



# Urban Development Online **Attachments 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 **Attachments 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.

# Attachments Tab Overview

Section	Available Actions
<a href="#">Outstanding Attachment Issues</a>	<ul style="list-style-type: none"><li>• View Outstanding Attachment Issues</li></ul>
<a href="#">Development Agreement Documents</a>	<ul style="list-style-type: none"><li>• View Development Agreement Documents.</li><li>• Attach Schedule A, Certificate of Insurance, and other documents not previously uploaded.</li></ul>
<a href="#">Complete Updates</a>	<ul style="list-style-type: none"><li>• <b>Save</b> or <b>Cancel</b> changes.</li></ul>

# Attachments Tab Quick Reference Sheet

ASSISTED APPLICANT UDO TEST EXTERNAL  
 URBAN DEVELOPMENT ONLINE

- New Requests
- Search
- Securities
- Find Requests By JAC
- Sign Out

## Development Agreement Request

### Agreement Request Requirements

Request Number:		Developer of Record:	INC.	Status
Request Type:		Developer Tier:		
Request Date:		Consultant of Record:		
DA Request Status:		Agreement Type:		
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
- Attachments**
- Submit

### Outstanding Attachment Issues

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

- As noted on Attachments step 3a, please attach a Schedule A to this request.
- As noted on Attachments step 3, please attach a Certificate of Insurance to this request.

Outstanding Attachment Issues are highlighted in red.

### Development Agreement Documents

1 Review the following list of infrastructure, area, assessment, and clause documents to ensure all required documentation is attached.

File Name	Description
Open	
Open	
Open	
Open	
Open	
Open	
Open	
Open	
Open	

Review documents uploaded from other tabs.

2 Review the following list of Corporate Name Registry files to ensure all required documentation is attached.  
 NOTE: There must be a document attached for each Agreement Party related to this request.

File Name	Description
Open	

3 Attach any files or documents not handled earlier in this Development Agreement request.  
 a. A Schedule A file is required before you can submit this request.  
 b. Please note that the maximum acceptable file size is 10 MB.

- ATTACH FILE
- SCHEDULE A
- CERTIFICATE OF INSURANCE

Attach additional files or documents.

Attachment	File Name	Description
Open	Schedule A	Schedule A

4 Performance Security Reduction Outcome Letter

File Name	PSR Number	Approved Date

5 Agreement Amendment (if Applicable)

Attachment	File Name	Description

**SAVE** **CANCEL**

# 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

Number of Records:

Status

# Outstanding Attachments Issues

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

## Outstanding Attachment Issues

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

- As noted on Attachments step 3a, please attach a Schedule A to this request.
- As noted on Attachments step 3, please attach a Certificate of Insurance to this request.



# Development Agreement Documents

The **Attachment Tab** page is a summary of the attachments throughout the application.

## Infrastructure, Areas, Assessments, and Special Clauses section

View the list of **Details, Infrastructure, Areas, Assessments,** and **Special Clauses tabs** to ensure all required documentation is attached.

Click the **Open** link to open the files.

**Development Agreement Documents**

1 Review the following list of infrastructure, area, assessment, and clause documents to ensure all required documentation is attached.

File Name	Description
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	
<a href="#">Open</a>	

## Corporate Name Registry section

Click the **Open** link to open the files.

- 2 Review the following list of Corporate Name Registry files to ensure all required documentation is attached.  
NOTE: There must be a document attached for each Agreement Party related to this request.


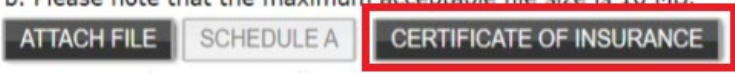

File Name	Description
<a href="#">Open</a>	

## Attach Files section

Click the Document Type button to upload documentation.

- 3 Attach any files or documents not handled earlier in this Development Agreement request.
  - a. A Schedule A file is required before you can submit this request.
  - b. Please note that the maximum acceptable file size is 10 MB.



Task	Steps						
Upload Schedule A	<p><b>Schedule A</b> files are required before you can submit the Development Agreement request.  <b>Note:</b> For Development Agreements 2019 and older only - Interim Indemnity Agreement Schedule A AND Special Clauses Agreement Schedule A are required.</p> <p>Click the <b>Schedule A</b> button to upload the Schedule A documentation. When the upload is complete the button will be greyed out</p> <p>3 Attach any files or documents not handled earlier in this Development Agreement request.            a. A Schedule A file is required before you can submit this request.            b. Please note that the maximum acceptable file size is 10 MB.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Attachment</th> <th style="width: 55%;">File Name</th> <th style="width: 30%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><a href="#">Open</a></td> <td>Schedule A</td> <td>Schedule A</td> </tr> </tbody> </table>	Attachment	File Name	Description	<a href="#">Open</a>	Schedule A	Schedule A
Attachment	File Name	Description					
<a href="#">Open</a>	Schedule A	Schedule A					
Upload Certificate of Insurance	<p>Upload a current version of the Certificate of Insurance (a mandatory item when requesting a new Development Agreement).</p> <p>3 Attach any files or documents not handled earlier in this Development Agreement request.            a. A Schedule A file is required before you can submit this request.            b. Please note that the maximum acceptable file size is 10 MB.</p> 						
Attach Documents	<p>Add an attachment to add supporting documentation if applicable.</p> <p>3 Attach any files or documents not handled earlier in this Development Agreement request.            a. A Schedule A file is required before you can submit this request.            b. Please note that the maximum acceptable file size is 10 MB.</p> 						

## Performance Security Reduction Letter section

When a Performance Security Reduction (PSR) is completed for this Development Agreement job (see the Security Tab) then the outcome letter for that reduction will show here. The PSR letter will also be added by the Infrastructure Strategist for the area on the Security tab next to each PSR after the PSR is closed.

### 4 Performance Security Reduction Outcome Letter

**File Name**

**PSR Number**

**Approved Date**

## Agreement Amendment section

If the agreement requires an Amendment, then the amended DA section will be added by the Infrastructure Strategist for the area after it is reviewed, approved, and signed by all required parties, including the Infrastructure Strategist and managers.

### 5 Agreement Amendment (if Applicable)

**Attachment**

**File Name**

**Description**

# Complete Updates

When you have completed the Attachments **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