



# Urban Development Online **Infrastructure Tab** Reference Guide

August 26, 2024  
Revision 2.1

## Revision History

Version	Description	Date	Author
1.0	Began draft	2013-01-28	Carolyn Anscombe
1.1	Draft Content Complete	2013-02-06	Carolyn Anscombe
1.2	Review and Complete	2013-02-07	Carolyn Anscombe Deb Meili Brent Kromm Michael Ficaccio
2.0	Updated Screenshots, Reformatted.	2024-05-31	Melissa Wigness
2.1	Reviewed and updated content	2024-08-26	Melissa Wigness Brian Wilson Galina Karadakova-Mineva

# Contents

Contents.....	3
Purpose of the Manual.....	4
Infrastructure Tab Overview.....	5
Infrastructure Tab Quick Reference Sheet.....	6
Outstanding Infrastructure Issues.....	7
Estimated Infrastructure Costs.....	8
Infrastructure Component Details update section.....	8
Cost Estimate Details documentation update section.....	10
Standard Infrastructure Components.....	12
New Infrastructure Component update section.....	12
Estimated Performance Security.....	15
Complete Updates.....	16
Top.....	16
Bottom.....	16

# Purpose of the Manual

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 **Infrastructure Tab** of the Urban Development online Development Application.

**NOTE:**

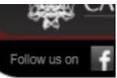
The building of this training material required the use of existing Subdivision Application and Construction Drawing information provided to the City of Calgary. You may notice slight inconsistencies throughout the training material. The information used is for demonstration purposes only. These variances are not to deter from the intended content.

# Infrastructure Tab Overview

Section	Available Actions
<a href="#">Outstanding Infrastructure Issues</a>	<ul style="list-style-type: none"><li>View Outstanding Infrastructure Issues</li></ul>
<a href="#">Estimated Infrastructure Costs</a>	<ul style="list-style-type: none"><li>Add Estimated Cost values for Infrastructure Components</li><li>View and edit Infrastructure Components and update Estimated Cost documentation</li></ul>
<a href="#">Standard Infrastructure Components</a>	<ul style="list-style-type: none"><li>Add Infrastructure Components</li></ul>
<a href="#">Estimated Performance Security</a>	<ul style="list-style-type: none"><li>View Performance Security calculation</li></ul>
<a href="#">Complete Updates</a>	<ul style="list-style-type: none"><li><b>Save</b> or <b>Cancel</b> changes.</li></ul>

# Infrastructure Tab Quick Reference Sheet

ASSISTED APPLICANT UDO TEST EXTERNAL



## URBAN DEVELOPMENT ONLINE

- [New Requests](#)
- [Search](#)
- [Securities](#)
- [Find Requests By JAC](#)
- [Sign Out](#)

### Development Agreement Request

#### Agreement Request Requirements

Request Number: REQ: [REDACTED] Developer of Record: [REDACTED] Status  
 Request Type: Development Agreement Developer Tier: [REDACTED]  
 Request Date: Mar 24, 2024 Consultant of Record: [REDACTED]  
 DA Request Status: New Agreement Type: [REDACTED]  
 SC Status: [REDACTED] Subdivision Name: [REDACTED]  
 File Manager: [REDACTED]

The Tombstone is located at the top of each screen and contains the key information of the request.

[SAVE](#) [CANCEL](#)

- [Details](#)
- [Infrastructure](#)**
- [Areas](#)
- [Assessments](#)
- [Special Clauses](#)
- [CCC-FAC](#)
- [Financial](#)
- [Attachments](#)
- [Submit](#)

### Outstanding Infrastructure Issues

If there are any outstanding issues listed below, they must be resolved prior to submission.  
 • All outstanding Infrastructure Component issues must be resolved.

Outstanding Infrastructure Issues

### Estimated Infrastructure Costs for Tier D Developer

- Enter Estimated Cost values for the following predefined infrastructure components.
  - Click the Applies checkbox for each Infrastructure Component required for this agreement.
  - Offsite infrastructure components are associated with additional construction drawing(s) that are offsite to the plan area.
  - To edit cost estimates and recoveries, click the Details link for that Infrastructure Component.
  - Click the Add Standard Infrastructure Component button to add additional Standard infrastructure information. Contact the Strategist for this job if you require a non-standard Ad Hoc infrastructure item (ex. Gazebo, bridge).
  - Deposits and Repayments generated from the Special Clauses Tab will appear in red.

List and calculation of Estimated Infrastructure Costs.

#### ADD STANDARD INFRASTRUCTURE COMPONENT

Applies	CD Number	Infrastructure Component	Certificate Description	Deposit	Repayment	Oversize	Bndry/City	Construction Insp
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Boulevard, Median and Traffic...						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	MR Landscaping						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Paved Roads & Walkways						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Regional Pathway(s)						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Sidewalks, Curbs & Gutters						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Storm Sewers						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Street Lighting						<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Stripping & Rough Grading						<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Water Mains						<input checked="" type="checkbox"/>

### Estimated Performance Security

#### Performance Security Calculation

**Note:** The total security amount is a minimum of \$150,000

Cost estimate for infrastructure components:  
 Multiplied by tier rating factor for

Tier [REDACTED]

Calculation of Performance Security.

[SAVE](#) [CANCEL](#)

Screen

# Outstanding Infrastructure Issues

When there are no **Outstanding Infrastructure Issues** the Urban Development Online System will indicate **(None)**.

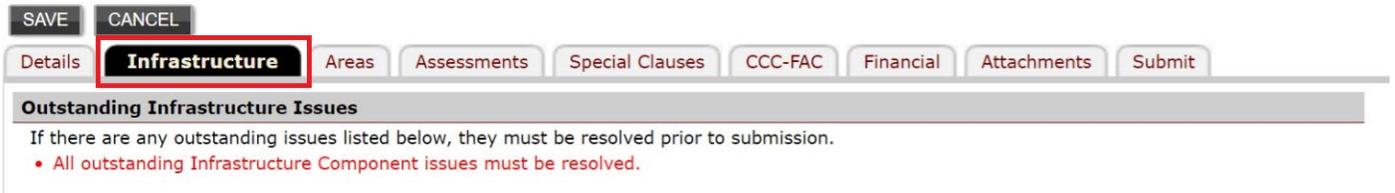
## Outstanding Infrastructure Issues

If there are any outstanding issues listed below, they must be resolved prior to submission.

- All outstanding Infrastructure Component issues must be resolved.

# Estimated Infrastructure Costs

Click the **Infrastructure Tab** to access Infrastructure information.

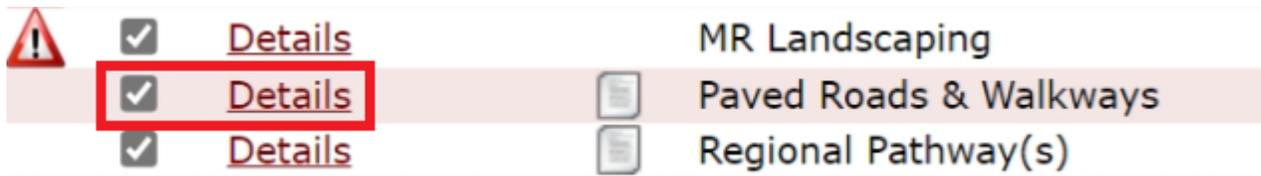


Review the **Infrastructure Components** for items that will apply to the subdivision for the Development Approval application. Use the Construction Drawings as an information source for the applicable Infrastructure Components.

## Infrastructure Component Details update section

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

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



A window showing **Details** for Paved Roads and Walkways will open.

SAVE

SAVE AND CLOSE

CANCEL

**Paved Roads & Walkways Details**

1 Select associated CD for this Infrastructure Component

CD Number: [dropdown]

Related Information: [text field]

2 Infrastructure Component Description.

Description: Paved Roads & Walkways

3 Add cost and recovery estimate records for this infrastructure type.

Inspection Required:

a. For each applicable Infrastructure Component provide Construction Costs, if applicable Oversize claims, Deposits & Repayments. All Infrastructure Component costs are to include supporting calculations.

b. To add cost or recovery estimates, click the appropriate button.

c. Click the Details link to add supporting documentation for each estimate.

OVERSIZE

BOUNDARY

DEPOSIT

REPAYMENT

CONSTRUCTION COST

Cost Type	Source	Roadway Location	Estimated Cost
<a href="#">Details</a>	Construction Cost	Infrastructure Tab	[text field]

**Outstanding Infrastructure Issues**

4 If there are any outstanding infrastructure issues listed below, they must be resolved prior to submission.

[None]

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE

SAVE AND CLOSE

CANCEL

Task	Steps								
Select Associated CD	<p>1. Select the associated CD for this <b>Infrastructure Component</b>. Related Information field will populate with the Subdivision and Phase associated with the CD number.</p> <p>1 Select associated CD for this Infrastructure Component</p> <p>CD Number: [dropdown] Related Information: [text field]</p>								
Review Infrastructure Component	<p>1. <b>Infrastructure Component Description</b> will populate to match <b>Details</b> line.</p> <p>2 <b>Infrastructure Component Description.</b></p> <p>Description: Paved Roads &amp; Walkways</p>								
Add Cost and Recovery Estimate Records	<p>2. Add recovery estimates if applicable.</p> <p>3 Add cost and recovery estimate records for this infrastructure type.</p> <p>Inspection Required: <input checked="" type="checkbox"/></p> <p>a. For each applicable Infrastructure Component provide Construction Costs, if applicable Oversize claims, Deposits &amp; Repayments. All Infrastructure Component costs are to include supporting calculations.</p> <p>b. To add cost or recovery estimates, click the appropriate button.</p> <p>c. Click the <b>Details</b> link to add supporting documentation for each estimate.</p> <p>OVERSIZE BOUNDARY DEPOSIT REPAYMENT CONSTRUCTION COST</p> <table border="1"> <thead> <tr> <th>Cost Type</th> <th>Source</th> <th>Roadway Location</th> <th>Estimated Cost</th> </tr> </thead> <tbody> <tr> <td><a href="#">Details</a></td> <td>Construction Cost</td> <td>Infrastructure Tab</td> <td>[text field]</td> </tr> </tbody> </table>	Cost Type	Source	Roadway Location	Estimated Cost	<a href="#">Details</a>	Construction Cost	Infrastructure Tab	[text field]
Cost Type	Source	Roadway Location	Estimated Cost						
<a href="#">Details</a>	Construction Cost	Infrastructure Tab	[text field]						

<b>View Outstanding Infrastructure Issues</b>	<p>3. View and resolve <b>Outstanding Infrastructure Issues</b>.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Outstanding Infrastructure Issues</b></p> <p>4 If there are any outstanding infrastructure issues listed below, they must be resolved prior to submission.</p> <p>[None]</p> </div>
<b>Save Updates</b>	<p>4. The <b>Save and Close</b> button will update the <b>Infrastructure Component</b> parent screen.</p> <p><i>To update your changes on the parent screen, please use the "Save and Close" button.</i></p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px;">SAVE</div> <div style="border: 1px solid gray; padding: 2px 10px;">SAVE AND CLOSE</div> <div style="border: 1px solid gray; padding: 2px 10px;">CANCEL</div> </div>

**NOTE:**

**Infrastructure Components** that may require a **Construction Inspection** are checked off.

Applies	CD Number	Infrastructure Component	Certificate Description	Deposit	Repayment	Oversize	Bndry/City	Construction Insp
	<input checked="" type="checkbox"/> Details	Boulevard, Median and Traffic...						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	MR Landscaping						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Paved Roads & Walkways						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Regional Pathway(s)						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Sidewalks, Curbs & Gutters						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Storm Sewers						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Street Lighting						<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Stripping & Rough Grading						<input type="checkbox"/>
	<input checked="" type="checkbox"/> Details	Water Mains						<input checked="" type="checkbox"/>

The **Inspection Required** checkbox can be unchecked in Section 3 of the **Details** window and removed if required.

- 3 Add cost and recovery estimate records for this infrastructure type.  
 Inspection Required:

## Cost Estimate Details documentation update section

From the **Infrastructure Component Details** window, choose **Details** of the **Construction Type**. Complete this step for each additional **Cost Type**.

	Cost Type	Source	Roadway Location	Estimated Cost
<input checked="" type="checkbox"/> Details	Construction Cost	Infrastructure Tab		

A window showing **Cost Estimate** for Paved Roads and Walkways will open. Add the estimated cost, any comments to help with this cost item (optional) and then upload supporting documentation.

SAVE SAVE AND CLOSE CANCEL

**Infrastructure Component - Cost Estimate**

**1** Enter or confirm the Cost Type and Estimated Cost for this infrastructure component.

Infrastructure Type: Paved Roads & Walkways  
 Cost Type: Construction Cost  
 Estimated Cost: \$

**2** Add any comments required to account for or document this cost estimate.

**3** To attach supporting documentation for this cost estimate, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.

ATTACH FILE

File Name	Description
<a href="#">Open</a>	<input type="text"/>

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Task	Steps
Enter or confirm Cost Type and Estimated Cost	1. Enter or confirm <b>Infrastructure Component Estimated Cost</b> information. <b>1</b> Enter or confirm the Cost Type and Estimated Cost for this infrastructure component. Infrastructure Type: Paved Roads & Walkways Cost Type: Construction Cost Estimated Cost: \$ <input type="text"/>
Add Comments	2. Add a comment to provide additional information about the cost estimate. <b>2</b> Add any comments required to account for or document this cost estimate. <div style="border: 1px solid gray; padding: 5px;">Special Information</div>
Attach Supporting Documentation	3. Add supporting documentation as an attachment.

**3** To attach supporting documentation for this cost estimate, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.

**ATTACH FILE**

File Name	Description
<a href="#">Open</a>	

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

---

**Save Updates**

4. The **Save and Close** button will update the **Infrastructure Component** parent screen.

*To update your changes on the parent screen, please use the "Save and Close" button.*

**SAVE** **SAVE AND CLOSE** **CANCEL**

The Construction Cost now appears in the Paved Roads & Walkways **Details** window.

**NOTE:** The grey out box indicates there are notes or an attachment included.

Cost Type
<a href="#">Details</a> <input type="checkbox"/> Construction Cost

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

Cost Type	Estimated Cost
<a href="#">Details</a> <input type="checkbox"/> Construction Cost	\$500,000.00
<a href="#">Details</a> <input type="checkbox"/> Boundary	\$123,456.00
<a href="#">Details</a> <input type="checkbox"/> Deposit	\$25,000.00
<a href="#">Details</a> <input type="checkbox"/> Oversize	\$5,000.00
<a href="#">Details</a> <input type="checkbox"/> Repayment	\$50,000.00

# Standard Infrastructure Components

If there is an item that is not on the predefined Infrastructure Component list or you require multiple versions of, for example, Water Mains, click the **Add Infrastructure Component** button. If the project has multiple construction drawings, then you may require multiple versions of these standard infrastructure components.

**Estimated Infrastructure Costs**

- 1** Enter Estimated Cost values for the following predefined infrastructure components.
  - a. Click the Applies checkbox for each Infrastructure Component required for this agreement.
  - b. Offsite infrastructure components are associated with additional construction drawing(s) that are offsite to the plan area.
  - c. To edit cost estimates and recoveries, click the Details link for that Infrastructure Component.
  - d. Click the Add Standard Infrastructure Component button to add additional Standard infrastructure information.
    - Contact the Strategist for this job if you require a non-standard Ad Hoc infrastructure item (ex. Gazebo, bridge).
  - e. Deposits and Repayments generated from the Special Clauses Tab will appear in red.

**ADD STANDARD INFRASTRUCTURE COMPONENT**

## New Infrastructure Component update section

A window showing **Infrastructure Component** options will open.

SAVE SAVE AND CLOSE CANCEL

**None Details**

1 Infrastructure Component Description.  
 \*Description: (select infrastructure type) v  
 Utility Type:  
 Certificate Description:

*To update your changes on the parent screen, please use the "Save and Close" button.*

SAVE SAVE AND CLOSE CANCEL

Task	Steps
Update Infrastructure Component Description	1. Choose <b>Infrastructure Component</b> from the <b>Description</b> drop down list. 1 Infrastructure Component Description. *Description: (select infrastructure type) v
Add Comments	2. <b>Utility Type</b> will populate. Add <b>Certificate Description</b> information. *Description: Landscaping - Misc v Utility Type: Parks Certificate Description: Special Information
Save Updates	3. The <b>Save and Close</b> button will update the <b>Infrastructure Component</b> parent screen. <i>To update your changes on the parent screen, please use the "Save and Close" button.</i> SAVE SAVE AND CLOSE CANCEL
Update Infrastructure Component Details	4. See <a href="#">Infrastructure Component Details update section</a>
Update Cost Estimate Details	5. See <a href="#">Cost Estimate Details documentation update section</a>

**NOTE:**  
 If you uncheck the Applies box, the information related to the Infrastructure Component will be deleted from the application.

	<b>Applies</b>	<b>CD Number</b>	<b>Infrastructure Component</b>
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	Boulevard, Median and Traffic...
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	MR Landscaping
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Paved Roads & Walkways
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Regional Pathway(s)
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Sidewalks, Curbs & Gutters
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Storm Sewers
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Street Lighting
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Stripping & Rough Grading
	<input checked="" type="checkbox"/>	<a href="#">Details</a>	 Water Mains

**NOTE:**

If you cannot find an item in the infrastructure list, then please contact the Infrastructure Strategist assigned to this project. They will review your requirement and possibly add an ad hoc infrastructure item for you to complete your full required list of applicable infrastructure.

# Estimated Performance Security

The **Estimated Security** is for Infrastructure Components / Construction information only. This may not be the final performance security for the Development Application. The key factor in this calculation is the TIER level for the Developer. If no TIER level shows in the tombstone, then please contact the Infrastructure Strategist assigned to this job to discuss and a TIER value will be assigned to the job.

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

## Estimated Performance Security

### 2 Performance Security Calculation

**Note:** The total security amount is a minimum of \$150,000

Cost estimate for infrastructure components:

Multiplied by tier rating factor for

**Total Security:**

Tier



# Complete Updates

When you have completed the **Infrastructure Tab** page click **Save**. Save buttons are at the top and bottom of the tab sections.

## Top

SAVE

CANCEL

Details

Infrastructure

Areas

Assessments

Special Clauses

CCC-FAC

Financial

Attachments

Submit

## Bottom

\* An asterisk indicates a required field.

SAVE

CANCEL