

URBAN DEVELOPMENT ONLINE LOG IN

REFERENCE GUIDE

2014 August 25th

Version 1.04



Document Information

Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	January 16 th	Carolyn Anscombe
Version 1.01	Finished draft	January 25 th	Carolyn Anscombe
Version 1.02	Review and Complete	February 7 th	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
Version 1.03	Change in Address Information	February 11 th ,	Carolyn Anscombe Deb Meili Michael Ficaccion Brent Kromm
Version 1.04	Updated vista login screenshots	August 25, 2014	James Dalton



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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

Urban Development System Log In

Open a web browser and go to Calgary.ca/VISTA and sign in as a Registered User with your VISTA UserID and password.

VISTA	
Applications, Licences & Permits e Trades Quick	Applications, Licences & Permits
Contractor Trade	REGISTERED USER
	Password:
	Go>
	Forgot your password?

Click **Submit a Development Agreement** from the VISTA home page menu.

VISTA				Follow us on 🦸 🕒 🔛 🕒
Application, Licences & Permits PERMITS	Welcome to The City of Calgary Onli	SMITH GEOMATICS ne Search for Developme	nt & Building Approvals Application	ons.
New Service Request	Quick Lookup			
SEARCH	Application/Permit Number:			
A General Search		OR		
B By JAC	My Project Number:			
Submit a Subdivision	Detailed Search			
Submit a Plan for	Application Type:	(All)	~	
Submit a	Application Status:	(AII)	×	
Development	Permit Applied From:	mmm dd ywyy	To: mmm.dd ywyy	
ACCOUNT	Permit Applied From.	minin du, yyyy 💾	ro. mmm dd, yyyy	
Change Password	Address:			
Sign Out	Community:	(All)	~	
FAQ			~	
ePlans User Manual			~	
Permit User Manual				
FAQ		Reset		
Contact Us		ocuron		

Click on the New Requests Tab

ASSISTED A PLICANT (EPLANS) STAGING VERSION	Follow us on
New Requests Find Requests By JAC My Requests My Collaborations Sign Out	
Welcome, ASSISTED APPLICANT (EPLANS)	
	Screen ID: 1000000



Click the **Development Agreement** link to open the online application to create a Development Agreement Request.

					CALGARY
ASSISTED APPLICANT (EPLAN	IS) STAGING VERSION				Follow us on 🖌 📮 🏧 🖹
URBAN DEVELOPMEN	T ONLINE				
New Requests	Find Requests By JAC	My Requests	My Collaborations	Sign Out	
CANCEL Create a New I equest					
Click on one of the links b	elow to create a new request wit	h City of Calgary eService	·S.		
Master Development Ag	<u>reement</u> L				

A window of the Terms of Use and Request Requirements will open.

I
ASSISTED APPLICANT (EPLANS) STAGING VERSION Follow us on 👔 🖬 🛱
URBAN DEVELOPMENT ONLINE
New Requests Find Requests By JAC My Requests My Collaborations Sign Out SAVE CANCEL
Terms of Use and Request Requirements
 Prease rolew the link below to review the refine of ose for City of Calgary websites. If you have not reviewed these terms recently, please be aware that they are subject to change. City of Calgary Websites - Terms of Use Please review the following guidelines and requirements for Urban Development Agreement requests. Note that processing of your request may be delayed if you have not followed these requirements. Urban Development Agreement Requirements Applicaton Requirements Application Requirements Application structed to accept the terms of the Development Agreement Request Authorization outlined on the online application form and provide all required data on the online application forms. Applicants must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. To expedite the evaluation of this request, all materials submitted must be clear, legible and precise. To achieve satisfactory levels of customer service, Urban Development staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards. Thank you for your cooperation.
 Job Access Code (JAC) Your agreement request will be assigned a JAC (Job Access Code) as you proceed to the next page. The JAC is a unique identification number given to each agreement request. Once logged into Urban Development Online, this number will allow you to update or check the status of your request.
You understand and agree that you are solely responsible for maintaining the confidentiality of your account including your JAC, and are fully responsible for all activities that occur under your account, including your JAC. You agree to notify the City immediately of any unauthorized use of your password or account or any other breach of security, and to ensure that you exit from your account at the end of each session. The City cannot and will not be liable for any loss or damage arising from your failure to protect your JAC or account information.
Acceptance of Terms
If you are satisfied that you understand and agree with (1) the Terms of Use and (2) the request requirements and (3) the JAC guidelines, select the checkbox below and click the Save button. (This step may take several seconds.)
* I accept the Terms of Use and understand the requirements for this request.
* An asterisk indicates a required field. SAVE CANCEL
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Click the I Accept button to accept the Terms of Use and Request Requirements

_			
	Accept	te of Terms	
	If yo solor	u are satisfied that you understand and agree with (1) the Terms of Use and (2) the request requirements and (3) the JAC guidelines, At the checkbox below and click the Save button. (This step may take several seconds.)	
	*	accept the Terms of Use and understand the requirements for this request.	
	* An aster SAVE	risk indicates a required field. CANCEL	n ID: 2873983
F	rivacy Poli	icy Terms of Use Contact Us	
(2013. All	rights reserved. An official web site of The City of Calgary, located in Calgary, Alberta, Canada.	

Click **Save** to close the page and continue with your online Development Application or Click **Cancel** to exit out of the Development Application.

Acc ptance of Terms	
Over a satisfied that you understand and agree with (1) the Terms of Use and (2) the request requirements and (3) the JAC guidelines, let the checkbox below and click the Save button. (This step may take several seconds.)	
* 🔲 I accept the Terms of Use and understand the requirements for this request.	
An asterisk indicates a required field. SAVE GANCEL	Sorten ID: 2073983
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After accepting the Terms of Use and Request Requirements you will be brought to the **Details Tab** page.

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URBAN DEVELOPMENT ONLINE	ly Collaborations Sign Out	
new Requests Print Requests by JAC My Requests M	ry conaborations sign out	
Development Agreement Request Agreement Requirements		
Request Number: REQ2013-0026 Developer of Record:	Status	
Request Type: Development Agreement Developer Tier: Tier 1 Request Date: Jan 14, 2013 Master Agrmt. Type:	MDA: IIA:	
Request Status: New Subdivision Name:	<u>SC:</u>	
▼	<u>SCA:</u>	
SAVE CANCEL Details Infrastructure Areas Assessments Special Clauses Attachments	Submit	
Development Agreement - Job Access Code (JAC)		
For future reference, please record your Job Access Code (JAC) for this Agreement.		
Job Access Code: REQ2013-0026-23133 Request Status: New		
2 Select the Master Agreement Type for this Development Agreement request.		
*Master Agreement Type: (select type)		
Related Applications		
3 Associate this Development Agreement request with other jobs already in progress.		
a. "Add one Construction Drawings Project job. ADD CONSTRUCTION DRAWINGS P	ROJECT	
D. TAD AT Least one Subdivision Application job ADD SUBDIVISION APPLICATION		
c. For each record below, enter the Job Access Code (JAC) for the corresponding Job Tvi	pe and click the Confirm button.	
Related Job Type Job Access Code Status	Related Job Information	
 d. Correct the Subdivision Name for this Development Agreement request, as needed. Subdivision Name Correction: 		*
		V
Agreement Parties and Consultants		
Add agreement parties anyone who will be a signatory to this agreement request. a. To add agreement parties to this request, click the Add Agreement Parties button. b. Select one and only one Agreement Party as the Developer of Record for this request a click the Detail is the add for the parties of the formation of the parties of the parti		
ADD AGREEMENT PARTY		
Developer of Record Agreement Party Name Contact Name/Phor	Party to Agreement Registry File	
3 Add consultants anyone who will act as a developer agent to this agreement request and consultants to this request, disk the Add Consultants button.	est.	
a. To add consultants to this request, cick the Add consultants Dutton. b. Select one and only one Consultant as the Consultant of Record for this request. c. Click the Detail link the add further information for early theat		
ADD CONSULTANTS		
Consultant of Record Consultant Name Contact Name (Phone) Email	
Outstanding Detail Issues		
If there are any outstanding issues listed below, they must be resolved prior to submisi	sion.	-
As noted on Details step 2, please select a Master Agreement Type.	amont a armit	
As noted on Details step 30, this request must have a related SubOM/SiOD of OdeVelo As noted on Details step 40, please select one agreement party as the Developer o As noted on Details step 5b, please select one consultant as the Consultant of Reco	f Record for this request. rd for this request.	
SAVE CANCEL		Soreen ID: 289247
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