

Endorsement Online Submission Guide

Version 1.0 June 24, 2019

Edmonton

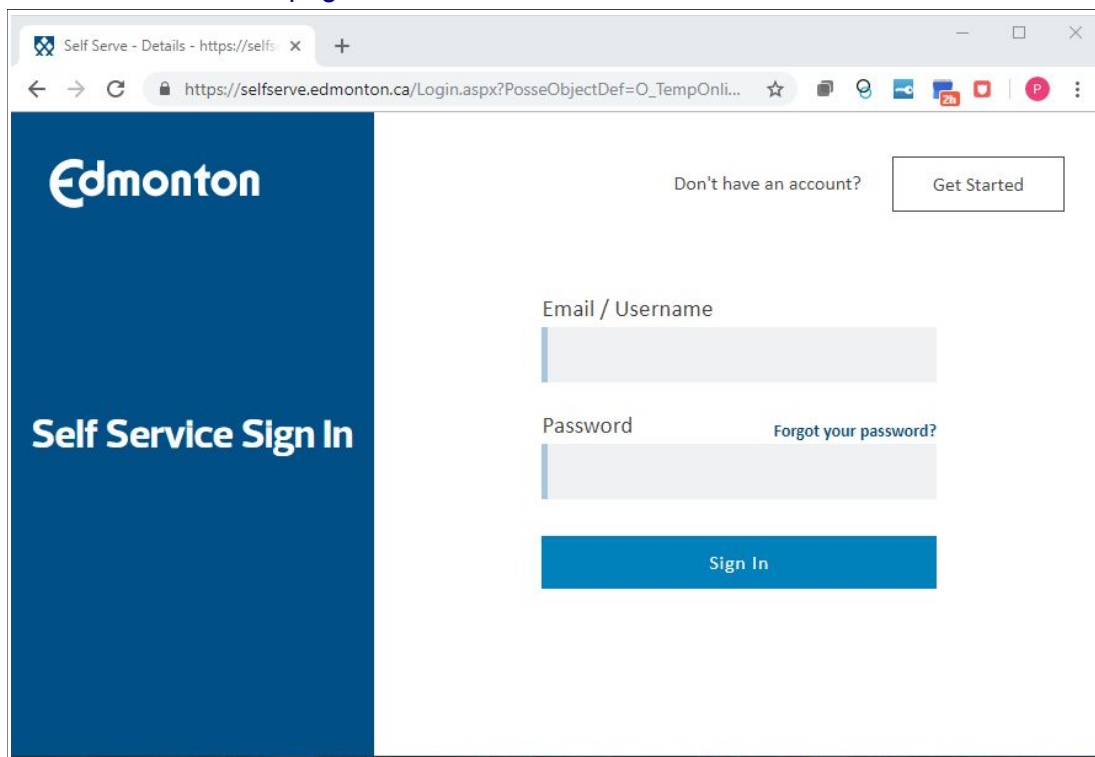
Table of Contents:

Submitting an application	1
Checking the Status of an Application and Submitting Additional Information	5

As of August 1, 2019, Subdivision Planning only receives endorsement applications through the online form. We are no longer accepting emailed endorsement submissions.

Submitting an application

1) Go to selfserve.edmonton.ca and login. You can use the same Username and Password that you use on permits.edmonton.ca where you submit Land Development Applications. If you have never used that page, click **Get Started** to create an account.




The screenshot shows a web browser window with the URL https://selfserve.edmonton.ca/Login.aspx?PosseObjectDef=O_TempOnli.... The page features the Edmonton logo on the left and a sign-in form on the right. The form includes a "Get Started" button for new users, input fields for "Email / Username" and "Password", a "Forgot your password?" link, and a "Sign In" button.

Endorsement Online Submission Guide

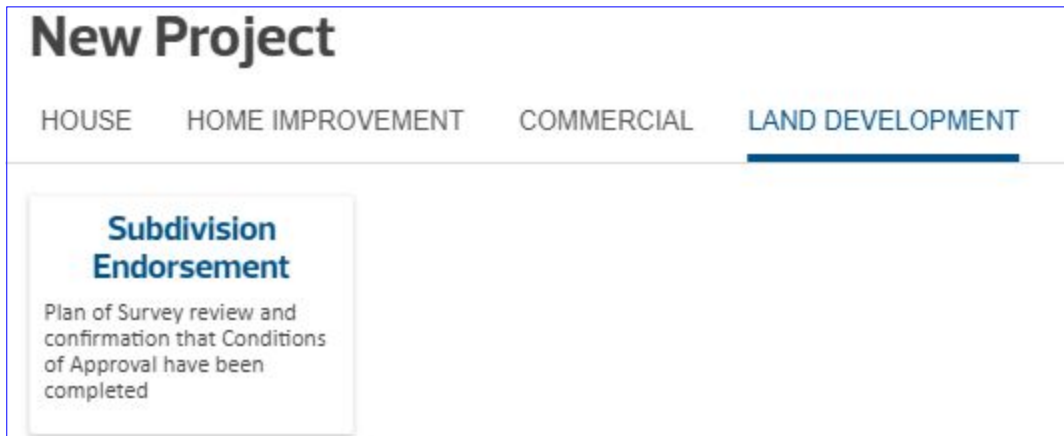
Version 1.0 June 24, 2019

Edmonton

2) To start your new submission, click the NEW PROJECT button in the top left hand corner of your screen.

A rectangular button with a dark blue background and a lighter blue border. The text "NEW PROJECT" is written in white, uppercase letters in the center.

3) The Subdivision Endorsement application can be found under the **Land Development** tab.

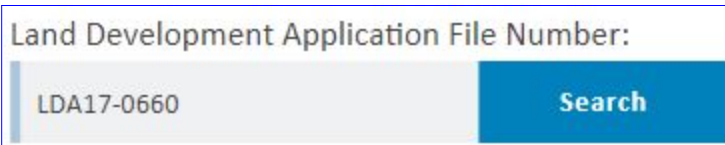
A screenshot of a web interface titled "New Project". Below the title are four navigation tabs: "HOUSE", "HOME IMPROVEMENT", "COMMERCIAL", and "LAND DEVELOPMENT". The "LAND DEVELOPMENT" tab is selected and underlined. Below the tabs is a card for "Subdivision Endorsement" with the text: "Plan of Survey review and confirmation that Conditions of Approval have been completed".

New Project

HOUSE HOME IMPROVEMENT COMMERCIAL **LAND DEVELOPMENT**

Subdivision Endorsement
Plan of Survey review and confirmation that Conditions of Approval have been completed

4) Type the LDA file number into the field. The LDA file number can be found on the Conditions of Approval Letter.

A search form with a label "Land Development Application File Number:" above a text input field. The input field contains the text "LDA17-0660". To the right of the input field is a blue button with the text "Search" in white.

Land Development Application File Number:

LDA17-0660 Search

After you click **Search**, the system will show you the parcel address and legal description for that file number. You may have typed in the digits wrong if the address or legal description were not what you were expecting.

Endorsement Online Submission Guide

Version 1.0 June 24, 2019

Edmonton

5) After you have confirmed that the land development application file number is correct, click **APPLY** to bring you to the application page



6) Type in the name of your project into the **Your Project Name** field. The project name you type in will appear on your application dashboard and email subject lines later on

Your Project Name:
Laurel 24A

7) There is an optional field to type in other related LDA file numbers.

8) Enter the number of parcels for this phase of the endorsement, then click **Calculate Fee**. The estimated value will then appear.

Endorsement Application Fee Estimate:	\$3,365.00
	Calculate Fee

The number should be accurate unless the user has entered the incorrect number of parcels. Remember, the number of parcels should be the number of net new parcels. A common mistake is that people will enter the number of parcels being registered on the plan. For example, on an infill lot split subdivision, the applicant will often enter 2, but they should only enter 1 because they are starting with 1 parcel and ending with 2 parcels ($2-1=1$).

9) In the next two boxes you will add add a current certificate of title(s) and any relevant registered documents on title. In the following box you will upload the Plan of Survey, Utility Right of Way plan and any other plans that are applicable to your application.

The system gives you the option to browse for files, but you may also drag and drop multiple files if you choose.

Endorsement Online Submission Guide

Version 1.0 June 24, 2019

Edmonton

Current Certificate of Title and Instruments

Also include copies of all City of Edmonton Instruments registered on title

Drag and drop your files here or browse your computer using the button below.

Browse for Files

Plans

Plan of Survey, Utility Right of Way Plan and other plans applicable to the application

Drag and drop your files here or browse your computer using the button below.

Browse for Files

10) This section of the application form will take you through the conditions of approval confirmation. Start by uploading the Conditions of Approval Letter and Enclosure Maps.

Conditions of Approval Letter and Enclosure Maps

Drag and drop your files here or browse your computer using the button below.

Browse for Files

11) The final step is to confirm each condition from the Condition of Approval letter has been met.

Endorsement Online Submission Guide

Version 1.0 June 24, 2019

Edmonton

Ensure that the **Condition Number** in the application form corresponds to the condition number on your approval letter.

Type a brief description of how the condition has been satisfied under **How is condition being met?**

Drop any applicable documents under **Reference Material** (eg. a copy of the approved development permit for demolition or a PDF of the email confirming that the Servicing Agreement is complete. **Please attach PDF files only.** Email files will not be accepted.

Confirmation of Condition ✕	
Condition:	How is condition being met?
1	Demolition permit 283123654-010 issued on Feb. 20

Reference Material: (optional)
Drag and drop your files here or browse your computer using the button below.
<input type="button" value="Browse for Files"/>
Demolition Permit 283123654-010.pdf ✕

12) Continue to click **Add Condition** until you have responded to every condition on your Conditions of Approval Letter

Checking the Application Status & Submitting Additional Info

1) Go to selfserve.edmonton.ca and login to your account.

2) The **In Progress** tab lists all of the applications that you have started to create, but haven't submitted yet.

Endorsement Online Submission Guide

Version 1.0 June 24, 2019

Edmonton

3) The **My Applications** tab gives you a summary of the last 50 endorsement applications that you have submitted. From here, you can see the status of your application and when the status last changed.

4) You will receive an email advising you that more information is required if the subdivision team has reviewed your application and does not have enough information to proceed. In the applicant dashboard, the status will change to red if you need to submit more information

IN PROGRESS		MY APPLICATIONS		
Latest 50 Endorsement Applications				
Status	Project Name	Type	File Number	Updated
More Information Required - On Hold	Laurel 24A	LDA Subdivision Endorsement	LDA17-0660-SUB-END-1	Jun 10, 2019
With Subdivision Planning Unit Clerk	Charlesworth Phase II	LDA Subdivision Endorsement	LDA18-0119-SUB-END-2	Jun 6, 2019
Preparing Endorsement Package for Pick Up	Charlesworth Stage 4	LDA Subdivision Endorsement	LDA18-0119-SUB-END-1	May 30, 2019

5) The information needed to complete your application will appear in the email sent to you; it will also appear near the top of the page after you have clicked to open up the application.

6) To submit the required information, click on **Update Application**.

Update Application

7) Look for the condition that needs to be updated and you can edit the text or upload additional information. You may also delete the original files if it was determined that it was the incorrect or insufficient document. Once you are done updating the application, scroll to the bottom and click **Submit**

Submit