

**CITY OF AURORA ONLINE CIVIL PLAN SUBMITTAL & REVIEW
PRE-SUBMITTAL CHECKLIST**

Subdivision Name: _____

Applicant Company: _____ Phone: _____

Contact Name: _____ Email: _____

Address: _____

Owner Company: _____ Phone: _____

Contact Name: _____ Email: _____

Address: _____

Type: T PD GR WA BR RW C FD RO SA OT M UT ST ES SC TEXT IMP SWMP(ES) DOCUMENTS FD FDL CALCS

Grid Location: _____ Vertical Construction: Yes No

Accepted _____ Date _____

Rejected _____ Date _____

Department/Division Anticipated for Review

Engineering

Water

Life Safety

Agencies Anticipated for Review

Creeks through project

Incorporation boundaries (whose jurisdiction?)

Urban Drainage and Flood Control District (David Mallory - 76429)

Cherry Creek Basin Authority (Chuck Reid - 76440 and Bill Ruzzo - 76452)

Arapahoe County (Chuck Haskins - 76868)

Adams County (Mark Omoto - 76891)

Douglas County (Carol LeMaire - 76848)

DIA Utilities (Catherine Raftery - 76454)

DIA Air Space (Tom Reed - 71447)

City and County of Denver (submitted by Applicant directly to Denver)

- Traffic
- Parks
- Forestry

Greenwood Village (Ann Woods - 76450)

Centennial (Andy Frestine - 76536)

CDOT REGION 1 (Richard Solomon - 71431)

CDOT REGION 6 (Mike Smith - 78476 and Bradley Sheehan - 76795)

SEMSWA (Monica Bortoloni - 76451)

Town of Parker (Jefferson Potts - 76453)

E.C.C.V. W&S District (ECCV Referral - 77376, Josh Hansen - 77378 and Chris Douglass - 77377)

Other (AGENCY CONTACT: _____)

The following checklist is used for both the Pre-submittal checklist and the Routing Slip / Checklist. The Routing Slip / Checklist cover sheet will be added at time of Civil Plan Submittal.

All submittals shall be routed through the Engineering Services Division. The consultant will be notified by email when plan comments are ready to be downloaded.

After all approval signatures are obtained, the signature set shall become the property of the City of Aurora.

Plans are reviewed on a first come – first serve basis only.

Plans returned to the consultant for lack of adequate information or conflicts with City of Aurora design criteria will be subject to further review once resubmitted to the Engineering Services section. Plans submitted without the required drainage report accompanying them, or reports without the required plans will be considered incomplete submittals and returned to the consultant without review.

The section numbers referenced in the tables below can be found in the City of Aurora Roadway Design Standards and Specifications, Latest Revision, except those marked with a superscript (#). Those documents are referenced to the manuals noted below:

1 City of Aurora Storm Drainage and Technical Criteria Manual (latest revision).

2 Aurora Water Standard Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure

3 City of Aurora Rules and Regulations Regarding Stormwater (Quality) Discharge for Construction Activities

4 Urban Storm Drainage Criteria Manual, Vol. 3, Best Management Practices, "Industrial and Commercial BMPs"

5 Urban Storm Drainage Criteria Manual, Vol. 1, "Runoffs"

6 Urban Storm Drainage Criteria Manual, Vol. 1 "Major Drainage"

Those items designated as a "Critical Item" (C) referenced in the Critical Item column represents those items required during the Pre-Submittal process, unless waived during the Pre-Submittal. Plans submitted without the required critical items at the Pre-Submittal review will be considered incomplete submittals and may be returned to the consultant without review.

ALL SUBMITTALS				SECTION NO.	CRITICAL ITEM	YES	NO	N/A	COMPLET?
•	Copy of pre-application notes		C						
•	Copy of Plat		C						
•	Copy of Site Plan		C						
•	Copy of phasing plan or agreement		C						
•	Phasing identified		C						
•	Preliminary Drainage Report Approved		C						
•	Correct Sheet Size	3.01.1							
•	Microfilming quality, line quality, text size	3.01 & 3.02							
•	Vicinity Map (scale)	2.03.2							
•	Key Map (scale)	2.03.3							
•	Title Block, subdivision name lower right corner	2.03.4.01							
•	Approval Block, lower right corner	2.03.4.02							
•	Required notes/Erosion Control Notes/Utility Notes	2.03.5.01, Chapter 2: Section 2.b.2) ³ 4.05.15 ²							
•	No copyright note	2.03.4.10							
•	Correct scale	2.03.4.03	C						
•	Matchlines and Sheet Numbers	2.05.1.07							
•	North Arrow	2.03.4.04							
•	Date	2.03.4.05							
•	Subdivision Names and City of Aurora Civil Plan Approval Numbers on adjacent sites	2.03.6							
•	Benchmark (NAVD 1988)	2.03.4.07	C						
•	Survey Control Drawing	2.10	C						
•	Sequential Numbering including Cover Sheet Index	3.03							
•	Reports side bound and types on 8 1/2" x 11" paper	2.04.3, 2.31							
•	PE seal and signature on prints and reports – plans under review provide note "Not For Construction"	2.03.4.06							
•	Underground utilities	2.03.4.08							

					• Approval, title blocks 2.04.2, 2.03.4.01, 2.03.4.02, 2.35.1, 2.32.1
					• Location of project 2.32.1
					• Proposed development, type of use, density, etc. 2.32.1
					• Requested variances from S.D.T.C.M. 2.32.1
					• Historic and developed drainage on-site patterns 2.32.1
					• Historic and developed drainage off-site tributary patterns 2.32.1
					• Proposed basin description 2.32.1
					• Routing of off-site drainage through site 2.32.1
					• ImperVIOUSNESS (%) 6.33.1, 2.6.5, 3.2.1.5
					• Stormwater detention/retention 2.32.1, 6.3.1
					• Analysis of outfall/connection to system 2.32.1
					• Floodplain identified 2.32.1
					• Analysis of hydrologic criteria (calculations for T _c , Q ₂ , Q ₁₀₀) 2.32.1

REPORT:

Refer to COA Storm Drainage & Technical Criteria Manual Latest Revision

PRELIMINARY DRAINAGE PLAN & REPORT APPLIES TO SUBURBAN, URBAN CENTERS AND TOD DEVELOPMENTS				SECTION NO.	CRITICAL ITEM	YES	NO	N/A
COMPLIES?								

					• Private improvements 2.03.4.09
					• Details 2.03.6
					• Verify with Fire (City use only, no action by consultant)
					• Verify with Traffic (City use only, no action by consultant)
					• Compare against site plan, plat, PDP, etc. (City use only, no action by consultant)

ALL SUBMITTALS				SECTION NO.	CRITICAL ITEM	YES	NO	N/A
COMPLIES?								

PRELIMINARY DRAINAGE PLAN & REPORT		APPLIES TO SUBURBAN, URBAN CENTERS		AND TOP DEVELOPMENTS		SECTION NO.	CRITICAL ITEM	COMPLES?	
YES	NO	N/A							
						2.32'			
						2.32'			
						2.32'			
						2.32'			
						2.34'			
						2.34'			
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						2.34'			
						2.34M'			
						6.2', 2.34'			
						6.2', 2.34'			
						6.2', 2.34'			

PLAN:

OPEN CHANNELS:

FINAL DRAINAGE PLAN & REPORT (APPLIES TO SUBURBAN, URBAN CENTERS AND TOD DEVELOPMENTS)		SECTION NO.	CRITICAL ITEM	YES	NO	N/A
	Existing/ Proposed Contours	2.42'				
	Curb and gutter type	2.42'				
	Labeling of proposed drainage facilities (inlets, pipes, etc.) with size & design storm frequency, public/private	2.32', 2.34', 2.42'				
	Drainage basin boundaries – on-site	2.32', 2.42'	C			
	Drainage basin boundaries – off-site	2.32', 2.42'	C			
	Design points, basin size, Q_2 & Q_{100} at design points, including summation of routed flows	2.32', 2.42'	C			
	100-Year flood level in streets	3.32', 2.42'				
	Existing drainage structure's (inlets, pipes, chases, etc.) size and type	2.34', 2.42', 4.03.3, 4.03.4, 4.03.6				
	Cross sections of drainage ways & tracts	2.42'	C			
	Easements and tracts R.O.W.	2.34', 2.42', 2.10', 3.50'				
	Stormwater detention pond / water quality BMP	2.34', 2.42', 2.34', 2.42', 2.34', 2.42', 2.34', 6.33', 6.36', 2.34', 2.42', 2.34', 6.33', 6.33', 2.34', 2.42', 2.34', 6.30', 6.30', 2.34', 2.42', 3.60', 6.34', 3.33', 3.62', 3.62', 3.70', 3.60', 3.70', 3.60', 6.31'	C			
	Stormwater detention pond / water quality BMP	2.42', 3.70', 2.42', 3.60', 3.70'	C			
	Permanent BMP stormwater quality pond	3.70'	C			
	Inspection and Maintenance Plan	4.30', 2.40', 4.20'				
	Floodplain limits, including B.F.E.'s	2.34', 2.42'	C			
	Finished floor elevations of all buildings/structures (commercial/multi-family only, single-family attached can be shown on Area Grading Plans)	3.63'				
	Stormwater detention pond/water quality BMP certification note (See approved Civil Plans for requirements)					

ROADWAY PLANS				SECTION NO.	CRITICAL ITEM	YES	NO	N/A
COMPLET?								
Refer to Roadway Design & Construction Specifications Manual Latest Revision								
PLANS:								
2.05.1								
•	Property, R.O.W. lines, easements, sidewalks	2.05.1.01,	4.02.8					
•	Centerline Stationing, survey lines	2.05.1.02		C				
•	Roadway name(s)	2.05.1.03						
•	Existing and proposed utilities and structures	2.05.1.04						
•	Station and critical elevation of utilities/drainage facilities including inlet centerline stationing	2.05.1.05,	2.05.1.05,					
•	Flow direction arrows including curb returns	2.05.1.06						
•	Station, elevation, curb returns/ curb cuts, P.C.'s, P.T.'s, & P.C.C.'s	2.05.1.08 &	2.05.2.06	C				
•	Curb return radii, existing & proposed	2.05.1.09 &	4.04.3.02,					
•	Station mid-block handicap ramp	2.05.1.10	4.04.8					
•	Horizontal curve data	2.05.1.11		C				
•	Vertical curve high or low point, station	2.05.1.08						
•	Typical roadway cross sections	2.05.1.14 &	4.02.1	C				
•	Centerline station of entrance drives (exception: single-family residential)	2.05.1.12						
•	Survey lines tied to section corner	2.05.1.13						
•	Range boxes	2.05.1.18						
•	Pavement widening at non-standard horizontal curves for local streets only	4.07.11,	4.04.3.03	C				
•	Sump inlet note	4.03.3						
•	Arterial/Arterial, Boulevard/Boulevard, Multi-way Boulevard/Multi-way Boulevard, Intersection	4.05.6.06,	5.08.3					
•	Concrete joint layout detail (required at arterial/arterial intersections)							
•	Superelevation	4.04.4		C				
•	Connection to existing roadway and core note	4.05.8						
•	Show proposed construction phasing	2.05.1.22		C				
•	Traffic control boxes and conduit at intersections	2.05.1.2		C				

<u>GRADING PLANS</u>		<u>SECTION NO.</u>	<u>CRITICAL ITEM</u>	YES	NO	N/A
				<u>COMPLET?</u>		
•	Spot elevations – existing and proposed	2.07.1.05	C			
•	Flow direction arrows	2.07.1.05				
•	Minimum slope or grade	2.07.1.06				
•	○ 0.5% concrete ○ 1.0% asphalt ○ 2.0% grass	2.07.1.07				
•	Other surface drainage facilities	2.07.1.07				
•	CDPS permit note	2.03.5.18				
•	Overlot grading plan/erosion control plan	2.07.3				
•	Floodplain base flood elevations	2.07.2.06	C			
•	Stormwater detention pond/water quality BMP certification note (See approved civil plans for requirements)	3.63				
•	Elevation Certification Requirements	4.31, 4.32				
•	Fire lane grades	4.07.9				
Single Family Area Grading Plans:						
		2.07.2	C			
•	Spot elevations, grades, flow direction arrows to define drainage	2.07.2.01	C			
•	Existing and proposed spot elevations at lot corners	2.07.2.02	C			
•	Maximum two lots draining through third	2.07.2.03				
•	Building footprint or envelope	2.07.2.04	C			
•	FHA lot designation	2.07.2.05	C			
•	Floodplain base flood elevations	2.07.2.06	C			
•	Fire hydrants shown	2.07.2.09				
•	Inlets shown	2.07.2.09				
•	Side yard retaining walls	2.07.2.10				
•	Rear yard retaining walls	2.07.2.11				
•	Elevation Certification Requirements	4.31, 2.07.2.12				
•	Steep Slope Requirements	2.07.2.11, 2.07.2.10				

WATER LINES 16" and LARGER <i>(Plan and Profile required)</i>				SECTION NO.	CRITICAL ITEM	YES	NO	N/A
COMPLET?								
• Horizontal control dimensions				4.04 ²	C			
• Easements with dimensions				4.04 ²	C			
• Pipe length, size, material type, and slope				21.00 ²	C			
• Pipeline fittings, including bends, tees, valves, air reliefs, and blow-offs				21.00 ² , 22.06 ² , 22.07 ²	C			
• Finished grade at base of fire hydrants (flange elevation)				23.00 ²				
• Existing unused stub-outs removed and blind flanged at main				4.05.14 ²	C			
• Construction of the water line (bulkheads, blow-offs, air vacs, and water availability)				2.06.1.06 ²	C			
• Zone boundaries, zone valves, check valves, and P.R.V.s				21.00 ²	C			
• Elevations and stationing on profiles				4.06.2 ²	C			
• Final grade over water line				4.06.2 ²	C			
• Station and elevation at all breaks in grade				4.06.3 ²	C			
• Detail thrust restraint on lines larger than 16"				21.10 ²	C			

Refer to COA Public Utility Improvement Rules & Regulations Regarding Standards & Specifications
Latest Revision

STORM DRAIN PLAN & PROFILE				SECTION NO.	CRITICAL ITEM	YES	NO	N/A
COMPLET?								
• Maintenance access and utility easements				4.04 ²	C			
• Label private utilities (detention pond outlets, on-site pipes, and drainage pans)				2.03.4.09 ²				
• Detail of all connections to existing drainage systems and channels				2.06.1.05 ²	C			
• Miscellaneous appurtenance (trash racks, handrails, dowel pins, and guardrails)				2.06.1.05 ²	C			
• Show and label hydraulic grade lines with design frequency				2.23 ²	C			