



# Urban Development Online **Details Tab** Reference Guide

August 26, 2024  
Revision 2.1

## Revision History

Version	Description	Date	Author
1.0	Began draft	2013-01-16	Carolyn Anscombe
1.1	Draft Content Complete	2013-01-25	Carolyn Anscombe
1.2	Review and Complete	2013-02-07	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
1.3	Change in Address Information	2013-02-11	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 **Details 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.

# Details Tab Overview

Section	Available Actions
<a href="#">Outstanding Detail Issues</a>	<ul style="list-style-type: none"><li>• View Outstanding Detail Issues</li></ul>
<a href="#">Development Permit Job Application Code (JAC)</a>	<ul style="list-style-type: none"><li>• View Job Access Code (JAC)</li><li>• View Request Status</li><li>• View or update Agreement Type</li></ul>
<a href="#">Related Applications</a>	<ul style="list-style-type: none"><li>• Add one Construction Drawings Project</li><li>• Add at least one Subdivision Application or Development Permit job</li><li>• View Related Job Type details</li></ul>
<a href="#">Agreement Parties and Consultants</a>	<ul style="list-style-type: none"><li>• Add Agreement Parties</li><li>• Add Consultants</li><li>• View or update Agreement Parties and Consultant details</li></ul>
<a href="#">Complete Updates</a>	<ul style="list-style-type: none"><li>• <b>Save</b> or <b>Cancel</b> changes.</li></ul>

# Details 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: REQ [redacted] Developer of Record: [redacted] Status  
 Request Type: Development Agreement Developer Tier:  
 Request Date: Mar 24, 2024 Consultant of Record:  
 DA Request Status: New Agreement Type:  
 SC Status: [redacted] Subdivision Name:  
 File Manager: [redacted]

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 Detail Issues

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

Outstanding Detail Issues are highlighted in Red.

### Development Agreement - Job Access Code (JAC)

1 Job Access Code (JAC)  
 Job Access Code: REQ [redacted]  
 Request Status: New

Job Access Code (JAC) - Record for future access.

2 Select the Agreement Type for this Development Agreement request.  
 \*Agreement Type: Commercial

Select Master Agreement Type.

### Related Applications

3 Associate this Development Agreement request with other jobs already in progress.  
 a. \*Add one Construction Drawings Project job. ADD CONSTRUCTION DRAWINGS PROJECT  
 b. \*Add at least one Subdivision Application job. ADD SUBDIVISION APPLICATION  
 or one Development Permit job. ADD DEVELOPMENT PERMIT  
 c. For each record below, enter the Job Access Code (JAC) for the corresponding Job Type and click the Confirm button.

Add Related Applications.

Related Job Type	Job Access Code	Status	Related Job Information	Design Approval Underground
Construction Drawings	CD; [redacted]	[redacted]	[redacted]	X
Subdivision Application	SB; [redacted]	[redacted]	[redacted]	X

d. Correct the Subdivision Name for this Development Agreement request, as needed.  
 Subdivision Name Correction: [redacted]

### Agreement Parties and Consultants

4 Add agreement parties -- anyone who will be a signatory -- to this agreement request.  
 a. To add agreement parties to this request, click the Add Agreement Parties button.  
 b. Select one and only one Agreement Party as the Developer of Record for this request.  
 c. Click the Details link to add further information for each agreement party.

Add Agreement Parties

ADD AGREEMENT PARTY

Developer of Record	Name	Contact Information	Party to Agreement	Registry File
Details	[redacted]	[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 Add consultants -- anyone who will act as a developer agent -- to this agreement request.  
 a. To add consultants to this request, click the Add Consultants button.  
 b. Select one and only one Consultant as the Consultant of Record for this request.  
 c. Click the Details link to add further information for each consultant.

Add Consultants.

ADD CONSULTANTS

Consultant of Record	Name	Contact Information
Details	[redacted]	[redacted]

SAVE CANCEL

# Outstanding Detail Issues

Any Outstanding Detail Issues highlighted in red must be resolved prior to submission of the Development Agreement.

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

## Outstanding Detail Issues

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

[None]

# Development Agreement Job Access Code (JAC)

Your agreement request has been assigned a **Job Access Code (JAC)**. The JAC is a unique identification number given to each agreement request. Once logged into VISTA, it will allow access to the Development Application request. If you cannot access the REQ, for assistance contact the Infrastructure Strategist for the area.

## Development Agreement - Job Access Code (JAC)

### 1 Job Access Code (JAC)

**Job Access Code:**

**REQ2024-0287-34918**

**Request Status:**

**New**

Use the drop-down menu to select the **Master Agreement Type**. The choices are: **Residential**, **Commercial**, and **Industrial**.

### 2 Select the Agreement Type for this Development Agreement request.

**\*Agreement Type:**

Commercial





# Related Applications

Add a **Construction Drawings Project** and at least one **Subdivision Application Job** or one **Development Permit Job**.

## Related Applications

3 Associate this Development Agreement request with other jobs already in progress.

a. \*Add one Construction Drawings Project job.

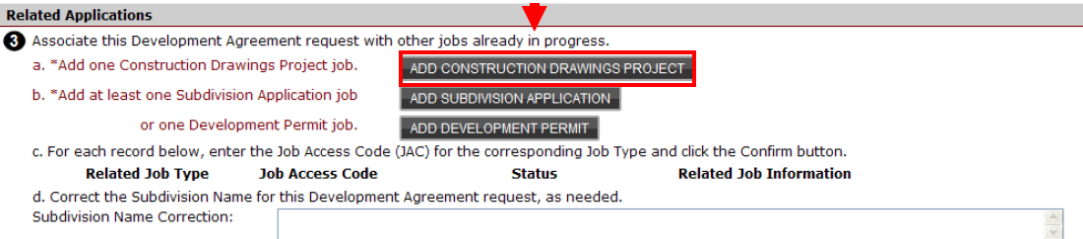
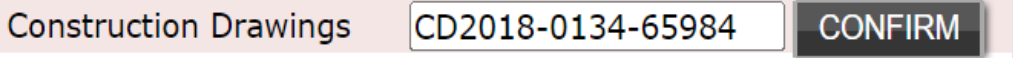
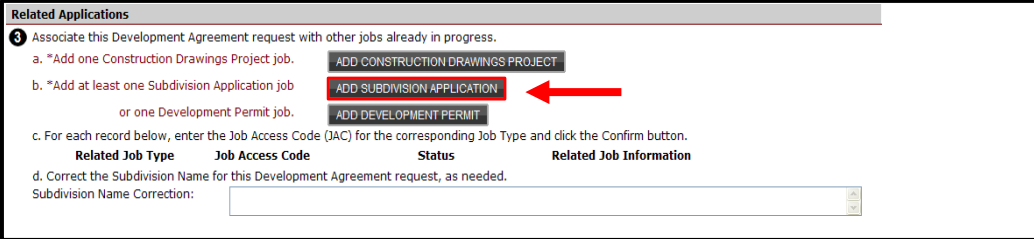
ADD CONSTRUCTION DRAWINGS PROJECT

b. \*Add at least one Subdivision Application job

ADD SUBDIVISION APPLICATION

or one Development Permit job.

ADD DEVELOPMENT PERMIT

Task	Steps								
<p><b>Add one Construction Drawings Project job.</b></p>	<p>1. Click on the <b>Add Construction Drawings Project</b> and enter the <b>Job Access Code</b> for the <b>Construction Drawing Job Type</b>.</p>  <p><b>Related Applications</b></p> <p>3 Associate this Development Agreement request with other jobs already in progress.</p> <p>a. *Add one Construction Drawings Project job. <b>ADD CONSTRUCTION DRAWINGS PROJECT</b></p> <p>b. *Add at least one Subdivision Application job <b>ADD SUBDIVISION APPLICATION</b> or one Development Permit job. <b>ADD DEVELOPMENT PERMIT</b></p> <p>c. For each record below, enter the Job Access Code (JAC) for the corresponding Job Type and click the Confirm button.</p> <table border="1"> <thead> <tr> <th>Related Job Type</th> <th>Job Access Code</th> <th>Status</th> <th>Related Job Information</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>d. Correct the Subdivision Name for this Development Agreement request, as needed. Subdivision Name Correction: <input type="text"/></p>	Related Job Type	Job Access Code	Status	Related Job Information				
Related Job Type	Job Access Code	Status	Related Job Information						
<p><b>Use Job Access Code and confirm Construction Drawings Project Job.</b></p>	<p>2. Enter the <b>Job Access Code (JAC)</b> for the Construction Drawing and click <b>Confirm</b>.</p>  <p>The <b>Job Access Code (JAC)</b> for the Construction Drawing can be found on the Submission Confirmation when submitting new Construction Drawings online.</p> <p><b>NOTE:</b> If you do not have the Job Access Code (JAC) for the related application, please contact The City of Calgary at <a href="mailto:urban@calgary.ca">urban@calgary.ca</a> or contact the Infrastructure Strategist for the area.</p>								
<p><b>Add a Subdivision Application Job or a Development Permit job.</b></p>	<p>3. <b>NOTE:</b> A Development Agreement can originate from either a Subdivision Application or a Development Permit. For this example, we will use a Subdivision Application.</p> <p>Click on the <b>Add Subdivision Application</b> and enter the <b>Job Access Code</b> for the <b>Subdivision Application</b>.</p>  <p><b>Related Applications</b></p> <p>3 Associate this Development Agreement request with other jobs already in progress.</p> <p>a. *Add one Construction Drawings Project job. <b>ADD CONSTRUCTION DRAWINGS PROJECT</b></p> <p>b. *Add at least one Subdivision Application job <b>ADD SUBDIVISION APPLICATION</b> or one Development Permit job. <b>ADD DEVELOPMENT PERMIT</b></p> <p>c. For each record below, enter the Job Access Code (JAC) for the corresponding Job Type and click the Confirm button.</p> <table border="1"> <thead> <tr> <th>Related Job Type</th> <th>Job Access Code</th> <th>Status</th> <th>Related Job Information</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>d. Correct the Subdivision Name for this Development Agreement request, as needed. Subdivision Name Correction: <input type="text"/></p>	Related Job Type	Job Access Code	Status	Related Job Information				
Related Job Type	Job Access Code	Status	Related Job Information						

<p><b>Use Job Access Code and confirm Subdivision Application.</b></p>	<p>4. Enter the <b>Job Access Code (JAC)</b> for the Subdivision Application and click <b>Confirm</b>.</p> <p>Subdivision Application <input type="text" value="SB2018-0283-28407"/> <input type="button" value="CONFIRM"/></p>						
<p><b>Review Subdivision Parcel Information.</b></p>	<p>5. Click the <b>Details</b> link to review the titles of the Subdivision Application.</p> <p><a href="#">Details</a> Subdivision Application</p> <p>A window showing the <b>Subdivision Parcel Information</b> will open. Once review is complete, click <b>Save and Close</b> to complete Related Applications.</p> <div style="border: 1px solid gray; padding: 5px;"> <p><input type="button" value="SAVE"/> <input type="button" value="SAVE AND CLOSE"/> <input type="button" value="CANCEL"/></p> <p><b>Subdivision Parcel Information</b></p> <p>Please review the following legal parcels. These parcels will apply to your Development Agreement request based on your Subdivision application. If there are errors, please contact Urban Development to correct your Subdivision application.</p> <table border="1"> <thead> <tr> <th>Address</th> <th>Legal Description</th> <th>Legal Component Text</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <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> </div>	Address	Legal Description	Legal Component Text			
Address	Legal Description	Legal Component Text					

## Correcting Subdivision Names

The **Subdivision Name** for the Development Agreement may need to be corrected to reflect the City of Calgary standard. It must be in capital letters and have two digits for the phase number.

**Related Applications**

3 Associate this Development Agreement request with other jobs already in progress.

a. \*Add one Construction Drawings Project job.

b. \*Add at least one Subdivision Application job  or one Development Permit job.

c. For each record below, enter the Job Access Code (JAC) for the corresponding Job Type and click the Confirm button.

Related Job Type	Job Access Code	Status	Related Job Information
Construction Drawings	CD2010-0047-54293	REVISION F	n Ph. 19 <input type="button" value="X"/>
<a href="#">Details</a> Subdivision Application	SB2010-0225-66931	Registered	9 - 14111 14 ST NW <input type="button" value="X"/>

d. Correct the Subdivision Name for this Development Agreement request, as needed.

Subdivision Name Correction:

NOTE: If the phase number is less than two digits, you must add a zero. Example: 9 would become 09.

**Related Applications**

3 Associate this Development Agreement request with other jobs already in progress.

a. \*Add one Construction Drawings Project job.

b. \*Add at least one Subdivision Application job   
or one Development Permit job.

c. For each record below, enter the Job Access Code (JAC) for the corresponding Job Type and click the Confirm button.

Related Job Type	Job Access Code	Status	Related Job Information	
Construction Drawings	CD2010-0047-54293	REVISION Released	Evanston Ph. 19	<input type="checkbox"/>
<a href="#">Details</a> Subdivision Application	SB2010-0225-66931	Registered	19 - 14111 14 ST NW	<input type="checkbox"/>

d. Correct the Subdivision Name for this Development Agreement request, as needed.

Subdivision Name Correction:

**Correct**

# Agreement Parties and Consultants

Information auto populated from the Subdivision Application may be missing an Agreement Party or Consultants.

## Add Agreement Party section

Click the **Add Agreement Party** button. The **Agreement Party Details** window will open.

- 4 Add agreement parties -- anyone who will be a signatory -- to this agreement request.
  - a. To add agreement parties to this request, click the Add Agreement Parties button.
  - b. Select one and only one Agreement Party as the Developer of Record for this request.
  - c. Click the Details link to add further information for each agreement party.

**ADD AGREEMENT PARTY**

Task	Steps
<b>Add Agreement Party</b>	<ol style="list-style-type: none"> <li>1. Type in name of missing Agreement Party.               <ol style="list-style-type: none"> <li>1 Enter an agreement party Name and click Confirm.                    Name: <input type="text"/> <b>CONFIRM</b></li> </ol> </li> <li>2. Click the Confirm button to choose from the City of Calgary Valid Customer Lookup list.</li> </ol>
<b>Add Legal Name of the Developer</b>	<ol style="list-style-type: none"> <li>3. Enter the correct Legal Name of the Developer as it will appear on legal documents of this Development Agreement. Search for the Developer name that will match the Legal Name.               <ol style="list-style-type: none"> <li>2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.                    Legal Name: <input type="text"/></li> </ol> </li> </ol>
<b>Add Legal Address</b>	<ol style="list-style-type: none"> <li>4. Click the Add Address button to add the Legal Address as it will appear on legal documents of this Development Agreement.               <p style="text-align: center;"><b>ADD ADDRESS</b></p>               The address window will open.             </li> </ol>

	<p><b>Address Type:</b> <input type="text" value="Civic"/></p> <hr/> <p>Suite Number: <input type="text"/></p> <p>Street Number: <input type="text"/> Suffix: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>Street Type: <input type="text" value="(None)"/> Dir: <input type="text" value="(None)"/></p> <p>Line 2: <input type="text"/></p> <p>City/Municipality: <input type="text" value="Calgary"/></p> <p>Province/State: <input type="text" value="Alberta"/></p> <p>Country: <input type="text" value="Canada"/></p> <p>Postal/Zip Code: <input type="text"/></p> <p>5. Click Save and Close when the information has been entered.</p>																		
<p><b>Attach Corporate Name Registry File</b></p>	<p>6. Click on the <b>Attach Corporate Name Registry File</b> button to attach the <b>Corporate Name Registry File</b>.</p> <p><b>3</b> Attach a Corporate Name Registry file dated within the last 30 days</p> <p style="text-align: center;"><b>ATTACH CORPORATE NAME REGISTRY FILE</b></p> <p><b>NOTE:</b> For the Corporate Name Registry File please ensure your attachment includes all required documents in a consolidate document</p> <p>7. The Document Upload window will open. Browse and locate the file and click <b>Upload</b>.</p> <p><b>NOTE:</b> Files with extensions of pdf, dwg, doc, docs, xls, xlsx, jpg, jpeg, msg, and txt are accepted.</p>																		
<p><b>Select Contacts</b></p>	<p>8. Select Contacts for the agreement party.</p> <p><b>4</b> Select Contacts for this agreement party on this agreement request.</p> <p style="text-align: center;"><b>SELECT CONTACTS</b></p> <p>9. The Select Contacts window will open. Use the checkbox to choose the contact.</p> <p><b>Select Contacts</b></p> <p><b>SELECT</b> <b>CLEAR ALL</b> <b>CHECK ALL</b></p> <p><b>1</b> Select one or more contacts to represent the stakeholder on this request.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Contact Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>2</b> Click the Select button.</p> <p><b>SELECT</b> <b>CLEAR ALL</b> <b>CHECK ALL</b></p> <p>10. Type in the <b>Role</b> description for the <b>Contact Name</b>.</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Phone</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td><b>Role:</b> <input type="text" value="Owner"/></td> <td></td> <td></td> </tr> </tbody> </table>	Select	Contact Name	Phone	Email	<input checked="" type="checkbox"/>				<input type="checkbox"/>				Contact Name	Phone	Email Address	<b>Role:</b> <input type="text" value="Owner"/>		
Select	Contact Name	Phone	Email																
<input checked="" type="checkbox"/>																			
<input type="checkbox"/>																			
Contact Name	Phone	Email Address																	
<b>Role:</b> <input type="text" value="Owner"/>																			

	<p><b>NOTE:</b> If the required contact is not on the list or information is incorrect, please contact Urban Development <a href="mailto:urban@calgary.ca">urban@calgary.ca</a> or the Infrastructure Strategist for the area. The email address must be correct to receive notifications.</p>
<b>Save and Close</b>	<p>11. 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><input type="button" value="SAVE"/> <input type="button" value="SAVE AND CLOSE"/> <input type="button" value="CANCEL"/></p>

## Add Consultant section

Click the **Add Consultants** button. The **Consultant Details** window will open.

- 5 Add consultants -- anyone who will act as a developer agent -- to this agreement request.
  - a. To add Consultants to this request, click the Add Consultants button.
  - b. Select one and only one Consultant as the Consultant of Record for this request.
  - c. Click the Details link to add further information for each consultant.

**ADD CONSULTANTS**

Task	Steps																		
<b>Add Consultant</b>	<p>12. Type in name of missing Agreement Party.</p> <p>1 Enter an agreement party Name and click Confirm.</p> <p>Name: <input type="text"/> <b>CONFIRM</b></p> <p>13. Click the Confirm button to choose from the City of Calgary Valid Customer Lookup list.</p>																		
<b>Add Legal Name of the Developer</b>	<p>14. Enter the correct Legal Name of the Consultant as it will appear on legal documents of this Development Agreement.</p>																		
<b>Add Legal Address</b>	<p>15. Click the Add Address button to add the Legal Address as it will appear on legal documents of this Development Agreement.</p> <p>16. Click Save and Close when the information has been entered.</p>																		
<b>Select Contacts</b>	<p>17. Select Contacts for the agreement party.</p> <p>3 Select the Contact person responsible for this agreement.</p> <p><b>SELECT CONTACTS</b></p> <p>18. The Select Contacts window will open. Use the checkbox to choose the contact.</p> <p><b>Select Contacts</b></p> <p><b>SELECT</b> <b>CLEAR ALL</b> <b>CHECK ALL</b></p> <p>1 Select one or more contacts to represent the stakeholder on this request.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Contact Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2 Click the Select button.</p> <p><b>SELECT</b> <b>CLEAR ALL</b> <b>CHECK ALL</b></p> <p>19. Type in the <b>Role</b> description for the <b>Contact Name</b>.</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Phone</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Role:</b> <input type="text" value="Senior Engineer"/></p>	Select	Contact Name	Phone	Email	<input checked="" type="checkbox"/>				<input type="checkbox"/>				Contact Name	Phone	Email Address			
Select	Contact Name	Phone	Email																
<input checked="" type="checkbox"/>																			
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Contact Name	Phone	Email Address																	

	<p><b>NOTE:</b> If the required contact is not on the list or information is incorrect, please contact Urban Development <a href="mailto:urban@calgary.ca">urban@calgary.ca</a> or the Infrastructure Strategist for the area. The email address must be correct to receive notifications.</p>
<b>Save and Close</b>	<p>20. 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><input type="button" value="SAVE"/> <input type="button" value="SAVE AND CLOSE"/> <input type="button" value="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



## Bottom

