

Customer Portal Series

How To: View and Submit Revisions Required

During the In Review Stage, reviewers may request revisions or additional information related to Application Documents. The application will be returned as **Applicant Revisions - Additional Information Required** by the Planner responsible for the file.

At this stage of the application process, only the Application Documents are editable. No changes can be made to the application itself.

How to see Revisions Required:

1. When an application is returned to the applicant, revision comments can be viewed from the customer portal - **MY ACTIVITIES** tab.
2. The application that has been returned will have red text stating **Revisions Required** and will have a blue link: [Additional Info. Required](#).
3. Follow the blue link.

NOTE: Clicking elsewhere on the file name opens the permit file review tab not the Revisions Portal page. (There will be no re-submit button or changemark information).

The screenshot shows the Customer Portal navigation menu with four main sections: Permitting, Planning, Licensing, and Compliance. Below these is a 'My Referrals' section with a red box around the 'MY ACTIVITIES' tab. Other tabs include 'MY INSPECTIONS', 'MY PROJECTS', and 'MY BUSINESSES'. A 'Show more...' link is present. A note states: 'Note: Applications with a status of DRAFT have not been submitted.' Below the note is a table of applications. The table has columns for Type, File Number, Description, Location, Status, Created Date, Submitted Date, Revisions Required, and Next Action. The first row shows a 'Subdivision Application' with status 'Applicant Revisions' and a 'Submit Revision' link circled in red.

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
Subdivision Application	SUBDIV-2023-00138	Final with New Infrastructure, gyifki	7 HORIZON CRT, DARTMOUTH, NS B3A4R2	Applicant Revisions	Feb 8, 2023	Feb 8, 2023	Submit Revision	

Submitting Revisions

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4. The Revisions Page contains 8 sections:

Planning Approval PLANAPP-2023-00959

Status: Applicant Revisions Activity Date: Dec 8, 2023
Expiration Date: Mar 8, 2107

Job Description: development applications for Areas 2 & 3 of the Southdale Future Growth Node

REVIEWER COMMENTS

Please make corrections as outlined in Changemarks and in review document. Contact if you have any questions about the recommendations.

CORRECTIONS REQUIRED

Search...

File Name	Review	Correction	Corrected
23 046 SITE_PLAN 107 11x17.pdf	PLANAPP 2023 00...	Changemark note #01 Please provide set back measurements	<input type="checkbox"/>
23 046 SITE_PLAN 107 11x17.pdf	PLANAPP 2023 00...	Changemark note #02 too close to powerlines, please provide alt...	<input type="checkbox"/>

Download Corrections

REQUIRED APPLICANT ACTIONS

Please provide your response

UPLOADED DOCUMENTS

Upload Files Search... Group by: Type Filter by: Markups

File Name	Document Type	Comments	Markups
- (5) Existing Documents			
<input type="checkbox"/> 221 BRD40 Research Drive TIS Revised Final...	Traffic Impact Statement / Study (Traffic Impact)		
<input type="checkbox"/> 23 046 SCHEDULE.pdf	Drawings - Large Format (Drawings - Large Fo...		
<input type="checkbox"/> 23 046 SITE_PLAN 107 11x17.pdf	Site Plan - Planning Applications (Site Plan)		
<input type="checkbox"/> Application Letter and Policy Rationale.pdf	Project / Design Rationale (Project / Design Ra...		
<input type="checkbox"/> Design Point - Southdale Infrastructure Study...	Servicing Schematic (Servicing Schematic)		

STAFF-PROVIDED DOCUMENTS

Document Type	Created Date	Description	Download
(None)	Jul 11, 2023	Deemed Complete Letter and Sign Template	Download

PROFESSIONALS/CONTRACTORS

Edit Professionals/Contractors

Contractor	Type
Jay Site Phone: () - No License Numbers	Developer

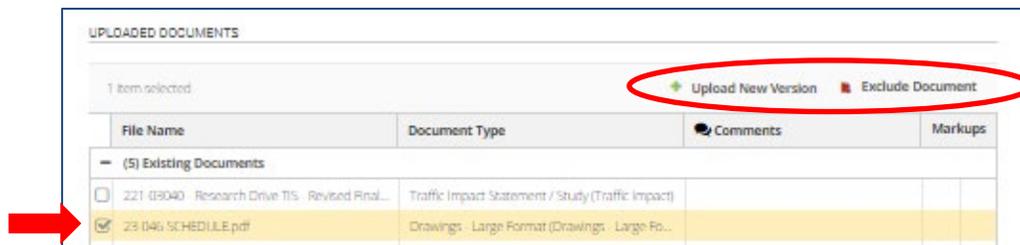
Submit

- 1) General Planning Application Information
- 2) **Planner (Reviewer) Comments** written by the Planner responsible for the file with instructions for next steps.
- 3) **Changemark Notes.** Brief preview of all Changemark comments in table format. **Download corrections** as PDF to see details.
- 4) **Applicant Response Comments** – ***Required Field** - describe the work / changes made before resubmitting the application.
- 5) **Uploaded Documents Section:** Tracks uploaded application documents and allows revised documents to be uploaded with version control. **Documents with Changemark** Comments will have this symbol to indicate the need to review.
- 6) **Staff Provided Document** section displays documents sent to the applicant from staff for review. For planning applications this may also contain detailed review feedback related to the application.
- 7) **Edit Professionals / Contractors** allows the applicant edit contractors involved in the application.
- 8) **SUBMIT** button to return application and all requested changes to staff.

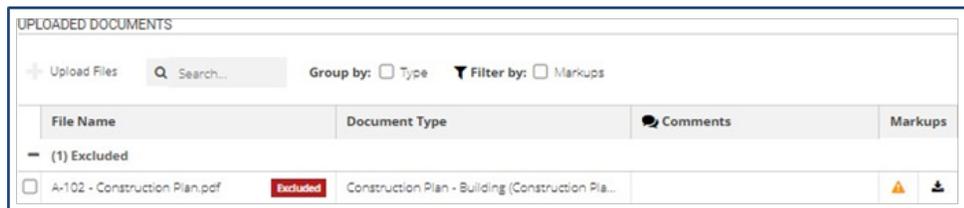
Submitting Revisions

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- A) **General Application Information:** A summary of the application including submitted date, file number and brief job description.
- B) **Planner Comments:** this section is written by the Planner assigned to the file and should provide clear direction on next steps.
- C) **Download Changemarks:** select this icon () to download the documents with Changemark Comments to be viewed in E-plan Viewer; a program within the customer portal that allows Applicants to view comments directly on an application document. No additional software is required.
- D) **Uploaded Documents Section:** This section tracks what documents have been uploaded and allows new documents to be uploaded.
- Existing Documents:** These are all the documents previously uploaded as part of the application.
Note: existing documents cannot be deleted but they can be 'excluded'.
 - Upload New Version:** Version control is available in the customer portal Revisions Page.
 - To upload a NEW version of an existing document, **select the box beside the existing document**. This makes version control functions visible / available.
 - Select **Upload New Version** and then upload the new version of the document to be uploaded.



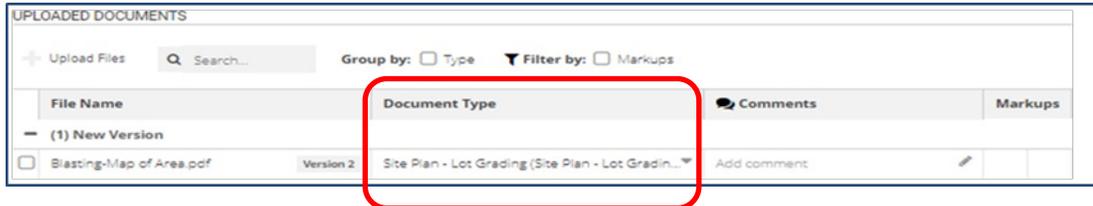
- Exclude Document:** to exclude a document instead of uploading a new version. The document will be marked as excluded. A new document of this "Document Type" must be uploaded if the excluded document is a required document.



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- iv. **Document Type:** the middle column of the uploaded document table shows the document type. The document types are listed within a pull-down menu. Each document must have a document type selected. each required document must have a corresponding document with that document type.



- E) **Staff Provided Documents:** When staff upload documents for the applicant to review, they will be located in this section of the revisions page. They are also available in the file at any time when the revisions page is not available.

Select the [Download](#) link to review documents in this section.

Document Type	Created Date	Description	
(None)	Jul 11, 2023	Deemed Complete Letter and Sign Template	Download

- F) **Edit Professional / Contractors:** Select the button to open a pop-up window to add additional professionals / contractors or edit existing.

NOTE: Contractors must have a contractor account to be added here.

All contractors listed here can see and edit the application – for example reply to revisions or see staff provided documents.

Rezoning, LUB Amendment & Development Agreement PLANAPP-2023-00959 (Applicant Revisions)

+ Professional/Contractor

Professional/Contractor: Jay Ste, Phone: (), No License Numbers

Type: Developer

Buttons: Cancel, Save, Save & Close

- G) **Submit:** The submit button returns the Application to staff. Once the revisions are submitted this Review Portal page is no longer accessible. No further changes can be made by the applicant.

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5. The system will confirm the re-submission of the application was successful.



6. **No Further Action is required at this time.** The application is returned directly to the Responsible Planner to continue with the review of the file.

Continue to monitor your Customer Portal account for future possible Revision Requests.