City of Aurora

Civil Plans Review Submission and Referral Website

Agency Referral Instruction Guide

September 1, 2012
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Introduction

Welcome to City of Aurora’s “Civil Plans Review Submittal and Referral Website” which is designed to allow Applicants to electronically submit a Civil Plans Review Application (or “CP”) and its associated documents online.

For ease of use, all external agencies’ reviewer comments can now be submitted online.

Agency reviewers will receive an email from the City of Aurora’s electronic submittal system, and will need to click the hyperlink that is in the email and log into the system, following the email instructions.

Once the Civil Plans submittal has been logged in for review, it opens into the “1st Review” status where external “agency” reviewers will have a chance to review the information and provide feedback to the City of Aurora and the Applicant on the website.
My Account section

“Login” screen

Once you have clicked the URL provided in the email sent to you, click on the “Login” link on the left side of the screen, in the “My Account” section.

Log into the system with your email address and the temporary password provided to you in the email you received.
“Change Password” screen
Upon first time logging into the system, you will need to go to the “Change Password” screen to change your password to something unique. There are no password requirements except that the password cannot be blank.

“My Account” screen
When you click on the left link “My Account” you will see your contact information displayed. If any information needs to be updated, please contact the Engineering Services counter staff at 303-739-7318 or 303-739-7108.
“My Projects” screen

This page displays all “Civil Plans Review” projects that the City of Aurora Engineering division is requesting your input for.

To access details of a project, click the Project Detail icon to the right of the CP record.

Reviewing the Civil Plans Review Information

Each project has four tabs where you can review information and submit comments:

- “Project Detail” tab
  This shows a high-level overview of the Civil Plans Review project
- “Application” tab
  This tab displays more detailed information about the submittal
- “File” tab
  All project files and documents reside on this page. It provides useful information to the reviewers about the project
- “Comments” tab
  This is the tab where you can leave any feedback on issues you would like addressed regarding the project.
Current Project Status

On every tab in a CP folder, the CP project name, current project status, and folder number (RSN) will be visible below the project tabs. In this example, the CP is in the “Submit Application” phase.

Below is a table of Project Status with definitions for the Civil Plans folder.

<table>
<thead>
<tr>
<th>PROJECT STATUS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Application</td>
<td>Applicant is in process of submitting all necessary documents prior to review</td>
</tr>
<tr>
<td>Review Online Application</td>
<td>Public Works Engineer reviews online application for completeness</td>
</tr>
<tr>
<td>Payment Pending</td>
<td>Civil Plans Review on hold, pending payment by Applicant</td>
</tr>
<tr>
<td>1st Review</td>
<td>Civil Plans Review in process</td>
</tr>
<tr>
<td>Returned to P.O.C.</td>
<td>Review comments returned to Applicant to address</td>
</tr>
<tr>
<td>Electronic Submittal</td>
<td>Applicant resubmitted all necessary documents for additional review</td>
</tr>
<tr>
<td>Subsequent Review</td>
<td>Subsequent Civil Plans submittal under review</td>
</tr>
<tr>
<td>Signature Set Requested</td>
<td>Minimal review comments returned to Applicant to be addressed prior to signature submittal</td>
</tr>
<tr>
<td>Signature Set Review</td>
<td>Signature Review in process</td>
</tr>
<tr>
<td>Approved</td>
<td>Submittal is approved and available for download from internet</td>
</tr>
</tbody>
</table>
“Application” tab

This tab displays more detailed information about the Application.
“Files” tab

All files and documents associated with the Civil Plans Review reside on this page. It provides useful information to agency reviewers about the project.

For any file you wish to open, click the paper icon underneath the “View” column.

A dialogue box will open asking if you wish to Open, Save, or Cancel this action. Choose Open.

The file will open with the associated application based on the file type and your PC settings.
“Comments” tab
This is the tab where you can leave feedback on issues or questions you have about the Civil Plans review.

By filling out your contact information along with your comment, you will receive an update back from the City of Aurora once the Applicant has had a chance to review and respond to your question or concern.

You may upload/attach a file if you would like to submit more detailed information such as pictures or documents that would assist the City of Aurora and the Applicant regarding your feedback.