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.

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.

"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.

"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.

"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.

"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.

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.

"Project Detail" tab

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

"Application" tab
This tab displays more detailed information about the Application.

"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.

"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.