



Urban Development Online **Areas Tab** Reference Guide

August 26, 2024
Revision 2.1

Revision History

Version	Description	Date	Author
1.0	Began draft	2013-01-28	Carolyn Anscombe
1.1	Draft Content Complete	2013-02-06	Carolyn Anscombe
1.2	Review and Complete	2013-02-07	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
2.0	Updated Screenshots, Reformatted.	2024-05-31	Melissa Wigness
2.1	Reviewed and updated content	2024-08-26	Melissa Wigness Brian Wilson Galina Karadakova-Mineva

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Purpose of the Manual

This Urban Development Online (UDO) Reference Guide is to be used by Developers and/or their Consulting Engineers and will document the steps to complete the actions on the **Areas Tab** of the Urban Development online Development Application.


NOTE:

The building of this training material required the use of existing Subdivision Application and Construction Drawing information provided to the City of Calgary. You may notice slight inconsistencies throughout the training material. The information used is for demonstration purposes only. These variances are not to deter from the intended content.





Areas Tab Overview

Section	Available Actions
Outstanding Areas Issues	<ul style="list-style-type: none">• View Outstanding Areas Issues
Land Use Information	<ul style="list-style-type: none">• View or update the Land Use Type, number of Lots and Hectares recorded on the related Subdivision Application.• View the Rate and calculated Security amounts.
Development Areas	<ul style="list-style-type: none">• Add Development Areas information that is not defined in the Subdivision Application.
Exemption Areas	<ul style="list-style-type: none">• Add Exemptions Areas.
Complete Updates	<ul style="list-style-type: none">• Save or Cancel changes.

Areas Tab Quick Reference Sheet



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URBAN DEVELOPMENT ONLINE

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Development Agreement Request

Agreement Request Requirements

Request Number: REQ2023-	Developer of Record:	Status
Request Type: Development Agreement	Developer Tier: Tier B	
Request Date: Oct 24, 2023	Consultant of Record:	
DA Request Status: New	Agreement Type: Residential	
SC Status:	Subdivision Name:	
File Manager:		


The requirement for an "approved" Subdivision Application has been overridden.
The requirement for an "approved" Construction Drawing Application has been overridden.

[SAVE](#) [CANCEL](#)

[Details](#) | [Infrastructure](#) | **[Areas](#)** | [Assessments](#) | [Special Clauses](#) | [CCC-FAC](#) | [Financial](#) | [Attachments](#) | [Submit](#)

Outstanding Areas Issues

If there are any outstanding issues listed below, they must be resolved prior to submission.

[None] 

Outstanding Areas Issues are shown in red.

Land Use Information

1 Review the land use and number of lots and hectares recorded on the related Subdivision Application.

a. To override the Lots and Hectares amounts for this Development Agreement, click the Details link for each record.

b. Please take the time to add comments or attach files documenting your changes under the Details link.

Land Use Type	Lots	Hectares	Rate	Security
Details Residential				
Details Multi-Family				
Details Commercial				
Details Industrial				
Details Special Purpose (unspecified)				
Details Direct Control (unspecified)				
Details Municipal Reserve				
Details Municipal School Reserve				
Details MR/NC Reserve				
Details Environmental Reserve				
Details Public Utility Lot				
Details Roads Area				
TOTALS:				

Review Land Use Information.

Development Areas

2 Enter the Development Areas for this Development Agreement request.

a. To add development area information, click the Add Development Area Record button.

b. Click the Details link to add comments or attach supporting documentation for your development area data.

[ADD DEVELOPMENT AREA](#)

Area Type	Description	Hectares
Details Plan of Survey Showing Subdivision	SB2023-	
HECTARES ADJUSTMENTS		+
TOTAL HECTARES		

Add Additional Development Areas.

Exemption Areas

3 Enter the Exemption Areas for this Development Agreement request.


a. To add exemption area information, click the Add Exemption Area Record button.

b. Click the Details link to add comments or attach supporting documentation for your exemption area data.

[ADD EXEMPTION AREA](#)

Exemption Type	Description	Lot	Block	Hectares
HECTARES ADJUSTMENTS				+
TOTAL HECTARES				

Add Exemption Areas.

4 Assessment Area in hectares totaled for this page of the request: **Assessment Areas in Hectares totaled.** 

* An asterisk indicates a required field.

[SAVE](#) [CANCEL](#)

Screen ID: 34709f

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Agreement Request Requirements

Click on the **Agreement Request Requirements** link to be directed to the [Urban Development Online \(UDO\) services \(calgary.ca\)](http://calgary.ca) website.

URBAN DEVELOPMENT ONLINE

New Requests

Search

Securities

Find Requests By JAC

Sign Out

Development Agreement Request

[Agreement Request Requirements](#)

Request Number: 1161

Developer of Record:

Status:

Outstanding Areas Issues

When there are no **Outstanding Areas Issues** the Urban Development Online System will indicate this by **(None)**.

Outstanding Areas Issues

If there are any outstanding issues listed below, they must be resolved prior to submission.

[None]



Land Use Information

Review the land use and number of lots and hectares recorded on the related Subdivision Application.

The example is for **Residential Land Use Type**.

Note: DA jobs 2020 to present are not currently using the Rate / Security components for this section

Land Use Information section

When manual updates are required, click on the **Details** link of the **Land Use Type** that needs correction.

Land Use Information

- 1 Review the land use and number of lots and hectares recorded on the related Subdivision Application.
 - a. To override the Lots and Hectares amounts for this Development Agreement, click the Details link for each record.
 - b. Please take the time to add comments or attach files documenting your changes under the Details link.

	Land Use Type	Lots	Hectares	Rate	Security
Details	Residential				
Details	Multi-Family				
Details	Commercial				
Details	Industrial				
Details	Special Purpose (unspecified)				
Details	Direct Control (unspecified)				
Details	Municipal Reserve				
Details	Municipal School Reserve				
Details	MR/NC Reserve				
Details	Environmental Reserve				
Details	Public Utility Lot				
Details	Roads Area				
	TOTALS:				

Land Use Details update screen

A window showing **Land Use** details will open.

SAVE SAVE AND CLOSE CANCEL

Land Use

- 1 Confirm or update lots and hectares.
 - a. Enter Lots or Hectares adjustments as required.
 - b. If adjusting, please enter a Comment. You may also attach supporting documentation.

Land Use: Residential

Lots: 0 Lots Adjusted: Adjusted By: 0

Hectares: 0 Hectares Adjusted: Adjusted By: 0.000
- 2 Add comments explaining Lots and Hectares adjustments.
- 3 To attach adjustment supporting documentation, click the Attach File button.

ATTACH FILE

File Name	Description	Attached Date

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Task	Steps				
Update lots and hectares	<p>1. Enter Lots or Hectares adjustments as required. NOTE: Type in the correct numbers not the difference. The system will calculate the difference and new totals.</p> <p>1 Confirm or update lots and hectares.</p> <p>a. Enter Lots or Hectares adjustments as required. b. If adjusting, please enter a Comment. You may also attach supporting documentation.</p> <p>Land Use: Residential</p> <p>Lots: 0 Lots Adjusted: <input type="text" value="1"/> Adjusted By: 0 Hectares: 0 Hectares Adjusted: <input type="text" value="1.2"/> Adjusted By: 0.000</p>				
Add Comments	<p>2. Add a comment (required) to explain why the adjustments where needed.</p> <p>2 Add comments explaining Lots and Hectares adjustments.</p> <p>TO MATCH TENTATIVE PLAN OR DEVELOPMENT PERMIT</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>				
Attach Documents	<p>3. Add an attachment (optional) to show the adjustment if applicable.</p> <p>3 To attach adjustment supporting documentation, click the Attach File button.</p> <p>ATTACH FILE</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">File Name</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	File Name	Description		
File Name	Description				
Save Updates	<p>4. The Save button will show the calculated Adjusted By amounts.</p> <p>1 Confirm or update lots and hectares.</p> <p>a. Enter Lots or Hectares adjustments as required. b. If adjusting, please enter a Comment. You may also attach supporting documentation.</p> <p>Land Use: Residential</p> <p>Lots: 0 Lots Adjusted: <input type="text" value="1.000"/> Adjusted By: +1 Hectares: 0 Hectares Adjusted: <input type="text" value="1.200"/> Adjusted By: +1.200</p>				
Save Updates to Land Use Information Section	<p>5. The Save and Close button will update the Land Use Type item in the Land Use Information section.</p> <p><i>To update your changes on the parent screen, please use the "Save and Close" button.</i></p> <p>SAVE SAVE AND CLOSE CANCEL</p>				
View Updates to Land Use Information Section	<p>6. An *asterisk will appear by the Lots and Hectares numbers that were adjusted and will be in red text. The Totals at the bottom will now show the adjusted areas.</p>				

Land Use Information

- 1 Review the land use and number of lots and hectares recorded on the related Subdivision Application.
 - a. To override the Lots and Hectares amounts for this Development Agreement, click the Details link for each record.
 - b. Please take the time to add comments or attach files documenting your changes under the Details link.

Details	Land Use Type	Lots	Hectares	Rate	Security
Details	Residential	*1	*1.200		
Details	Multi-Family				
Details	Commercial				
Details	Industrial				
Details	Special Purpose (unspecified)				
Details	Direct Control (unspecified)				
Details	Municipal Reserve				
Details	Municipal School Reserve				
Details	MR/NC Reserve				
Details	Environmental Reserve				
Details	Public Utility Lot				
Details	Roads Area				
TOTALS:					

Note: Grey Shaded box to the right of Details indicates that there are comments, and or an attachment included in the **Details** link.

Development Areas

Click on the Add Development Area button to add development area information not defined in the Subdivision Application.

In **Development Areas** you can add lands such as **Adjacent Road Allowance** and **Lakelands**.

Development Areas section

- 2 Enter the Development Areas for this Development Agreement request.
 - a. To add development area information, click the Add Development Area Record button.
 - b. Click the [Details](#) link to add comments or attach supporting documentation for your development area data.

ADD DEVELOPMENT AREA		
Area Type	Description	Hectares
Details	Plan of Survey Showing Subdivision SB2023-	
HECTARES ADJUSTMENTS		+
TOTAL HECTARES		

Development Area Details update screen

A window showing **Development Area Details** will open.

SAVESAVE AND CLOSECANCEL

Development Area Details

- 1 Confirm Area Type, Description, and Hectares for this development area record.
Area Type:
Description:
Hectares:

- 2 Add any comments required to account for or document this development area record.

Half of the adjacent roadway Main ST SW

- 3 Attach supporting documentation for this development area.

ATTACH FILE

File Name	Description	
Open Road Allowance Calc.pdf	Main St Road Allowance Calculation	X

To update your changes on the parent screen, please use the "Save and Close" button.

SAVESAVE AND CLOSECANCEL

Task	Steps				
Update Area Type	<p>1. Use the drop-down menu to select the Area Type.</p> <p>① Confirm Area Type, Description, and Hectares for this development area record.</p> <p>Area Type: <input type="text" value="Road Allowance"/></p> <p>Description: <input type="text" value="123 Main St SW"/></p> <p>Hectares: <input type="text" value="0.111"/></p>				
Add Description	<p>2. In the Description field provide only the Road Name.</p> <p>① Confirm Area Type, Description, and Hectares for this development area record.</p> <p>Area Type: <input type="text" value="Road Allowance"/></p> <p>Description: <input type="text" value="123 Main St SW"/></p> <p>Hectares: <input type="text" value="0.111"/></p>				
Add Hectares	<p>3. Add the number of Hectares to three decimal places.</p> <p>① Confirm Area Type, Description, and Hectares for this development area record.</p> <p>Area Type: <input type="text" value="Road Allowance"/></p> <p>Description: <input type="text" value="123 Main St SW"/></p> <p>Hectares: <input type="text" value="0.111"/></p>				
Add Comments	<p>4. Type in Comments (required) to account for the development area record. Include details for length and width.</p> <p>② Add any comments required to account for or document this development area record.</p> <p><input type="text" value="Half of the Adjacent roadway Main St SW 110m x 10.6m"/></p>				
Attach Documents	<p>5. Attach a file (required) showing how the area was calculated.</p> <p>③ Attach supporting documentation for this development area.</p> <p><input type="button" value="ATTACH FILE"/></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>OpenRoad Allowance Calc.pdf</td> <td><input type="text" value="Main St Road Allowance Calculation"/></td> </tr> </tbody> </table> <p>6. Click Upload to attach the file. Acceptable file extensions are pdf, dwg, doc, docx, xls, xlsx, jpg, jpeg, msg and text.</p> <h3>Document Upload</h3> <p>Fill in filename (including path) and then click [Upload] to send.</p> <p>Remember that uploads are only accepted for files with extensions of: .doc, .docx, .dwg, .jpeg, .jpg, .msg, .pcz, .pdf, .tiff, .txt, .xls or .xlsx</p> <p>*File Name: <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> <p>* An asterisk indicates a required field.</p>	File Name	Description	OpenRoad Allowance Calc.pdf	<input type="text" value="Main St Road Allowance Calculation"/>
File Name	Description				
OpenRoad Allowance Calc.pdf	<input type="text" value="Main St Road Allowance Calculation"/>				
Save Updates to Development Areas Section	<p>7. The Save and Close button will update the Area Type item in the Development Areas section.</p>				

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE

SAVE AND CLOSE

CANCEL

View Updates to Development Areas Section

8. The **Total Hectares** at the bottom will now show the adjusted amounts.

Development Areas

2 Enter the Development Areas for this Development Agreement request.

a. To add development area information, click the Add Development Area Record button.

b. Click the Details link to add comments or attach supporting documentation for your development area data.

ADD DEVELOPMENT AREA

	Area Type	Description	Hectares	
Details	Plan of Survey Showing Subdivision	SB2023:		
Details	Road Allowance	123 Main ST SW 110m x 10.6m	0.111	X
HECTARES ADJUSTMENTS			+	
TOTAL HECTARES				

Note: Grey Shaded box indicates that there are comments, and or an attachment included in the **Details** link.

Exemption Areas

To add an exemption area, click the **Add Exemption Area** button.

Exemption Areas section

Exemption Areas

- 3 Enter the Exemption Areas for this Development Agreement request.
 - a. To add exemption area information, click the Add Exemption Area Record button.
 - b. Click the Details link to add comments or attach supporting documentation for your exemption area data.

ADD EXEMPTION AREA

Exemption Type	Description	Lot	Block	Hectares
HECTARES ADJUSTMENTS				
TOTAL HECTARES			+	

- 4 Assessment Area in hectares totaled for this page of the request:

Exemption Area Details update screen

A window showing **Exemption Area Details** will open.

SAVE SAVE AND CLOSE CANCEL

Exemption Area Details

- 1 Confirm Area Type, Description, and Hectares for this exemption area record.

Exemption Type:

Description:

Legal Desc: Lot: Block:

Hectares:
- 2 Add any comments required to account for or document this exemption area record.
- 3 Attach supporting documentation for this exemption area.

ATTACH FILE

File Name	Description

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Task	Steps
Update Exemption Type	1. Use the drop-down menu to select the Exemption Type. <ol style="list-style-type: none"> 1 Confirm Area Type, Description, and Hectares for this exemption area record. Exemption Type: <input type="text" value="Expressway"/>
Add Description	2. In the Description field provide details about the exemption.

	<p>3. Add the legal description and number of Hectares to three decimal places.</p> <p>Description: <input type="text" value="9 Avenue is designated expressway."/></p> <p>Legal Desc: Lot: <input type="text"/> Block: <input type="text"/></p> <p>Hectares: <input type="text" value="0.111"/></p>										
<p>Add Comments</p>	<p>4. Type in Comments (required) to account for the development area record.</p> <p>2 Add any comments required to account for or document this exemption area record.</p> <p>Remove an area of 110m x 10.06m of expressway.</p>										
<p>Attach Documents</p>	<p>5. Attach a file (required) showing how the area was calculated.</p> <p>3 Attach supporting documentation for this exemption area.</p> <p><input type="button" value="ATTACH FILE"/></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="2"> </td> </tr> </tbody> </table> <p>6. Click Upload to attach the file. Acceptable file extensions are pdf, dwg, doc, docx, xls, xlsx, jpg, jpeg, msg and text.</p> <p>Document Upload</p> <p>Fill in filename (including path) and then click [Upload] to send.</p> <p>Remember that uploads are only accepted for files with extensions of: .doc, .docx, .dwg, .jpeg, .jpg, .msg, .pcz, .pdf, .tiff, .txt, .xls or .xlsx</p> <p>*File Name: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> <p>* An asterisk indicates a required field.</p>	File Name	Description								
File Name	Description										
<p>Save Updates to Exemption Areas Section</p>	<p>7. The Save and Close button will update the Exemption Type item in the Development Areas section.</p> <p><i>To update your changes on the parent screen, please use the "Save and Close" button.</i></p> <p><input type="button" value="SAVE"/> <input type="button" value="SAVE AND CLOSE"/> <input type="button" value="CANCEL"/></p>										
<p>View Updates to Exemption Areas Section</p>	<p>8. The Total Hectares at the bottom will now show the adjusted amounts.</p> <table border="1"> <thead> <tr> <th>Exemption Type</th> <th>Description</th> <th>Lot</th> <th>Block</th> <th>Hectares</th> </tr> </thead> <tbody> <tr> <td>Details <input type="checkbox"/> Expressway</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note: Grey Shaded box indicates that there are comments, and or an attachment included in the Details link.</p> <p>4 Assessment Area in hectares totaled for this page of the request: 2.904</p>	Exemption Type	Description	Lot	Block	Hectares	Details <input type="checkbox"/> Expressway				
Exemption Type	Description	Lot	Block	Hectares							
Details <input type="checkbox"/> Expressway											

Complete Updates

When you have completed the **Details Tab** page click **Save**. Save buttons are at the top and bottom of the tab sections.

Top



Bottom

