

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.

The screenshot shows the City of Aurora Civil Plan Review website. The header includes the City of Aurora logo and the text "City of Aurora Civil Plan Review". Below the header is a navigation bar with "Public" and "Home" sections. The "Public" section contains links for "Home", "Project Search", and "Project List". The "My Account" section is highlighted with a red arrow and contains links for "Login" and "Forgot Password". The "User Guides" section contains a link for "Public/Agency". A "Public System Message" banner is displayed, containing the following text:

NEW! Coming Soon!
This electronic application and referral system for Civil Plans is designed to:

- Allow builders and developers to submit plans electronically;
- Streamline the plans review process for more efficient processing of submittals;
- Give referral agencies the opportunity to view plans and comment.

As this is a new system, and we would welcome your comments on how it works. Please call Debbe Meise at 303-739-7108 if you have questions or comments regarding this system.

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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 Civil Plan Review website with the login form. The header and navigation bar are the same as in the previous screenshot. The "Login" section contains two input fields: "Email Address" and "Password". A red arrow points to the "Email Address" field. Below the input fields is a "SignIn" button. The footer contains the same copyright and contact information as the previous screenshot.



“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

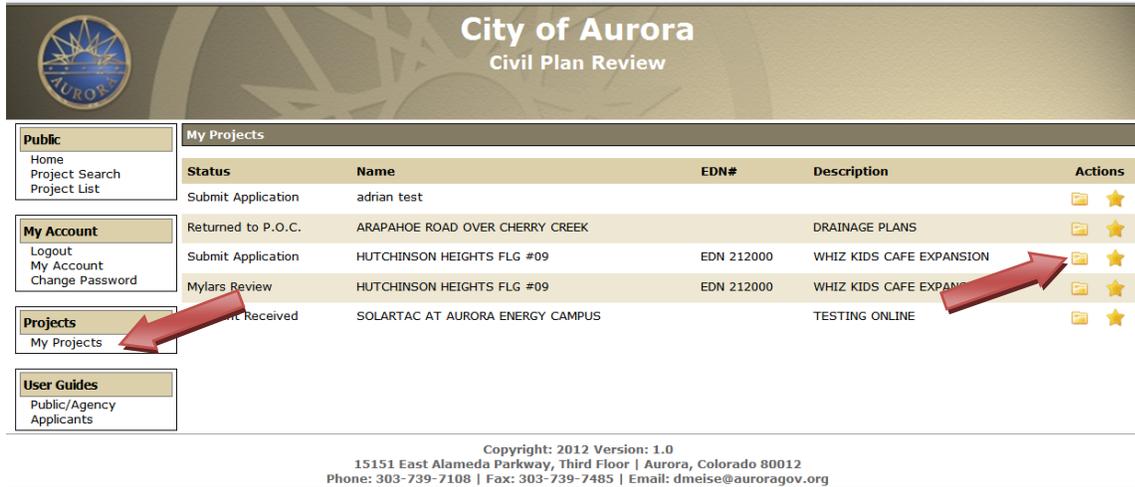
When you click on the left link “My Account” you will see your contact information displayed. If any information needs to be updated, please contact the Engineering Services counter staff at 303-739-7318 or 303-739-7108.



“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.



City of Aurora
Civil Plan Review

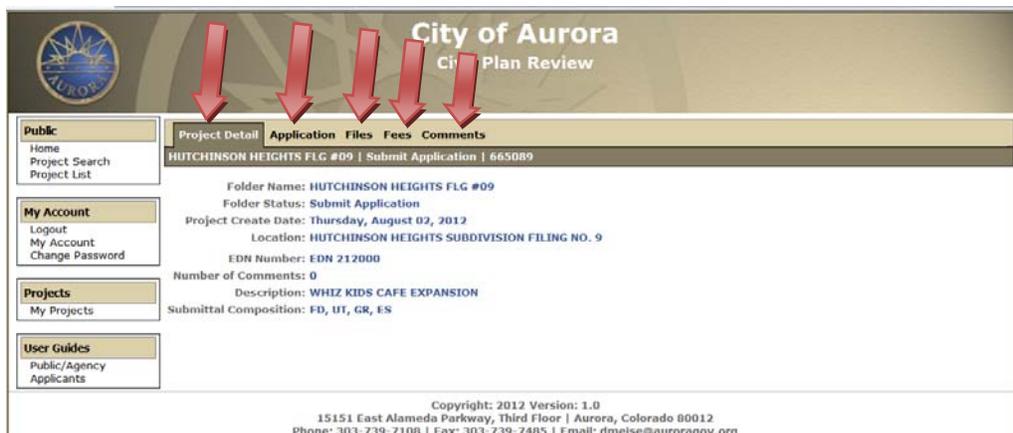
Status	Name	EDN#	Description	Actions
Submit Application	adrian test			
Returned to P.O.C.	ARAPAHOE ROAD OVER CHERRY CREEK		DRAINAGE PLANS	
Submit Application	HUTCHINSON HEIGHTS FLG #09	EDN 212000	WHIZ KIDS CAFE EXPANSION	
Mylars Review	HUTCHINSON HEIGHTS FLG #09	EDN 212000	WHIZ KIDS CAFE EXPANSION	
Document Received	SOLARTAC AT AURORA ENERGY CAMPUS		TESTING ONLINE	

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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.



City of Aurora
Civil Plan Review

Project Detail | Application | Files | Fees | Comments

HUTCHINSON HEIGHTS FLG #09 | Submit Application | 665089

Folder Name: HUTCHINSON HEIGHTS FLG #09
Folder Status: Submit Application
Project Create Date: Thursday, August 02, 2012
Location: HUTCHINSON HEIGHTS SUBDIVISION FILING NO. 9
EDN Number: EDN 212000
Number of Comments: 0
Description: WHIZ KIDS CAFE EXPANSION
Submittal Composition: FD, UT, GR, ES

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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.

City of Aurora

Civil Plan Review

	Project Detail	Application	Files	Fees	Comments
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Public</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Home</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Project Search</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Project List</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">My Account</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Logout</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">My Account</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Change Password</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Projects</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">My Projects</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">User Guides</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Public/Agency</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Applicants</div>	<div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 5px;"> HUTCHINSON HEIGHTS FLG #09 Submit Application 665089 </div> <p>Folder Name: HUTCHINSON HEIGHTS FLG #09 Folder Status: Submit Application Project Create Date: Thursday, August 02, 2012 Location: HUTCHINSON HEIGHTS SUBDIVISION FILING NO. 9 EDN Number: EDN 212000 Number of Comments: 0 Description: WHIZ KIDS CAFE EXPANSION Submittal Composition: FD, UT, GR, ES</p>				

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

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



“Application” tab

This tab displays more detailed information about the Application.

City of Aurora

Civil Plan Review

Public

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

My Account

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

Projects

[My Projects](#)

User Guides

[Public/Agency Applicants](#)

Project Detail	Application	Files	Fees	Comments
HUTCHINSON HEIGHTS PLG #09 Submit Application				
(Hide Contacts...)				
<p>Developer/Applicant: CITY OF AURORA PUBLIC WORKS DEPT Contact: DEBBE MEISE Address & Zip Code: 15151 E ALAMEDA PKWY RM 32061 AURORA CO 80012 Phone: 3037397108 Fax: Email: dmeise@auroragov.org</p> <hr/> <p>Current Owner: NEW HOPE COMMUNITY CHURCH Contact: PHIL SCHUILING Address & Zip Code: 17699 E HAMPDEN AVE AURORA CO 80013 Phone: 3036900143 Fax: 3036991895 Email: philschuling@comcast.net</p>				
Application Data				
County: ARAPAHOE Assessor's Parcel Number(s) if any: Section: 33 Township: 4 Range: 66 Zip Code: 80013				
Documents (Check all that apply)				
Reports & Calculations: <input type="checkbox"/> [Inspection & Maintenance Plan] <input checked="" type="checkbox"/> [Final Drainage Report] <input type="checkbox"/> [Final Drainage Letter] <input checked="" type="checkbox"/> [Erosion (SWMP) Report] <input type="checkbox"/> [Retaining Wall Calcs] <input type="checkbox"/> [Soil Resistivity Report] <input type="checkbox"/> [Drainage Structure Calcs] <input type="checkbox"/> [Other Documents] Large Format Plans: <input checked="" type="checkbox"/> [Final Drainage] <input checked="" type="checkbox"/> [Utilities] <input checked="" type="checkbox"/> [Overlot Grading] <input type="checkbox"/> [Roadway Plan & Profile] <input checked="" type="checkbox"/> [Storm Sewer] <input type="checkbox"/> [Water] <input type="checkbox"/> [Sanitary Sewer] <input checked="" type="checkbox"/> [Erosion Control] <input checked="" type="checkbox"/> [Retaining Wall] <input checked="" type="checkbox"/> [Survey Control Plan] <input type="checkbox"/> [Bridge] <input type="checkbox"/> [Box Culvert] <input type="checkbox"/> [Special Inlet] <input type="checkbox"/> [Masonry Wall]				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
Submit Application				
<p>The following are required to submit your application!</p> <input type="checkbox"/> Application is ready to submit <input type="checkbox"/> Project Files Have Been Uploaded				
<input type="button" value="Submit"/>				

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Internet | Protected Mode



“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.

City of Aurora
Civil Plan Review

Public
Home
Project Search
Project List

My Account
Logout
My Account
Change Password

Projects
My Projects

User Guides
Public/Agency
Applicants

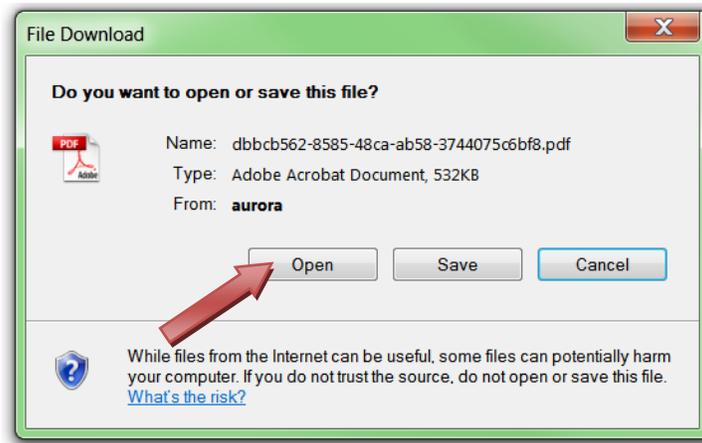
Project Detail **Application** **Files** **Fees** **Comments**
HUTCHINSON HEIGHTS FLG #09 | Electronic Submittal | 665089

Current Files (Hide)

Type	Phase	Title	Date	Resubmit	View
Civil Plans	Submit Application	CIVIL PLANS	8/2/2012		
WHIZ KIDS CAFE CIVIL PLANS.pdf - 1ST REVIEW SUBMITTAL					
Civil Reports	Submit Application	FINAL DRAINAGE REPORT	8/2/2012		
WHIZ KIDS CAFE FD.pdf - 1ST REVIEW SUBMITTAL					

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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.



City of Aurora Civil Plan Review

Public Home Project Search Project List	Project Detail Application Files Fees Comments
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HUTCHINSON HEIGHTS FLG #09 | Mylars Review | 664971

Extract Public Comments

Comment	Project File	Comment File	Date
Public Comments			

My Account
Logout
My Account
Change Password

Projects
My Projects

User Guides
Public/Agency
Applicants

First Name * Last name *

Business/Organization (if applicable)

Address Line 1

Address Line 2

City State Zip

Phone Email *

Files

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

File Name (Optional)

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

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