



URBAN DEVELOPMENT ONLINE

DETAILS TAB

1

REFERENCE GUIDE

2013 February 11th

Version 1.02

Document Information

Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	January 16 th	Carolyn Anscombe
Version 1.01	Finished draft	January 25 th	Carolyn Anscombe
Version 1.02	Review and Complete	February 7 th	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
Version 1.03	Change in Address Information	February 11 th ,	Carolyn Anscombe Deb Meili Michael Ficaccion Brent Kromm

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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.

Document purpose

This Urban Development Online (UDO) Quick Reference Guide is to be used by Developers and/or their Consulting Engineers and will provide the steps to complete the actions on the **Details Tab** of the Urban Development online Development Application.

Details Tab Page Quick Reference Sheet

ASSISTED APPLICANT (EPLANS) STAGING VERSION
URBAN DEVELOPMENT ONLINE
 New Requests | Find Requests By JAC | My Requests | My Collaborations | Sign Out

Development Agreement Request
 Agreement Request Requirements
 Request Number: REQ2013-0026 | Developer of Record: | Statu
 Request Type: Development Agreement | Developer Tier: Tier 1 | MDA:
 Request Date: Jan 14, 2013 | Master Agrmt. Type: | IIA:
 Request Status: New | Subdivision Name: | SCA:

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Details | Infrastructure | Areas | Assessments | Special Clauses | Attachments | Submit

Development Agreement - Job Access Code (JAC)
 1. For future reference, please record your Job Access Code (JAC) for this Agreement.
 Job Access Code: **REQ2013-0026-23133**
 Request Status: New

2. Select the Master Agreement Type for this Development Agreement request.
 *Master Agreement Type: (select 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.

Related Job Type	Job Access Code	Status	Related Job Information

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

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 PARTY

Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement Registry File

 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

Consultant of Record	Consultant Name	Contact Name (Phone) Email

Outstanding Detail Issues
 6. If there are any outstanding issues listed below, they must be resolved prior to submission.
 As noted on Details step 2, please select a Master Agreement Type.
 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.
 As noted on Details step 5b, please select one consultant as the Consultant of Record for this request.

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Click on the [Agreement Request Requirements](#) link to be directed to the Calgary.ca/UD website where the Complete Application Requirements List (CARL) can be accessed.

URBAN DEVELOPMENT ONLINE

[New Requests](#) | [Find Requests By JAC](#) | [My Requests](#) | [My Collaborations](#) | [Sign Out](#)

Development Agreement Request

[Agreement Request Requirements](#)

Request Number: REQ2013-0149	Developer of Record:	Status
Request Type: Development Agreement	Developer Tier: Tier 1	MDA:
Request Date: Jan 25, 2013	Master Agrmt. Type: Residential	IIA:
Request Status: New	Subdivision Name: Phase 19 - 14111 14 ST NW	SC:
		SCA:

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Development agreements

Large development areas normally undertaken by private Developers require a Master Development Agreement (MDA) to be entered into between The City and the Developer. A MDA is a legal contract between The City and the Developer and is used for all residential, industrial and commercial developments. It sets out the terms and conditions under which development of the lands are to take place within The City including the responsibility to construct public facilities and associated financial obligations.

- [Approved 2012 acreage assessments](#)
- [2012 Development Agreement application requirements](#)
- [Clearance requirements for Building Permits](#)
- [Development Agreement intake forms](#)
- [Development Agreement Request - application requirement list](#)
- [Master Development Agreement Request - application requirement list](#)

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 - Planning, Development & Assessment
 - Development & Building Approvals
 - Urban Development**

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, this number will allow you or persons (clients) you have disclosed the JAC to, to access the Development Application request.

Development Agreement - Job Access Code (JAC)

1 For future reference, please record your Job Access Code (JAC) for this Agreement.

Job Access Code: **REQ2013-0026-23133**

Request Status: **New**

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

*Master Agreement Type: (select type)

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

Development Agreement - Job Access Code (JAC)

1 For future reference, please record your Job Access Code (JAC) for this Agreement.

Job Access Code: **REQ2013-0026-23133**

Request Status: **New**

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

*Master Agreement Type: (select type)

Related Applications

Click the **ADD CONSTRUCTION DRAWINGS PROJECT** button and enter the Job Access Code for the Construction Drawing 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 **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.

Related Job Type	Job Access Code	Status	Related Job Information

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

Subdivision Name Correction:

Enter the **Job Access Code (JAC)** for the Construction Drawing and click **Confirm**.

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	<input type="text"/>	None	<input type="button" value="CONFIRM"/>
Construction Drawings	CD2010-0047-54293	REVISION Released	Evanston Ph. 19

The **Job Access Code (JAC)** for the Construction Drawing can be found on the Submission Confirmation when submitting new Construction Drawings online.

CD2012-0236 Submission Confirmation

[Submit New Construction Drawings](#) | [My Projects](#) | [Return To VISTA](#) | [Sign Out](#)

Submission Confirmation

- 1 Congratulations!**
You have successfully submitted your Construction Drawings to the City of Calgary. Thank you for submitting your drawings on the City of Calgary website.
- 2 Reference Information**
You will receive an email confirming your submission. Please record your Job Access Code (JAC) for this project. It will also be included in the confirmation email.
Job Access Code: **CD2012-0236-97928**
- 3 Confirmation Summary**
You may wish to print this summary confirmation page for your records. [Print Confirmation Page](#)
You can check the status of your request right now by following the Project Number link.
Project Number: [CD2012-0236](#)
Submitted Date: Nov 29, 2012
- 4 Change Requests**
While your request is being processed, you are not able to make changes to your request information. If you would like to make changes to your request, please contact the City of Calgary at this email address.
Email Address: urban@calgary.ca

Note: If you do not have the Job Access Code (JAC) for the related application, please contact The City of Calgary at urban@calgary.ca.

Note: A Development Agreement can originate from either a Subdivision Application or a Development Permit. For this example we will use a Subdivision Application.

Click the **ADD SUBDIVISION APPLICATION** button and enter the **Job Access Code (JAC)** for the Subdivision Application

Related Applications

- Associate this Development Agreement request with other jobs already in progress.
 - Add one Construction Drawings Project job.
 - Add at least one Subdivision Application job or one Development Permit job.
- 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
d. Correct the Subdivision Name for this Development Agreement request, as needed.			
Subdivision Name Correction:	<input type="text"/>		

Enter the Job Access Code (JAC) for the **Subdivison Application** and click **Confirm**.

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
Subdivison Application	<input type="text"/>		

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
Details Subdivison Application	SB2010-0225-66931	Registered	Phase 19 - 14111 14 ST NW

Click the **Details** link to review the titles on the of the Subdivison Application.

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 Subdivison 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
Details Subdivison Application	SB2010-0225-66931	Registered	Phase 19 - 14111 14 ST NW

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

Subdivison Name Correction:

A pop up window showing the **Subdivison Parcel Information** will open. Click **Save and Close** once reviewed to close the pop up window.

Subdivison Parcel Information

Please review the following legal parcels. These parcels will apply to your Development Agreement request based on your Subdivison application. If there are errors, please contact Urban Development to correct your Subdivison application.

Address	Legal Description	Legal Component Text
14110 PANORAMA RD NW	5;1;25;32;NW	MERIDIAN 5 RANGE 1 TOWNSHIP 25 SECTION 32 QUARTER NORTH WEST CONTAINING 64.7 HECTARES(160 ACRES) MORE OR LESS EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS A) PLAN 0711751 ROAD 0.581 1.44 MERIDIAN 5 RANGE 1 TOWNSHIP 25 SECTION 32 QUARTER NORTH WEST CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS A) PLAN 0711751 ROAD 0.581 1.44 B) PLAN 1014108 SUBDIVISION 1.98 4.89 C) PLAN 1014138 SUBDIVISION 0.130 0.32
14111 14 ST NW	5;1;25;32;NE	MERIDIAN 5 RANGE 1 TOWNSHIP 25 SECTION 32 QUARTER NORTH EAST CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT: PLAN NUMBER HECTARES ACRES (MORE OR LESS) TRANSPORTATION AND UTILITY CORRIDOR RIGHT OF WAY 9111136 1.55 3.83 ROAD 0711751 4.28 10.58 SUBDIVISION 0913718 0.715 1.77 SUBDIVISION 1014138 0.923 2.28 SUBDIVISION 1113046 0.909 2.25
20 EVANSTON WY NW	WT;1;25;32;SW 1/2	THE SOUTH WEST QUARTER OF SECTION THIRTY TWO (32) IN TOWNSHIP TWENTY FIVE (25) RANGE ONE (1) WEST OF THE FIFTH MERIDIAN CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT PLAN NUMBER HECTARES (ACRES) TRANSMISSION LINE RIGHT OF WAY 7611051 0.065 (0.16) SUBDIVISION 8711497 1.21 (2.96) (PUBLIC WORK) SUBDIVISION 0711745 8.24 (20.36) ROAD 0711751 2.37 (5.86) SUBDIVISION 0713223 9.89 (24.44) SUBDIVISION 0713439 5.53 (13.66) SUBDIVISION 0811467 4.20 (10.4) SUBDIVISION 0911697 16.49 (40.75) THE SOUTH WEST QUARTER OF SECTION THIRTY TWO (32) IN TOWNSHIP TWENTY FIVE (25) RANGE ONE (1) WEST OF THE FIFTH MERIDIAN CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT PLAN NUMBER HECTARES (ACRES) TRANSMISSION LINE RIGHT OF WAY 7611051 0.065 (0.16) SUBDIVISION 8711497 1.21 (2.96) (PUBLIC WORK) SUBDIVISION 0711745 8.24 (20.36) ROAD 0711751 2.37 (5.86) SUBDIVISION 0713223 9.89 (24.44) SUBDIVISION 0713439 5.53 (13.66) SUBDIVISION 0811467 4.20 (10.4) SUBDIVISION 0911697 16.49 (40.75) SUBDIVISION 1014108 9.67 (23.90) SUBDIVISION 1014138 0.203 (0.50)

To update your changes on the parent screen, please use the "Save and Close" button.

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.

Note: if the phase number is less than two digits you would be required to add a zero
 i.e. 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 P	n Ph. 19
Details Subdivision Application	SB2010-0225-66931	Registered	9 - 14111 14 ST NW

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

Subdivision Name Correction:

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 P	Evansston Ph. 19
Details Subdivision Application	SB2010-0225-66931	Registered	9 - 14111 14 ST NW

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

Subdivision Name Correction:

Tombstone showing correct Subdivision Name

ASSISTED APPLICANT (EPLANS) STAGING VERSION

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Development Agreement Request

Agreement Request Requirements Request Number: REQ2013-0026 Request Type: Development Agreement Request Date: Jan 14, 2013 Request Status: New	Developer of Record: QUALICO DEVELOPMENTS WEST LTD. Developer Tier: Tier 3 Master Aormit. Type: Residential Subdivision Name: EVANSTON, PHASE 19	Status MDA: IIA: SC: SCA:
------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------

Agreement Parties and Consultants

Add Development Party

Information auto populated from the Subdivision Application is missing an **Agreement Party**.

Agreement Parties and Consultants

4 Add agreement parties -- anyone who will be a signatory -- to this agreement request.

- To add agreement parties to this request, click the Add Agreement Parties button.
- Select one and only one Agreement Party as the Developer of Record for this request.
- Click the Details link to add further information for each agreement party.

ADD AGREEMENT PARTY

Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File	
Details	BHQ DEVELOPMENTS INC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details	WEST NOSE CREEK DEVELOPMENT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click the **Add Agreement Party** button to add an additional **Agreement Party**.

Agreement Parties and Consultants

4 Add agreement parties -- anyone who will be a signatory -- to this agreement request.

- To add agreement parties to this request, click the Add Agreement Parties button.
- Select one and only one Agreement Party as the Developer of Record for this request.
- Click the Details link to add further information for each agreement party.

ADD AGREEMENT PARTY ←

Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File	
Details	BHQ DEVELOPMENTS INC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details	WEST NOSE CREEK DEVELOPMENT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.

Name: CONFIRM ←

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.

Legal Name:

ADD ADDRESS

3 Attach a Corporate Name Registry file dated within the last 30 days.

ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.

SELECT CONTACTS

Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.

Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Type in name of missing **Agreement Party**.

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SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
Name: CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
Legal Name:

ADD ADDRESS

3 Attach a Corporate Name Registry file dated within the last 30 days.
ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.
SELECT CONTACTS

Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.
Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Click the **CONFIRM** button to access City of Calgary customer records.

SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
Name: CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
Legal Name:

ADD ADDRESS

3 Attach a Corporate Name Registry file dated within the last 30 days.
ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.
SELECT CONTACTS

Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.
Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Enter the correct **Legal Name** of the Developer as it will appear on legal documents of this Development Agreement.

SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
 Name: CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
 Legal Name:
ADD ADDRESS ←

3 Attach a Corporate Name Registry file dated within the last 30 days.
 ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.
 SELECT CONTACTS

Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.
 Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Click the **ADD ADDRESS** button to add the Legal Address as it should appear on the legal documents of this development agreement.

SAVE **SAVE AND CLOSE** CANCEL ←

Address Type:

Suite Number:

Street Number: Suffix:

Street:

Street Type: Dir:

Line 2:

City/Municipality:

Province/State:

Country:

Postal/Zip Code:

Display Address:

To update your changes on the parent screen, please use the "Save and Close" button.

Click **Save and Close** when the information has been entered.

Enter the legal address as it should appear on the legal documents of this development agreement.

SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
Name: CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
Legal Name:
EDIT ADDRESS 123 Main Street SW
Calgary AB T1X 0M6

3 Attach a Corporate Name Registry file dated within the last 30 days.
ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.
SELECT CONTACTS

Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.
Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Click **Save and Close** to update your changes.

You will be brought back to the main **Details Tab** page where you can update the information for the Agreement parties.

The **Details Tab** page showing all the Development Agreement Parties.



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 PARTY					
	Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File
Details	<input type="radio"/>	QUALICO DEVELOPMENTS WEST LTD		<input type="checkbox"/>	<input type="checkbox"/>
Details	<input type="radio"/>	BHQ DEVELOPMENTS INC		<input type="checkbox"/>	<input type="checkbox"/>
Details	<input type="radio"/>	WEST NOSE CREEK DEVELOPMENT		<input type="checkbox"/>	<input type="checkbox"/>

Select who is party to the agreement by clicking the radio button.



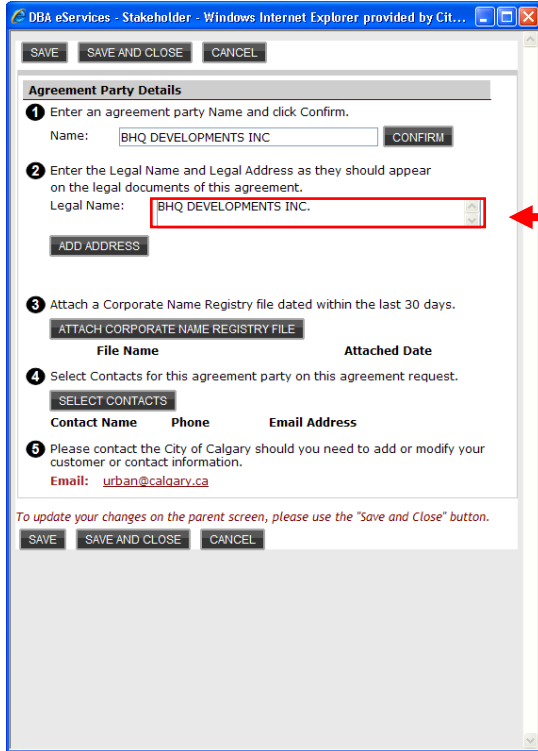
Agreement Parties and Consultants					
4 Add agreement parties -- anyone who will be a signatory -- to this agreement request.					
a. To add agreement parties to this request, click the Add Agreement Parties button.					
b. Select one and only one Agreement Party as the Developer of Record for this request.					
c. Click the Details link to add further information for each agreement party.					
ADD AGREEMENT PARTY					
	Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File
Details	<input checked="" type="radio"/>	QUALICO DEVELOPMENTS WEST LTD		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details	<input type="radio"/>	BHQ DEVELOPMENTS INC		<input type="checkbox"/>	<input type="checkbox"/>
Details	<input type="radio"/>	WEST NOSE CREEK DEVELOPMENT		<input type="checkbox"/>	<input type="checkbox"/>

Select the **Developer of Record** for this Development Agreement by clicking the radio button. There can only be one Developer of Record.



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 PARTY					
	Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File
Details	<input checked="" type="radio"/>	QUALICO DEVELOPMENTS WEST LTD		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details	<input type="radio"/>	BHQ DEVELOPMENTS INC		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details	<input type="radio"/>	WEST NOSE CREEK DEVELOPMENT		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the **Details** link and a pop up window will open with the **Agreement Party Details**.



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SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
Name: CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
Legal Name: ADD ADDRESS

3 Attach a Corporate Name Registry file dated within the last 30 days.
ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.
SELECT CONTACTS

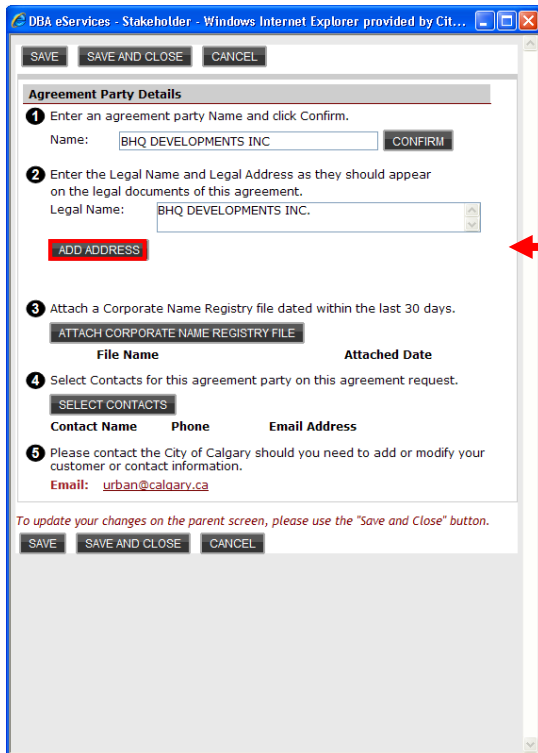
Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.
Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Enter the correct **Legal Name** of the Developer as it will appear on legal documents of this Development Agreement.



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SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
Name: CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
Legal Name: ADD ADDRESS

3 Attach a Corporate Name Registry file dated within the last 30 days.
ATTACH CORPORATE NAME REGISTRY FILE

File Name	Attached Date

4 Select Contacts for this agreement party on this agreement request.
SELECT CONTACTS

Contact Name	Phone	Email Address

5 Please contact the City of Calgary should you need to add or modify your customer or contact information.
Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Click the **ADD ADDRESS** button to add the Legal Address as it should appear on the legal documents of this development agreement.

DBA eServices - Address - Windows Internet Exp...

SAVE SAVE AND CLOSE CANCEL

Address Type: Civic

Suite Number: 100

Street Number: 5709 Suffix:

Street: 2

Street Type: Street Dir: SE

Line 2:

City/Municipality: Calgary

Province/State: Alberta

Country: Canada

Postal/Zip Code: T2H 2W4

Display Address:

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Enter the legal address as it should appear on the legal documents of this development agreement.

Click **Save and Close** when the information has been entered.

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SAVE SAVE AND CLOSE CANCEL

Agreement Party Details

1 Enter an agreement party Name and click Confirm.
Name: BHQ DEVELOPMENTS INC CONFIRM

2 Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.
Legal Name: BHQ DEVELOPMENTS INC.

EDIT ADDRESS 100-5709 2 Street SE
Calgary AB T2H 2W4

Click the **EDIT ADDRESS** to make any edits to the Legal Address.

Click on the **ATTACH CORPORATE NAME REGISTRY FILE** button to attach the **Corporate Name Registry File**.

Note: For the Corporate Name Registry File please ensure your attachment includes all required documents in a consolidate document.

A pop up window will open. Browse and locate the **Corporate Name Registry File** and click **Upload**.

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

Select the **SELECT CONTACTS** button to **Select Contacts** for this agreement party on this agreement request.

Select the **Contact Name** by checking off the box.

Note: If the required contact is not on the list or the information is incorrect please contact Urban Development urban@calgary.ca . The email address must be correct to receive notifications.

Type in the **Role** description for the **Contact Name**.

Click **Save and Close** when the required information has been added.

The Registry File box is now checked off indicating that **Corporate Name Registry File has been attached**.

Note: Although you have X button do NOT delete an **Agreement Party Name**.

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 PARTY

	Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File	
Details	<input checked="" type="radio"/>	QUALICO DEVELOPMENTS WEST LTD.	Jaqui Akerley (403-212-6362)...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details	<input type="radio"/>	BHQ DEVELOPMENTS INC.	Joanne Voll (403-253-3311)...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details	<input type="radio"/>	WEST NOSE CREEK DEVELOPMENT	Dale Jones (403-555-5895)...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Repeat the same steps as above for any additional **Agreement Parties**.

Add Consultants

Click on the **Details** link to add Consultant information.

5 Add consultants -- anyone who will act as a developer agent -- to this agreement request.

- To add Consultants to this request, click the Add Consultants button.
- Select one and only one Consultant as the Consultant of Record for this request.
- Click the Details link to add further information for each consultant.

Consultant of Record	Consultant Name	Contact Name (Phone)	Email
Details	<input type="radio"/>	STANTEC CONSULTING	<input type="button" value="X"/>

Use the drop down menu to select the **Developer – Consultant Interaction**.

Click the **ADD ADDRESS** button to add the address for the Consultant.

Address Type: Civic

Suite Number: 200

Street Number: 200 Suffix:

Street: 325

Street Type: Street Dir: SE

Line 2:

City/Municipality: Calgary

Province/State: Alberta

Country: Canada

Postal/Zip Code: T2A 7H8

Display Address:

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Enter the address details for the Consultant.

Click **Save and Close** when the address has been added.

SAVE SAVE AND CLOSE CANCEL

Consultant Details

1 Type the name of the Consultant then click the Confirm button.

Name: STANTEC CONSULTING CONFIRM

Address: #200 325 25 ST SE
Calgary, Alberta
T2A 7H8

Developer-Consultant Interaction:
Developer Has Authority - Consultant copied on correspondence

2 Enter the Legal Address as it should appear on the legal documents of this agreement.

EDIT ADDRESS 200-200 325 Street SE
Calgary AB T2A 7H8

3 Select the Contact person responsible for this agreement.

SELECT CONTACTS

Contact Name	Phone	Email Address

4 Please contact the City of Calgary should you need to add or modify your customer or contact information.

Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

The **Consultant** address is displayed after the information is saved.

Use the **EDIT ADDRESS** button to make any edits to the address.

Consultant Details

1 Type the name of the Consultant then click the Confirm button.

Name:

Address: #200 325 25 ST SE
Calgary, Alberta
T2A 7H8

Developer-Consultant Interaction:

2 Enter the Legal Address as it should appear on the legal documents of this agreement.

200-200 325 Street SE
Calgary AB T2A 7H8

3 Select the Contact person responsible for this agreement.

Contact Name	Phone	Email Address

4 Please contact the City of Calgary should you need to add or modify your customer or contact information.

Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.

Click the **SELECT CONTACTS** button to open a new window displaying all the Contacts for the Consultant.

Select Contacts

1 Select one or more contacts to represent the stakeholder on this request.

Select Contact Name	Phone	Email
<input type="checkbox"/> AINSWORTH, CRAIG	(403) 569-5350	
<input type="checkbox"/> AUBIN, AARON	(403) 716-8045	
<input type="checkbox"/> Anderson, Ian	(403) 716-8271	ian.anderson@stantec.com
<input type="checkbox"/> BROADLEY, STEPHEN	(403) 268-1453	
<input type="checkbox"/> BUTT, GEOFF	(403) 716-8150	gbutt@stantec.com
<input type="checkbox"/> Barich, Jessica	(403) 716-8000	
<input type="checkbox"/> Bortoluzzi, Mark	(403) 716-7969	
<input type="checkbox"/> Bretz, Heather	(403) 716-7901	heather.bretz@stantec.com
<input type="checkbox"/> Broeders, Kurtis	(403) 806-1538	
<input type="checkbox"/> Bunda, Jeff	(403) 716-8258	jeff.binda@stantec.com
<input type="checkbox"/> Butvin, Pamela	(403) 716-7904	pamela.butvin@stantec.com
<input checked="" type="checkbox"/> COLLINSON, MICHAEL	(403) 716-8277	
<input type="checkbox"/> CRAIG-PAUL, MATTHEW	(403) 716-7945	MATTHEW.CRAIGPAUL@STANTEC.COM
<input type="checkbox"/> Crittenden, Jim	(403) 716-8055	
<input type="checkbox"/> DEE, WAYNE	(403) 716-8227	wayne.dee@stantec.com
<input type="checkbox"/> DELOUCHE, FRASER	(403) 716-7964	
<input type="checkbox"/> Exner, Randy	(403) 569-5357	
<input type="checkbox"/> FISHMAN, MICHAEL	(403) 716-8293	michael.fishman@stantec.com
<input checked="" type="checkbox"/> Garcia, Pauline	(403) 716-8225	
<input type="checkbox"/> Gauthier, Jacques	(403) 716-8087	
<input type="checkbox"/> Grantham, David	(403) 716-8012	david.grantham@stantec.com
<input type="checkbox"/> HAQUE, MUNIR	(403) 716-8307	mhaque@stantec.com
<input type="checkbox"/> HARDJOWIROGO, TOM	(403) 569-5354	
<input type="checkbox"/> HARTLEY, TODD	(403) 716-8016	THARTLEY@STANTEC.COM
<input type="checkbox"/> HARVIE, KRISTIAN	(403) 716-8204	
<input type="checkbox"/> HARVIE, KRISTIAN	(403) 716-8204	kristian.harvie@stantec.com
<input type="checkbox"/> HOLLINGSBURST, AMELIA	(403) 716-7914	AMELIA.HOLLINGSBURST@STANTEC.COM
<input type="checkbox"/> HUBER, JILL	(403) 716-7983	
<input type="checkbox"/> KU, FRANK	(403) 716-7949	
<input type="checkbox"/> Karpat, Jessica	(403) 716-8229	jessica.karpat@stantec.com
<input type="checkbox"/> Karunasena, Ajith	(403) 716-8026	akarunasena@stantec.com
<input type="checkbox"/> Kienitz, Shane	(403) 716-8096	
<input type="checkbox"/> Kirovska, Svetlana	(403) 569-5395	
<input type="checkbox"/> Krahn, Chris	(403) 716-1496	
<input type="checkbox"/> LAING, BRUCE	(403) 716-8146	
<input checked="" type="checkbox"/> LANGILLE, ROBERT	(403) 716-8246	
<input type="checkbox"/> Lavalley, Doug	(403) 716-8101	doug.lavalley@stantec.com

Check off the correct Contact(s) and click **Select**.

Make sure the correct information is displayed in the list. If corrections are needed email urban@calgary.ca with the correct email address, name and phone number.

Note: You can select more than one contact . All selected will be sent email notifications.

Consultant Details

1 Type the name of the Consultant then click the Confirm button.
 Name: STANTEC CONSULTING CONFIRM
 Address: #200 325 25 ST SE
 Calgary, Alberta
 T2A 7H8
 Developer-Consultant Interaction:
 Developer Has Authority - Consultant copied on correspondence

2 Enter the Legal Address as it should appear on the legal documents of this agreement.
 EDIT ADDRESS 200-200 325 Street SE
 Calgary AB T2A 7H8

3 Select the Contact person responsible for this agreement.
 SELECT CONTACTS

Contact Name	Phone	Email Address	
COLLINSON, MICHAEL	(403) 716-8277		X
Role: Project Manager			
Garcia, Pauline	(403) 716-8225		X
Role: Project Manager			
LANGILLE, ROBERT	(403) 716-8246		X
Role: Project Manager			
Lourido, Francisco	(403) 716-8304		X
Role: Project Manager			

4 Please contact the City of Calgary should you need to add or modify your customer or contact information.
 Email: urban@calgary.ca

To update your changes on the parent screen, please use the "Save and Close" button.
 SAVE SAVE AND CLOSE CANCEL

Type in the **Role** description for the Contact Name(s).

Click **Save and Close** when the address has been added.

You will be brought back to the main **Details Tab** page where you can select the Consultant of Record by clicking the radio button.

5 Add consultants -- anyone who will act as a developer agent -- to this agreement request.

- To add Consultants to this request, click the Add Consultants button.
- Select one and only one Consultant as the Consultant of Record for this request.
- Click the Details link to add further information for each consultant.

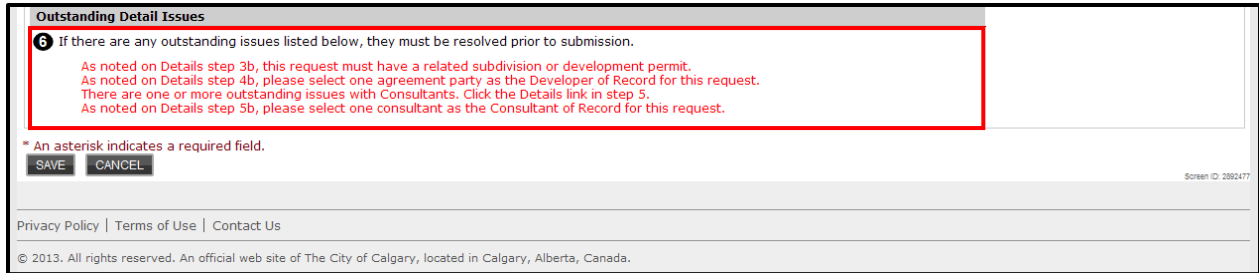
ADD CONSULTANTS

Consultant of Record	Consultant Name	Contact Name (Phone)	Email
<input checked="" type="radio"/>	STANTEC CONSULTING	Francisco Lourido (403-716-8304)	
<input type="radio"/>		MICHAEL COLLINSON (403-716-8277)	X
<input type="radio"/>		Pauline Garcia (403-716-8225)	
<input type="radio"/>		ROBERT LANGILLE (403-716-8246)	

Details

Outstanding Detail Issues

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



Outstanding Detail Issues

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

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.
There are one or more outstanding issues with Consultants. Click the Details link in step 5.
As noted on Details step 5b, please select one consultant as the Consultant of Record for this request.

* An asterisk indicates a required field.

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



Outstanding Detail Issues

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

[None]

* An asterisk indicates a required field.

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When you have completed the **Details Tab** page click **Save**.

ASSISTED APPLICANT (EPLANS) STAGING VERSION

URBAN DEVELOPMENT ONLINE

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My Collaborations
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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	MDA:
Request Date: Jan 14, 2013	Master Agmt. Type: Residential	IIA:
Request Status: New	Subdivision Name: EVANSTON, PHASE 19	SC:
		SCA:

Details | [Infrastructure](#) | [Areas](#) | [Assessments](#) | [Special Clauses](#) | [Attachments](#) | [Submit](#)

Development Agreement - Job Access Code (JAC)

1 For future reference, please record your Job Access Code (JAC) for this Agreement.

Job Access Code:

Request Status:

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

*Master 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	
Construction Drawings	CD2010-0047-54293	REVISION Released	Evanston Ph. 19	✖
Details Subdivision Application	SB2010-0225-66931	Registered	Phase 19 - 14111 14 ST NW	✖

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

Subdivision Name Correction:

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.

Developer of Record	Agreement Party Name	Contact Name/Phone	Party to Agreement	Registry File	
Details	<input checked="" type="radio"/>	QUALICO DEVELOPMENTS WEST LTD. Jaqui Akerley (403-212-6362)...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✖
Details	<input type="radio"/>	BHQ DEVELOPMENTS INC. Joanne Voll (403-253-3311)...	<input type="checkbox"/>	<input type="checkbox"/>	✖
Details	<input type="radio"/>	WEST NOSE CREEK DEVELOPMENT Dale Jones (403-555-5895)...	<input type="checkbox"/>	<input 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.

Consultant of Record	Consultant Name	Contact Name (Phone) Email	
Details	<input checked="" type="radio"/>	STANTEC CONSULTING	✖
		Francisco Lourido (403-716-8304)	
		MICHAEL COLLINSON (403-716-8277)	
		Pauline Garcia (403-716-8225)	
		ROBERT LANGILLE (403-716-8246)	

Outstanding Detail Issues

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

[None]

* An asterisk indicates a required field.

Screen ID: 2092477

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