



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

August 26, 2024  
Revision 2.1

## 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 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) 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
<a href="#">Development Agreement Request</a>	<ul style="list-style-type: none"><li>• Job Access Code (JAC)</li></ul>
<a href="#">Request Summary</a>	<ul style="list-style-type: none"><li>• View data submitted for the request.</li></ul>
<a href="#">Performance Security Calculation Summary</a>	<ul style="list-style-type: none"><li>• UNDER CONSTRUCTION</li><li>• View Performance Security calculations.</li></ul>
<a href="#">Special Clause Approval</a>	<ul style="list-style-type: none"><li>• View Outstanding Issues for Special Clause Request.</li><li>• Accept Terms and Conditions.</li><li>• Submit Special Clause Request.</li></ul>
<a href="#">Development Agreement</a>	<ul style="list-style-type: none"><li>• View Outstanding Issues for Development Agreement Request.</li><li>• Accept Terms and Conditions.</li><li>• Submit Development Agreement Request.</li></ul>
<a href="#">Cancel</a>	<ul style="list-style-type: none"><li>• Cancel and discard request.</li></ul>
<a href="#">Complete Updates</a>	<ul style="list-style-type: none"><li>• <b>Save</b> or <b>Cancel</b> changes.</li></ul>

# Submit 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: [ ] 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.

Use of this set of Construction Drawings requires written consent from the Coordinator of Subdivision Development.

SAVE CANCEL

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

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

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

Job Access Code: REQ [ ]

Development Agreement Request Job Access Code (JAC)

### 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): [ ]

Request Summary - Review the Data Being Submitted

### Performance Security Calculation Summary

3 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

Performance Security Calculation Summary

Cost estimate for infrastructure components:

Multiplied by tier rating factor for

Tier %

Total Security: [ ]

### 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).  
[Urban Development Agreement Requirements \(Terms and Conditions\)](#)

Review Special Clause Outstanding Issues and accept Terms and Conditions

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

5 If there are any outstanding issues listed below, they must be resolved prior to submitting for DA approval. [Print](#)

- There are one or more outstanding issues with Agreement Parties. Click the Details link in step 4.
- There are one or more outstanding issues with Consultants. Click the Details link in step 5.
- In Details step 3, you must attach documentation when using this CD Job (CD [ ]).
- As noted on Details step 3, this request cannot be submitted if the associated Construction Drawing Application is not approved.
- This request cannot be submitted if the Special Clauses are not approved.
- 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.

I have reviewed and accept the current years Terms and Conditions (including rates).  
[Urban Development Agreement Requirements \(Terms and Conditions\)](#)

Review Development Agreement Outstanding Issues and accept Terms and Conditions

If you are ready to submit your request, Click the 'Submit DA Request' button below.

A submitted request will enter the review and approval process with the City of Calgary.

[Submit DA Request](#)

### Cancel

6 A cancelled request will be discarded. It can no longer be edited and will not be processed.

[CANCEL REQUEST](#)

Cancel Request

SAVE CANCEL

# 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)

① For future reference, don't forget to record the Job Access Code (JAC) for this Agreement request.

**Job Access Code:**

REQ

## Request Summary

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

3 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

Tier %



**Total Security:**



# 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).  
[Urban Development Agreement Requirements \(Terms and Conditions\)](#)

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.

## Development Agreement

5 If there are any outstanding issues listed below, they must be resolved prior to submitting for DA approval.

Print

- There are one or more outstanding issues with Agreement Parties. Click the Details link in step 4.
- There are one or more outstanding issues with Consultants. Click the Details link in step 5.
- In Details step 3, you must attach documentation when using this CD job (CD [REDACTED]).
- As noted on Details step 3, this request cannot be submitted if the associated Construction Drawing Application is not approved.
- This request cannot be submitted if the Special Clauses are not approved.
- 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.

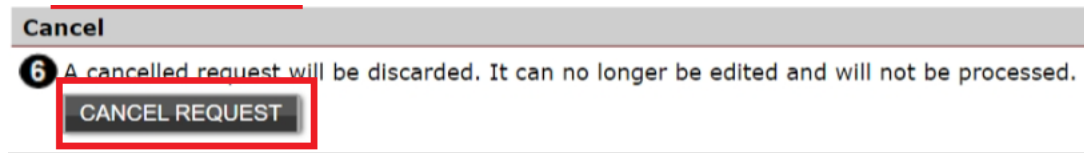
I have reviewed and accept the current years Terms and Conditions (including rates).  
[Urban Development Agreement Requirements \(Terms and Conditions\)](#)

If you are ready to submit your request, Click the 'Submit DA Request' button below.  
A submitted request will enter the review and approval process with the City of Calgary.

Submit DA Request

# 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.

## Top



## Bottom

