



URBAN DEVELOPMENT ONLINE

USER GUIDE

2012 April 05

Version 1.01



Document Information

Document Revision History

Version	Description	Date	Author
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Introduction

Comment [CoC1]: Create external user appropriate intro to the system and the corresponding process and procedures

There is a substantial change to the way Developers request and obtain their Master Development Agreements, Development Agreements, and Performance Security Reductions with the launch of Urban Development Online in 2012. In the past, Developers and Consulting Engineers have been frustrated with the amount of time it has taken to have their agreements approved and have to call the Urban Development, Subdivision Group to enquire about their agreements.

With the Urban Development Online system, Developers and Consulting Engineers will be able to enter their own information to request a Development Agreement, log in, and see where their information is in the system. City staff will be given a reasonable amount of time to move the agreements through the system and update it making the Urban Development process transparent and more time efficient than it has been in the past.

This large-scale change may seem daunting. However, once you use the system and begin entering information, you may find that it is easy to use. In addition to the City sponsored training sessions, the Urban Development staff knows the system and can provide assistance.

NOTE: Developers and their Consulting Engineers will need to confer with one another when using the Urban Development Online system. If the Developer chooses to complete the online system, they can; however, they will need to communicate with their Consulting Engineer throughout the process.

Also, this User Guide has tried to accommodate as many questions and scenarios as possible. If you have questions not covered here, please contact the Urban Development division at The City of Calgary. ([Enter contact info here](#))

Document purpose

This Urban Development Online (UDO) Quick Reference Guide is to be used by Developers and/or their Consulting Engineers to request Development Agreements, Master Development Agreements, and Performance Security Reduction using the Urban Development Online system (the System).

This quick reference guide will provide you with:

- An overview of the system in the form of flowcharts
- Information about the documentation you will need to complete requests online
- Procedures to complete the required requests

Document Organization

The Guide includes:

- A flowchart at the beginning of each section showing the process and system integration.
- Procedures to complete the System for:
 - Master Development Agreement
 - Development Agreement
 - Performance Security Reduction

Because there are so many changes to the way Developers and Consulting Engineers will request agreements, the procedures that have not changed will be typed in italics and have (status quo) after them.

NOTE: In addition to this quick reference guide, videos have been created to help you use the Urban Development system. Please go to Calgary.ca/UD for documentation and videos about the System. If you still have questions or want more information, [contact XXX](#).

Before starting

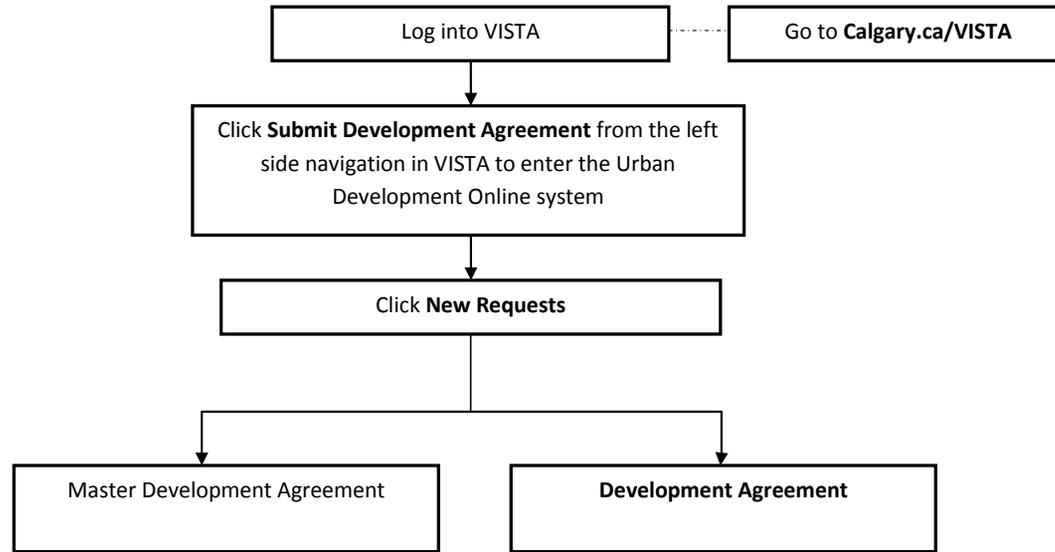
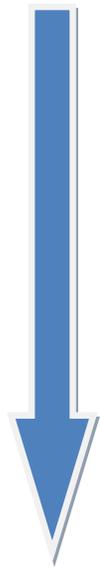
Before accessing the system, you will need to:

- **Have a VISTA account.**
 - If you do not have a VISTA account, go to Calgary.ca/VISTA. Click the **New User** link and complete the four screens. After you click Submit, you will see a confirmation stating that your request has been sent successfully. In two to five business days, you will receive an email with information about completing your account. Complete and sign the forms, return them, and your account will be activated.
- Supply a recent corporate search for a Master Development Agreement to The City
- Submit requests and supporting documents electronically
- Submit Development Agreement requests for the current year before December 31st (**NOTE:** no requests for the current year will be accepted after December 31st)
- Submit and have preliminary construction drawings accepted for circulation prior to requesting a Development Agreement
- Use the complete application requirements list (CARL) to ensure the request includes all the requirements. The CARL for the MDA and DA can be found on the Urban Development home page on Calgary.ca/UD.

Additional information

- MDA and Special Clauses Agreement must be executed before any funds will be released (including performance securities, oversize claim, and boundary recoveries)
- Securities, Insurance, and Indemnity Agreement must be submitted and Interim Indemnity Agreement must be approved before the DA number is assigned
- Developer will be responsible for printing and signing the final documents (MDA, IIA, and SCA) once they are approved by The City (Developers will receive an electronic notification when these documents are ready to be printed)

Getting Started



Please Note: Either the Developer or the Consultant can login and request an Agreement and they will be referred to as the Applicant in this Guide.

Getting Started Procedures

Login to VISTA

1. Open a web browser and go to **Calgary.ca/VISTA**.
2. Click **Sign in here**.

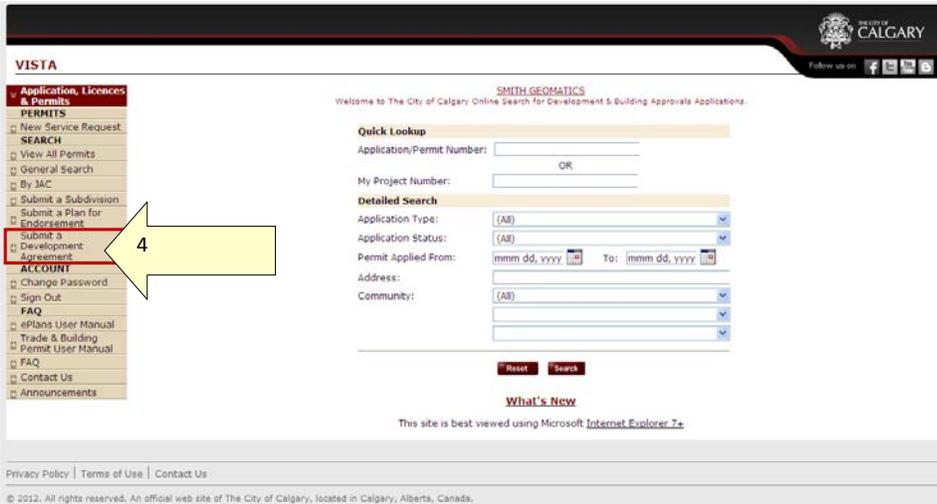
The screenshot shows the VISTA website interface. At the top left is the City of Calgary logo. Below it is a navigation menu with 'Applications, Licences & Permits' selected. The main content area has a header 'Applications, Licences & Permits' and a 'JOB ACCESS CODE' section. Below this is a 'Registered User?' section with a 'Sign in here' button highlighted by a yellow arrow with the number '2'. There is also a 'New User' link. Below the login section are 'Announcements' and 'FAQ' sections.

3. Enter your VISTA User ID and Password.

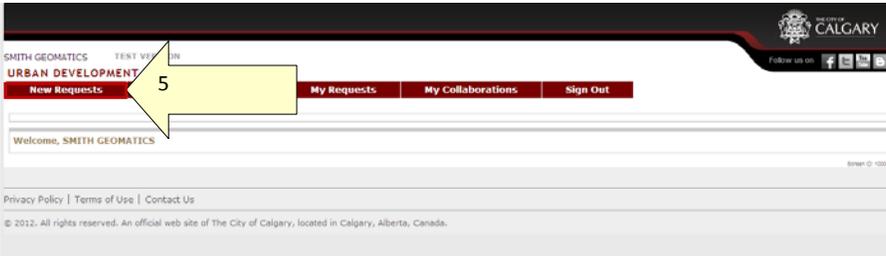
This screenshot shows the 'REGISTERED USER' login form on the VISTA website. The form has fields for 'User ID:' and 'Password:', both with input boxes. A 'Go' button is located to the right of the password field. A yellow arrow with the number '3' points to these two input fields. Below the form is a 'Forgot your password?' link and an 'Enter a Job Access Code (JAC)' section. The rest of the page layout, including the City of Calgary logo and navigation menu, is identical to the previous screenshot.

Enter the Urban Development Online system

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



5. Click **New Requests**.

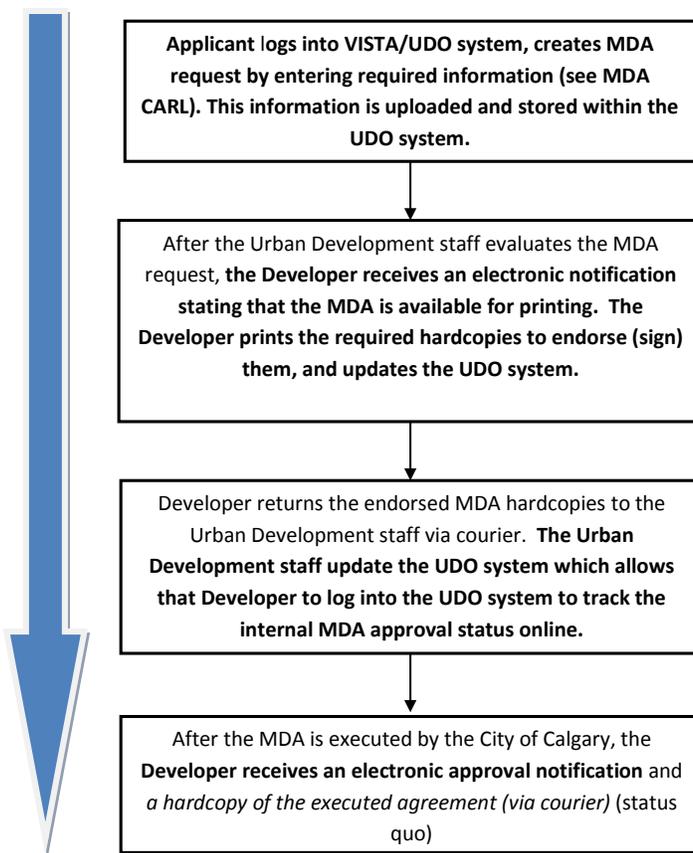


6. Click the appropriate link to begin: **Master Development Agreement** or **Development Agreement**.



Master Development Agreement

A Master Development Agreement (MDA) request may be submitted without a request for a Development Agreement (DA). However, if the Developer of Record or Consulting Engineer requests a Development Agreement without having an existing MDA, the System will auto-create a MDA from the information entered in the DA request.



Master Development Agreement System procedures

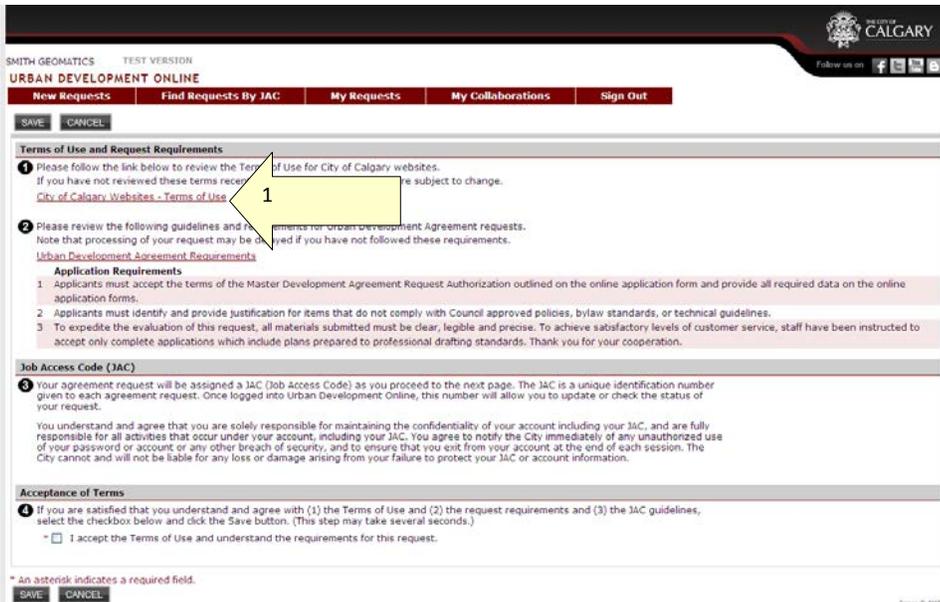
To use these instructions, you will have to be logged into VISTA and have clicked the **Master Development Agreement** link.

Terms of Use and Request Requirements

Each time you create a new request, you must review the:

- City of Calgary Websites – Terms of Use
- Urban Development Agreement Requirements
- Application Requirements

1. Click the **City of Calgary Websites – Terms of Use** link to read the requirements for using a City website.



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Payment terms are within The City's sole discretion, and unless otherwise specified in The City's invoice, payment must be received by The City prior to The City's acceptance of an order. Orders are not binding on The City until accepted by The City. Separate charges for shipping and handling may be shown on The City's invoice. You are responsible for Goods and Sales Tax ("GST") and any other taxes applicable to your order or use which will be shown as a separate charge on The City's invoice.

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More Information	
General content inquiries	Contact web_services
Property assessment information	Visit assessment_forms_page
Citywide inquiries	Contact Intellectual Property, Access, and Marketing

Urban Development Agreement Requirements

Comment [e2]: Update UD screen shot

2. Click the **Urban Development Agreement Requirements** link. You will be directed to the **Calgary.ca/UD** website where you can access the Complete Application Requirements List (CARL). The CARL includes the information you will need to complete your request for a MDA.

The screenshot shows the 'URBAN DEVELOPMENT ONLINE' interface. The main content area is titled 'Development agreements' and includes a table of 'Current and historical Master Development Agreements'. A yellow arrow labeled '2' points to the 'Urban Development Agreement Requirements' link in the 'Terms of Use and Request Requirements' section.

Terms of Use and Request Requirements

- 1 Please follow the link below to review the Terms of Use 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](#)
- 2 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](#)

Application Requirements

- 1 Applicants must accept the terms of the Urban Development Agreement Request Authorization outlined on the online application form and provide all required data on the online application forms.
- 2 Applicants must identify and provide information on any items that do not comply with Council approved policies, bylaw standards, or technical guidelines.
- 3 To expedite the evaluation of your request, all information submitted must be clear, legible and precise. To achieve satisfactory levels of customer service, staff have been instructed to accept only complete applications.

Job Access Code (JAC)

- 3 Your agreement request will be given to each agreement requestor.

You understand and agree to be responsible for all activities of your password or account. City cannot and will not be liable for any loss or damage.

Acceptance of Terms

- 4 If you are satisfied that you understand the terms and conditions, select the checkbox below an I accept the Terms of Use

* An asterisk indicates a required field.

Development agreements

Large development areas normally undertaken by private Developers require a Master Development Agreement (MDA) to be entered into between The City and the Developer. A MDA is a legal contract between The City and the Developer and is used for all residential, industrial and commercial developments. It sets out the terms and conditions under which development of the lands are to take place within The City including the responsibility to construct public facilities and associated financial obligations.

- [Special clauses library](#)
- [Special clauses placeholder legend](#)
- [Approved 2012 acreage assessments](#)
- [Requirements for a 2011 Development Agreement application](#)
- [Clearance requirements for Building Permits](#)
- [Development Agreement intake forms](#)
- [Development Agreement Request - application requirement list](#)
- [Master Development Agreement Request - application requirement list](#)

Current and historical Master Development Agreements can be downloaded here:

	Residential Master DA	Commercial Master DA	Industrial Master DA
2011	2011Res.pdf	2011Com.pdf	2011Ind.pdf
2010	2010Res.pdf	2010Com.pdf	2010Ind.pdf
2009	2009Res.pdf	2009Com.pdf	2009Ind.pdf
2008	2008Res.pdf	2008Com.pdf	2008Ind.pdf
2007	2007Res.pdf	2007Com.pdf	2007Ind.pdf
2006	2006Res.pdf	2006Com.pdf	2006Ind.pdf

Job Access Code (JAC)

3. Read the **Job Access Code (JAC)** section. It provides information about the JAC number.

SMITH GEOMATICS TEXT VERSION

URBAN DEVELOPMENT ONLINE

Follow us on: [Facebook] [Twitter] [LinkedIn]

New Requests | **Find Requests By JAC** | **My Requests** | **My Collaborations** | **Sign Out**

SAVE CANCEL

Terms of Use and Request Requirements

- 1 Please follow the link below to review the Terms of Use 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](#)
- 2 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](#)

Application Requirements

- 1 Applicants must accept the terms of the Master Development Agreement Request Authorization outlined on the online application form.
- 2 Applicants must identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines.
- 3 To expedite the evaluation of this request, all materials submitted must be clear, legible and precise. To achieve satisfactory levels of customer service, 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)

- 3 Your agreement request will be assigned a unique Job Access Code (JAC) as you proceed to the next page. The JAC is a unique identification number given to each agreement request. Once you have your JAC, you can use it to log in to 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

- 4 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.

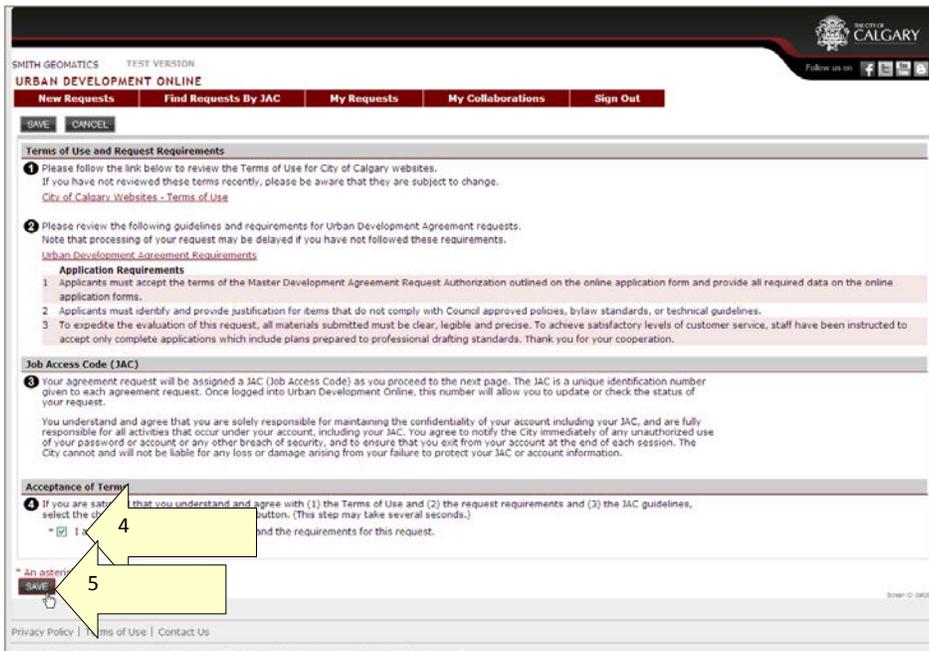
* An asterisk indicates a required field.

SAVE CANCEL

Small © 2012/13

Acceptance of Terms

- If you agree with the terms listed on this page, click the "I accept the Terms of Use and understand the requirements of this request" checkbox. Once you click the checkbox, the **Save** button will become active.
- Click **SAVE** to continue. **NOTE:** Once you click **SAVE**, you will not be able to return to this page.



Master Development Agreement tombstone

After you click **Save** from the terms page, the Master Development Agreement (MDA) request will open. The top part of the page is called a tombstone. In it, you will find the following pieces of information:

- A link to the **Agreement Request Requirements on Calgary.ca/UD** (shown on page 11)
- Your:
 - Request Number
 - Request Type
 - Request Date
 - Request Status
- The name of the company that requested the agreement.
- The name of the primary contact (that field will be populated as more information is entered in the system)
- The Agreement Type
- A link to a preview of your MDA document (shown on page 27)

SMITH GEOMATICS TEST VERSION

URBAN DEVELOPMENT ONLINE

Request Details:

- Request Number: REQ2012-3253
- Request Type: Master Development Agreement
- Request Date: Oct 24, 2012
- Request Status: New
- Requested By: SMITH GEOMATICS
- Primary Contact:
- Agreement Type:
- MDA Document: [Preview MDA Document](#)

Agreement Details - Job Access Code (JAC)

1 For future reference, please record your Job Access Code (JAC) for this Agreement.

Job Access Code: **REQ2012-3253-72075**

Request Status: **New**

2 Select the Agreement Type for this Master Development Agreement request.

*Agreement Type:

Agreement Parties

3 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 Party button.

b. Click the Details link to add further information for each agreement party.

ADD AGREEMENT PARTY	Primary	Agreement Party Name	Contact Name/Phone	Registry File Attached

Request Documentation

4 To attach any files or documents required to support this request, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.

ATTACH FILE	File Name	Description

Submit / Cancel

5 You are ready to submit your request. Click either the Submit Request or the Cancel Request button. A submitted request will enter the review and approval process with the City of Calgary.

SUBMIT REQUEST

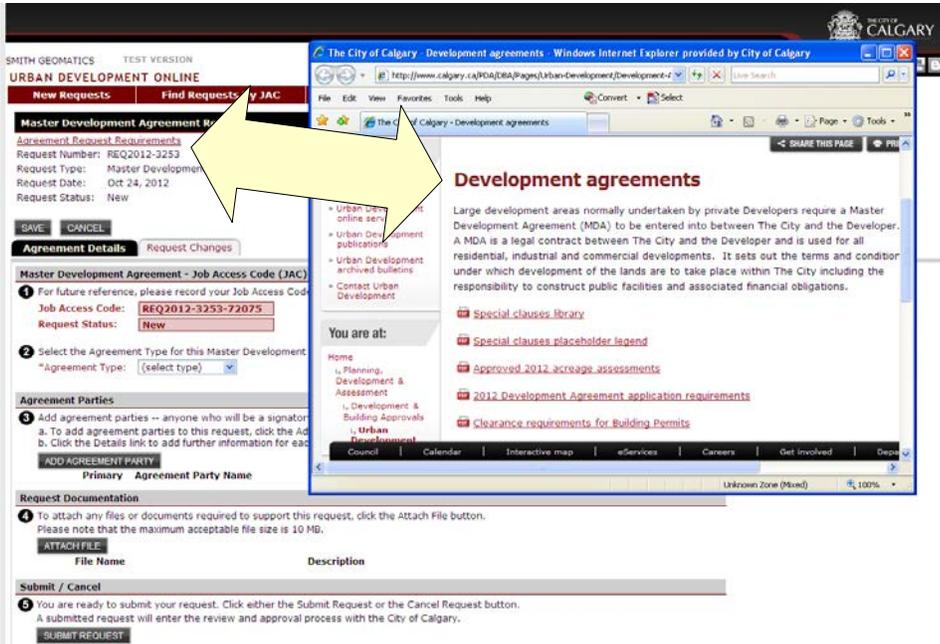
A cancelled request will be discarded. It can no longer be edited and will not be processed.

CANCEL REQUEST

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If you need access to the **Agreement Request Requirements** that had been on the Terms page, you can click the link in the tombstone to open the Calgary.ca/UD website.

Comment [e3]: Change screenshot



If you want to preview the MDA document, click the link in the tombstone. The 90+ page document will open (first page show on page 23).

SMITH GEOMATICS TEST VERSION
URBAN DEVELOPMENT ONLINE
 New Requests Find Requests By JAC My Requests My Collaborations Sign Out

Master Development Agreement Request
 Agreement Request Requirements
 Request Number: REQ2012-3253 Requested By: SMITH GEOMATICS
 Request Type: Master Development Agreement Primary Contact: 101-12 12 Close SE Calgary, T2 1W9
 Request Date: Oct 24, 2012 Agreement Type: Residential
 Request Status: New MDA Document: [Preview MDA Document](#)

SAVE CANCEL

Agreement Details Request Changes

Master Development Agreement - Job Access Code (JAC)
 1 For future reference, please record your Job Access Code (JAC) for this Agreement.
 Job Access Code: **REQ2012-3253-72075**
 Request Status: **New**

2 Select the Agreement Type for this Master Development Agreement request.
 *Agreement Type: **Residential**

Agreement Parties
 3 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 Party button.
 b. Click the Details link to add further information for each agreement party.

ADD AGREEMENT PARTY			
Primary	Agreement Party Name	Contact Name/Phone	Registry File Attached
<input type="radio"/>	101-12 12 Close SE...	John Henry (403-555-5555) jh@aaa.ca	<input checked="" type="checkbox"/>

Request Documentation
 4 To attach any files or documents required to support this request, click the Attach File button.
 Please note that the maximum acceptable file size is 10 MB.

ATTACH FILE	
File Name	Description
<input type="button" value="Open"/> Training document.docx	Document uploaded for training

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

* An asterisk indicates a required field.
 SAVE CANCEL

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2011 MASTER RESIDENTIAL DEVELOPMENT AGREEMENT

DEVELOPER _____

DATE OF AGREEMENT - _____

AGREEMENT NUMBER - _____

CITY CLERK'S IDENTIFICATION NO. - _____

STANDARD DEVELOPMENT AGREEMENT APPROVED
IN 2011

Agreement Details tab

There are only two tabs on the Master Development Agreement request: the **Agreement Details** and the **Request Changes**. The colours of the tabs and their letters will indicate which one you are completing. The screen shot below shows the **Agreement Details** tab with a black background and white lettering and the **Request Changes** tab has a greyish background with redish lettering.

Master Development Agreement – Job Access Code (JAC)

If you need to share the information in this MDA with the other members of your agreement party, you can provide them with the JAC number for this MDA. After they login to VISTA and navigate to the UDO system main page, they can click **Find Requests by JAC**, enter the JAC number, and see the information you have entered in the MDA (refer to page XX for more information).

SMITH GEOMATICS TEST VERSION
URBAN DEVELOPMENT ONLINE

Follow us on: [Social Media Icons]

New Requests | **Find Requests By JAC** | **My Requests** | **My Collaborations** | **Sign Out**

Master Development Agreement Request

Agreement Request Requirements
Request Number: REQ2012-3253 Requested By: SMITH GEOMATICS
Request Type: Master Development Agreement Primary Contact:
Request Date: Oct 24, 2012 Agreement Type:
Request Status: New MDA Document: [Review MDA Document](#)

SAVE CANCEL

Agreement Details

Master Development Agreement

1 For future reference, please record your Job Access Code.
Job Access Code: **REQ2012-3253-72075**
Request Status: **New**

2 Select the Agreement Type for this Master Development Agreement request.
*Agreement Type: (select type)

Agreement Parties

3 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 Party button.
b. Click the Details link to add further information for each agreement party.

ADD AGREEMENT PARTY	Primary	Agreement Party Name	Contact Name/Phone	Registry File Attached
Request Documentation				
4 To attach any files or documents required to support this request, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.				
ATTACH FILE				
	File Name	Description		
Submit / Cancel				
5 You are ready to submit your request. Click either the Submit Request or the Cancel Request button. A submitted request will enter the review and approval process with the City of Calgary.				
SUBMIT REQUEST				
A cancelled request will be discarded. It can no longer be edited and will not be processed.				
CANCEL REQUEST				

SAVE CANCEL

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1. Use the drop down arrow to select the **Agreement Type**. The choices are: Residential, Commercial, and Industrial.

Agreement Request Requirements

Request Number: REQ2012-3253 Requested By: SMITH GEOMATICS
 Request Type: Master Development Agreement Primary Contact:
 Request Date: Oct 24, 2012 Agreement Type:
 Request Status: New MDA Document: [Preview MDA Document](#)

SAVE CANCEL

Agreement Details Request Changes

Master Development Agreement - Job Access Code (JAC)

1 For future reference, please record your Job Access Code (JAC) for this Agreement.
 Job Access Code: REQ2012-3253-72075
 Request Status: New

2 Select the Agreement Type for this Master D
 *Agreement Type: (select type)
 (select type)
 Residential
 Commercial
 Industrial

3 Add agreement party (Industrial) will be a mandatory -- to this agreement request.
 a. To add agreement parties to this request, click the Add Agreement Party button.
 b. Click the Details link to add further information for each agreement party.

ADD AGREEMENT PARTY

Primary	Agreement Party Name	Contact Name/Phone	Registry File Attached

Request Documentation

4 To attach any files or documents required to support this request, click the Attach File button.
 Please note that the maximum acceptable file size is 10 MB.

ATTACH FILE

File Name	Description

Submit / Cancel

5 You are ready to submit your request. Click either the Submit Request or the Cancel Request button.
 A submitted request will enter the review and approval process with the City of Calgary.

SUBMIT REQUEST

A cancelled request will be discarded. It can no longer be edited and will not be processed.

CANCEL REQUEST

SAVE CANCEL

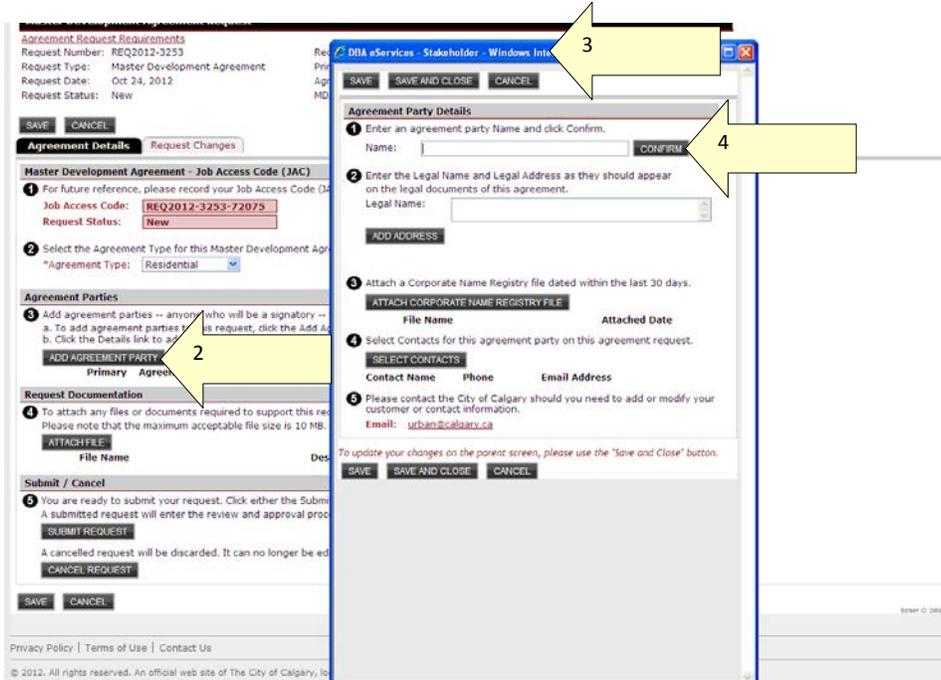
Privacy Policy | Terms of Use | Contact Us

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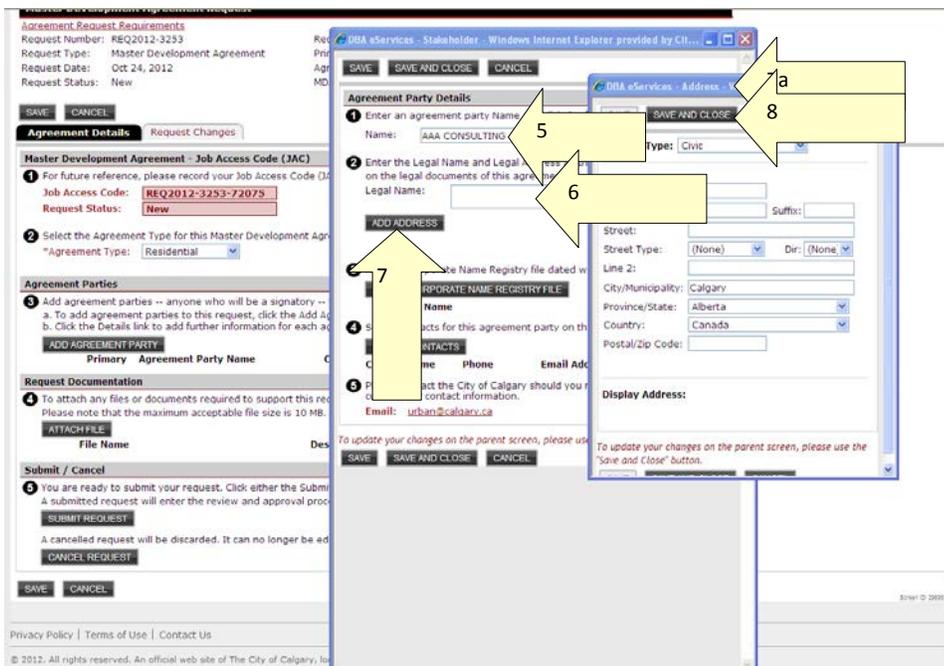
Agreement Parties

Everyone (developer, consulting engineer, etc.) who will need to sign this MDA must be added to this section.

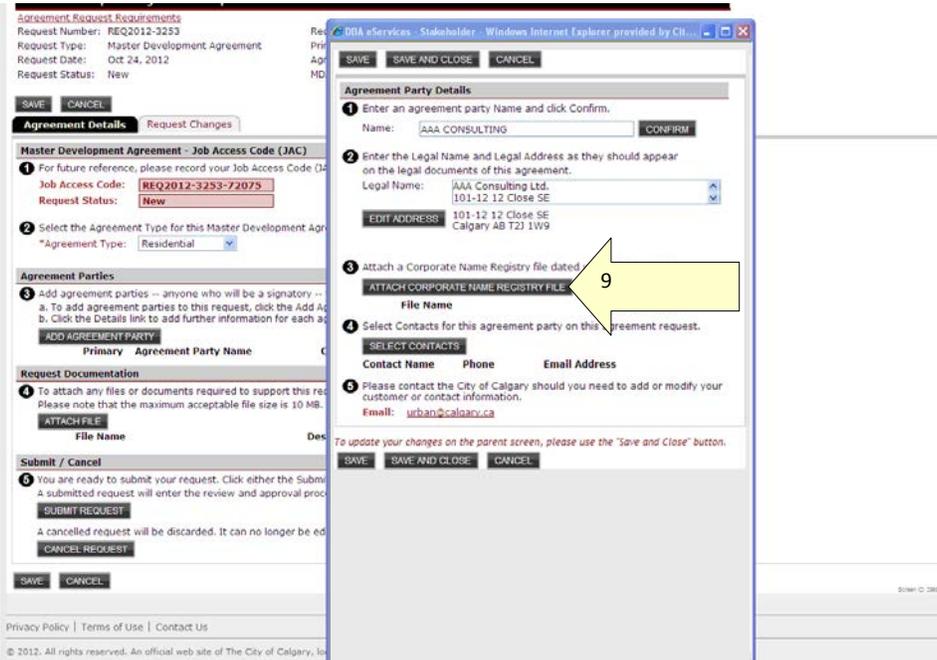
2. Click the **Add Agreement Party** button.
3. The **Stakeholder** dialog box will open.
4. Enter the name of one of the agreement parties and click the **Confirm** button. **NOTE:** If you have more than one agreement party to add, you will complete each entry separately. The process will be repeated for each additional agreement party.



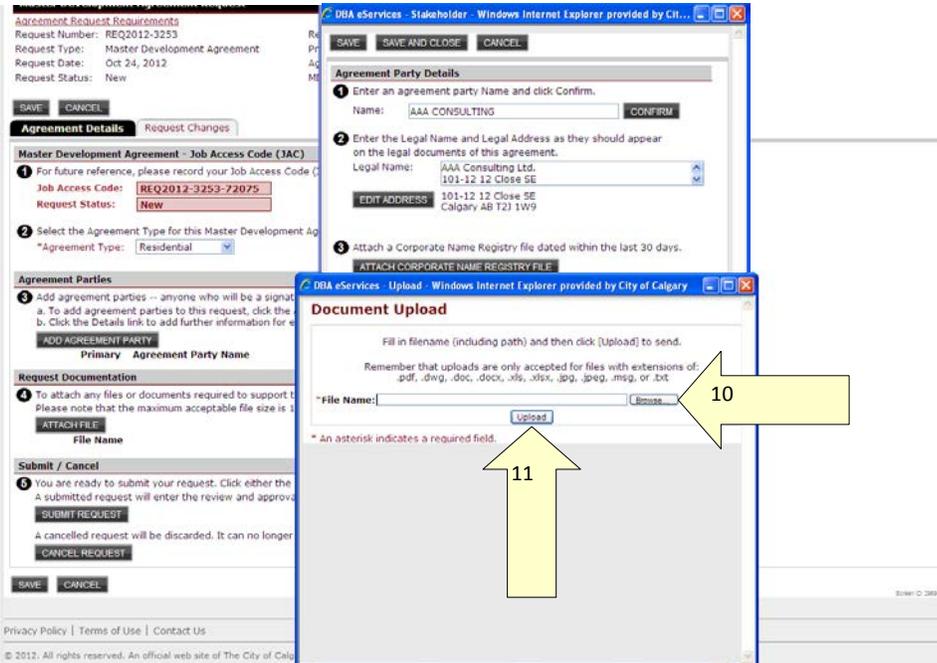
5. AAA Consulting has been added as an agreement party to this MDA.
6. Add AAA Consulting's legal address in the space provided.
7. Click the **Add Address** button. The legal address and the mailing address for the agreement party may be different so there are two places to enter the information. Even if the information is the same for both, you must click **Add Address** and complete the fields in the **Address** dialogue box (7a).
8. Click **SAVE AND CLOSE** when the fields are complete.



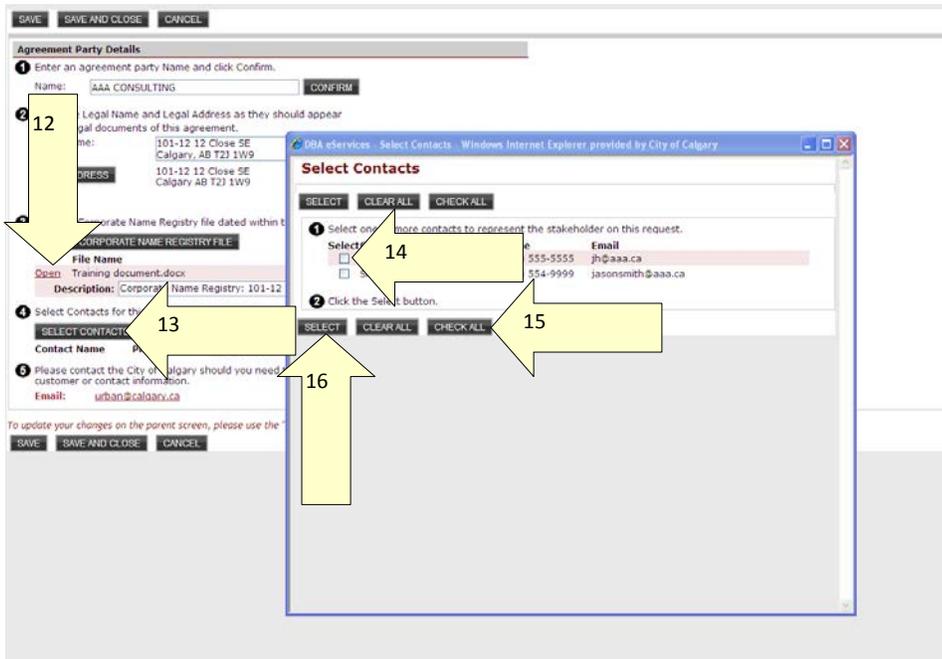
9. Click the **Attach Corporate Name Registry File** button to attach the required document.



10. Click **Browse** to search for your Corporate name registry file.
11. Click **Upload** to add the file.



12. If you need to open the uploaded document, click the **Open** link.
13. Click the **Select Contacts** button to choose the people who will be contacted if The City requires additional information.
14. To select one of the contacts shown, click the checkbox next to the person's name.
15. To select all of the contacts listed, click the **Check All** button and all of the checkboxes will be selected.
16. When you have selected the appropriate name(s), click the **Select** button.



17. The contact person's name, phone number, and work email address are shown. Enter their role in the MDA in the **Role:** field.
18. If there are contacts missing from the list or the information listed is incorrect, click the urban@calgary.ca link to email the Urban Development, Subdivision group to have the contact information changed.
19. Click **SAVE AND CLOSE**.

The screenshot shows the 'Agreement Party Details' form. At the top are buttons for 'SAVE', 'SAVE AND CLOSE', and 'CANCEL'. The form is divided into several sections:

- Section 1:** 'Enter an agreement party Name and click Confirm.' The 'Name' field contains 'AAA CONSULTING' and a 'CONFIRM' button is next to it.
- Section 2:** 'Enter the Legal Name and Legal Address as they should appear on the legal documents of this agreement.' The 'Legal Name' field contains 'AAA Consulting Ltd. Calgary, AB'. Below it, the 'EDIT ADDRESS' section shows '101-12 12 Close SE Calgary AB T2J 1W9'.
- Section 3:** 'Attach a Corporate Name Registry file dated within the last 30 days.' There is a table with columns 'File Name' and 'Attached Date'. One entry is shown: 'eTrades_ASR_training_material_signe...' with an attached date of 'Oct 24, 2012'. A description below reads: '(Corporate Name Registry: AAA Consulting Ltd.Calgary, AB)'. A red 'X' icon is in the right column.
- Section 4:** 'Select Contacts for this agreement party on this agreement request.' There is a 'SELECT CONTACTS' button and a table with columns 'Contact Name', 'Phone', and 'Email Address'. One contact is listed: 'Henry, John' with phone '(403) 555-5555' and email 'jh@aaa.c...'. Below the table, the 'Role' field is set to 'Main Contact'.
- Section 5:** 'Please contact the City of Calgary customer or contact information.' The 'Email' field contains the link urban@calgary.ca.

At the bottom of the form, there are buttons for 'SAVE', 'SAVE AND CLOSE', and 'CANCEL'. Three yellow callout boxes with numbers 17, 18, and 19 point to the 'Role' field, the email link, and the 'SAVE AND CLOSE' button respectively.

Notice that AAA Consulting Ltd. Is the Primary Agreement Party for this MDA as indicated by the green circle under **Primary**. If you add more agreement parties, you will have to click the radio button under Primary to designate the main agreement party.

If you need to revise or review the information listed for that agreement party, click the **Details** link. The **Stakeholder** dialogue box that you completed will open, allowing you to make the necessary changes.

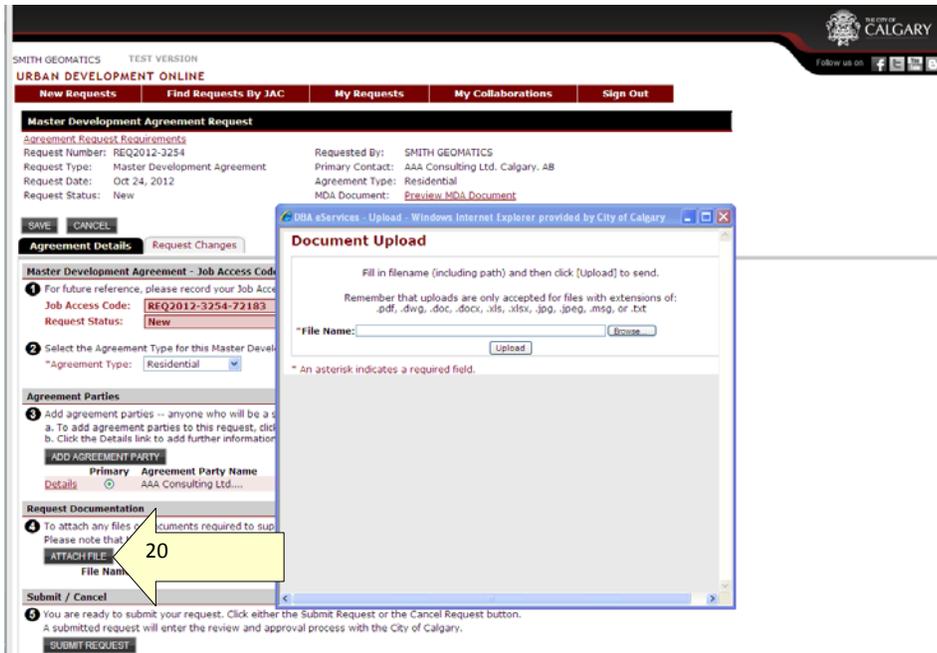
The screenshot shows the 'Master Development Agreement Request' form in the Urban Development Online system. At the top, there are navigation tabs: 'New Requests', 'Find Requests By JAC', 'My Requests', 'My Collaborations', and 'Sign Out'. The form header includes 'SMITH GEOMATICS TEST VERSION' and 'URBAN DEVELOPMENT ONLINE'. Below the header, there are 'SAVE' and 'CANCEL' buttons. The main form area is titled 'Agreement Details' and contains several sections:

- Master Development Agreement - Job Access Code (JAC):** Includes instructions for recording the JAC, a text input field for 'Job Access Code' (REQ2012-3254-72183), and a 'Request Status' dropdown (New).
- Agreement Parties:** Includes instructions for adding parties and a table with columns for 'Add Agreement Party', 'Primary', 'Contact Name/Phone', and 'Registry File Attached'. A yellow arrow points to the 'Details' link under the 'Primary' party for John Henry.
- Request Documentation:** Includes instructions for attaching files and an 'ATTACH FILE' button.
- Submit / Cancel:** Includes instructions for submitting or cancelling the request and buttons for 'SUBMIT REQUEST' and 'CANCEL REQUEST'.

At the bottom, there are 'SAVE' and 'CANCEL' buttons, a footer with 'Privacy Policy | Terms of Use | Contact Us', and a copyright notice: '© 2012. All rights reserved. An official web site of The City of Calgary, located in Calgary, Alberta, Canada.'

Request Documentation

- 20. Use the **Attach File** button to browse and upload any required documentation listed in the CARL and from the Terms page.



21. The attached document is shown. Click the **Open** link to view the document.
22. If you uploaded the wrong document, you can click the **X** to delete it.
23. Click **Submit Request** if your MDA request is complete. **NOTE:** once you submit your request, you will not be able to change it yourself. If changes are required, you will have to open the **Request Changes** tab (page 27) and email the Urban Development, Subdivision group with your JAC number and the information that needs to be changed.

SMITH GEOMATICS TEST VERSION
URBAN DEVELOPMENT ONLINE

Request Number: REQ2012-3253 Requested By: SMITH GEOMATICS
Request Type: Master Development Agreement Primary Contact: 101-12 12 Close SE Calgary, AB T2J 1W9
Request Date: Oct 24, 2012 Agreement Type: Residential
Request Status: New MDA Document: [Preview MDA Document](#)

SAVE CANCEL

Agreement Details Request Changes

Master Development Agreement - Job Access Code (JAC)

1 For future reference, please record your Job Access Code (JAC) for this Agreement.
Job Access Code: **REQ2012-3253-72075**
Request Status: **New**

2 Select the Agreement Type for this Master Development Agreement request.
*Agreement Type: Residential

Agreement Parties

3 Agreement parties -- anyone who will be a signatory -- to this agreement request. If agreement parties to this request, click the Add Agreement Party button. The Details link to add further information for each agreement party.

Agreement Party	Primary Agreement Party Name	Contact Name/Phone	Registry File Attached
+	101-12 12 Close SE...	John Henry (403-555-5555) jh@aaa.ca	<input checked="" type="checkbox"/>

Documentation

4 Attach any files or documents required to support this request, click the Attach File button. That the maximum acceptable file size is 10 MB.

File	File Name	Description
+	Training document.docx	Document uploaded for training

Submit / Cancel

5 You are ready to submit your request. Click either the Submit Request or the Cancel Request button.
A submitted request will be processed with the City of Calgary.
A cancelled request will not be edited and will not be processed.

* An asterisk indicates a required field.
SAVE CANCEL

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Request Confirmation

After you click Submit Request, the **Request Confirmation** page opens. If you click Submit Request and you do not automatically see the Request Confirmation page, email urban@calgary.ca. **Please Note:** this email address is reviewed only during regular business hours; not on the weekends or evenings.

24. If you want a printable version of this confirmation page, click the **Printable Request Confirmation** link. A copy of the printable version is on page 24.

This is the example of the printable **Request Confirmation** page.

Urban Development Online

Master Development Agreement Request Confirmation

Congratulations!
You have successfully submitted your Request to the City of Calgary. Thank you for submitting your Request on the City of Calgary website.

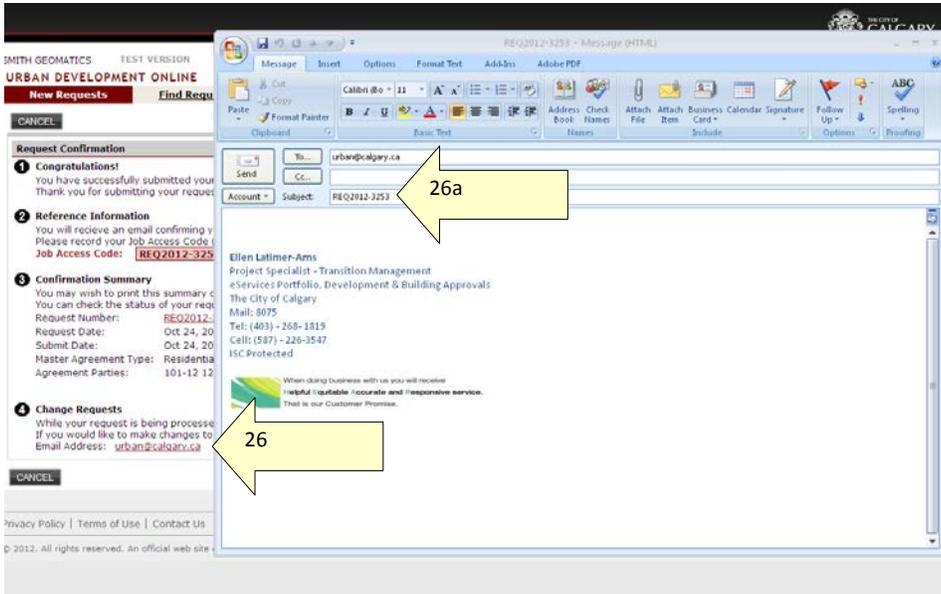
Reference Information
You will receive an email confirming your submission once it has been checked to ensure the information provided is sufficient to proceed. You may wish to record your Job Access Code (JAC) for this Request. It will also be included in the confirmation email.
Job Access Code: REQ2012-3253-72075

Confirmation Summary

Request Number:	REQ2012-3253
Request Date:	Oct 24, 2012
Submission Date:	Oct 24, 2012
Master Agreement Type:	Residential
Agreement Parties:	101-12 12 Close SE Calgary, AB T2J 1W9

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

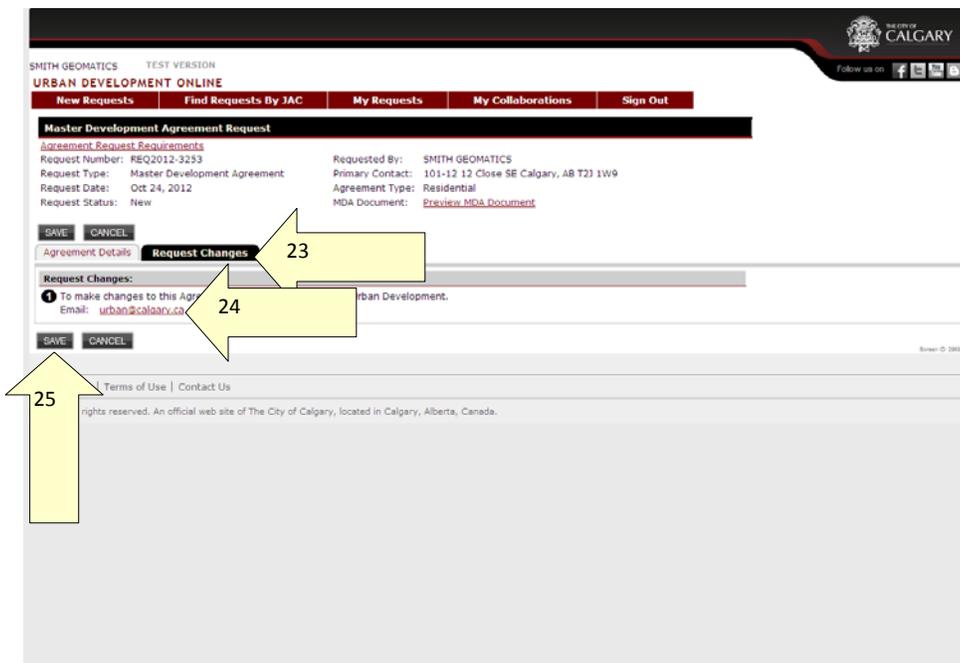
26. When you click the link to **Request Changes**, an email will open with the **Request Number** already entered in the Subject line (26a).



Request Changes tab

If you need changes made to your submitted MDA request, click My Requests, find this request, and click the link to open it. When it is open (shown below):

27. Click the **Request Changes** tab.
28. Click the urban@calgary.ca link and email your request.
29. Click **SAVE** (if necessary).



Endorse MDA

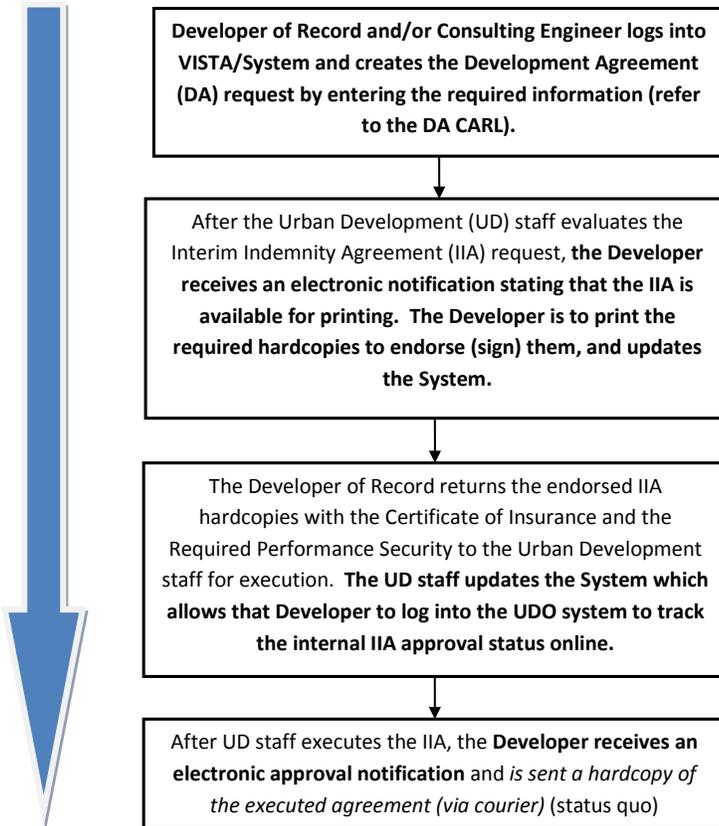
Print, sign, and return hardcopy MDA to Urban Development staff at the City

Developer can track the internal MDA approval status online

Developer receives electronic approval notification of MDA execution

After executing the MDA, the City of Calgary updates the UDO system which generates an electronic notification to the Developer

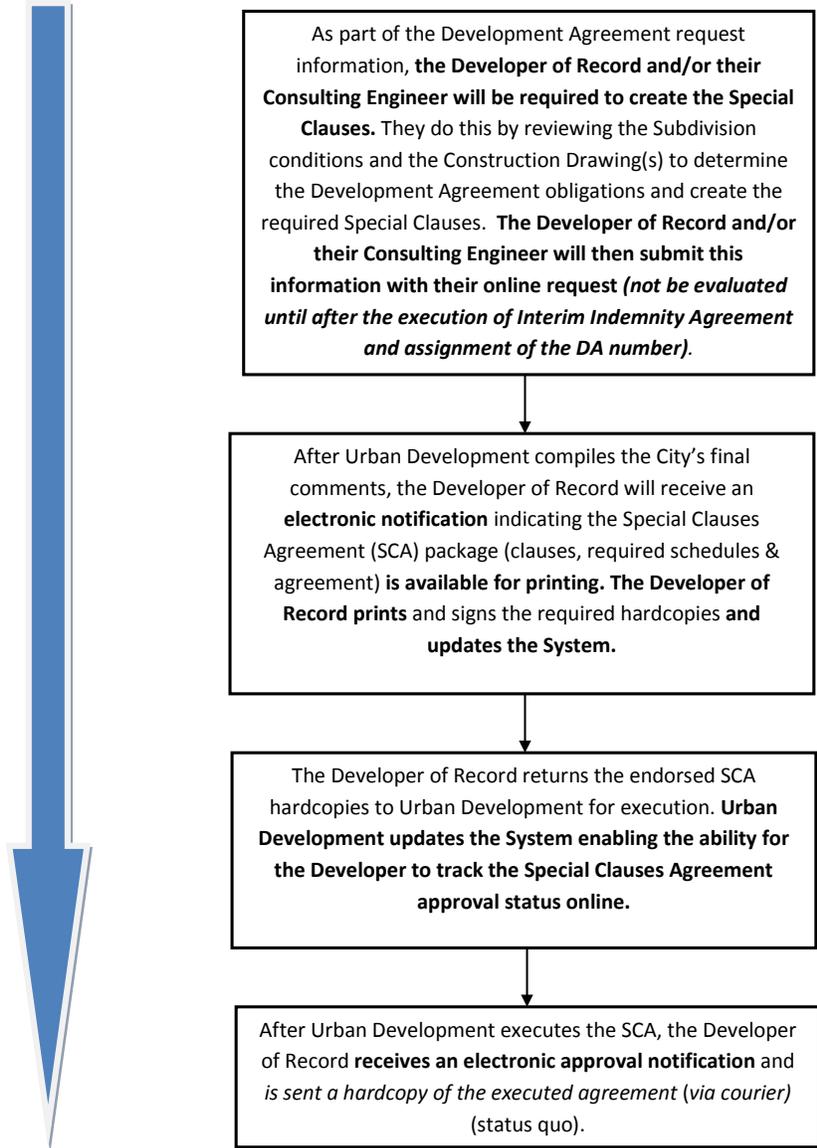
Development Agreement: Interim Indemnity Agreement





**Development Agreement: Interim Indemnity Agreement System
procedures**

Development Agreement: Special Clauses/Special Clauses Agreement





**Development Agreement: Special Clauses/Special Clauses Agreement
System procedures**

Development Agreement: Performance Security Reduction

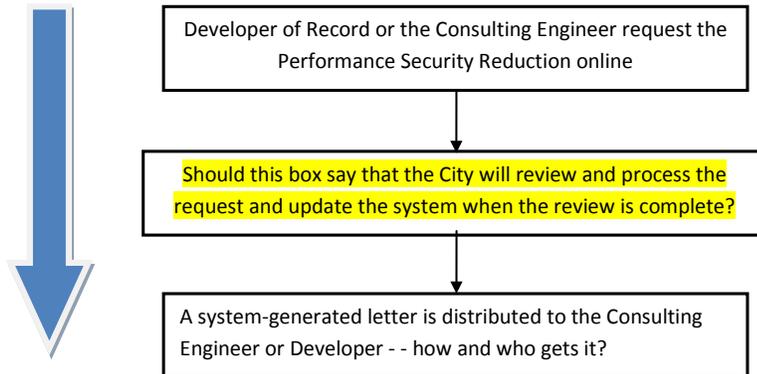
Until the acceptance of the Development Agreement is complete, there will be multiple reviews of Performance Security requirements throughout the lifecycle of the Development Agreement.

System:

A system notification indicating a request may be submitted is sent to the Consulting Engineer.

(*New*)

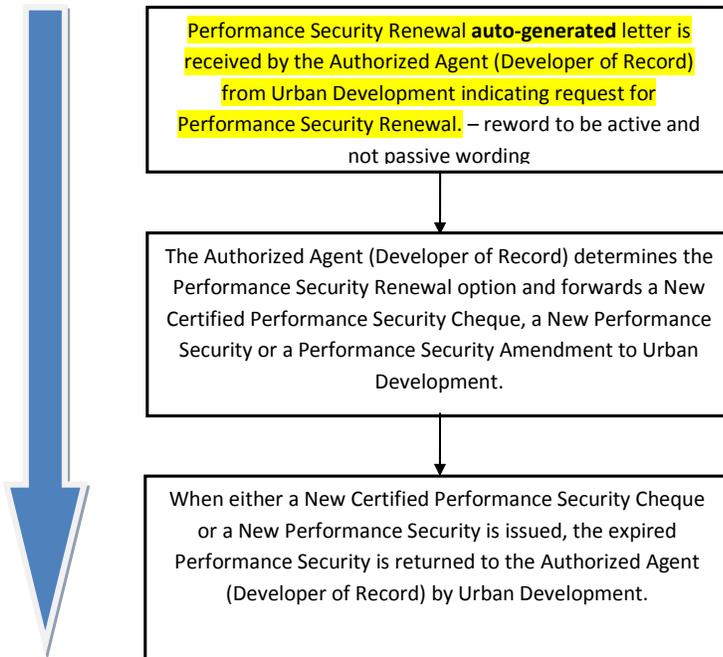
Comment [TCoc4]: This information is supposed to be the second box. Is the system really going to do this?





**Development Agreement: Performance Security Reduction System
procedures**

Development Agreement: Performance Security Renewal





**Development Agreement: Performance Security Renewal System
procedures**

Acronym List and Glossary of Terms

CARL: complete application requirements list

DA: Development Agreement

Developer of Record: Developer

Comment [TCOC5]: Define further?



Appendix I
