

URBAN DEVELOPMENT ONLINE SPECIAL CLAUSES TAB

5

REFERENCE GUIDE

July 20, 2018

Version 1.03



Document Information

Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	February 2 nd , 2013	Carolyn Anscombe
Version 1.01	Added content	February 3 rd , 2013	Carolyn Anscombe
Version 1.02	Review and Complete Document	February 8 th , 2013	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
Version 1.03	Cost Sharing Clause tool	July 20, 2018	Debbie Meili Brian Wilson





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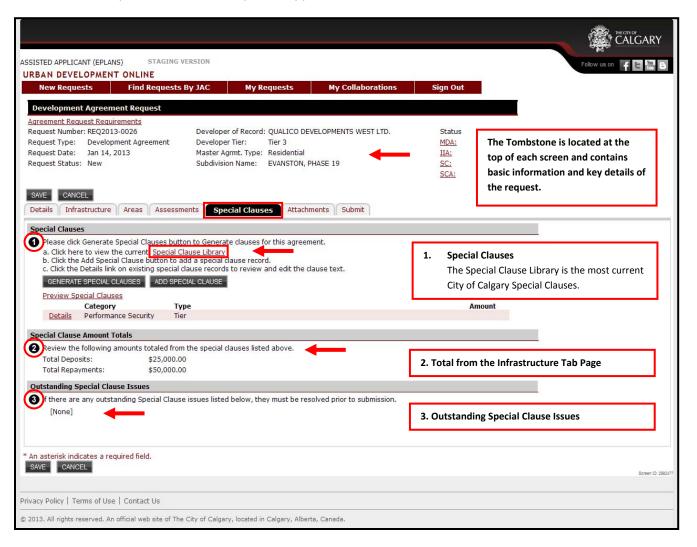
Disclaimer: The building of this training material required the use of existing Subdivision Application and Construction Drawing information provided to the City of Calgary. You may notice slight inconsistencies throughout the training material. The information used is for demonstration purposes only. These variances are not to deter from the intended content.



Introduction

Document purpose

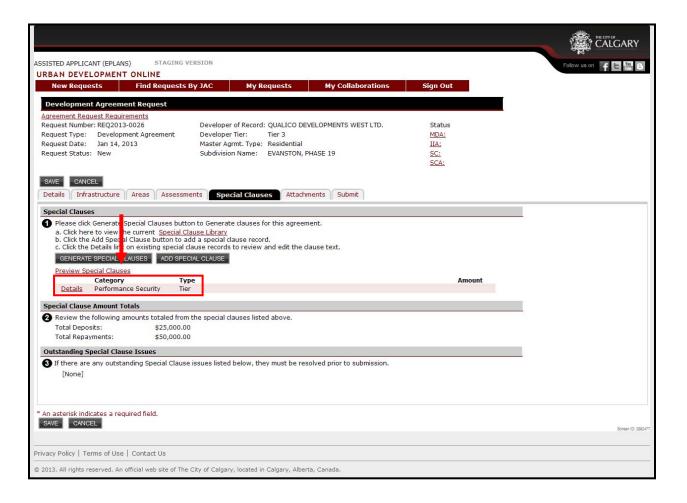
This Urban Development Online (UDO) Quick Reference Guide is to be used by Developers and/or their Consulting Engineers and will provide the steps to complete the actions on the Special Clauses Tab of the Urban Development online Development Application.





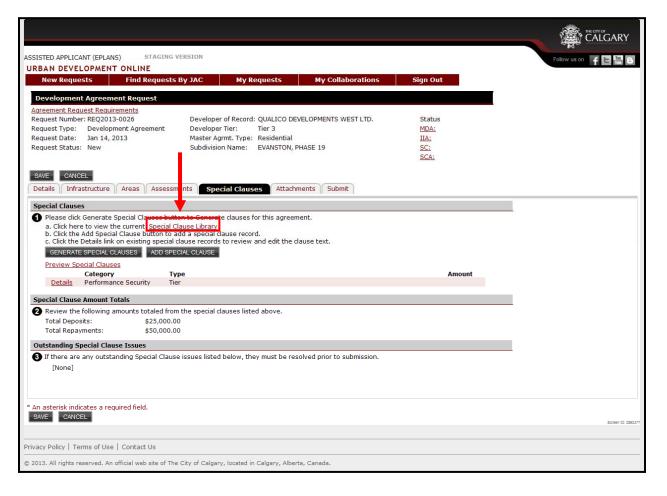
Special Clauses

The Performance Security Clause is automated data that comes from the Details Tab page.



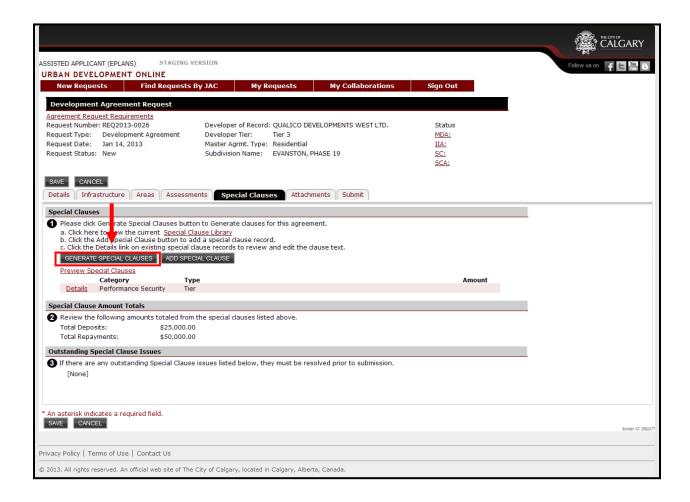
To view the current Special Clause library click on the Special Clause Library link.

Note: The Special Clause Library can remain open while working in the application.





Click the GENERATE SPECIAL CLAUSES button to have the Urban Development Online System generate the limited Special Clauses based on the information provided while building the application.

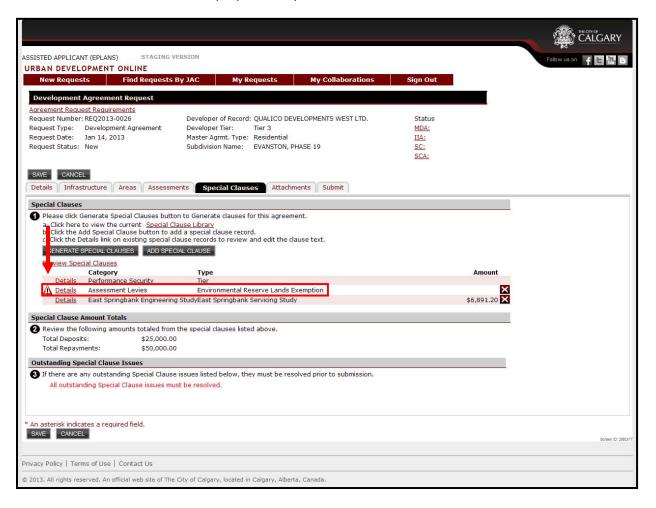




If a Special Clause is incomplete and requires additional information it will have a Delta Symbol beside it.

Click on the **Details link** for the Special Clause with the **Delta Symbol** to complete the required fields for the special clause.

Disclaimer: This Development Request does not include an Environmental Reserve (ER) as indicated below. Shown for demonstration purposes only.

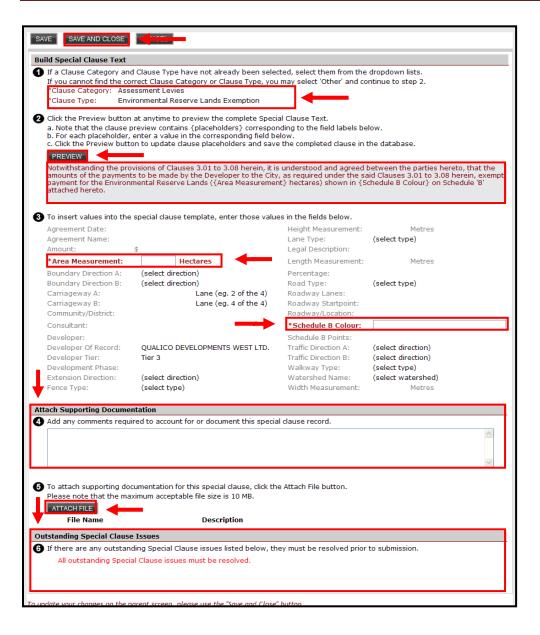


services

UDO Special Clauses Tab Reference Guide

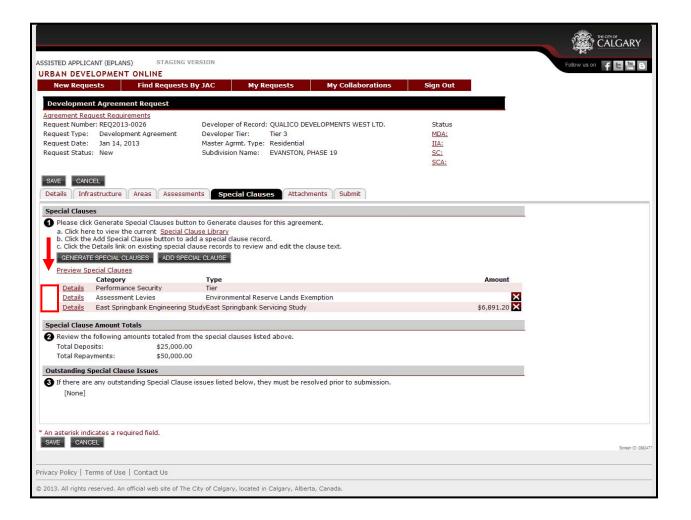
- 1. Add the Clause Category and Clause Type if not already added.
- 2. Click the PREVIEW button at any time to Preview the complete Special Clause text.
- 3. Fill in all required fields highlighted in red text.
- 4. Add any required comments to account for or document the Special Clause.
- 5. Attach supporting documentation.
- 6. Resolve any Outstanding Special Clause Issues.
- 7. Update your changes Save and Close when complete





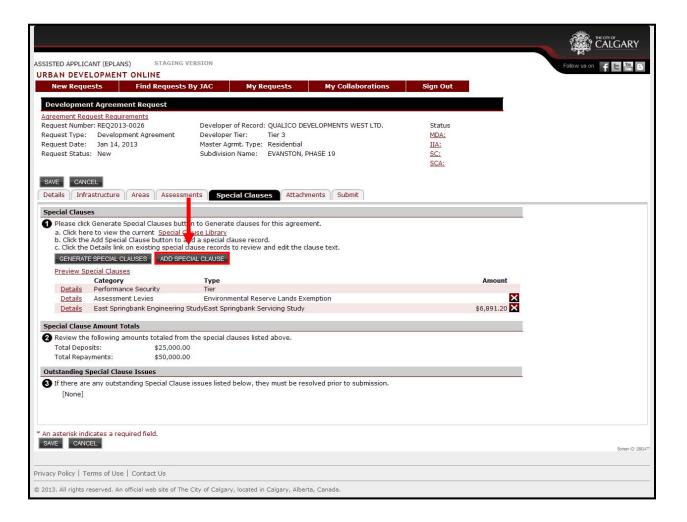


The **Delta Symbol** is removed on the **Special Clauses Tab Page** when the Special Clause is complete and all fields are filled in.



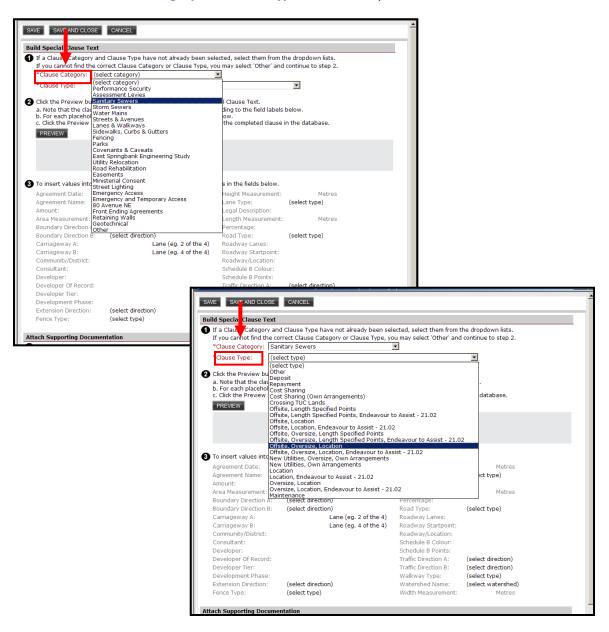


Click the ADD SPECIAL CLAUSE button for any additional Special Clauses that are not generated by the Urban Development Online Application.

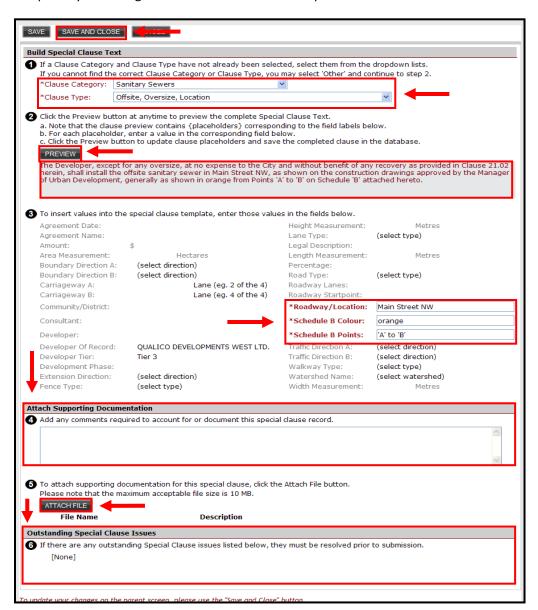




1. Select the Clause Category and Clause Type from the drop down menus

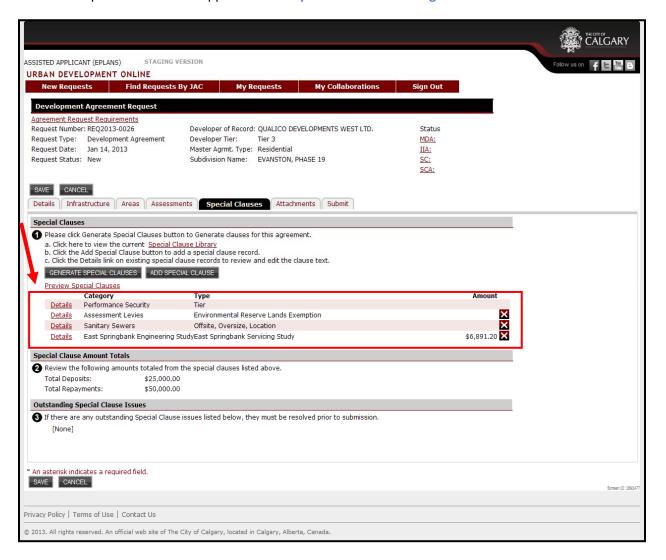


- 2. Click the PREVIEW button at any time to Preview the complete Special Clause text.
- 3. Fill in all required fields highlighted in red text.
- 4. Add any required comments to account for or document the Special Clause.
- 5. Attach supporting documentation.
- 6. Resolve any Outstanding Special Clause Issues.
- 7. Update your changes Save and Close when complete



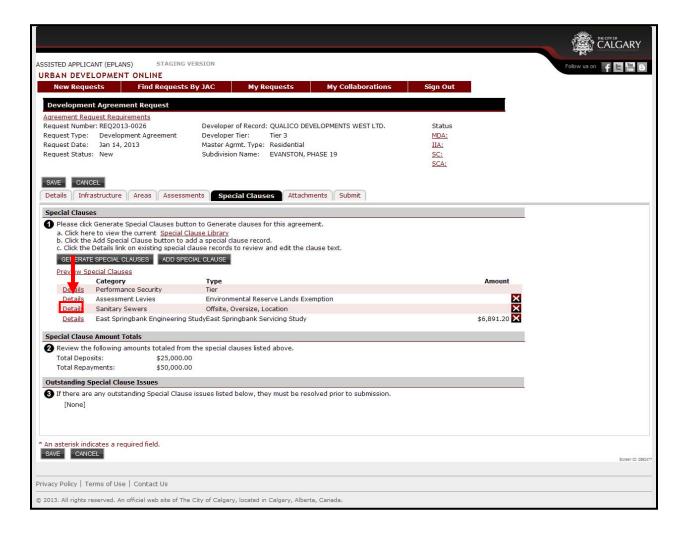


The added Special Clause now appears on the Special Clauses Tab Page.



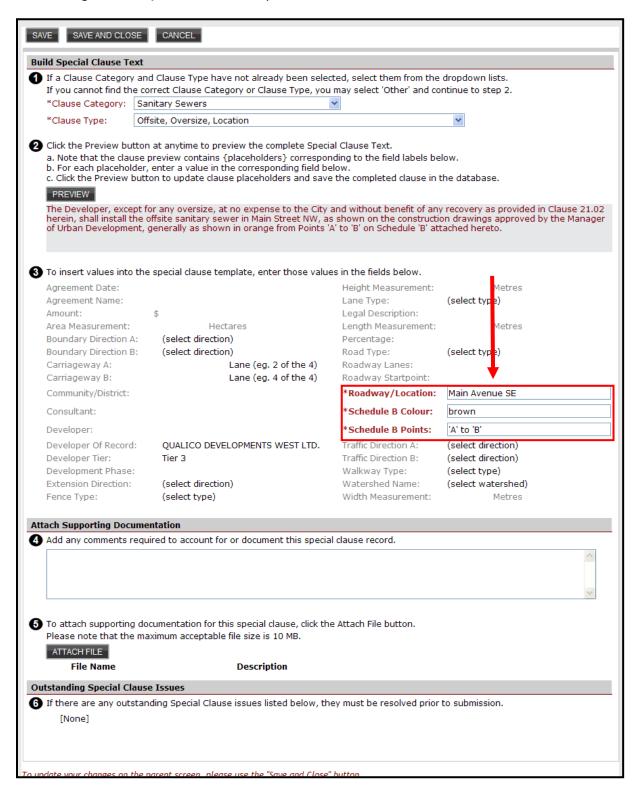


If any changes are required click on the Details Link for the Special Clause you just added.





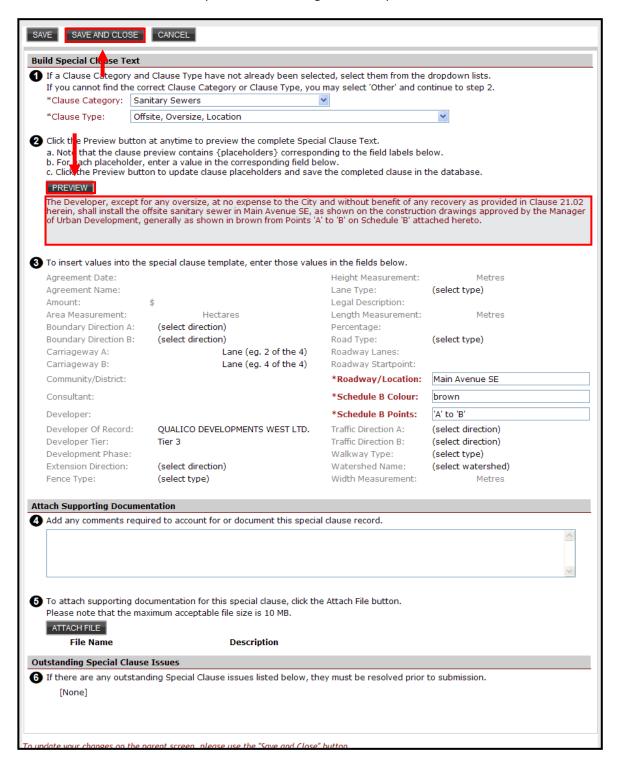
Make changes to the **Special Clause** as required.





To preview the changes made to the Special Clause click the PREVIEW button.

Click Save and Close when the Special Clause changes are completed.

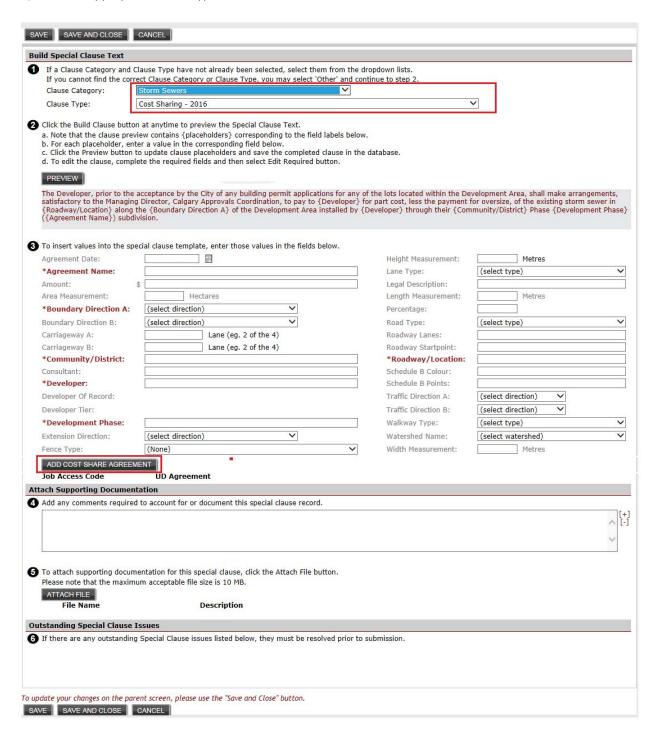


Cost Sharing Clause

To create a cost sharing clause and have information populate the desired fields,

Note: Development Agreements are now linked in UDO for cost sharing purposes

1)Select the appropriate clause type





Click the ADD COST SHARE AGREEMENT

Insert the correct Agreement number, as provided in the conditions of approval. Information is provided by the infrastructure strategist if cost sharing requirement is not known



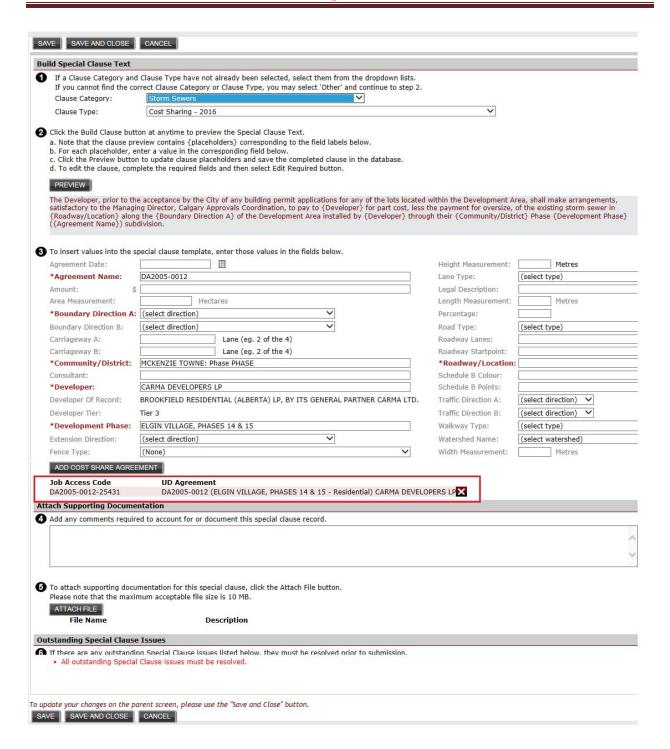
Select the search button



Toggle the select button

Close this pop-up window and you will be returned to the main clause window

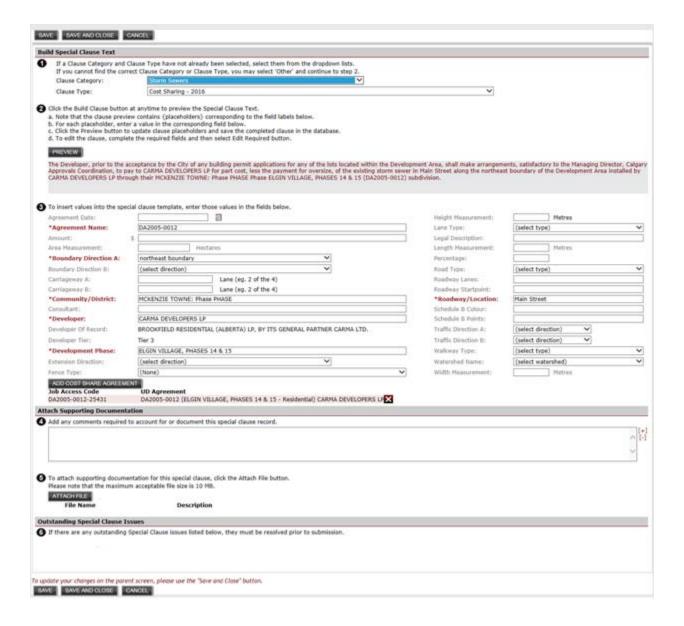




Fill in the outstanding fields and select the preview button to have the fields populate in the Special Clause.

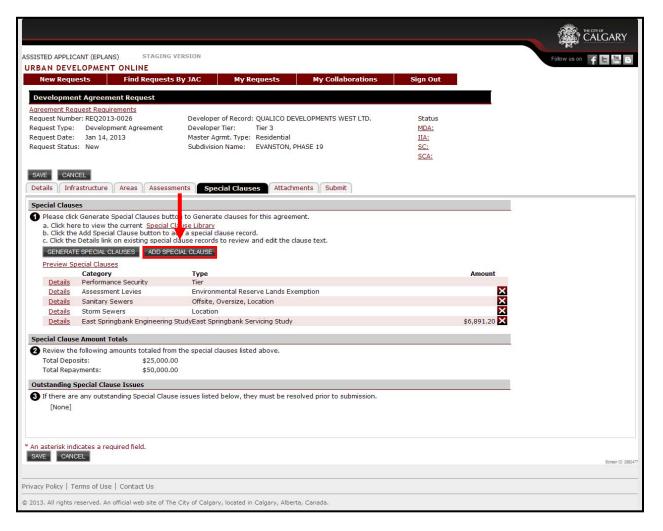
Click save to remove the outstanding issues note





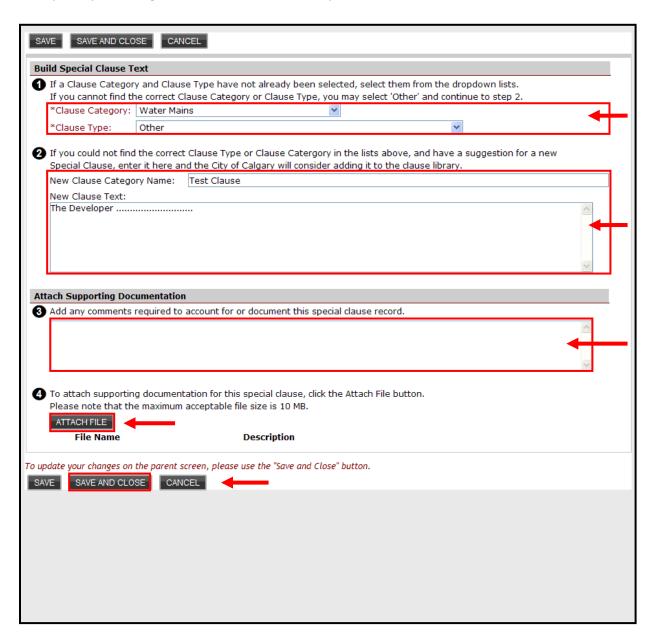


If there is no **Special Clause** in the **Special Clause Library** to match your requirements you can create a new one by clicking on the ADD SPECIAL CLAUSE button.



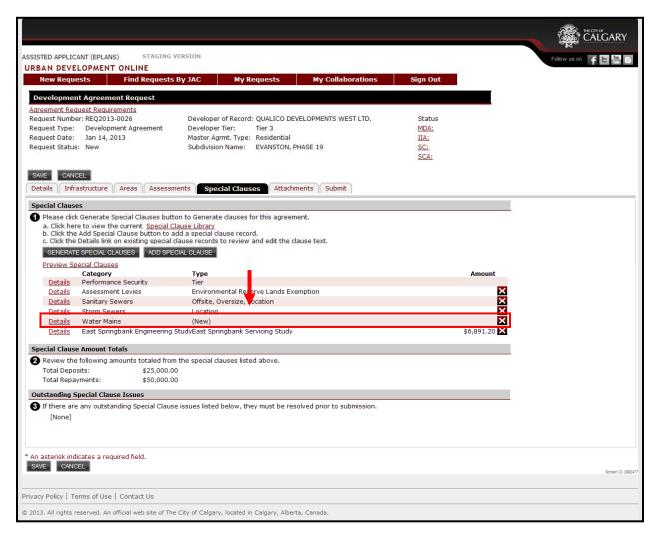


- Select the Clause Category from the drop down menu. If there is not Clause Type to suit the situation click Other as a Clause Type.
- 2. Type in a New Clause Category Name and the New Clause Text.
- 3. Add any required comments to account for or document the Special Clause.
- 4. Attach supporting documentation.
- 5. Update your changes Save and Close when complete



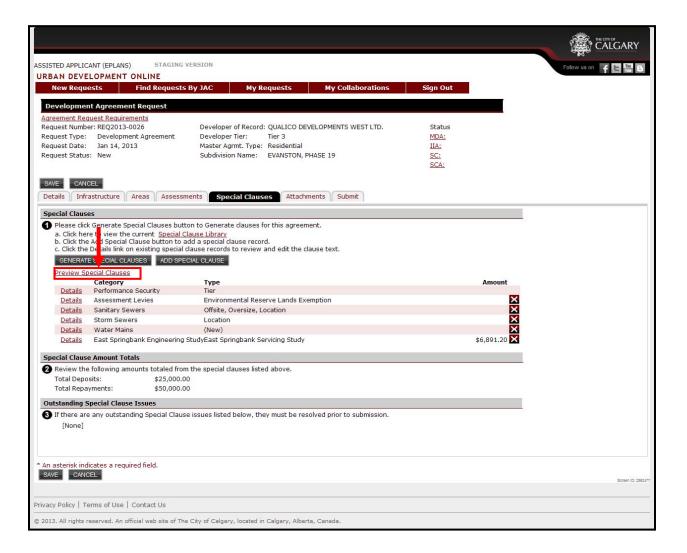


The newly added Special Clause will show up as (New) in the type column on the Special Clauses Tab Page.





To review the Special Clauses in document format click the Preview Special Clause link.





An example of the Special Clauses in a document.

Note: Urban Development Staff will finalize presentation to Special Clauses.

Special Clause Preview for Development Agreement Request: REQ2013-0026

(A) Performance Security

i) It is understood and agreed between the parties hereto, that QUALICO DEVELOPMENTS W EST LTD. has been defined as the Developer of Record and classified as a Tier 3 Developer by the Manager of Urban Development in accordance with clause 18.01 herein.

(B) Assessment Levies

i) Notwithstanding the provisions of Clauses 3.01 to 3.08 herein, it is understood and agreed between the parties hereto, that the amounts of the payments to be made by the Dev eloper to the City, as required under the said Clauses 3.01 to 3.08 herein, exempt payment for the Environmental Reserve Lands (1.000 hectares) shown in yellow on Schedule 'B' attached hereto.

(C) Sanitary Sewers

i) The Developer, except for any oversize, at no expense to the City and without benefit of any recovery as provided in Clause 21.02 herein, shall install the offsite sanitary sewer in Main Avenue SE, as shown on the construction drawings approved by the Manager of Urban Development, generally as shown in brown from Points 'A' to 'B' on Schedule 'B' attached hereto.

(D) Storm Sewers

i) The Developer, at no expense to the City and without benefit of any recovery as provided in Clause 21.02 herein, shall install the storm sewer in main street, as shown on the construction drawings approved by the Manager of Urban Development, along the east boundary of the Development Area.

(L) East Springbank Engineering Study

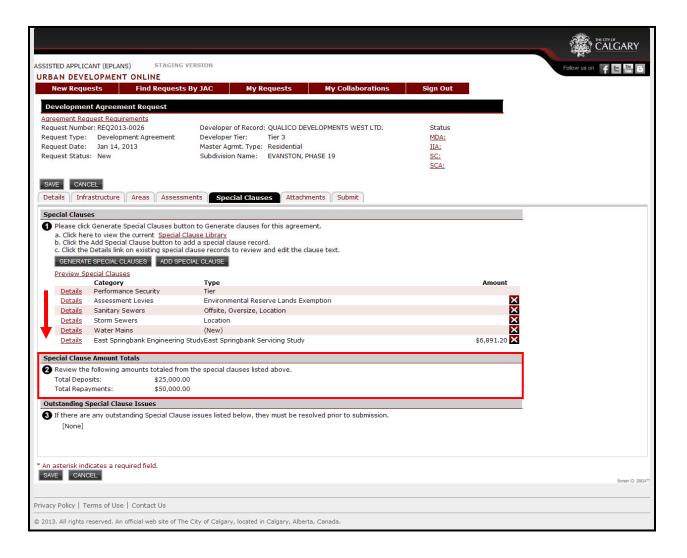
The Developer shall pay to the City upon the signing of this Agreement, the sum of \$6,891.20 (17.228 ha
 \$400.00)/hectare) representing the Developer's share of the cost of the East Springbank Servicing
 Study.

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Special Clause Amount Totals

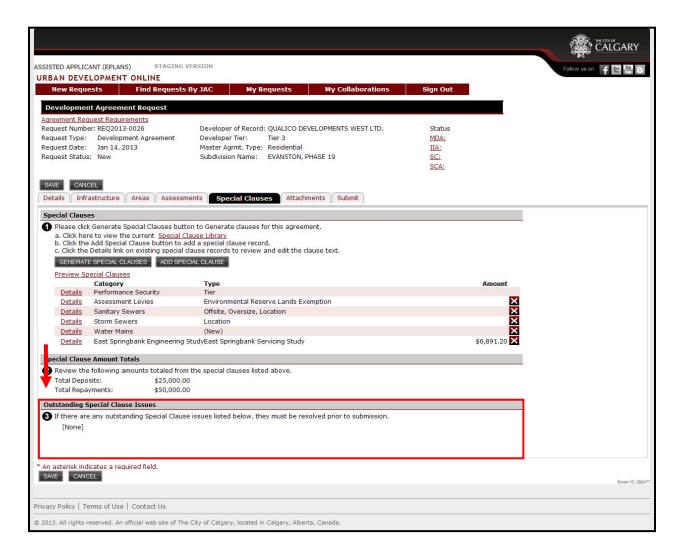
Review the Special Clause Amount Totals from the special clauses listed in section 1 on the Special Clauses Tab Page.





Outstanding Special Clauses Issues

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





When you have completed the Special Clauses Tab page click Save.

