Applying for a Concept Plan

Steps and hints for a successful application.

Applicants must ensure the information and documentation submitted in ePermitting is correct, complete and meets our standards.

Applying through ePermitting is done through answering a series of questions. Required fields are marked with an asterix*.

Questions are answered in the following methods:

- pull-down menu
- searchable database (shown by a search button beside the field)
- text field

If you need to sign up for an ePermitting account, follow the instructions for how to create/login to your ePermitting account.

Once you have logged into the ePermitting system, follow these step-by-step instructions for how to apply and how to make a payment.

Applications that are started, but not completed, are saved as a draft application. Draft applications can be accessed from the 'Home' page under the 'My Activities' tab.

1. **Once logged into ePermitting you will choose Planning Approvals from the Home page menu.**

   Select the 'Concept Plan' Application Type

   The system is preconfigured to have 'Concept Plan' in the next field

2. Navigate to 'Select the type of application'

a. Action: Click the 'Select the type of application' dropdown and select the appropriate option (Text or Map)

★ Select the option that best describes the application:	Concept Plan
★ Select the type of application:	(None)
★ Select the scope of activity:	(None)
	Major Amendment
	Minor Amendment
	New Concept Plan
★ Description of Proposed Activity:	Intermediate Amendment

3. 'Select the scope of work'

a. Click the 'Select the scope of activity' dropdown and select the appropriate option

APPLICATION

Planning Application Name:	Concept Plan Application
★ Select the option that best describes the application:	Concept Plan
★ Select the type of application:	Minor Amendment
★ Select the scope of activity:	(None)
	(None)
	With Zoning Amendment (Separate Application Required)
	Without Zoning Amendment
★ Description of Proposed Activity:	

4. Enter a 'Description of proposed activity'

a. This field is intended to provide a brief summary of the proposal. You will be asked to upload a more detailed description later in the application process.

b. Type a description for the proposed amendment in the 'Description of Proposed Activity' field

★ Description of Proposed Activity:	Test
Select the project this application will belong to:	

5. OPTIONAL - 'Select the project this application will belong to'

a. A 'Project' can be created to group associated applications (acts as a folder for grouping applications), for example if your zoning bylaw amendment application is related to a concept plan amendment application). For directions on how to create a 'Project' see - https://www.saskatoon.ca/content/guide-how-create-project

b. Once a project has been created it can be associated with the application that you're applying for using the 'Select the project this application will belong to' look up 🔍

c. Optional Action: Select the 🔍, enter the Project File number, select search

＊Description of Proposed Activity:

Select the project this application will belong to:

Presubmittal Application:

6. For Sites with a Civic Address

a. Enter the address into the search bar and then press Search.

For Planning Approvals:

For applications that contain multiple civic address please add ALL properties using the Address Search tool

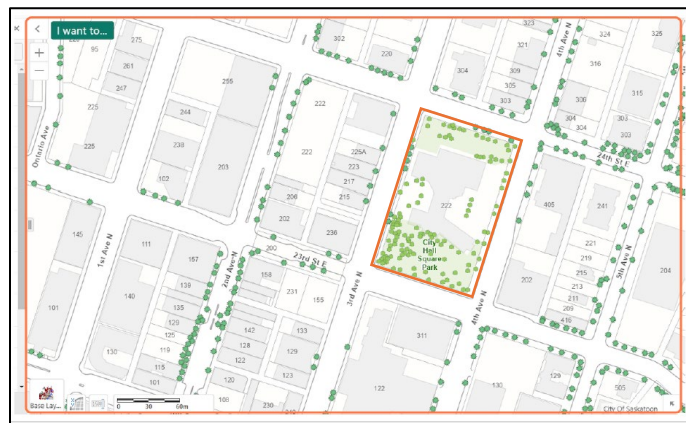*For parcels that haven't been assigned a civic address a unique SITE ID will need to be entered.*

To determine the SITE ID, please visit the city's Development Portal (GIS Map Tool).

Using the map tool zoom in to find the applicable Parcel, click on (select) the Parcel and copy the SITE ID number. Paste the SITE ID into the address search bar
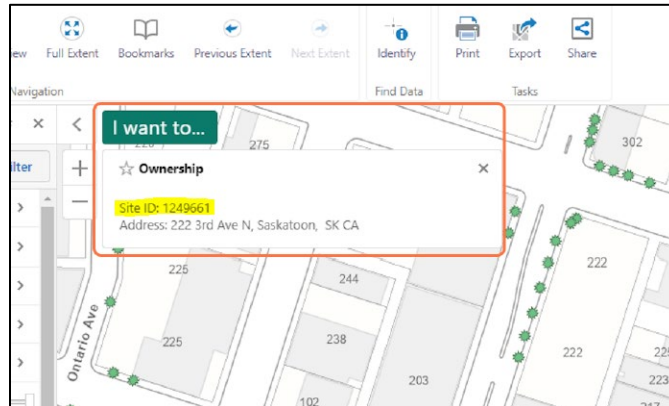
Additional details, such as a legal description, can be entered under the Specific Location field.

＊Address: | 222 3rd Ave N | Search

| Parcel ID | Address | Net Acres |
| | Total Area: | |

Specific Location:

Back   Next

b. When you find the address the application is for, click the checkbox ☑ then the 'Select' button

Add Addresses

| | Parcel ID | Address |
| ☑ | 1249661 | 222 3rd AV |

Select   Clear All   Cl

c. Some sites / parcels have multiple addresses associated with them. If the 'Select Primary Address' is displayed, then you will need to select an appropriate option.

d. All addresses related associated with the application should be added

e. **Repeat steps 13-15 to assign additional addresses**

7. **For Sites / Parcels that Don't Have an Assigned Civic Address:**

a. For sites that don't have a civic address the 'Development Portal' (GIS Map Tool) can be used to look up the site(s) unique 'SITE ID' number. Click on the Development Portal link:

b. Either zoom in to the site, or if a nearby intersection in known, the intersection search function (under the 'Searches' tab) can be used.

c. Once the subject site has been selected a pop-up information window will appear with the unique SITE ID. Copy or record this number.

d. Return to the Application Wizard and Enter the Unique SITE ID Number, then add the address.

Click **Next** when all fields are successfully filled.

e. Optional: Select a Primary Address
Some sites / parcels have multiple addresses associated with them. If the 'Select Primary Address' is displayed, then you will need to select an appropriate option.
Click the 'Select Primary Address' dropdown and select an appropriate option

8. **OPTIONAL – Add Multiple Addresses**

    a. All addresses associated with an application should be added. **You can add multiple addresses by repeating above steps.** Click next when done.

9. **Review Required Documentation**

    a. Review the 'Required' documents to ensure that you have all necessary required documentation (Project Description, Site Plan) prior to proceeding.

    b. Please note that required documents will need to be attached or an error will be received when trying to submit your application.

10. **Upload Required Documents**

    a. The 'Upload Files' button may appear greyed out but can be selected.

    b. Multiple files can be added at the same type and the system should allow uploading of any relevant file types (pdf, word, email msg etc)

    c. Click the 'Upload Files' button
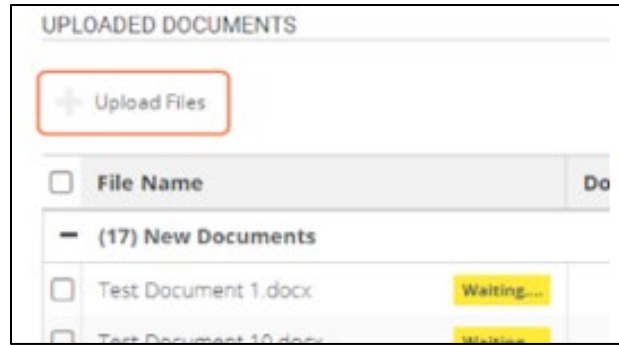
11. Select a Document Type

    a. Under the 'Document Type' column, select the dropdown and assign a document type. REPEAT for each document uploaded.

12. Advance to the Next Page
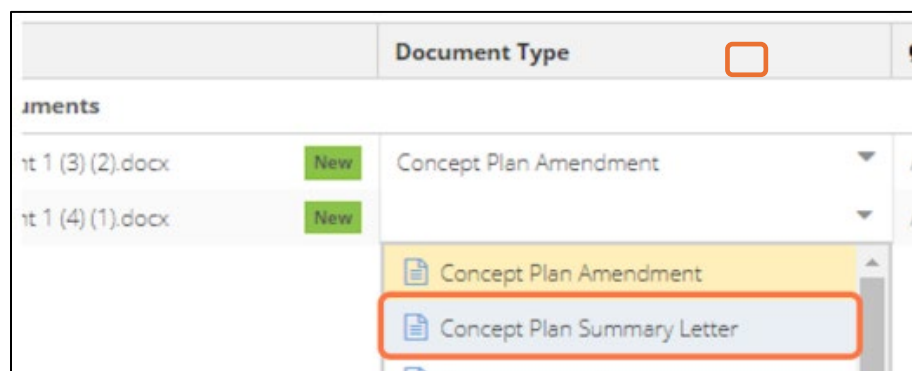
13. Optional – add a Professional/Contractor

If you don't want to add a professional/contractor contact (separate from the surveying company), then skip to step 10. If you do want to add a professional/contractor then click the +Professional/Contractor button:
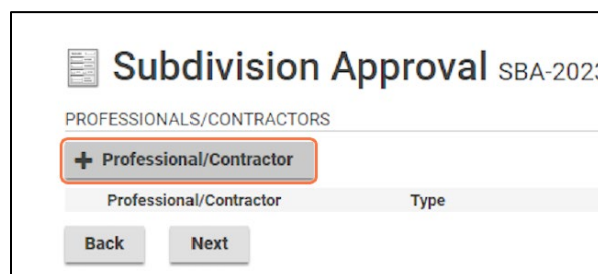
    o Type the '+ Professional / Contractor' name, then select the 'Search' button

- o If you don't find the professional / contractor using the search, you will be able to add them as a contact when you advance to the next page.

- o Click the appropriate checkbox ✔️, then click the 'Select' button.

Click **Next**

14. **Optional – Add a Contact:**

- o If you don't want to add a contact, then skip to step 35.

- o Enter Contact Details the select the 'Save & Close' button. Then click **Next.**

15. Payment & Submit Application Page:

- **Please note the following:**
  - Application fee payments are required prior to processing your application. Any additional fees (advertising fees) will be communicated to you later in the process with payment options,
  - Credit Card payments can be made online for fees under $5,000,
  - For fees over $5,000 **OR** if you would like to be invoiced for your application fees, you will need to select the 'Pay Later & Submit Application' button. Our office will be in contact with you for invoicing details.

  - The 'Save' button can be selected to save your draft application if you wish to return to the payment / submit application page at a later time. Draft applications can be accessed under 'My Activities' on the 'Home Page'.
  - Application fee payments are required prior to processing your application.
  - Credit Card payments can be made online for fees under $5,000.00.
  - For other payment methods (invoice / cheque), select 'Pay Later & Submit Application'
  - Action: Select Pay Fees & Submit Application to pay by Credit Card (under $5,000)

            OR

  - Action: Select Pay Later & Submit Application for other payments (invoice / cheque)

a. Credit Card Payments
  - If you selected 'Pay Later & Submit Application' for invoicing, then proceed to the next step.

16. Confirmation Page

a. Once your application has been submitted you will be taken to a confirmation page. Your application number will be referenced with a status of submitted.

b. For more information on how to access a submitted application, check the status of your application, submit additional or revised information, make an outstanding payment, or submit an inquiry proceed, please visit the quick guides at https://www.saskatoon.ca/business-development/building-development-construction