



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, 2013	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
2.0	Updated screenshots; Reformatted	May 31, 2024	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) 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
Outstanding Assessment Issues	<ul style="list-style-type: none">• View Outstanding Assessment Issues• Update area selector for Greenfield or Established
Off-Site Levies, Fees, and Charges	<ul style="list-style-type: none">• View the Rate and calculated Assessment amounts.• Adjust any Assessment items that should be exempt.
Additional Assessments	<ul style="list-style-type: none">• Add any assessments that are additional and not already noted in the standard Off-site Levies, Fees, and Charges section.
Complete Updates	<ul style="list-style-type: none">• Save or Cancel changes.

Assessments Tab Quick Reference Sheet



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Development Agreement Request

Agreement Request Requirements

Request Number: Developer of Record: Status
 Request Type: Development Agreement Developer Tier: Tier B
 Request Date: Consultant of Record:
 DA Request Status: New Agreement Type: Residential
 SC Status: Subdivision Name:
 File Manager:

The Tombstone is located at the top of each screen and contains the key information of the request.

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

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

Outstanding Assessments Issues

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

Outstanding Assessments Issues are shown in red

NOTE: 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:

Off-site Levies, Fees and Charges

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

Off-site Levies, Fees and Charges information.

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

2 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.

Record additional Assessment information.

ADDITIONAL ASSESSMENT

Description	Hectares	Rate	Assessment
TOTAL ADDITIONAL ASSESSMENT			\$.00

Total Levies, Fees and Charges.

3 Total Assessment levies and inspection fees for this page of the request

* An asterisk indicates a required field.

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

Version 17: 9.470

Agreement Request Requirements

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

URBAN DEVELOPMENT ONLINE

New Requests

Search

Securities

Find Requests By JAC

Sign Out

Development Agreement Request

Agreement Request Requirements

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]

NOTE: 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
Details	Inspection Fees			
Details	Utility Oversize			
Details	Major Road Standard Oversize			
Details	Traffic Signage & Road Markings			
Details	Wastewater Collection Levy			
Details	Stormwater Levy			
Details	Water Distribution Levy			
Details	Water Treatment Levy			
Details	Wastewater Treatment Levy			
Details	Transportation Levy			
Details	Transit Buses Levy			
Details	Emergency Response Levy			
Details	Police Levy			
Details	Recreation Levy			
Details	Library Levy			
	Total Off-site Levies, Fees and Charges			

Details update screen

SAVE **SAVE AND CLOSE** **CANCEL**

Infrastructure Assessment Details

1 Confirm the Infrastructure Type and Estimated Cost for this infrastructure assessment record.
Infrastructure Type: Inspection Fees
Hectares: 5.337
Exempt:

2 Add any comments required to account for or document this infrastructure assessment record.

3 To attach supporting documentation for this infrastructure assessment, click the Attach File button.
Please note that the maximum acceptable file size is 10 MB.

ATTACH FILE

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

Task	Steps																																																																				
Update exemptions	<p>1. Enter Exempt adjustments as required.</p> <p>1 Confirm the Infrastructure Type and Estimated Cost for this infrastructure assessment record. Infrastructure Type: Stormwater Levy Hectares: 5.337 Exempt: <input checked="" type="checkbox"/></p>																																																																				
Add Comments	<p>2. Add a comment (required) to explain why the exemptions were added.</p> <p>2 Add any comments required to account for or document this infrastructure assessment record. As per Agreement 12.3</p>																																																																				
Attach Documents	<p>3. Add an attachment (optional) to add supporting documentation if applicable.</p> <p>3 To attach adjustment supporting documentation, click the Attach File button.</p> <p>ATTACH FILE</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	File Name	Description																																																																		
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Save Updates to Off-site Levies, Fees, and Charges Section	<p>4. The Save and Close button will update the Description item in the Off-site Levies, Fees, and Charges section.</p> <ul style="list-style-type: none"> • Exempt will appear beside the updated Description item. • The Totals at the bottom will now show the adjusted totals. <p>Note: Grey icon to the right of Details indicates that there are comments, and or an attachment included in the Details link.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Hectares</th> <th>Rate</th> <th>Assessment</th> </tr> </thead> <tbody> <tr> <td>Details Inspection Fees</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Utility Oversize</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Major Road Standard Oversize</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Traffic Signage & Road Markings</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Wastewater Collection Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details <input checked="" type="checkbox"/> Stormwater Levy Exempt</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Details Water Distribution Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Water Treatment Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Wastewater Treatment Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Transportation Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Transit Buses Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Emergency Response Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Police Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Recreation Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Details Library Levy</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total Off-site Levies, Fees and Charges</td> <td></td> </tr> </tbody> </table>	Description	Hectares	Rate	Assessment	Details Inspection Fees				Details Utility Oversize				Details Major Road Standard Oversize				Details Traffic Signage & Road Markings				Details Wastewater Collection Levy				Details <input checked="" type="checkbox"/> Stormwater Levy Exempt			\$0.00	Details Water Distribution Levy				Details Water Treatment Levy				Details Wastewater Treatment Levy				Details Transportation Levy				Details Transit Buses Levy				Details Emergency Response Levy				Details Police Levy				Details Recreation Levy				Details Library Levy				Total Off-site Levies, Fees and Charges			
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Additional Assessment section

- 2** Record additional assessment information for this Development Agreement request.
- To include regional or miscellaneous assessment information, click the Additional Assessment button.
 - 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			\$0.00

Additional Assessment update screen

Task	Steps				
Update exemptions	<p>1. Enter Exempt adjustments as required.</p> <p>1 Enter the name and number of Hectares for this additional assessment record. If "Other" is selected, please describe.</p> <p>Name: <input type="text" value="(select region)"/></p> <p>Hectares: <input type="text"/></p> <p>Rate: \$ <input type="text"/></p> <p>Exempt: <input type="checkbox"/></p>				
Add Comments	<p>2. Add a comment (required) to explain why the exemptions were added.</p> <p>2 Add any comments required to account for or document this infrastructure assessment record.</p> <p>As per Agreement 12.3</p>				
Attach Documents	<p>3. Add an attachment (optional) to add supporting documentation if applicable.</p> <p>3 To attach adjustment supporting documentation, click the Attach File button.</p> <p>ATTACH FILE</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	File Name	Description		
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Save and Close	<p>5. Click Save and Close when all the required information has been added.</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>				

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

SAVE **CANCEL**

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

Bottom

* An asterisk indicates a required field.

SAVE

CANCEL