

Urban Development Online Submit Tab Reference Guide

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Revision History

Version	Description	Date	Author
1.0	Began draft	2013-01-28	Carolyn Anscombe
1.1	Added content	2013-02-03	Carolyn Anscombe
1.2	Review and Complete Documentation	2013-02-08	Carolyn Anscombe
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			Michael Ficaccio
2.0	Updated screenshots; Reformatted	2024-05-31	Melissa Wigness
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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 **Submit 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.

Submit Tab Overview

Section	Available Actions
Development Agreement Request	Job Access Code (JAC)
<u>Request</u> Summary	View data submitted for the request.
Performance Security Calculation Summary	UNDER CONSTRUCTIONView Performance Security calculations.
Special Clause Approval	 View Outstanding Issues for Special Clause Request. Accept Terms and Conditions. Submit Special Clause Request.
Development Agreement	 View Outstanding Issues for Development Agreement Request. Accept Terms and Conditions. Submit Development Agreement Request.
<u>Cancel</u>	Cancel and discard request.
Complete Updates	Save or Cancel changes.

Submit Tab Quick Reference Sheet

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Development Agreement Request

The **Job Access Code (JAC)** is a unique identification number given to each Development Agreement Request. For future reference do not forget to record the **Job Access Code (JAC)**.

Development Agreement Request Job Access Code (JAC)			
For future reference, don	't forget to record the Job Access Code (JAC) for this Agreement request.		
Job Access Code:	REQ		

View the data submitted for the Development Agreement Request.

Request Summary		
2 Review the data being submitted for this agreement request. You may wish to print this page for your records.		
Request Number:		
Agreement Type:		
Developer Of Record Name:		
Developer Tier:		
Consultant:		
Development Project:		
Total Assessment Area (Ha):		
Total Infrastructure Estimate:		
Total Assessments:		
Total Deposits:		
Total Repayments:		
Total Repayments:(Front Ending):		

Performance Security Calculations Summary

View the calculations for the Performance Security Total. These values will be reviewed and confirmed by Development Commitments Staff. You will receive a confirmation of total required Performance Security after this file is reviewed.

Performance Security Calculation Summary

🚯 Under Construction - This Performance Security calculation section is currently being updated to accommodate the new TIER model (A-B-C-D-E).

Note: The total security amount is a minimum of \$150,000

Cost estimate for infrastructure components: Multiplied by tier rating factor for Total Security:

Tier %

Special Clause Approval

There are two UDO components to obtaining a DA. The first is submitting for the Special Clause Approval. The list of error messages here pertains to this approval only. There may be items and errors in the Development Agreement section and not in this section. Those items are not yet required and can be completed when moving to the next submission section.

Review the **Special Clause Approval** section for Outstanding Issues. If there are no Outstanding Issues accept the **Terms and Conditions**. **Save** and then **Submit** the Special Clause Request. To print the Outstanding Issues, click on the **Print** link.

Special Clause Approval	
4 If there are any outstanding issues listed below, they must be resolved prior to submitting for SC approval.	Print
 There are missing contacts on Consultants. Click the Details link in step 5. As noted on Attachments step 3a, please attach a Schedule A to this request. 	
 I have reviewed and accept the current years Terms and Conditions (including rates). <u>Urban Development Agreement Requirements (Terms and Conditions)</u> 	
If you are ready to submit for SC Approval, Click the 'Submit SC Request' button below.	
A submitted request will enter the review and approval process with the City of Calgary.	
Submit SC Request	

Development Agreement

Review the **Development Agreement** section for Outstanding Issues. If there are no Outstanding Issues, accept the **Terms and Conditions**. **Save** and then **Submit** the Development Agreement Request. To print the Outstanding Issues, click on the **Print** link.



Cancel

The Cancel Request button will delete the Development Agreement request including all work and attachments.



Complete Updates

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

Тор

