



Calgary Approvals Coordination Bulletin

Amended: November 16, 2020

Subject: 2020 Development Agreement – Application Requirements

The deadline to secure a 2020 Development Agreement is **2020 December 31 at 16:30h**. The **Return Package** (outlined below) must be delivered and accepted prior to this deadline in order to be considered for a 2020 Development Agreement. The **Request** (Outlined Below) must be submitted using Urban Development Online by end of day **December 09, 2020** to allow for processing of the Development Agreement.

Once the online request for Development Agreement is submitted Public Infrastructure staff will review the request for content and completeness. If considered complete, Calgary Approvals Coordination will make available for printing a PDF version of the Special Clauses to the Developer for endorsement within approximately five working days of initial request.

Request

In order to apply for a Public Infrastructure Agreement, the developer must provideⁱ by completing the online application requesting the preparation of the current year's Development Agreement:

1. The corresponding approved subdivision or development permit application file number (SB20__-XXXX-JAC or DP20__-XXXX-JAC),
2. The title and date of the submission of the corresponding approved subdivision construction drawings (as well as the construction drawing file number (CD20__-XXXX-JAC)),
3. Indicate the Developer of Record (responsible party to the Agreement and typically carrying the tiering in the agreement,
4. A list of additional parties to the Development Agreement (as a minimum the land owner or owners if different from the Developer of Record),
5. Comprehensive Special Clauses that reflect both the Construction Drawings and Conditions of Approval
6. A PDF map (Schedule A) with the subdivision boundary outlined in red,
7. PDF map (Schedule B -SCA) Special clauses version
8. **Current (within 30 days)** corporate searches for any and all parties to the Development Agreement, indicating registration within Alberta,
9. Cost estimates of Infrastructure Components, Oversize claims, Deposits & Repayments including all supporting calculations. This may be used to determine the performance security based on the Developer of Record's Tier,
10. A confirmed area of assessable lands to three decimal points.

Resource Material

<http://www.calgary.ca/PDA/pd/Pages/Urban-Development/Urban-Development-Online-Services.aspx>

Return Package

The Return Package must include the following items as a **single package**ⁱⁱ; Development Agreement file numbers (DA20XX-XXXX) will be issued in the order in which complete Return Packages are received by Calgary Approvals Coordination, care of the Public Infrastructure Coordinator.

1. The Special Clauses Agreement shall be executed by ALL parties to the agreement and contain the appropriate and corresponding corporate seals,
2. The performance security, issued by a Financial Institution/Surety Firm approved by the Manager of Treasury, shall include the following information:
 - a. Beneficiary: "The City of Calgary",
 - b. Developer of Record or any Developer that is Party to the Development Agreement,
 - c. Subdivision Application Number,
 - d. Subdivision Name and Number,
 - e. An automatic renewal statement,
 - f. Statement indicating the L/C or Bond is cashable at a branch located in Calgary.
3. A Certificate of Insurance that clearly identifies the required coverage's as listed in Section 4 of the Interim Indemnity Agreement. The Certificate of Insurance will be rejected if ALL coverage's are not clearly identified.
4. The Terms and Condition shall be executed in Urban Development On-Line,

ⁱ In the event that any one of these items has not been submitted, the application will not be considered for the current year and will, at the request of the Developer, be moved to the following year.

ⁱⁱ A submission will not be considered to be complete until such time as **ALL** documents have been accepted by the Coordinator of Public Infrastructure.