services

URBAN DEVELOPMENT ONLINE

SUBMIT TAB

7

REFERENCE GUIDE

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Version 1.01

Document Information

Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	January 28th, 2013	Carolyn Anscombe
Version 1.01	Complete Draft	February 3rd, 2013	Carolyn Anscombe
Version 1.02	Review and Complete Document	February 8th, 2013	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 **Submit Tab** of the Urban Development online Development Application**.**

Development Agreement Request – Job Access Code (JAC)

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).

Request Summary

Review the financial obligations of the Development Agreement Request .

Note: You can **Print** this page reference

Performance Security Calculation Summary

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

Outstanding Issues

Any **Outstanding Issues** must be resolved prior to submission of the Development Application request.

To print the Outstanding Issues click on the **Print** link.

An example of the **Outstanding Issues** in a printed document.

Make corrections on the online application as needed.

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

Submit Request / Cancel Request / Cancel
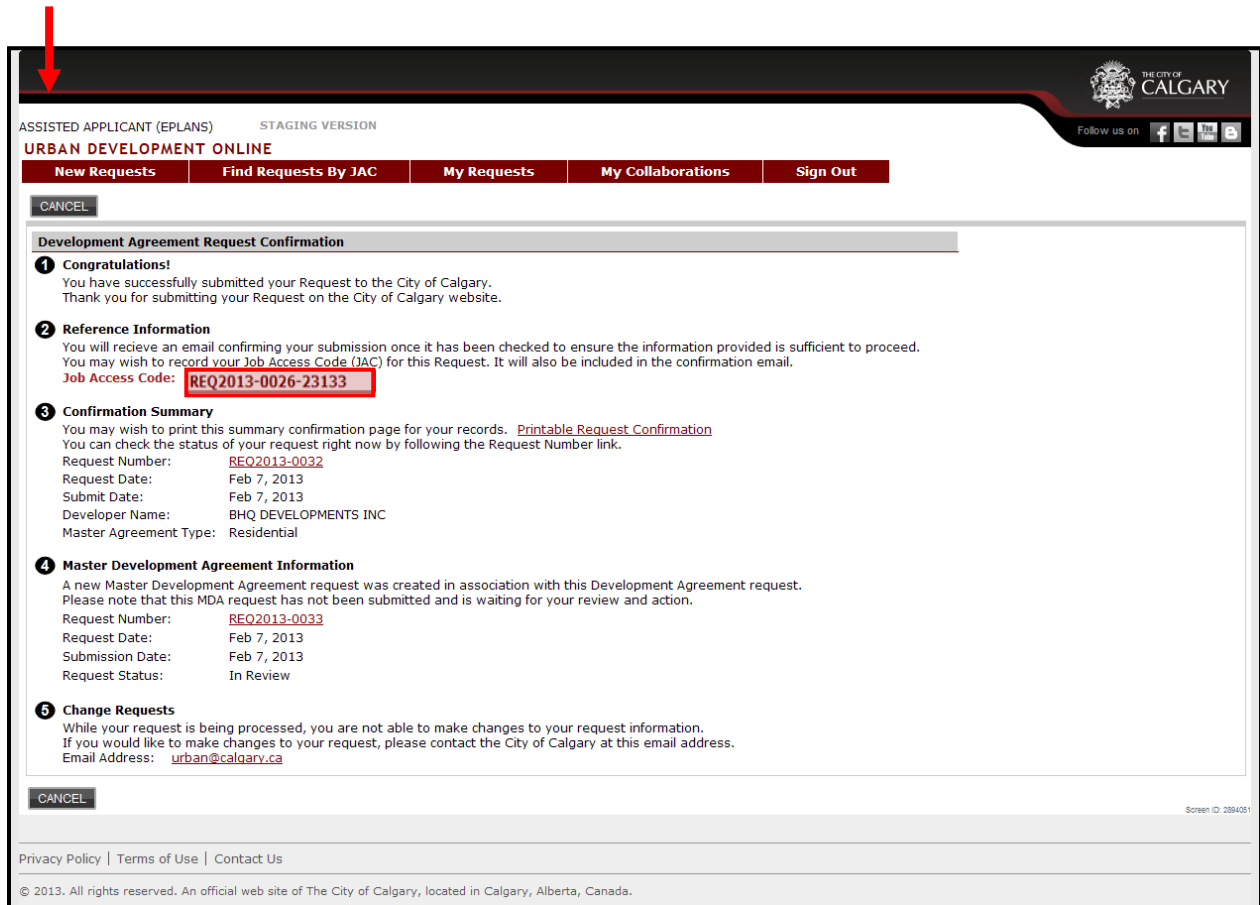
When the Development Agreement Request is complete the `SUBMIT REQUEST` button will become black indicating that it is ready to be submitted.

*Note: The **Cancel Request** button will delete the Development Agreement request and all work and attachments.

The **Cancel** button will close the application but all the work will be saved.

Confirmation of submitting the Development Agreement Request.