



Community Planning – Development Engineering Bulletin

February 18th, 2025

Subject: Established Area Development Obligation Estimate (DOE) Payment Process Update

The payment process for Established Area Treatment Plant Levies has been updated and the new process will be implemented starting February 18th, 2025.

New Process:

An updated payment process has been created to follow the standard payment process for The City of Calgary:

1. After the Development Permit (DP) approval, the applicant will be provided a final estimate along with an Invoice Request Form containing payment details.
2. The applicant requests an invoice to a centralized email address DCInvoicing@calgary.ca when ready to make payment.
3. An invoice will be created and sent to the applicant.
4. Payment is made for the invoice following one of the stated payment options.

Pay by Mail:	Please make cheque payable to “The City of Calgary” and enclose remittance portion.
	Mail to: THE CITY OF CALGARY ATTN: CHIEF CHASHER 8042 PO BOX 2100 STN M CALGARY, AB, T2P 2M5 CANADA
Pay in Person:	City Cashiers, 3 rd Floor, Municipal Building, 800 Macleod Trail S.E., 8:00AM to 4:30PM OR deposit payment with your invoice in the NIGHT DEPOSITORIES located at the Municipal Building 323 – 7 th Avenue S.E. or 801 – 3 rd Street S.E.
	Payment by debit card (Direct Payment – INTERAC) can be made at the Municipal Building only.
Pay at Bank:	Payments may also be made at most chartered banks, trust companies, credit unions, and Alberta Treasury Branches. When paying by mail or at a

	financial institution, please allow sufficient time for payment to reach our offices by the due date.
Pay Online	<p>From your online banking options, choose payee:</p> <p>CALGARY (CITY OF) – CORPORATE INVOICE</p> <p>OR</p> <p>CITY OF CALGARY – CORPORATE INV.</p> <p>Note: for account number, please enter the Customer Number (e.g. 8-digit number starting with “1”) located on the top right-hand corner of The City of Calgary Invoice.</p>

An advantage of the updated payment process is that the invoice will be created only after the DP has been approved and will contain the *final* treatment plant levy amount. Another advantage is that payments can now be made online (this follows City invoicing which offers multiple methods of payment). These improvements provide a streamlined payment process with minimal back and forth about payment balances.

Background:

Previously, payments have been made in person at Planning Cashiers with a certified cheque and a payment submission form, which is provided by the Infrastructure Strategist (IS) for the area. The payment submission form contained the final treatment plant levy amount for Stream 4 DPs and a preliminary treatment plant levy estimate for Stream 3. After the cheque and the payment submission forms were received by the Planning Cashiers, they informed the Infrastructure Strategists for the payment. Then, the IS reviewed the amount and confirmed if the DP had been approved. The IS would then either return the cheque or work with the applicant to rectify an incorrect amount on the cheque and then prepare the invoice.