

The Development Tracker subscription service allows people to sign up to receive automatic email updates on development applications, such as when revised plans have been received and when an application is scheduled to go to a public meeting.

These instructions are intended to assist people wishing to set this up for the first time. For further information, please access the Help pages under the Menu on the Development Tracker or email [developmentsservices@victoria.ca](mailto:developmentsservices@victoria.ca).

**Note:** A MyCity account is required to participate in this service. If you do not already have a MyCity account you will be prompted to sign up for a free account.

The subscription service has two features available: Current and Future Applications.

### Current applications

You can subscribe to a single application, or multiple applications at one time by selecting them on the search page by address, application type, and/or neighbourhood. You will receive an email notification:

- when resubmissions are received
- when applications are scheduled to go to a public meeting.

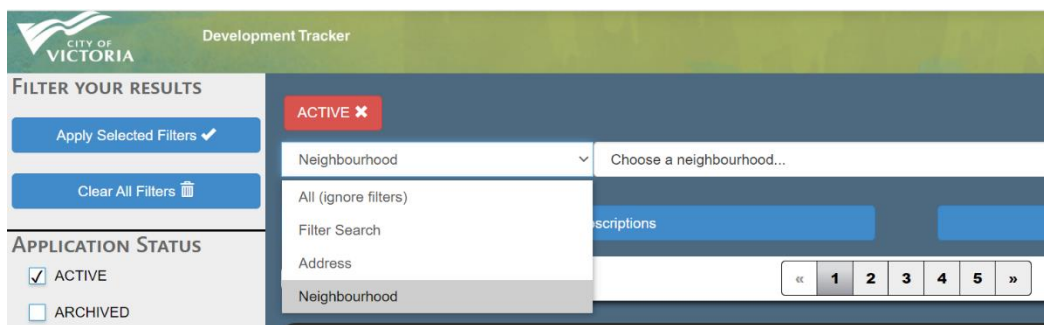
### Future applications

You can subscribe to receive updates when future applications are submitted to the City. These can be selected by application types and/or neighbourhoods. When you subscribe to future applications, you will receive an email notification:

- when new applications are received
- when resubmissions are received
- when applications are scheduled to go to a public meeting.

### How to subscribe to receive updates on current applications

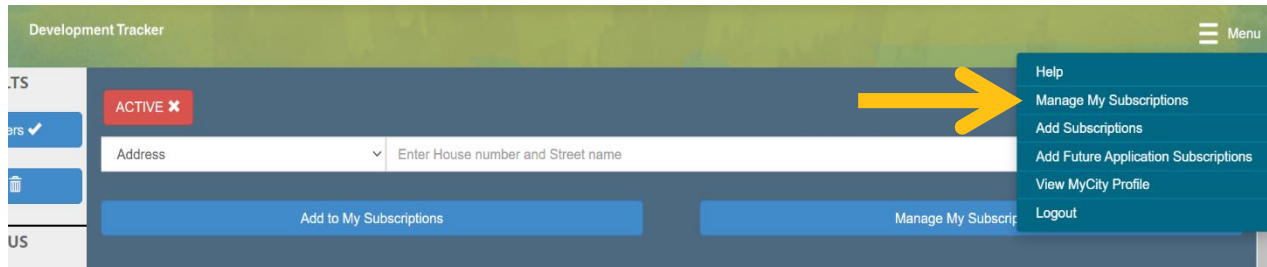
1. On the search page, search or filter to display one or more applications that you wish to subscribe to. For example, all applications in a specific neighbourhood can be selected by selecting "Neighbourhood" in the drop-down menu at the top of the page, and choosing the desired neighborhood.



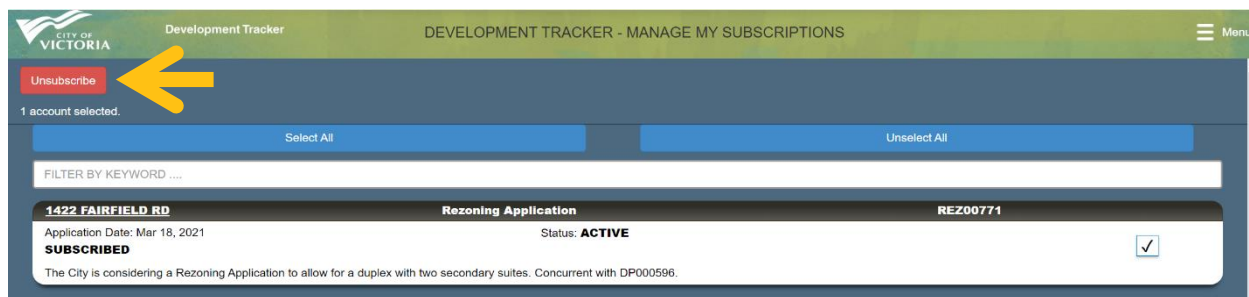
2. Click "Add to my Subscriptions". This page will now display the files that you have selected. If you have not signed into MyCity yet, you will be prompted to do so at this time.
3. Click "Select All" and then click "Subscribe" to add the selected applications to your subscriptions.
4. You will now receive automatic email updates on these applications!
5. Repeat steps 1-3 if you wish to add more applications to this list.

## To Unsubscribe

Use "Manage my Subscriptions" located in the top right Menu to remove applications that you no longer wish to get updates on.



Click the box next to the application and then click "unsubscribe".



## How to subscribe to receive updates when future applications are submitted

1. Click the Menu button at the top right of the page and select "Add Future Application Subscriptions"
2. On the Future Application page select the application types and/or neighbourhoods that you wish to subscribe to. For example, all application types in a specific neighbourhood can be selected by:
  - a. Under "Filter by Application Type", click "Select All"
  - b. Under "Filter by Neighbourhood", click "All Neighbourhoods" and select the desired neighbourhood.
  - c. Click "Add Future Application Subscription(s)".
3. You will now receive automatic emails on future applications!
4. Repeat steps 1-3 if you wish to add more neighbourhoods or application types to this list.
5. If you no longer wish to receive these updates you can remove them by clicking the box next to the appropriate applications under "Current Subscriptions to Future Applications", and then clicking "Remove Future Application Subscription(s)".

