

# URBAN DEVELOPMENT ONLINE ATTACHMENTS TAB

6

## **REFERENCE GUIDE**

2013 February 11

Version 1.02



## **Document Information**

## **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.

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#### **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.

ASSISTED APPLICANT (EPLANS) STAGING VERSION			Follow us on 📑 🔚 🛄 🗈
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New Requests Find Requests By JAC	My Requests My Collaboration	ns Sign Out	
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Open Schedule B 2012 Est letter.doc	Schedule B	×	
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Privacy Policy   Terms of Use   Contact Us			
© 2013. All rights reserved. An official web site of The City of Cal	gary, located in Calgary, Alberta, Canada.		



#### **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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#### **Attach Additional Files or Documents**

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

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© 2013. All rights reserved. An c	fficial web site of The City of Calg	ary, located in Calgary, Albe	erta, Canada.		



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

#### Note: Two Scedule 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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## UDO Attachements Tab Reference Guide

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

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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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New Requests Find Requests	s By JAC My Requests	My Collaborations	Sign Out		
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When you have completed the Attachments Tab page click Save.

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Paved Roads & Walkways - Repayment         Paved Roads & Walkways - Oversize         Paved Roads & Walkways - Construction Cost         Name Registry files to ensure all required documentation is attached.         ched for each Agreement Party related to this request.         Description         NC.pdf       Corporate Name Registry: BHQ DEVELOPMENTS INC.         T LTD.pdf       Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.         dled earlier in this Development Agreement request.       you can submit this request.	Deen 1162498 ALBERTA LTD.pdf Paved Roads & Walkways - Repayment   Open 1368486 ALBERTA LTD.pdf Paved Roads & Walkways - Construction Cost   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. <b>File Name Description Construction Cost</b> 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. A Schedule B file is required before you can submit this request. b. A Schedule B file is required before you can submit this request. b. A Schedule B file is required before you can submit this request. b. A Schedule B file is required before you can submit this request. b. A Schedule B file size of the maximum acceptable file size is 10 MB. <b>TATACHIEL Set Number Description Description</b>									
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Paved Roads & Walkways - Construction Cost         Name Registry files to ensure all required documentation is attached.         ched for each Agreement Party related to this request.         Description         NC.pdf         Corporate Name Registry: BHQ DEVELOPMENTS INC.         T LTD.pdf         Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.         dled earlier in this Development Agreement request.         you can submit this request.	Pare Altafacts - Alb Registries.doc       Paved Roads & Walkways - Construction Cost         Prevent Altafacts - Alb Registries.doc       Paved Roads & Walkways - Construction Cost         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.         Image: BUILDER INVESTMENT GROUP INC.pdf       Corporate Name Registry: BHQ DEVELOPMENTS INC.       Description         Open: QUALICO DEVELOPMENTS WEST LTDpdf       Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTDdf       Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTDdf         Attach any files or documents not handled earlier in this Development Agreement request.       a. Schedule B file is required before you can submit this request.         a. A Schedule B file is required before you can submit this request.       b. Schedule B is 2012 Est letter.doc       Certificate of Insurance         Deen: Certificate 2012 Est letter.doc       Schedule B       2012 Est letter.doc       Schedule B         Open: Schedule B       2012 Est letter.doc       Schedule B       Schedule B         Open: Schedule B       2012 Est letter.doc       Schedule B       Schedule B         Open: Schedule B       2012 Est letter.doc       Schedule B       Schedule B         If there are any Attachment issues listed below, they must be resolved prior to submission.       Schedule B       Schedule B									
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NC.pdf         Corporate Name Registry: BHQ DEVELOPMENTS INC.           IT LTD.pdf         Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.           dled earlier in this Development Agreement request.         rou can submit this request.	Deal BUILDER INVESTMENT GROUP INC.pdf Corporate Name Registry: BHQ DEVELOPMENTS INC.   Oren QUALICO DEVELOPMENTS WEST LTD.pdf Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.   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.   a. A Schedule B file is required before you can submit this request. b. Please note that the maximum acceptable file size is 10 MS. <b>ATTACHFILE</b> SOHEDULED CERTIFICATE OF INSURNCE   Materian File Name Description   Open Schedule B 2012 Est letter.doc Schedule B   Open File Name PSR Number Approved Date   International Attachment Issues listed below, they must be resolved prior to submission. [None] More CANCE	NOTE:		a document attached			unis request.			
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