

City of Aurora

Development Review Plans Submission and Referral Website

Public and Agency Referral Instruction Guide



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Introduction

Welcome to City of Aurora's "Development Review Plans Submittal and Referral Website" which is designed to allow Applicants to electronically submit a Development Application and associated documents online.

In order to encourage public feedback and for ease of use, all reviewer and public comments can now be submitted online.

Once the Development Applicant is sent out to the public for feedback, it opens into the "1st Referral" status where both public and external "agency" reviewers will have a chance to review the information and provide feedback to the City of Aurora and the Applicant.

The Public does not require a login and may leave feedback on the website.

Agency reviewers will receive an email from the electronic system, and they will need to click the hyperlink that is in the email and log into the system, following the email instructions.



Project Search (*Public only*)

“Project Search” link

1. From the postcard you received, it will have a Project Number listed.
2. Click the “Project Search” link on the left side.
3. Type in the project number and click the “Search” button.

The screenshot shows the City of Aurora Electronic Plan Submittal website. The header features the City of Aurora logo and the text "City of Aurora Electronic Plan Submittal". Below the header, there is a navigation menu on the left with links: "Public", "Home", "Project Search" (highlighted with a red circle), and "Project List". To the right of the navigation menu is a "Project Search" section with a "Project Number:" label, a text input field, and a "Search" button. Below the navigation menu, there are sections for "My Account" (with links for "Login" and "Forgot Password") and "User Guides" (with a link for "Public").

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4. Skip to the “[Reviewing the Development Application Information](#)” section of this document.



My Account section *(Agency only)*

“Login” screen

1. 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.
2. Log into the system with your email address and the temporary password provided to you in the email you received.

The screenshot shows the 'City of Aurora Electronic Plan Submittal' login interface. On the left, there are two main menu sections: 'Public' with links for Home, Project Search, and Project List; and 'My Account' with links for Login and Forgot Password. The central area is titled 'Login' and contains two input fields for 'Email Address' and 'Password', followed by a 'SignIn' button. At the bottom, there is a copyright notice for 2011 Version 1.0, the address 15151 East Alameda Parkway, Second Floor | Aurora, Colorado 80012, and contact information: Phone: 303-739-7250 | Fax: 303-739-7268 | eMail: planning@auroragov.org.

“Change Password” screen


After you are logged into the system, you have the option of changing your password. This is highly recommended for security purposes.

The screenshot shows the 'City of Aurora Electronic Plan Submittal' change password interface. On the left, the 'Public' menu remains the same. The 'My Account' menu now includes 'Logout', 'My Account', and 'Change Password'. A new 'Projects' menu with 'My Projects' is also visible. The central area is titled 'Change Password' and contains three input fields for 'Current Password', 'New Password', and 'New Password Confirm', followed by a 'Change' button. The footer contains the same copyright notice and contact information as the login screen.



“My Account” screen

This screen displays contact information provided to the City of Aurora for your account. Please verify the information is accurate and if any updates or changes need to be made, contact your Case Manager.



City of Aurora

Electronic Plan Submittal

Public
Home
Project Search
Project List

My Account
Logout
My Account
Change Password

Projects
My Projects


My Account
First Name: **RAYMOND**
Last Name: **JACOBS**
Email Address: **RJACOBS@AUORAGOV.ORG**
Organization Name: **CITY OF AURORA**
Address Line 1: **15151 EAST ALAMEDA PKWY**
Address Line 2: **AURORA CO 80012**
Work Phone: **3037397203**
Alt Phone:

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“Project List” screen

This screen displays all “Development Application” projects that are currently active with the City of Aurora.

For ease of navigating, any projects you are associated with are flagged with a star icon ★ under the Actions column header.



City of Aurora

Electronic Plan Submittal

Public

[Home](#)
[Project Search](#)
[Project List](#)

My Account

[Logout](#)
[My Account](#)
[Change Password](#)

Projects

[My Projects](#)

Project List

Status	Name	DA#	CM	Address	Actions
Submit Application	AXL ACADEMY - DA TEST	DA-1000-00	Randy Jacobs	14100 E JEWELL AVE	
Submit Application	KING SOOPERS FUEL #49	DA-7474-xx	Elizabeth Tart		
1st Referral Sent	TALLYN'S REACH NORTH FILING 8 & 9	DA-1499-xx	Randy Jacobs	23911 E ARAPAHOE RD	

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“My Projects” screen

This screen is a quick way to find your “Development Application” and displays only your active DA projects with the City of Aurora.

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



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Electronic Plan Submittal

Public

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My Account

[Logout](#)
[My Account](#)
[Change Password](#)

Projects

[My Projects](#)

My Projects

Status	Name	DA#	CM	Address	Actions
Submit Application	KING SOOPERS FUEL #49	DA-7474-xx	Elizabeth Tart		 
1st Referral Sent	TALLYN'S REACH NORTH FILING 8 & 9	DA-1499-xx	Randy Jacobs	23911 E ARAPAHOE RD	 

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Reviewing the Development Application 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 Development Application project
- **“Application”** tab
This tab displays more detailed information about the Application
- **“File”** tab
All Application files and documents reside on this page. It provides useful information to the reviewers and the public about the project
- **“Comments”** tab
This is the tab where you can leave any feedback on issues you would like addressed regarding the Application.



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Project Detail **Application** Files Comments

7TH DAY ADVENTIST KOREAN CHURCH | 1st Referral Sent

Folder Name: 7TH DAY ADVENTIST KOREAN CHURCH
Folder Status: 1st Referral Sent
Project Create Date: Tuesday, February 07, 2012
Address: 10000 E COLORADO AVE
Case Manager: William Barrett
DA Number: DA-2012-999
Number of Comments: 0
Description: TEST - IT DEPT 2/17/2012
Condition:

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“Project Detail” tab

This tab displays a high-level overview of the Development Application project.

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Project Detail Application Files Comments

7TH DAY ADVENTIST KOREAN CHURCH | 1st Referral Sent

Folder Name: 7TH DAY ADVENTIST KOREAN CHURCH

Folder Status: 1st Referral Sent

Project Create Date: Tuesday, February 07, 2012

Address: 10000 E COLORADO AVE

Case Manager: William Barrett

DA Number: DA-2012-999

Number of Comments: 0

Description: TEST - IT DEPT 2/17/2012

Condition:

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“Application” tab

This tab displays more detailed information about the Application.

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Project Detail **Application** **Files** **Comments**

7TH DAY ADVENTIST KOREAN CHURCH | 1st Referral Sent

(Hide Contacts...)

Developer/Applicant: COA IT DEPT - DA TEST
Contact: IT TEST
Address & Zip Code:
Phone: Fax: Email:

Agent/Project Manager:
Contact:
Address & Zip Code:
Phone: Fax: Email:

Current Owner:
Contact:
Address & Zip Code:
Phone: Fax: Email:

Architect (If applicable):
Contact:
Address & Zip Code:
Phone: Fax: Email:

Application Data

County: ARAPAHOE Assessor's Parcel Number(s) if any: 1973-22-4-05-006
IF THE APPLICATION INCLUDES A SUBDIVISION PLAT CASE:
Section: 22 Township: 4 Range: 67 Zip Code: 80247
Site Acreage: 5
Requesting Site Plan Vesting? ☐
Existing Zone:(if more than 1 submit documentation for each and list each) M-1
Proposed Zone: AOD
Proposed # of lots: 25 Proposed # of dwellings: 33 Proposed # of hotel/motel rooms: 54
Case Types (Check all that apply)
Zonings: ☒ [Initial Zoning] | ☐ [Rezone/G]
General Development Plan Only: ☐ [GDP] New | ☐ [GDP-AM] Amended
Framework Development Plan Only: ☐ [FDP] New | ☐ [FDP-AM] Amended
Master Plan: ☐
Site Plan: ☒ [SP] New | ☐ [SP-AM] Amended
Contextual Site Plan: ☐ [CSP] New | ☐ [CSP-AM] Amended
Subdivision Plat: ☒ [PLAT] New | ☐ [REPLAT] Replat | ☐ [PLAT-AM] Plat Amendment | ☐ [PLATVAC] Plat Vacation
Conditional Use: ☐ [USE] | Total uses requested: 14
Sign Approval: ☐ [SIGNVAR] Sign Variance
Vacations: ☐ [STVAC] Street Vacation
Deferral of Public Improvements: ☒ [DPI]


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“Files” tab

All Application files and documents associated with the Development Application reside on this page. It provides useful information to the public and agency reviewers about the project.

For any file you wish to open, click the paper icon underneath the “View” column (circled below) and make sure the icon you select is in the row of the document you wish to view.



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Project Detail Application **Files** Comments

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Current Files (Hide)

Type	Phase	Title	Date	Resubmit	View
Referral Memo	Submit Application	Referral Memo	2/10/2012		
Master Plans - Context Map and Site Analysis	Submit Application	Existing MP graphics	2/2/2012		
Master Plans - Letter of Introduction/Justification	Submit Application	Existing Master Plan - revisions	2/2/2012		
Master Plans - Land Use Map, Matrix	Submit Application	Final Preferred Conceptual Master Plan	2/2/2012		
Master Plans - Plan Narrative	Submit Application	SEAM Assembled content	2/2/2012		

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“Comments” tab

This is the tab where you can leave feedback on issues or questions you have about the Application.

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.



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Project Detail Application Files **Comments**

7TH DAY ADVENTIST KOREAN CHURCH | 1st Referral Sent

Public Comments

First Name *Last name *

Business/ Organization (if applicable)

Address Line 1

Address Line 2

CityStateZip

PhoneEmail *

Comment (limited to 2000 characters) *
Upload a text document if your comments exceed this length

File NameBrowse...

Valid File Types: DOC, .DOCX, JPG, .JPEG, .PDF, .TXT, .XLS, .XLSX
File Size Limit: 90 Megabytes

Submit

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