



# Urban Development Online **Log In** Reference Guide

August 23, 2024  
Revision 2.1

# Revision History

Version	Description	Date	Author
1.0	Began draft	2014-01-16	Carolyn Anscombe
1.1	Finished draft	2014-01-25	Carolyn Anscombe
1.2	Review and Complete	2014-02-07	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
1.3	Change in Address Information	2014-02-11	Carolyn Anscombe Deb Meili Michael Ficaccio Brent Kromm
1.4	Updated vista login screenshots	2014-08-25	James Dalton
2.0	Updated screenshots; Reformatted	2024-05-31	Melissa Wigness
2.1	Reviewed and updated content	2024-08-23	Melissa Wigness Brian Wilson Galina Karadakova-Mineva

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# Purpose of the Manual

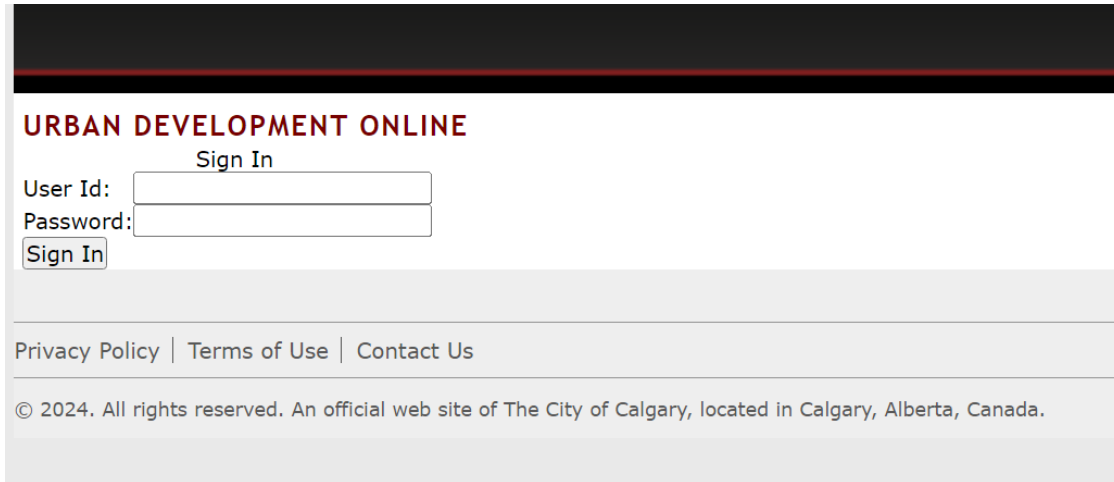
This Urban Development Online (UDO) Log In Reference Guide is to be used by Developers and/or their Consulting Engineers to login using either Vista or directly to access the Urban Development Online system (UDO).

**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.

# Direct Login to Urban Development Online

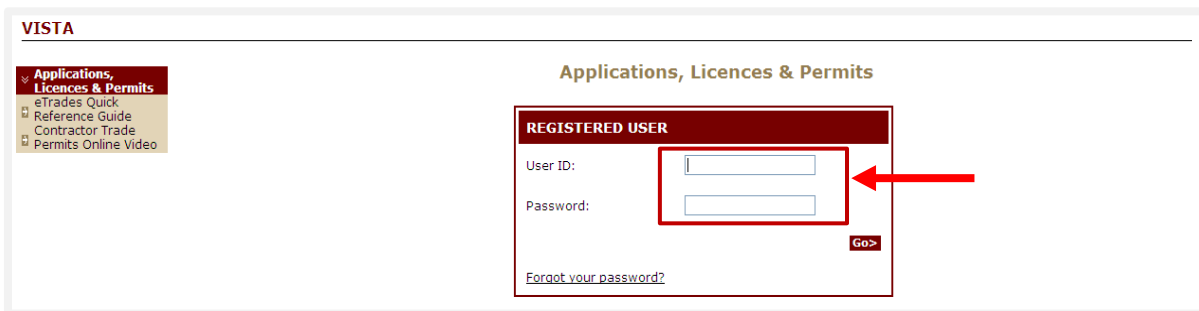
Open [Urban Development Online - Sign In \(calgary.ca\)](https://www.calgary.ca/UDOL) . Login using your User ID and password.



The screenshot shows the 'URBAN DEVELOPMENT ONLINE' sign-in interface. At the top, there is a dark header with a red horizontal line. Below the header, the text 'URBAN DEVELOPMENT ONLINE' is displayed in a bold, dark red font. Underneath, the words 'Sign In' are centered. The sign-in form consists of two input fields: 'User Id:' and 'Password:'. Below these fields is a 'Sign In' button. At the bottom of the page, there are links for 'Privacy Policy | Terms of Use | Contact Us' and a copyright notice: '© 2024. All rights reserved. An official web site of The City of Calgary, located in Calgary, Alberta, Canada.'

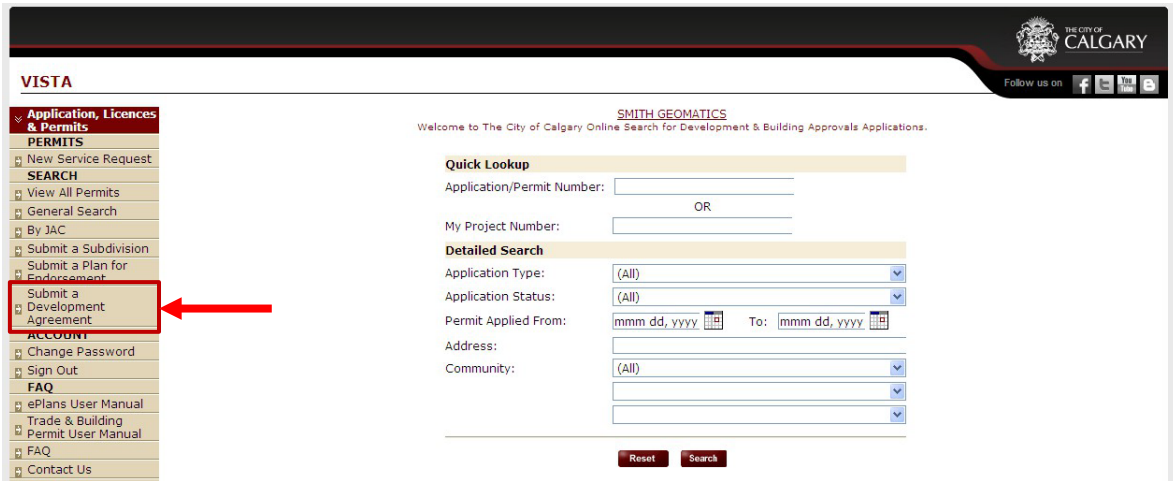
# Vista Login to Urban Development Online

1. Open a web browser and go to: [www.Calgary.ca/VISTA](http://www.Calgary.ca/VISTA). Sign in as a Registered User with your VISTA User ID and password.



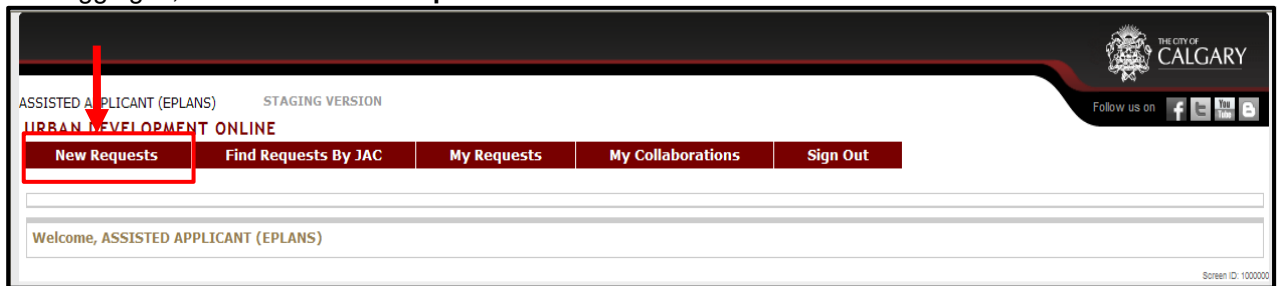
The screenshot shows the 'VISTA' login page. On the left, there is a navigation menu with a red header 'Applications, Licences & Permits' and sub-items: 'eTrades Quick', 'Reference Guide', 'Contractor Trade', and 'Permits Online Video'. The main content area is titled 'Applications, Licences & Permits' and features a 'REGISTERED USER' login box. This box contains 'User ID:' and 'Password:' labels, two input fields, a 'Go>' button, and a 'Forgot your password?' link. A red arrow points to the right side of the input fields.

2. Click **Submit a Development Agreement** from the VISTA home page menu.

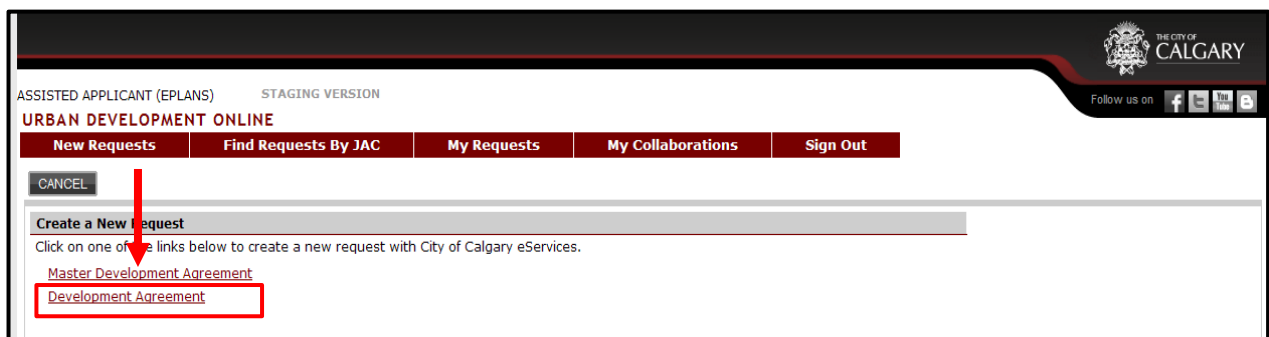


## Accepting Terms of Use and Request Requirements

1. After logging in, click on the **New Requests Tab**.



2. Click the **Development Agreement** link to open the online application to create a **Development Agreement Request**.



3. A window outlining the **Terms of Use and Request Requirements** will open.

The screenshot shows the 'URBAN DEVELOPMENT ONLINE' interface. At the top right is the City of Calgary logo and social media icons. Below the header is a navigation bar with buttons for 'New Requests', 'Search', 'Securities', 'Find Requests By JAC', and 'Sign Out'. A 'SAVE' and 'CANCEL' button is visible. The main content area is titled 'Terms of Use and Request Requirements' and contains four numbered steps:

- 1 Please follow the link below to review the Terms of Use for City of Calgary websites. If you have not reviewed these terms recently, please be aware that they are subject to change. [City of Calgary Websites - Terms of Use](#)
- 2 Please review the following guidelines and requirements for PUBLIC INFRASTRUCTURE Development Agreement requests. Note that processing of your request may be delayed if you have not followed these requirements. [Urban Development Agreement Requirements](#)
  - Application Requirements**
  - 1 Applicants must accept the terms of the Development Agreement Request Authorization outlined on the online application form and provide all required data on the online application forms.
  - 2 Applicants must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.
  - 3 To expedite the evaluation of this request, all materials submitted must be clear, legible and precise. To achieve satisfactory levels of customer service, Urban Development staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards. Thank you for your cooperation.
  - 4 Applicants and other Agreement Parties agree to receive correspondence via electronic message related to this application.
- 3 Your agreement request will be assigned a JAC (Job Access Code) as you proceed to the next page. The JAC is a unique identification number given to each agreement request. Once logged into Urban Development Online, this number will allow you to update or check the status of your request.

You understand and agree that you are solely responsible for maintaining the confidentiality of your account including your JAC, and are fully responsible for all activities that occur under your account, including your JAC. You agree to notify the City immediately of any unauthorized use of your password or account or any other breach of security. Ensure that you exit from your account at the end of each session. The City cannot and will not be liable for any loss or damage arising from your failure to protect your JAC or account information.
- 4 If you are satisfied that you understand and agree with (1) the Terms of Use and (2) the PUBLIC INFRASTRUCTURE DEVELOPMENT AGREEMENT Request requirements and (3) the JAC guidelines, select the checkbox below and click the Save Button.  
 I accept the Terms of Use and understand the requirements for this request.

\* An asterisk indicates a required field.

SAVE CANCEL

Screen ID: 28739

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4. Click the **I Accept** button to accept the **Terms of Use and Request Requirements** Click **Save** to close the page and continue with your online Development Application or Click **Cancel** to exit out of the Development Application.

This is a close-up of the 'Acceptance of Terms' section from the previous screenshot. It shows step 4 with the checkbox 'I accept the Terms of Use and understand the requirements for this request.' highlighted by a red box. Below it is the asterisked note: '\* An asterisk indicates a required field.' and the 'SAVE' and 'CANCEL' buttons. The screen ID '28739' is visible in the bottom right corner.

5. After accepting the **Terms of Use and Request Requirements** you will be brought to the **Details Tab**.

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: REQ2024-0009      Developer of Record:      Status

Request Type: Development Agreement      Developer Tier: Tier

Request Date: Feb 16, 2024      Consultant of Record:

DA Request Status: New      Agreement Type:

SC Status:      Subdivision Name:

File Manager: None

**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.

- As noted on Details step 2, please select a Agreement Type.
- As noted on Details step 3a, this request must have a related construction drawing.
- As noted on Details step 3b, this request must have a related subdivision or development permit.
- As noted on Details step 4b, please select one agreement party as the Developer of Record for this request.

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

1 Job Access Code (JAC)

Job Access Code:

Request Status:

2 Select the Agreement Type for this Development Agreement request.

\*Agreement Type:

#### 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	Design Approval Underground	Available to City Staff only
d. Correct the Subdivision Name for this Development Agreement request, as needed.					
Subdivision Name Correction: <input type="text"/>					

#### 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.

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.

Screen ID: 347094

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**NOTE:**

After creating a new REQ job it is important not to close it until either an **Agreement Party** or **Consultant** is added. Access to the new REQ job is only possible by Developer or Consultant once they are added to the **Details Tab**. If left blank, there will be no straightforward way to find or complete the new REQ job.