

# URBAN DEVELOPMENT ONLINE INFRASTRUCTURE TAB

2

# **REFERENCE GUIDE**

2013 February 11<sup>th</sup>

Version 1.02



# **Document Information**

### **Document Revision History**

Version	Description	Date	Author
Version 1.00	Began draft	January 28 <sup>th</sup>	Carolyn Anscombe
Version 1.01	Added content	January 30 <sup>th</sup>	Carolyn Anscombe
Version 1.02	Review and Complete Draft	Febraury 8 <sup>th</sup> ,	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) 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 Infrastructure Tab of the Urban Development online Development Application.

#### Infrastructure Tab Page Quick Reference Sheet

CANCEL	Jan 14, 2013 Master Agrmt. Type: Residential New Subdivision Name: EVANSTON, PHASE 19	MDA: IIA: SC: SCA:	The Tombstone is lo top of each screen a basic information a the request.	ocated at the and contains nd key detail
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	Engineering Design & Construction Erosion & Sediment Control			
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	MR Landscaping			
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	Maintenance - Rehabilitation of		2	
	Maintenance on Proposed			
	Paved Roads & Walkways			
	Public Utility Lot			
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	Sanitary Sewers			
	Sewer & Water Service Connections			
	Sidewalks, Curbs & Gutters		N	
	Signage			
	Storm Sewers			
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anding Infra	sstructure Issues			
there are an As noted or	y outstanding issues listed below, they must be resolved prior to submission. In Infrastructure step 1a, please select "Applies" for any/all infrastructure components to	that apply (At least one mu	st be selected).	



#### **Infrastructure Components**

Click the Infrastructure Tab to access the Infrastructure page.

SAVE CANCEL	ructure Areas Assessments Special Clauses Attachments Submit
Estimated Infrastr	ucture Costs for Tier 3 Developer
<ul> <li>Enter Estimate</li> <li>a. Click the Ap</li> <li>b. To edit cost</li> <li>c. Click the Add</li> </ul>	ed Cost values for the following predefined infrastructure components. plies checkbox for each Infrastructure Component required for this agreement. estimates and recoveries, click the Details link for that Infrastructure Component. d Infrastructure Component button to add miscellaneous infrastructure information not alrea
ADD INFRASTI	RUCTURE COMPONENT

Review the **Infrastructure Components** for items that will apply to the subdivision for the Development Approval application.

**Note:** Infrastructure Components that might require a **Construction Inspection** are currently checked off.

Details Infras	etails Infrastructure Areas Assessments Special Clauses Attachments Submit					
Estimated Infrast	timated Infrastructure Costs for Tier 1 Developer					
Enter Estimat	Enter Estimated Cost values for the following predefined infrastructure components.					
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b. To edit cos	st estimates and recoveries, click the Deta	ils link for that In Id miscellaneous	frastructure Com	ponent. ormation not al	Iready in the list	
	TRUCTURE COMPONENT	iu miscellarieous	initiastructure init	ormation not a	iready in the list	•
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	Contingency					
	ER Landscaping					
	Electric Power					✓
	Engineering Design & Construction					
	Erosion & Sediment Control					
	Fencing					
	MR Landscaping					
	MSR Landscaping					✓
	Maintenance - Rehabilitation of					
	Maintenance on Proposed					
	Paved Roads & Walkways					<ul><li>✓</li></ul>
	Pre-Installed shallow utility					
	Public Utility Lot					<b>V</b>
	Retaining Walls (constructed by					
	Sanitary Sewers					<b>V</b>
	Sewer & Water Service Connections					Image: A start and a start
	Sidewalks, Curbs & Gutters					
	Signage					
	Soil Testing					
	Storm Sewers					
	Storm Water Management Facilities					
	Street Lighting					
	Stripping & Rough Grading					
	Surface Drainage Facilities					
	Utility Relocations					
	Water Mains					
	TOTALS:					



**Check off** the check off box and click **Details** for any items that are required for the Development Application on the Infrastructure Component list.

The Paved Roads and Walkways Infrastructure Component will be shown in this example.

Esti	mated Infrastruc	ture Costs for Tier 3 Developer					
0	Enter Estimated	Cost values for the following predefine	d infrastructure	components.			
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	b. To edit cost e	stimates and recoveries, click the Detail	s link for that In	frastructure Com	ponent.	kondy in the list	
	C. Click the Add I	Infrastructure component button to aut	a miscellarieous	Infrastructure mit	ormation not a	fready in the list.	
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		Maintenance - Rehabilitation of					
		Maintenance on Proposed					
	Details	Paved Roads & Walkways					
		Pre-Installed shallow utility					
		Public Utility Lot					<b>V</b>
		Retaining Walls (constructed by					Image: A start of the start
		Sanitary Sewers					<b>~</b>
		Sewer & Water Service Connections					
		Sidewalks, Curbs & Gutters					<ul> <li>Image: A start of the start of</li></ul>
		Signage					
		Soil Testing					
		Storm Sewers					
1		Storm Water Management Facilities					$\checkmark$
		Street Lighting					$\checkmark$
		Stripping & Rough Grading					
		Surface Drainage Facilities					
		Utility Relocations					
		Water Mains					✓
		TOTALS					

SAVE SAVE AND CLOSE CANCEL		~
Paved Roads & Walkways Details		
Add cost and recovery estimate record	s for this infrastructure type.	
Inspection Required:		
<ul> <li>a. For each applicable infrastructure co or a Deposit amount, or a Repayme</li> </ul>	mponent, enter at least a Construction Cost, nt amount.	
b. To add cost or recovery estimates, o	lick the appropriate button.	
c. Click the Details link to add supporti	ng documentation for each estimate.	
CONSTRUCTION COST OVERSIZE	BOUNDARY DEPOSIT REPAYMENT	
Cost Type	Estimated Cost	
Outstanding Infrastructure Issues		
2 If there are any outstanding infrastruct	ure issues listed below, they must be resolved prior to sub	
Please enter a construction cost, an	d any other applicable cost items	
To update your changes on the parent screen, pl	ease use the "Save and Close" button.	
SAVE SAVE AND CLOSE CANCEL		
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A pop up window showing the **Details** for Paved Roads & Walkways will open.



#### Paved Roads & Walkways Details Window





Oversize – The total cost of oversize for paved roads & walkways (if applicable).

**Note:** Requires supporting documentation.



aved Roads & Walkways Details	
Add cost and recovery estimate records for this infrastructure type.	
Inspection Required:	Г
<ul> <li>a. For each applicable infrastructure component, enter at least a Construction Cost, or a Deposit amount, or a Repayment amount.</li> </ul>	
b. To add cost or recovery estimates, click the appropriate button.	
c. Click the Details link to add supporting documentation for each estimate.	
CONSTRUCTION COST OVERSIZE BOUNDARY DEPOSIT REPAYMENT	
Cost Type	-
Jutstanding Infrastructure Issues	
If there are any outstanding infrastructure issues listed below, they must be resolved prior to sub	
Please enter a construction cost, and any other applicable cost items	

Boundary – The total cost of the boundry for paved roads & walkways (if applicable).

**Note:** Requires supporting documentation.



Deposit– The total cost for any future / deferred paved roads & walkways (if applicable).

**Note:** Requires supporting documentation.



SAVE SAVE AND CLOSE CANCEL	×
Paved Roads & Walkways Details	
<ul> <li>Add cost and recovery estimate records for this infrastructure type.         Inspection Required:          a. For each applicable infrastructure component, enter at least a Construction Cost, or a Deposit amount, or a Repayment amount.         b. To add cost or recovery estimates, click the appropriate button.         c. Click the Details link to add supporting documentation for each estimate.         CONSTRUCTION COST OVERSIZE BOUNDARY DEPOSIT REPAYMENT         Cost Type         Estimated Cost     </li> </ul>	<b>Repayment</b> – The total amount of money owed to the City for paved roads &
Outstanding Infrastructure Issues	walkways (if applicable)
2 If there are any outstanding infrastructure issues listed below, they must be resolved prior to sub Please enter a construction cost, and any other applicable cost items	<b>Note:</b> Requires supporting documentation.
To update your changes on the parent screen, please use the "Save and Close" button.           SAVE         SAVE AND CLOSE         CANCEL	

SAVE SAVE AND CLOSE CANCEL Paved Roads & Walkways Details Add cost and recovery estimate records for this infrastructure type. Inspection Required: **~** a. For each applicable infrastructure component, enter at least a Construction Cost, or a Deposit amount, or a Repayment amount. b. To add cost or recovery estimates, click the appropriate button. Select the CONSTRUCTION COST c. Click the Details link to add supporting documentation for each estimate. CONSTRUCTION COST OVERSIZE BOUNDARY DEPOSIT REPAYMENT button to open the Cost 7 Estimated Cost **Construction Cost** window. **Outstanding Infrastructure Issues** 2 If there are any outstanding infrastructure issues listed below, they must be resolved prior to sub Please enter a construction cost, and any other applicable cost items To update your changes on the parent screen, please use the "Save and Close" button. SAVE SAVE AND CLOSE CANCEL



SAVE       SAVE AND CLOSE       CANCEL         Infrastructure Component - Cost Estimate       Infrastructure Component - Cost Estimated Cost for this infrastructure component.         Infrastructure Type:       Paved Roads & Walkways         Cost Type:       Construction Cost         Estimated Cost:       \$ 500,000.00	Fill in the estimated Construction cost for the Paved Roads & Walkways Infrastructure Type.
<ul> <li>Add any comments required to account for or document this cost estimate.</li> <li>Special Information</li> <li>To attach supporting documentation for this cost estimate, click the Attach File button.</li> </ul>	Type in any relevant Comments require to account for the cost estimate.
Please note that the maximum acceptable file size is 10 MB.         ATTACH FILE         File Name       Description         Open Altafacts - Alb Registries.doc       Construction Cost         X         To update your changes on the parent screen, please use the "Save and Close" button.         SAVE       SAVE AND CLOSE	Click the <b>ATTACH FILE</b> button to attach supporting documentation to show the cost calculation for the cost estimate.

Document Upload	Click the Upload button to
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 *File Name: Upload * An asterisk indicates a required field.	upload the file. File extensions accepted are; .pdf, .dwg, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, ms or .txt. <b>Note:</b> The maximum file size in 10 MB.
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SAVE SAVE AND CLOSE CANCEL	
Infrastructure Component - Cost Estimate	
Enter or confirm the Cost Type and Estimated Cost for this infrastructure component.	
Infrastructure Type: Paved Roads & Walkways	
Estimated Cost: \$ 500.000.00	
2 Add any comments required to account for or document this cost estimate.	
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To attach supporting documentation for this cost estimate, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.	
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c. Click the Details link to add supporting documentation for each estimate.	appears in the Paved Roads &
CONSTRUCTION COST OVERSIZE BOUNDARY DEPOSIT REPAYMENT	Walkways Details window.
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To update your changes on the parent screen, please use the "Save and Close" button.          SAVE       SAVE AND CLOSE       CANCEL	Click Save and Close when all cost and recovery estimates for the Paved Roads & Walkways Infrastructure Types have been added.
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d Roads & Walkways Details	
Add cost and recovery estimate records for this infrastr	ucture type.
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CONSTRUCTION COST OVERSIZE BOUNDARY	DEPOSIT REPAYMENT
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<u>Details</u> Boundary	\$123,456.00 🔀
<u>Details</u> Deposit	\$25,000.00
<u>Details</u> Oversize	\$5,000.00
<u>Details</u> 📄 Repayment	\$50,000.00 🔀
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ate your changes on the parent screen, please use the "Save SAVE AND CLOSE CANCEL	e and Close" button.

Paved Roads & Walkways window showing **Construction, Boundary,** Deposits, Oversize and Repayments when saved.



**Infrastructure Tab Page** showing the estimated cost values for the predefined Paved Roads & Walkways infrastructure component.

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review your total pe	erformance security on the Sul	ubmit page. Th	he City of C	algary requires	a minimum of \$	150,000 to secu	ire infrastructure costs.		
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If there is an item that is not on the predefined infrastructure component list click the

ADD INFRASTRUCTURE COMPONENT button.

SAVE Details	CANCEL Infrastructure Areas Assessments Special Clauses Attachments Submit
Estimat	ted Infrastructure Costs for Tier 3 Developer
1 Eni a. b. c. (	Iter Estimated Cost values for the following predefined infrastructure components. Click the Applies checkbox for each Infrastructure Component required for this agreement. To edit cost estimates and recoveries, click the Details link for that Infrastructure Component. Click the Add Infrastructure Component button to add miscellaneous infrastructure information not alre

SAVE SAVE AND CLOSE CANCEL	
Miscellaneous Infrastructure Component Details  Enter the infrastructure component description. Description: Concrete Work  ADD COST ITEM	Enter a description for the Infrastructure Component.
To update your changes on the parent screen, please use the "Save and Close" button.          SAVE       SAVE AND CLOSE       CANCEL	



# UDO Infrastructure Tab Reference Guide

SAVE SAVE AND CLOSE CANCEL	
Miscellaneous Infrastructure Component Details	
Enter the infrastructure component description.	
Description: Concrete Work	
×	Click the ADD COST ITEM button.
ADD COST ITEM	
To undeta your phanage on the persent screep, placed use the "Says and Clace" button	
To update your changes on the parent screen, prease use the save and close button.	
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SAVE SAVE AND CLOSE CANCEL	
Description: Concrete Work	
2 Add cost estimate records for this infrastructure type.	If an Inspection is required
Inspection Required: 🗹	in an inspection is required
a. A Construction Cost estimate is required for all infrastructure components.	check the check off box.
b. To add cost or recovery estimates, click the appropriate button. c. Click Details or Attach File to add supporting documentation for each estimate.	
CONSTRUCTION COST OVERSIZE BOUNDARY FENCING DEPOSIT REPAYMENT	
Cost Type	
To update your changes on the parent screen, please use the "Save and Close" button.	
SAVE SAVE AND CLOSE CANCEL	



SAVE       SAVE AND CLOSE       CANCEL         Infrastructure Component - Cost Estimate           Image: Construction Cost Type and Estimated Cost for this infrastructure component. Infrastructure Type: Concrete Work Cost Type: Construction Cost Estimated Cost: \$ 25,000.00         Add any comments required to account for or document this cost estimate	Fill in the <b>Infrastructure</b> <b>Component Cost Estimate</b> for the infrastructure type.
To attach supporting documentation for this cost estimate, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.  ITTACH FILE  File Name  Description	Type in any relevant comments require to account for the cost estimate.
Open 2013-819 Est letter.doc         To update your changes on the parent screen, please use the "Save and Close 5. Hop.         SAVE       SAVE AND CLOSE         CANCEL	Click the ATTACHFILE button to attach supporting documentation to show the cost calculation for the cost estimate.

rastructure Component - Cost I	Estimate
Enter or confirm the Cost Type Infrastructure Type: Concrete )	and Estimated Cost for this infrastructure component.
Cost Type: Constructi	ion Cost
Estimated Cost: \$	25,000.00
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Click Save and Close when finished.







#### Infrastructure Tab Page showing the estimated cost values for the added infrastructure component.

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New Reg	VELOPMENT ONLINE	Mv Reque	sts M	v Collaborati	ons S	ian Out	
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**Note**: If you uncheck the **Applies Box** the information related to the infrastructure component will be deleted from the application.

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	Storm Water Management Facilities						
	Street Lighting						
	Surface Drainage Facilities						
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#### **Estimated Security**

The **Estimated Security** is for Infrastructure Components / Construction information only. This is not the final performance security for the Development Application.

The summary of the required performance security is on the Submit Tab.

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# **Outstanding Infrastructure Issues**

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

ED APPLI	ICANT (EPLANS) STAGING VER	RSION					
AN DEV	ELOPMENT ONLINE						
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When you have completed the Infrastructure Tab page click Save.

STED APPL	ICANT (EPLANS) STAGING VE	RSION						Follow us on 🖌 💽
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quest Type	e: Development Agreement	Developer Tier: Tier	r 3			MDA:		
quest Date	e: Jan 14, 2013	Master Agrmt. Type: Res	sidential	10		IIA:		
juest stat	tus. New	Subdivision Name. EV	ANSTON, PHASE .	19		SCA:		
etails I	Infrastructure Areas Assess	sments Special Clauses	Attachments	Submit				
timated I	Infrastructure Costs for Tier 3 Deve	eloper						
Enter Es	stimated Cost values for the following	g predefined infrastructure	components.	mont				
b. To edi	lit cost estimates and recoveries, clic	k the Details link for that Ir	frastructure Con	nponent.				
c. Click t	the Add Infrastructure Component bu	utton to add miscellaneous	infrastructure inf	formation not al	ready in the list			
Applies	s Infrastructure Component	nt Deposit	Repayment	Oversize	Bndry/City	Construction I	nsp	
	Boulevard and Traffic Isla	nd						
	Details Concrete Work					\$25,000.00		
	ER Landscaping							
	Electric Power							
	Engineering Design & Cor	nstruction						
	Erosion & Sediment Conti Eencing	rol						
	MR Landscaping							
	MSR Landscaping							
	Maintenance - Rehabilitat	ion of						
	Details Paved Roads & Walkways	d s \$25.000.00	\$50,000,00	\$5,000.00	\$123,456.00	\$500.000.00		
	Pre-Installed shallow utili	ty	\$50,000.00	45,000.00	\$125, <del>4</del> 50.00	\$500,000.00		
	Public Utility Lot						<b>V</b>	
	Retaining Walls (construc	ted by						
	Sewer & Water Service C	onnections						
	Sidewalks, Curbs & Gutte	rs						
	Signage							
	Soil Testing							
	Storm Water Managemen	t Facilities						
	Street Lighting						<b>V</b>	
	Stripping & Rough Gradin	g						
	Surface Drainage Facilities Utility Relocations	8						
	Water Mains							
	TOTALS:	\$25,000.00	\$50,000.00	\$5,000.00	\$123,456.00	\$525,000.00		
timated S	Security							
For a Tie	er 3 developer, the infrastructure cos	st totals are included for inf	ormation only.					
Estimate	ed security based on deposits:					\$25,00	00.00	
Esitmate Cost ost	ed security based on repayments: timate for prodefined infrastructure of	omnonents:		¢50(	000.00	\$50,00	00.00	
Multiplie	ed by tier rating factor for Tier 3	omponents.		\$500	0%			
Estimate	ed security based on infrastructure c	omponents:			\$0.00		\$0.00	
Estimate	ed security total for this page:					\$75,00	00.00	
NOTE: Yo review y	'our performance security for this req your total performance security on th	quest is based only in part on the city of	on the infrastruct Calgary requires	ture estimates. a minimum of \$	Please continue 150,000 to sec	with this request ure infrastructure (	and costs.	
itstanding	g Infrastructure Issues							
) If there a	are any outstanding issues listed be	low, they must be resolved	prior to submise	sion.				
	nel							
[Non	-							
[Non								
[Non	-							