

Urban Development Online Assessments Tab Reference Guide

August 26, 2024 Revision 2.1

Revision History

Version	Description	Date	Author
1.0	Began draft	January 28, 2013	Carolyn Anscombe
1.1	Added content	February 4, 2013	Carolyn Anscombe
1.2	Review and Complete Documentation	February 8,	Carolyn Anscombe
		2013	Deb Meili
			Brent Kromm
			Michael Ficaccio
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			Brian Wilson
			Galina Karadakova-Mineva

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Purpose of the Manual

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

Assessment Tab Overview

Section	Available Actions
<u>Outstanding</u> Assessment Issues	View Outstanding Assessment IssuesUpdate area selector for Greenfield or Established
<u>Off-Site</u> Levies, Fees, and Charges	 View the Rate and calculated Assessment amounts. Adjust any Assessment items that should be exempt.
Additional Assessments	 Add any assessments that are additional and not already noted in the standard Off-site Levies, Fees, and Charges section.
<u>Complete</u> <u>Updates</u>	Save or Cancel changes.

Assessments Tab Quick Reference Sheet

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lew Red	uests Se	arch	Securities	Find Requests	By JAC	Sign Out		
velopm	ent Agreement R	equest						
ement R	equest Requirements	2						
lest Num	ber:		Developer of	Record:			Status	
lest Type	: Development	Agreement	Developer Tie	er: Tier B				
lest Date	:		Consultant of	Record:		Th	e Tombstone is locat	ed at the top of
Request S	tatus: New		Agreement T	/pe: Residential		ea	ch screen and contai	ns the key
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Manager:								
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ails I	nfrastructure Are	as Assess	ments Spec	ial Clauses CCC-FA	C Financial	Attachment	ts Submit	
standing	Assessments Issue	s						
here are a	any outstanding issues	listed below, they	y must be resolved	prior to submission.			Outstanding As	sessments
[None]							Issues are show	vn in red
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The rate	s for this Developmen	t Agreement requ	est will be finalized	as part of the approval p	process.			
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Agreement Request Requirements

Click on the **Agreement Request Requirements** link to be directed to the <u>Urban Development Online (UDO) services</u> (calgary.ca) website.

URBAN DEVELOPMEN	NT ONLINE				
New Requests	Search	Securities	Find Requests By JAC	Sign Out	
Development Agree	ment Request				
Agreement Request Requi	irements	Development of	D		Charles

Outstanding Assessments Issues

When there are no Outstanding Assessments Issues, the Urban Development Online System will show (None).

Outstanding Assessments Issues

If there are any outstanding issues listed below, they must be resolved prior to submission. [None]

VOTE: If assessment rates for the current year have not been officially published, they will be estimated based on last year's rates. The rates for this Development Agreement request will be finalized as part of the approval process.

Greenfield or Established:	Established	~
	[

Off-site Levies, Fees, and Charges

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

Off-site Levies, Fees, and Charges section

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

Off-site Levies, Fees and Charges

1 To add comments, attach documents or set as Exempt these assessments, click the Details link.

	Description	Hectares	Rate	Assessment
<u>Details</u>	Inspection Fees			
Details	Utility Oversize			
<u>Details</u>	Major Road Standard Oversize			
Details	Traffic Signage & Road Markings			
Details	Wastewater Collection Levy			
Details	Stormwater Levy			
<u>Details</u>	Water Distribution Levy			
Details	Water Treatment Levy			
<u>Details</u>	Wastewater Treatment Levy			
Details	Transportation Levy			
<u>Details</u>	Transit Buses Levy			
Details	Emergency Response Levy			
<u>Details</u>	Police Levy			
Details	Recreation Levy			
<u>Details</u>	Library Levy			
	Total Off-site Levies, Fees and Charges			

Details update screen

rastructure Assessm	ent Details
Confirm the Infrastruc	ture Type and Estimated Cost for this infrastructure assessment record.
Infrastructure Type:	Inspection Fees
Hectares:	5.337
Exempt:	Π
To attach supporting d	ocumentation for this infrastructure assessment, click the Attach File button.
To attach supporting d Please note that the m	locumentation for this infrastructure assessment, click the Attach File button. 1aximum acceptable file size is 10 MB.
To attach supporting d Please note that the m ATTACH FILE	locumentation for this infrastructure assessment, click the Attach File button. naximum acceptable file size is 10 MB.

Task	Steps					
Update exemptions	 Enter Exempt adjustments as required. Confirm the Infrastructure Type and Estimated Cost for this infrastructure assessment record. Infrastructure Type: Stormwater Levy Hectares: 5.337 Exempt: 					
Add Comments	 2. Add a comment (required) to explain why the exemptions were added. 2 Add any comments required to account for or document this infrastructure assessment record. As per Agreement 12.3 					
Attach Documents	 3. Add an attachment (optional) to add supporting documentation if applicable. 3 To attach adjustment supporting documentation, click the Attach File button. ATTACH FILE File Name Description 					
Save Updates to Off-site Levies, Fees, and Charges Section	 4. The Save and Close button will update the Description item in the Off-site Levies, Fees, and Charges section. Exempt will appear beside the updated Description item. The Totals at the bottom will now show the adjusted totals. Note: Grey icon to the right of Details indicates that there are comments, and or an attachment included in the Details link. 					
	Description Hectares Rate Assessment Details Inspection Fees					

Additional Assessment section

Record additional assessment information for this Development Agreement request.

 a. To include regional or miscellaneous assessment information, click the Additional Assessment button.
 b. To add comments or attach documents to the following additional assessment levies, click the Details link.

 ADDITIONAL ASSESSMENT

 Description Hectares Rate Assessment TOTAL ADDITIONAL ASSESSMENT
 \$.00

Additional Assessment update screen

Task	Steps
Update exemptions	 1. Enter Exempt adjustments as required. Inter the name and number of Hectares for this additional assessment record. If "Other" is selected, please describe. Name: (select region) Hectares: Rate: \$ Exempt:
Add Comments	 2. Add a comment (required) to explain why the exemptions were added. 2 Add any comments required to account for or document this infrastructure assessment record. As per Agreement 12.3
Attach Documents	 3. Add an attachment (optional) to add supporting documentation if applicable. 3 To attach adjustment supporting documentation, click the Attach File button. ATTACH FILE File Name Description
Save Updates to Off-site Levies, Fees, and Charges Section	 4. The Save and Close button will update the Description item in the Off-site Levies, Fees, and Charges section. Exempt will appear beside the updated Description item. The Totals at the bottom will now show the adjusted totals.
Save and Close	 5. Click Save and Close when all the required information has been added. To update your changes on the parent screen, please use the "Save and Close" button. SAVE SAVE AND CLOSE CANCEL

Complete Updates

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

Тор

SAVE CANCEL			
Details Infrastructure Areas	Assessments Special Clauses	CCC-FAC Financial	Attachments Submit

Bottom

* An asterisk indicates a required field. SAVE CANCEL