



URBAN DEVELOPMENT ONLINE

SUBMIT TAB

7

REFERENCE GUIDE

2013 February 11

Version 1.01

Document Information

Document Revision History

Version	Description	Date	Author
Version 1.00	Began draft	January 28 th , 2013	Carolyn Anscombe
Version 1.01	Complete Draft	February 3 rd , 2013	Carolyn Anscombe
Version 1.02	Review and Complete Document	February 8 th , 2013	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 **Submit Tab** of the Urban Development online Development Application.

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

2. Development Agreement Request
Job Access Code (JAC)

2. Request Summary
Review the Data Being Submitted

3. Performance Security Calculation Summary
Review the Calculations

4. Outstanding Submit Issues are Highlighted in Red.

5. Submit / Cancel your Development Application Request
The **Submit Request** Button is greyed out until the the application is ready to be submitted

Development Agreement Request – Job Access Code (JAC)

The **Job Access Code (JAC)** is a unique identification number given to each Development Agreement Request.

For future reference do not forget to record the **Job Access Code (JAC)**.

The screenshot shows the 'Development Agreement Request' page in the URBAN DEVELOPMENT ONLINE system. A red arrow points to the 'Find Request: By JAC' tab. A red box highlights the 'Job Access Code' field, which contains the value 'REQ2013-0026-23133'. Below this, the 'Request Summary' and 'Performance Security Calculation Summary' sections are visible.

Development Agreement Request

[Agreement Request Requirements](#)

Request Number: REQ2013-0026	Developer of Record: QUALICO DEVELOPMENTS WEST LTD.	Status
Request Type: Development Agreement	Developer Tier: Tier 3	MDA:
Request Date: Jan 14, 2013	Master Agrmt. Type: Residential	IA:
Request Status: New	Subdivision Name: EVANSTON, PHASE 19	SC:
		SCA:

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Details Infrastructure Areas Assessments Special Clauses Attachments **Submit**

Development Agreement Request -- Job Access Code (JAC)

1 For future reference, don't forget to record the Job Access Code (JAC) for this Agreement request.

Job Access Code: **REQ2013-0026-23133**

Request Summary

2 Review the data being submitted for this agreement request. You may wish to print this page for your records.

Request Number:	REQ2013-0026
Master Agreement Type:	Residential
Developer Of Record Name:	QUALICO DEVELOPMENTS WEST LTD.
Developer Tier:	Tier 3
Consultant:	STANTEC CONSULTING
Development Project:	EVANSTON, PHASE 19
Total Assessment Area:	17.228
Total Infrastructure Estimate:	\$500,000.00
Total Assessments:	\$5,044,410.08
Total Deposits:	\$25,000.00
Total Repayments:	\$50,000.00

Performance Security Calculation Summary

3 Review the calculations for the performance security total.

- From the Areas tab, the land use amount is the number of lots or hectares multiplied by the current rate.
Land Use Amount: 0.00
- From the Special Clauses tab, the deposits and repayments amounts are derived from the special clauses.
Total Deposits: \$25,000.00
Total Repayments: \$50,000.00
- The total security amount is the sum of the above amounts in a and b, with a minimum of \$150,000.
TOTAL SECURITY: \$150,000.00

Outstanding Issues

5 If there are any outstanding issues listed below, they must be resolved prior to submission. [Print](#)

As noted on Attachments step 3a, please attach a Schedule B to this request.

Submit/Cancel

5 You are ready to submit your request. Click either the Submit Request or Cancel Request button.

- A submitted request will enter the review and approval process with the City of Calgary.
- A cancelled request will be discarded. It can no longer be edited and will not be processed.

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Request Summary

Review the financial obligations of the Development Agreement Request .

Note: You can [Print](#) this page reference

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Development Agreement Request

[Agreement Request Requirements](#)

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Request Date: Jan 14, 2013	Master Agrmt. Type: Residential	IIA:
Request Status: New	Subdivision Name: EVANSTON, PHASE 19	SC:
		SCA:

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Development Agreement Request -- Job Access Code (JAC)

1 For future reference, don't forget to record the Job Access Code (JAC) for this Agreement request.

Job Access Code: REQ2013-0026-23133

Request Summary

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Request Number:	REQ2013-0026
Master Agreement Type:	Residential
Developer Of Record Name:	QUALICO DEVELOPMENTS WEST LTD.
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Performance Security Calculation Summary

3 Review the calculations for the performance security total.

- From the Areas tab, the land use amount is the number of lots or hectares multiplied by the current rate.

Land Use Amount:	0.00
------------------	------
- From the Special Clauses tab, the deposits and repayments amounts are derived from the special clauses.

Total Deposits:	\$25,000.00
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TOTAL SECURITY:	\$150,000.00
------------------------	---------------------

Outstanding Issues

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As noted on Attachments step 3a, please attach a Schedule B to this request.

Submit/Cancel

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Performance Security Calculation Summary

Review the calculations for the **Performance Security Total**. These values will be reviewed and confirmed by Urban Development Staff. You will receive a confirmation of total required Performance Security after this file is reviewed.

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Development Agreement Request

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Job Access Code: REQ2013-0026-23133

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Performance Security Calculation Summary

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TOTAL SECURITY: \$150,000.00

Outstanding Issues

5 If there are any outstanding issues listed below, they must be resolved prior to submission. [Print](#)

As noted on Attachments step 3a, please attach a Schedule B to this request.

Submit/Cancel

5 You are ready to submit your request. Click either the Submit Request or Cancel Request button.

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Submit Request
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Outstanding Issues

Any **Outstanding Issues** must be resolved prior to submission of the Development Application request.

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Development Agreement Request

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Outstanding Issues

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As noted on Attachments step 3a, please attach a Schedule B to this request. ←

Submit/Cancel

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Submit Request
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CANCEL REQUEST

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To print the Outstanding Issues click on the [Print](#) link.



Outstanding Issues

⑤ If there are any outstanding issues listed below, they must be resolved prior to submission.

As noted on Attachments step 3a, please attach a Schedule B to this request.

Submit/Cancel

⑤ You are ready to submit your request. Click either the Submit Request or Cancel Request button.

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An example of the [Outstanding Issues](#) in a printed document.

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Development Agreement Outstanding Issues

Reference Information

Job Access Code:

Request Number: REQ2013-0026

Request Date: Jan 14, 2013

Submit Date: mmm dd, yyyy

Master Agreement Type: Residential

Agreement Party List: BHQ DEVELOPMENTS INC. QUALICO DEVELOPMENTS WEST LTD.

Outstanding Issues

As noted on Attachments step 3a, please attach a Schedule B to this request.

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Make corrections on the online application as needed.

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Development Agreement Request

Agreement Request Requirements

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Development Agreement Documents

- 1 Review the following list of infrastructure, area, assessment, and clause documents to ensure all required documentation is attached.

File Name	Description
Open 1124294 Alberta Limited.pdf	Paved Roads & Walkways - Boundary
Open 1124294 Alberta Limited.pdf	Paved Roads & Walkways - Deposit
Open 1162498 ALBERTA LTD..pdf	Paved Roads & Walkways - Repayment
Open 1368486 ALBERTA LTD.pdf	Paved Roads & Walkways - Oversize
Open Altfacts - Alb Registries.doc	Paved Roads & Walkways - Construction Cost

- 2 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.

File Name	Description
Open BUILDER INVESTMENT GROUP INC.pdf	Corporate Name Registry: BHQ DEVELOPMENTS INC.
Open QUALICO DEVELOPMENTS WEST LTD.pdf	Corporate Name Registry: QUALICO DEVELOPMENTS WEST LTD.

- 3 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. Please note that the maximum acceptable file size is 10 MB.

ATTACH FILE
SCHEDULE B
CERTIFICATE OF INSURANCE

Attachment	File Name	Description
Open	Schedule B 2012 Est letter.doc	Schedule B

- 4 Performance Security Reduction Outcome Letter

File Name	PSR Number	Approved Date

Outstanding Attachment Issues

- 5 If there are any Attachment issues listed below, they must be resolved prior to submission.
 [None]

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

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Development Agreement Request

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SAVE
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TOTAL SECURITY: \$150,000.00

Outstanding Issues

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[None]

Submit/Cancel

5 You are ready to submit your request. Click either the Submit Request or Cancel Request button.

- a. A submitted request will enter the review and approval process with the City of Calgary.
SUBMIT REQUEST
- b. A cancelled request will be discarded. It can no longer be edited and will not be processed.
CANCEL REQUEST

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CANCEL

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Submit Request / Cancel Request / Cancel

When the Development Agreement Request is complete the **SUBMIT REQUEST** button will become black indicating that it is ready to be submitted.

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Development Agreement Request

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Development Agreement Request -- Job Access Code (JAC)

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TOTAL SECURITY: \$150,000.00

Outstanding Issues

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[None]

Submit/Cancel

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SUBMIT REQUEST
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CANCEL REQUEST

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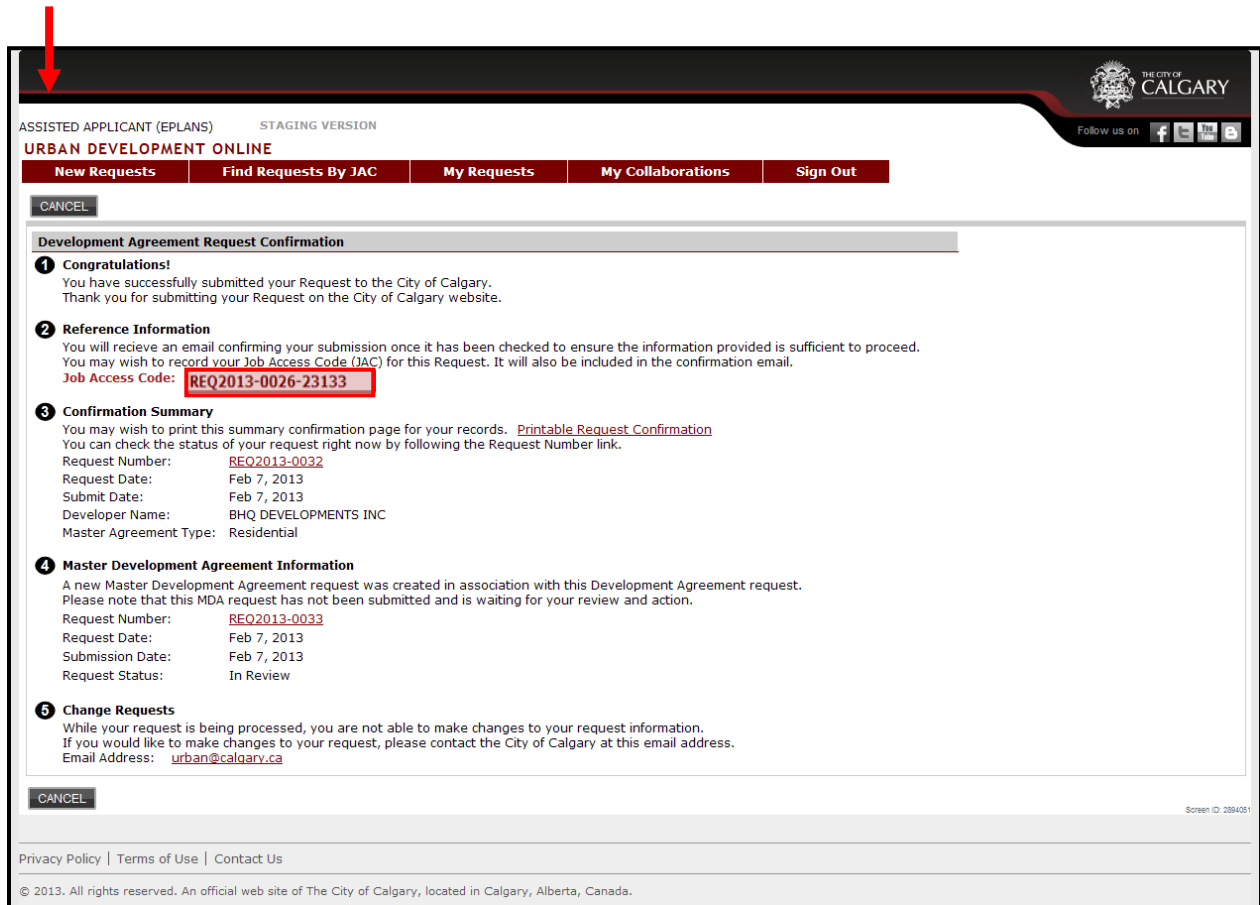
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***Note:** The **Cancel Request** button will delete the Development Agreement request and all work and attachments.

The **Cancel** button will close the application but all the work will be saved.

Confirmation of submitting the Development Agreement Request.





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[CANCEL](#)

Development Agreement Request Confirmation

- 1 Congratulations!**
 You have successfully submitted your Request to the City of Calgary.
 Thank you for submitting your Request on the City of Calgary website.
- 2 Reference Information**
 You will receive an email confirming your submission once it has been checked to ensure the information provided is sufficient to proceed.
 You may wish to record your Job Access Code (JAC) for this Request. It will also be included in the confirmation email.
Job Access Code: REQ2013-0026-23133
- 3 Confirmation Summary**
 You may wish to print this summary confirmation page for your records. [Printable Request Confirmation](#)
 You can check the status of your request right now by following the Request Number link.
 Request Number: [REQ2013-0032](#)
 Request Date: Feb 7, 2013
 Submit Date: Feb 7, 2013
 Developer Name: BHQ DEVELOPMENTS INC
 Master Agreement Type: Residential
- 4 Master Development Agreement Information**
 A new Master Development Agreement request was created in association with this Development Agreement request.
 Please note that this MDA request has not been submitted and is waiting for your review and action.
 Request Number: [REQ2013-0033](#)
 Request Date: Feb 7, 2013
 Submission Date: Feb 7, 2013
 Request Status: In Review
- 5 Change Requests**
 While your request is being processed, you are not able to make changes to your request information.
 If you would like to make changes to your request, please contact the City of Calgary at this email address.
 Email Address: urban@calgary.ca

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