 ST NW, Medicine Hat, AB T1A6G9
- 11 ST SE, Medicine Hat, AB T1A0A1
- 113 ST SE, Medicine Hat, AB T1A1W4
- 12 ST NE, Medicine Hat, AB T1A5K6
- 13 ST NE, Medicine Hat, AB T1A5L7
- 14 ST SE, Medicine Hat, AB T1A0J7
- 14 ST SW
- 15 ST SE
- 15 ST SW, Medicine Hat, AB T1A4G3
- 15 ST SW, Unit:1
- 19 ST NE, Medicine Hat, AB T1A551
- 19 ST SW, Medicine Hat, AB T1A4N5

Previous Step: Planning Details

Next Step: Contacts

## Step 3

- Find the location that you are applying for.

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

### Planning Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	Not shown for privacy reasons
Applicant	Kristina, [Redacted]

[Add New Contact](#)

Previous Step: Location    Next Step: Upload Files

#### Step 4

- 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 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** [Print Requirement Items](#)

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

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 5

- This is where you can upload your documents to go with your applications.
- You can upload further documents if required.

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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 - Meeting Request**  
 Required information is indicated with an asterisk (\*).

— ▾ Please select the meetings you wish to schedule. \_\_\_\_\_

Schedule Pre-Application Meeting

Previous Step: Upload Files   Next Step: Review & Submit

### 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, A [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: \* [Dropdown Menu]

Previous Step: Request a Meeting   Submit Application   Cancel Application

### Step 8 and 9

- Here you need to review you 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.