

URBAN DEVELOPMENT ONLINE AREAS TAB

3

REFERENCE GUIDE

2013 February **11**

Version 1.01



Document Information

Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	January 28 th , 2013	Carolyn Anscombe
Version 1.01	Draft Content Complete	Febuary 6 th , 2013	Carolyn Anscombe
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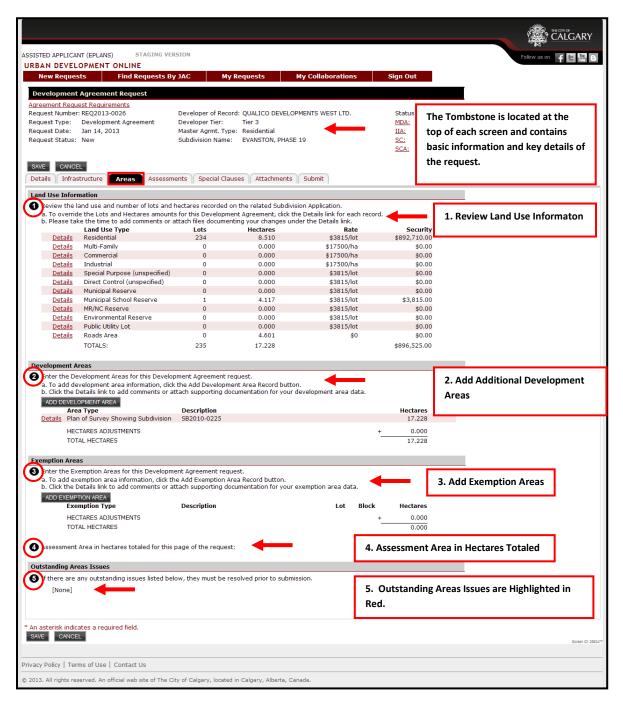
Disclaimer: The building of this training material required the use of existing Subdivision Application and Construction Drawing information provided to the City of Calgary. You may notice slight inconsistencies throughout the training material. The information used is for demonstration purposes only. These variances are not to deter from the intended content.



Introduction

Document purpose

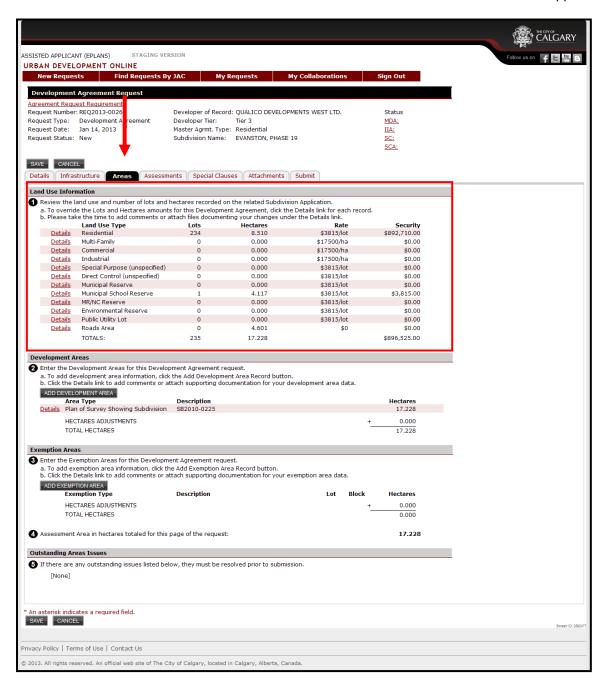
This Urban Development Online (UDO) Reference Guide is to be used by Developers and/or their Consulting Engineers and will document the steps to complete the actions on the Areas Tab of the Urban Development online Development Application.





Land Use Information

Review the land use and number of lots and hectares recorded on the related Subdivison Application.

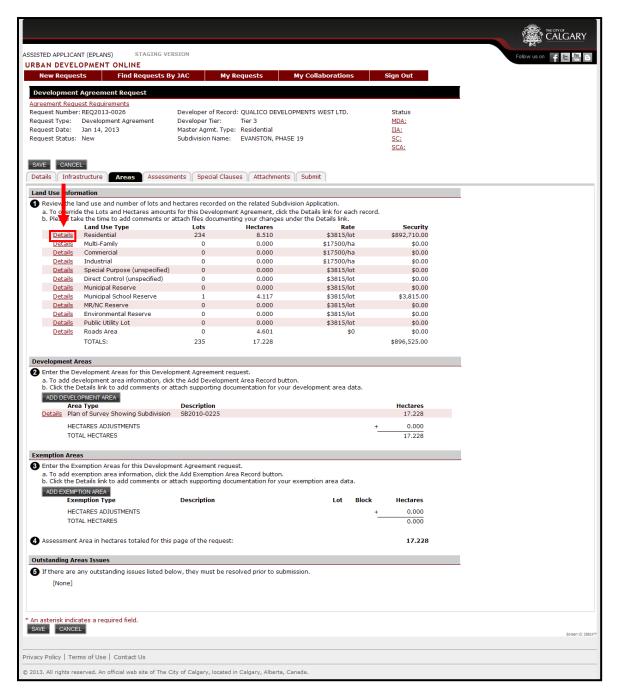




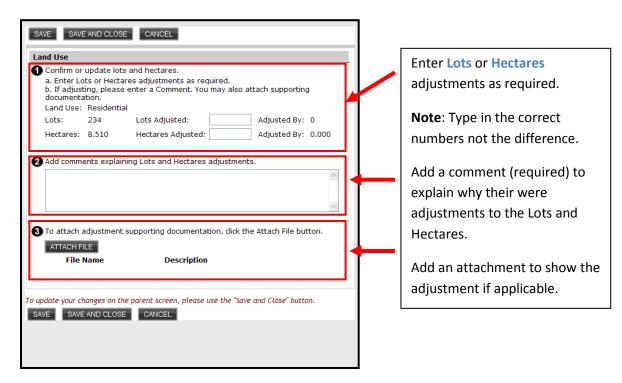
Sometimes an area may require changes and will have to updated manually.

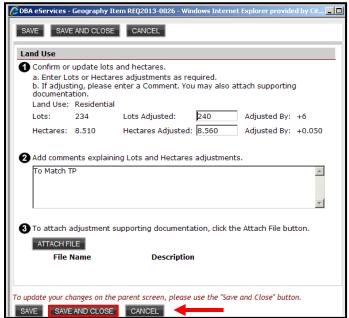
To change the area information click on the Details link of the Land Use Type that requires corrections.

In this example, we will use the Residential Land Use Type.









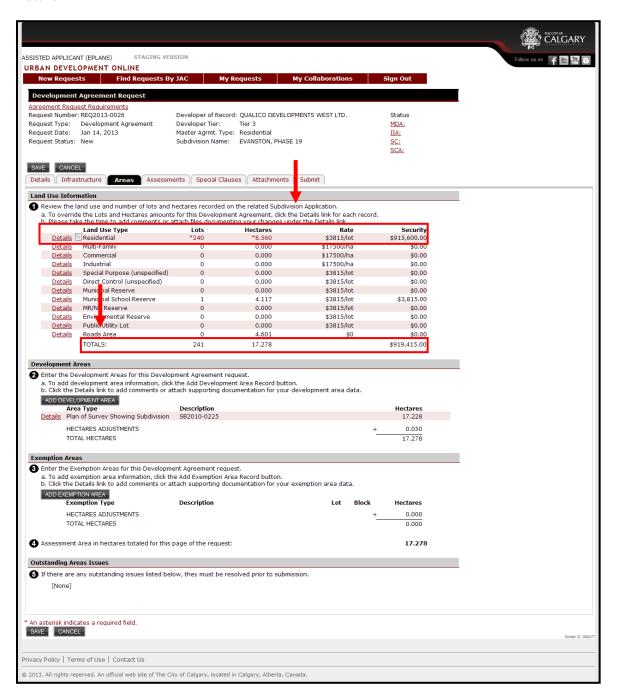
Click **Save and Close** when done.



An *asterisk will appear by the Lots and Hectares numbers that were adjusted and will also be in red text

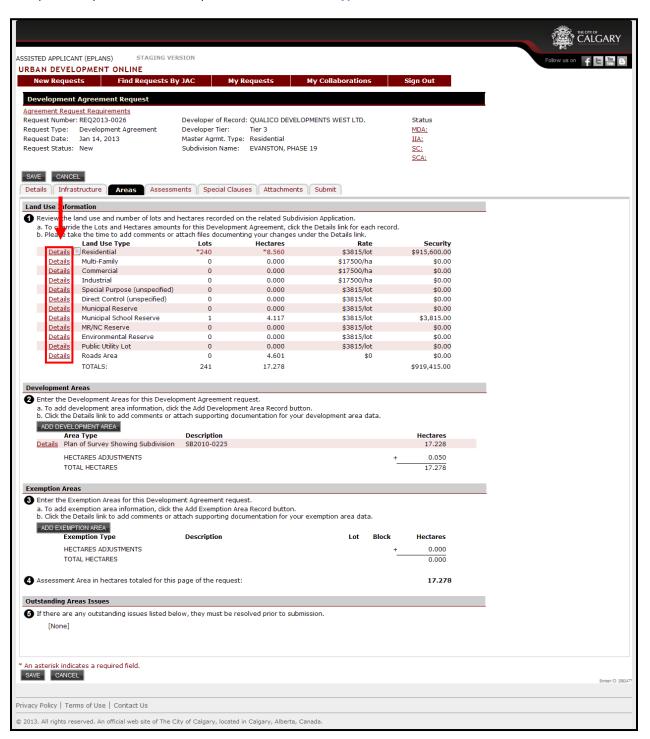
The **Totals** at the bottom will now show the adjusted areas.

Note: Grey Shaded box indicates that there are comments, and or an attachement included in the **Details link.**





If required, repeat this same steps for other Land Use Types.

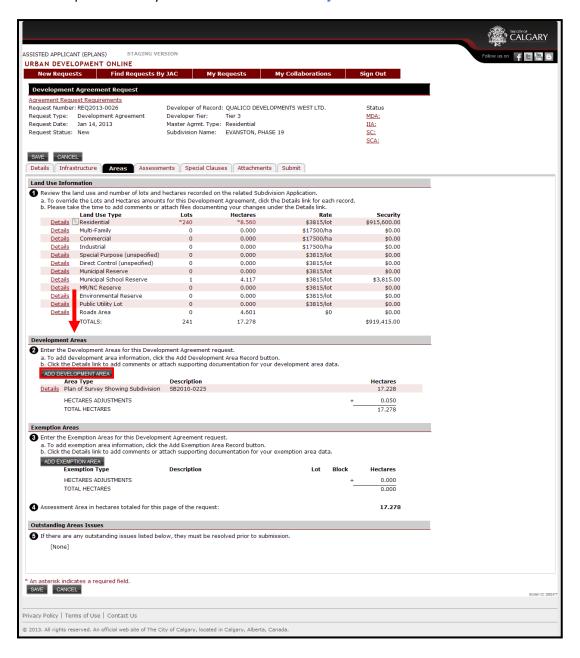




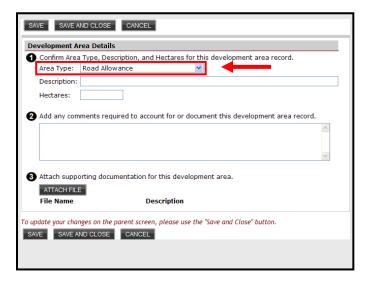
Development Areas

Click on the ADD DEVELOPMENT AREA button to add development area information that is not defined in the Subdivison Application.

In Development Areas you can add lands such as Adjacent Road Allowance and Lakelands.







Use to drop down menu to select the **Area Type**.



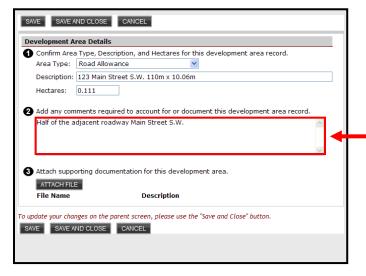
In the **Description Type** box provide details about the additional area.

I.e. Road, Name, Length, and Width.



Type in the number of **Hectares** to 3 decimal places.

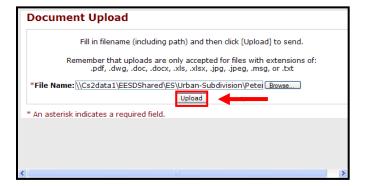




Type in **Comments** required to account for the development area record.

SAVE SAVE AND CLOSE CANCEL			
Development Area Details			
Confirm Area Type, Description, and Hectares for this development area record.			
Area Type: Road Allowance			
Description: 123 Main Street S.W. 110m x 10.06m			
Hectares: 0.111			
Add any comments required to account for or document this development area record. Half of the adjacent roadway Main Street S.W. Attach supporting documentation for this development area.			
File Name Description			
To update your changes on the parent screen, please use the "Save and Close" button. SAVE SAVE AND CLOSE CANCEL			

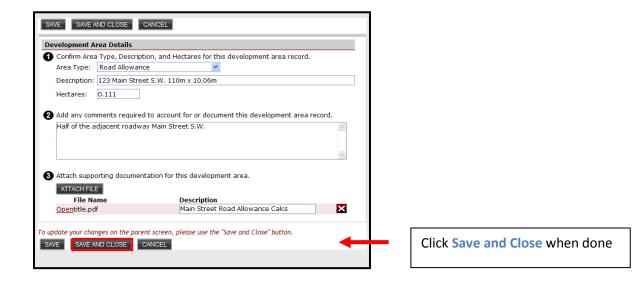
Click the ATTACHFLE button to attach a file showing how the area was calculated.



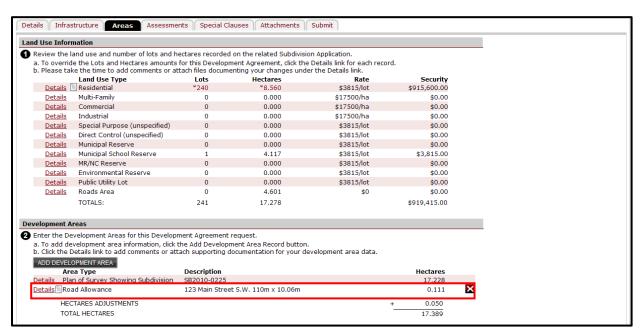
Click **Upload** to send the file.

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



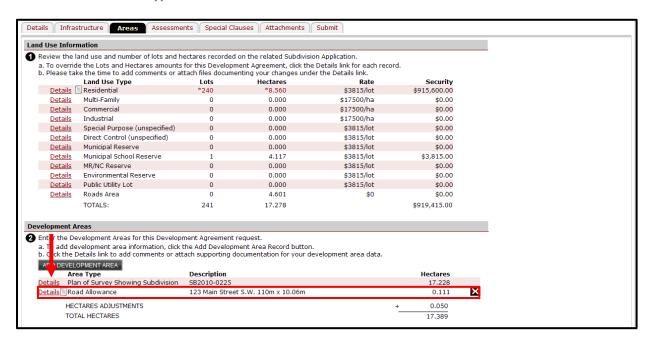


The Road Allowance Area Type now appears in the Development Area on the Areas Tab page.





Click the **Details link** for the Road Allowance to bring up a pop up window showing the details for the **Residential Land Use Type**.



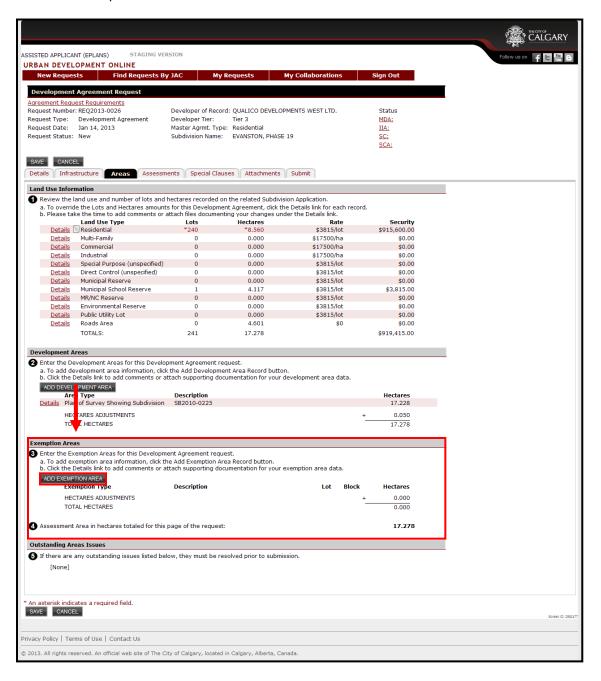


Type in any corrections as needed.



Exemption Areas

To add an exemption area click the ADD EXEMPTION AREA button.





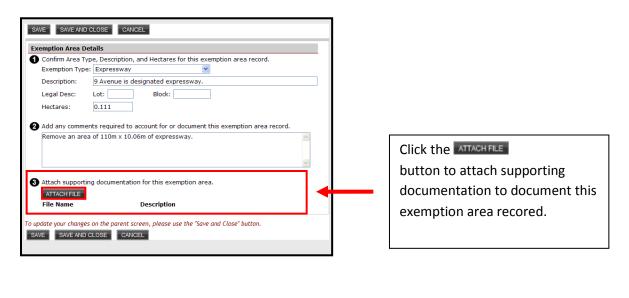


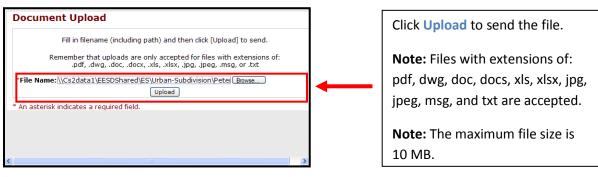
Select an Exemption Type from the drop down menu

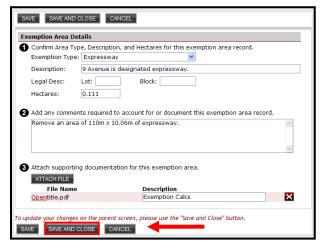


Type in a clear description and any comments required to account for or document for this Excemption Area Record.





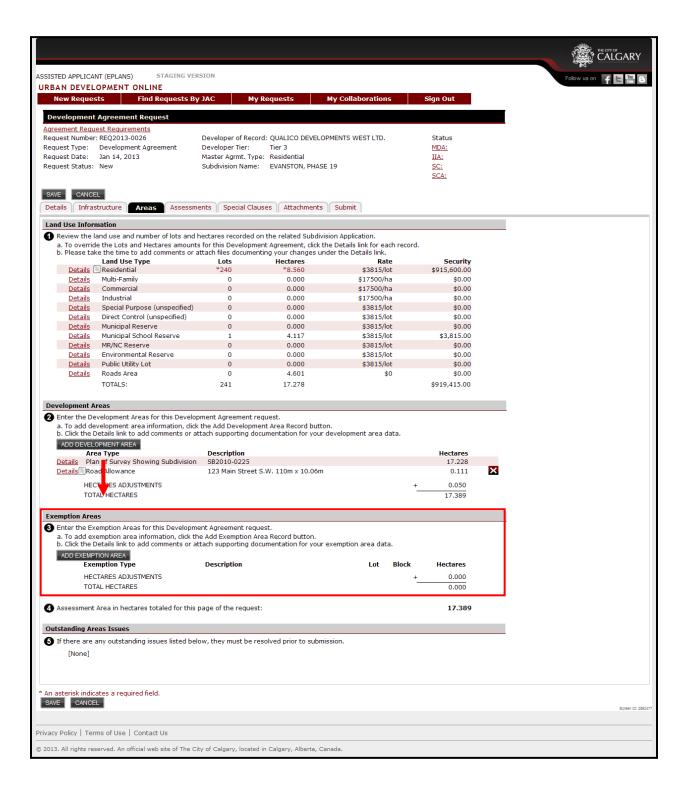




Click **Save and Close** when finished.

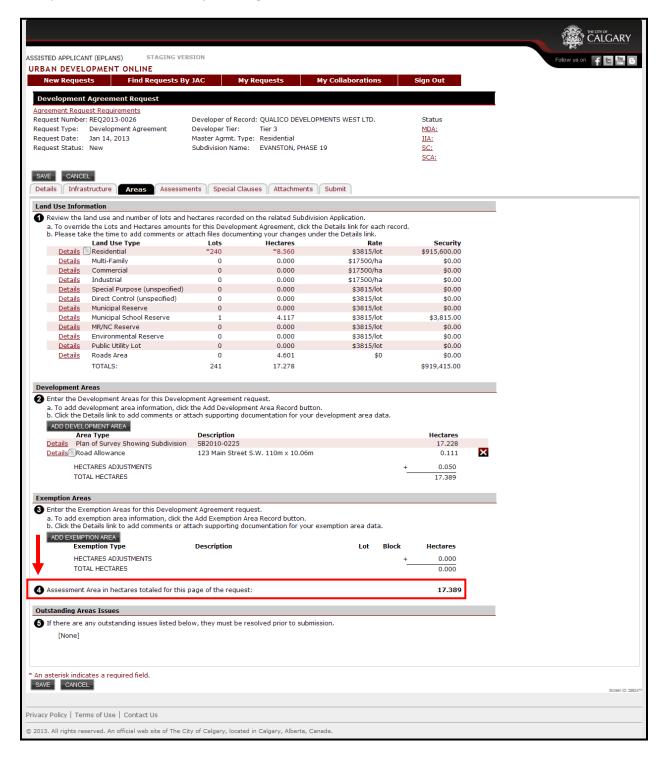


The Exemption Area now appears on the Areas Tab Page.





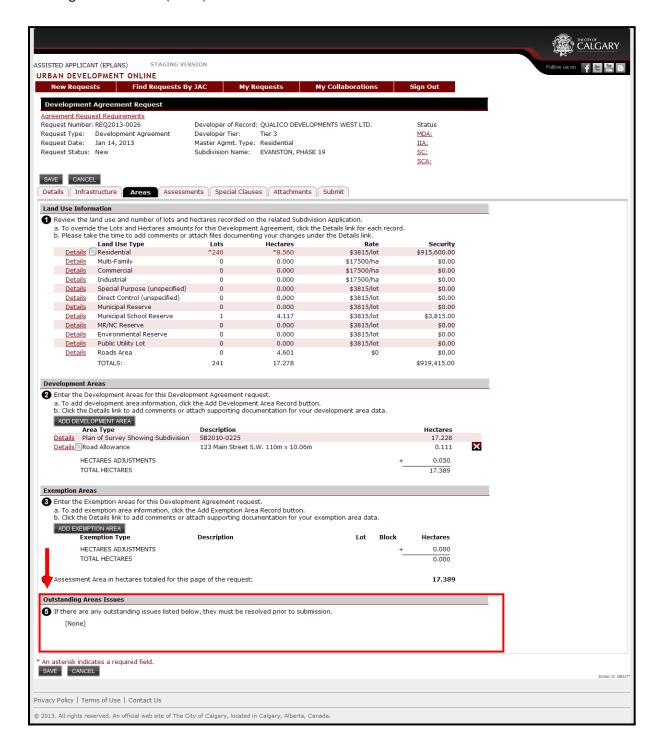
The Assessment Area will total the all hectares from the Areas Tab Page. This total includes the Exemption Area, Plan of Survey Showing Subdivision and the Road Allowance.





Outstanding Area Issues

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





When you have completed the Areas Tab page click Save.

