



# **URBAN DEVELOPMENT ONLINE**

## **ATTACHMENTS TAB**

6

## **REFERENCE GUIDE**

2013 February 11

Version 1.02

## Document Information

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### Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	January 28 <sup>th</sup> , 2013	Carolyn Anscombe
Version 1.01	Added content	February, 4 <sup>th</sup> 2013	Carolyn Anscombe
Version 1.02	Review and Complete Draft	February 8 <sup>th</sup> , 2013	Carolyn Anscombe
			Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio

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**Disclaimer:** 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.

## Introduction

### Document purpose

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 **Attachments Tab** of the Urban Development online Development Application.

The screenshot shows the 'Attachments' tab in the UDO system. At the top, there is a 'Tombstone' area containing request details. Below this is a navigation menu with 'Attachments' selected. The main content area is divided into sections for 'Development Agreement Documents', 'Corporate Name Registry Files', 'Additional Files or Documents', 'Performance Security Reduction Outcome Letter', and 'Outstanding Attachment Issues'. Red callouts and arrows highlight key features and steps.

**1. Review Development Agreement Documents**

File Name	Description
<a href="#">Open</a> 1124294 Alberta Limited.pdf	Paved Roads & Walkways - Boundary
<a href="#">Open</a> 1124294 Alberta Limited.pdf	Paved Roads & Walkways - Deposit
<a href="#">Open</a> 1162498 ALBERTA LTD..pdf	Paved Roads & Walkways - Repayment
<a href="#">Open</a> 1368486 ALBERTA LTD.pdf	Paved Roads & Walkways - Oversize
<a href="#">Open</a> Altafacts - Alb Registries.doc	Paved Roads & Walkways - Construction Cost

**2. Review Corporate Registry Files**

File Name	Description
<a href="#">Open</a> BUILDER INVESTMENT GROUP INC.pdf	Corporate Name Registry: BHQ DEVELOPMENTS INC.
<a href="#">Open</a> QUALICO DEVELOPMENTS WEST LTD.pdf	Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.

**3. Attach Additional Files or Documents Schedule B is Required**

ATTACH FILE | **SCHEDULE B** | CERTIFICATE OF INSURANCE

Attachment	File Name	Description
<a href="#">Open</a>	Certificate 2012 Est letter.doc	Certificate of Insurance
<a href="#">Open</a>	Schedule B 2012 Est letter.doc	Schedule B

**4. Performance Security Reduction Outcome Letter**

File Name	PSR Number	Approved Date
Performance Security Reduction Outcome Letter		

**5. Outstanding Detail Issues are Highlighted in Red.**

Outstanding Attachment Issues: [None]

## Development Agreement Documents

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

Review the list of **Infrastructure**, **Areas**, **Assessments**, and **Special Clauses** documents to ensure all required documentation is attached.

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

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**Development Agreement Request**

[Agreement Request Requirements](#)

Request Number: REQ2013-0026	Developer of Record: QUALICO DEVELOPMENTS WEST LTD.	Status
Request Type: Development Agreement	Developer Tier: Tier 3	<a href="#">MDA:</a>
Request Date: Jan 14, 2013	Master Agrmt. Type: Residential	<a href="#">IIA:</a>
Request Status: New	Subdivision Name: EVANSTON, PHASE 19	<a href="#">SC:</a>
		<a href="#">SCA:</a>

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Detail
Infrastructure
Areas
Assessments
Special Clauses
Attachments
Submit

**Development Agreement Documents**

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

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<a href="#">Open</a>	Altafacts - Alb Registries.doc	Paved Roads & Walkways - Construction Cost

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>	BUILDER INVESTMENT GROUP INC.pdf	Corporate Name Registry: BHQ DEVELOPMENTS INC.
<a href="#">Open</a>	QUALICO DEVELOPMENTS WEST LTD.pdf	Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.

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

ATTACH FILE
SCHEDULE B
CERTIFICATE OF INSURANCE

	Attachment	File Name	Description
<a href="#">Open</a>	Certificate	2012 Est letter.doc	Certificate of Insurance
<a href="#">Open</a>	Schedule B	2012 Est letter.doc	Schedule B

4 Performance Security Reduction Outcome Letter

	File Name	PSR Number	Approved Date

**Outstanding Attachment Issues**

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

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## Review Corporate Registry Files

Review the [Corporate Name Registry Files](#) to ensure all required documentation is attached.

Click the [Open](#) link to open the files.

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	Attachment	File Name	Description
<a href="#">Open</a>	Certificate	2012 Est letter.doc	Certificate of Insurance <input type="button" value="X"/>
<a href="#">Open</a>	Schedule B	2012 Est letter.doc	Schedule B <input type="button" value="X"/>

4 Performance Security Reduction Outcome Letter

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[None]

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## Attach Additional Files or Documents

Use the **ATTACH FILE** button to add any additional files or documents that are pertinent to this Development Agreement Request.

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Details   Infrastructure   Areas   Assessments   Special Clauses   Attachments   Submit

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<a href="#">Open</a> Schedule B	2012 Est letter.doc	Schedule B	✕
- 4 Performance Security Reduction Outcome Letter
 

File Name	PSR Number	Approved Date

**Outstanding Attachment Issues**

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

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A **Schedule B** file is required before you can submit the Development Agreement request.

**Note:** Two Schedule B's required

1. Interim Indemnity Agreement
2. Special Clauses Agreement

Click on the **SCHEDULE B** button to add the file.

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.pdf, .dwg, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .msg, or .txt

\* **File Name:**   

\* An asterisk indicates a required field.


A pop up window will open.  
**Browse** to locate the Schedule B file.

**Document Upload**

Fill in filename (including path) and then click [Upload] to send.

Remember that uploads are only accepted for files with extensions of:  
.pdf, .dwg, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .msg, or .txt

\* **File Name:** \\Cs2data1\EESDShared\ES\Urban-Subdivision\Pete|



\* An asterisk indicates a required field.

Click **Upload** to send the file.

**Note:** Files with extensions of:  
pdf, dwg, doc, docs, xls, xlsx,  
jpg, jpeg, msg, and txt are  
accepted.

## Outstanding Attachments Issues

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

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