





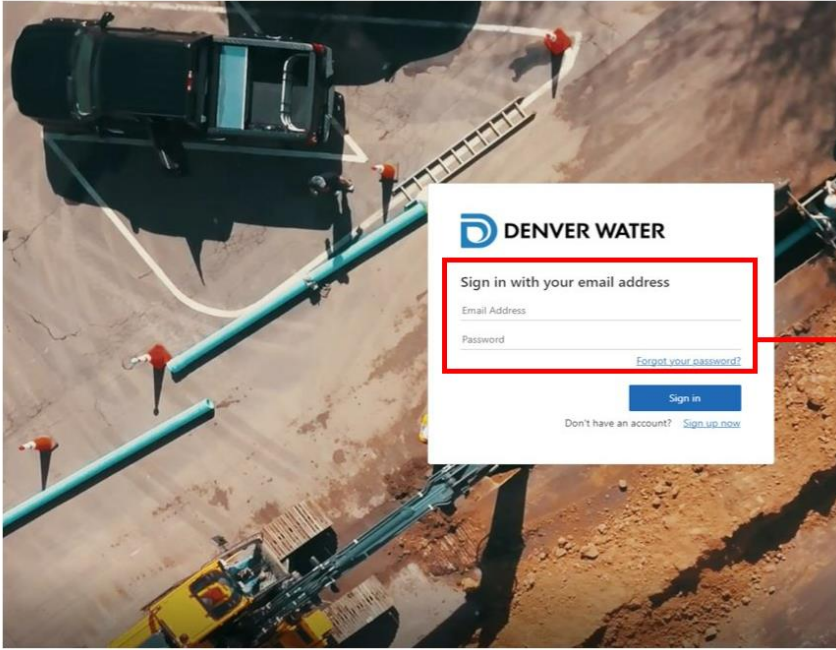
DENVER WATER

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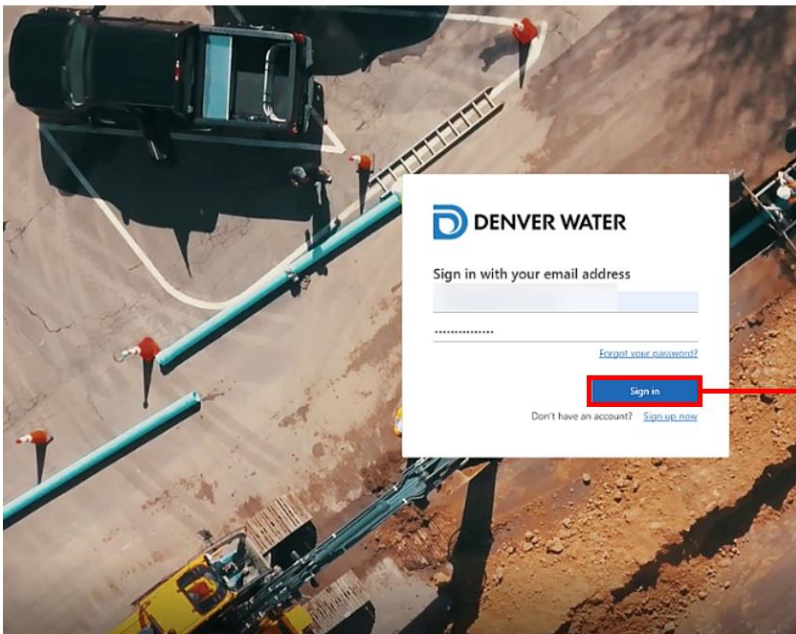
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DENVER WATER

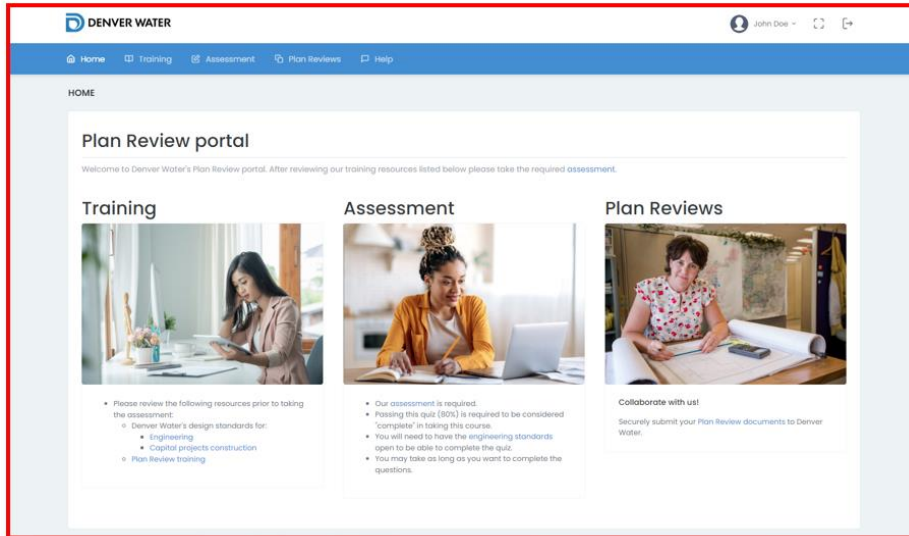
Existing Customers Login & Portal Introduction



1 Existing customers will sign into the **Plan Review Portal** by using existing credentials.

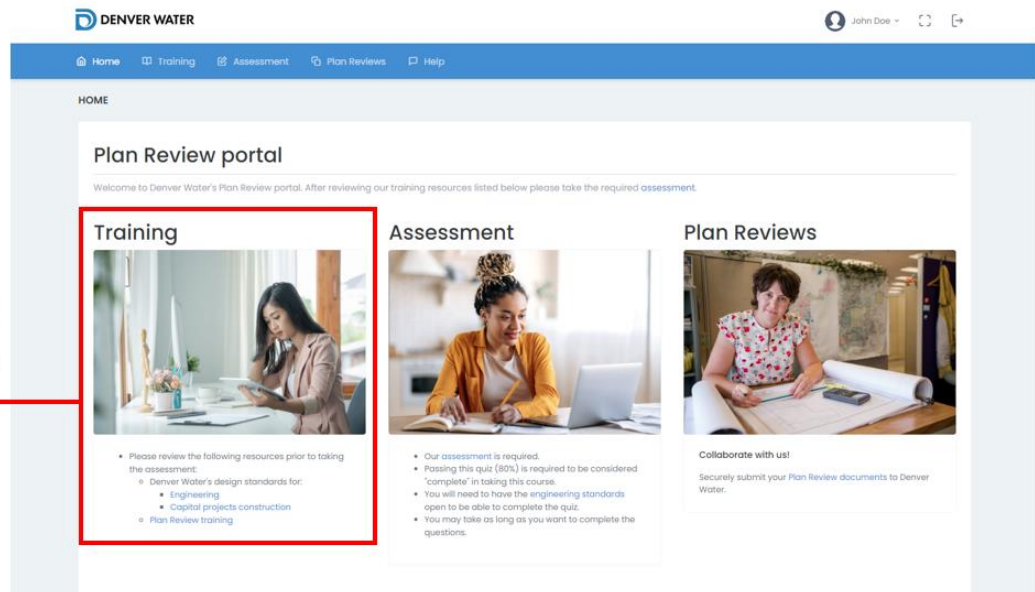


2 Click **Sign in** when the users email and password have been entered.



3

Welcome to the new **Plan Review Portal**! This one-stop shop allows users to engage in training, take the assessment and securely submit Plan Review documents and collaborate with the Plan Review Coordinators.



4

In **Training**, users will find the necessary resources to support the assessment.

Plan Review portal

Welcome to Denver Water's Plan Review portal. After reviewing our training resources listed below please take the required assessment.

Training

- Please review the following resources prior to taking the assessment:
 - Denver Water's design standards for:
 - Engineering
 - Capital projects construction
 - Plan Review training

Assessment

- Our assessment is required.
- Passing this quiz (80%) is required to be considered "complete" in taking this course.
- You will need to have the engineering standards open to be able to complete the quiz.
- You may take as long as you want to complete the questions.

Plan Reviews

Collaborate with us!

Securely submit your Plan Review documents to Denver Water.

5 In **Assessment**, users will find the assessment that is required prior to submitting a Plan Review.

Plan Review portal

Welcome to Denver Water's Plan Review portal. After reviewing our training resources listed below please take the required assessment.

Training

- Please review the following resources prior to taking the assessment:
 - Denver Water's design standards for:
 - Engineering
 - Capital projects construction
 - Plan Review training

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Plan Reviews

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6 In **Plan Reviews**, users will be able to add a New Plan Review Project, Request Existing Project Access and continuously collaborate with Plan Review Coordinators through the Plan Review Process.

Plan Review portal

Welcome to Denver Water's Plan Review portal. After reviewing our training resources listed below please take the required assessment.

Training

- Please review the following resources prior to taking the assessment:
 - Denver Water's design standards for:
 - Engineering
 - Capital projects construction
 - Plan Review training

Assessment

- Our assessment is required.
- Passing this quiz (80%) is required to be considered "complete" in taking this course.
- You will need to have the engineering standards open to be able to complete the quiz.
- You may take as long as you want to complete the questions.

Plan Reviews

Collaborate with us!

Securely submit your Plan Review documents to Denver Water.

7 Users can click **Plan Review documents** to submit or view existing projects.

PLAN REVIEWS

Welcome! We look forward to collaborating with you on your plan reviews. Click the "Add a New Plan Review Project" button to get started.

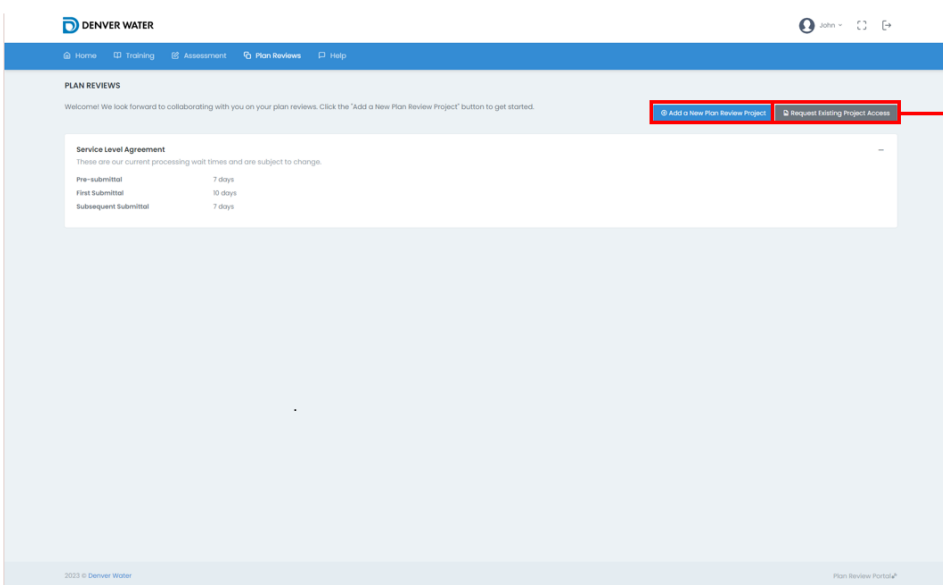
[Add a New Plan Review Project](#) [Request Existing Project Access](#)

| Service Level Agreement | |
|--|---------|
| These are our current processing wait times and are subject to change. | |
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

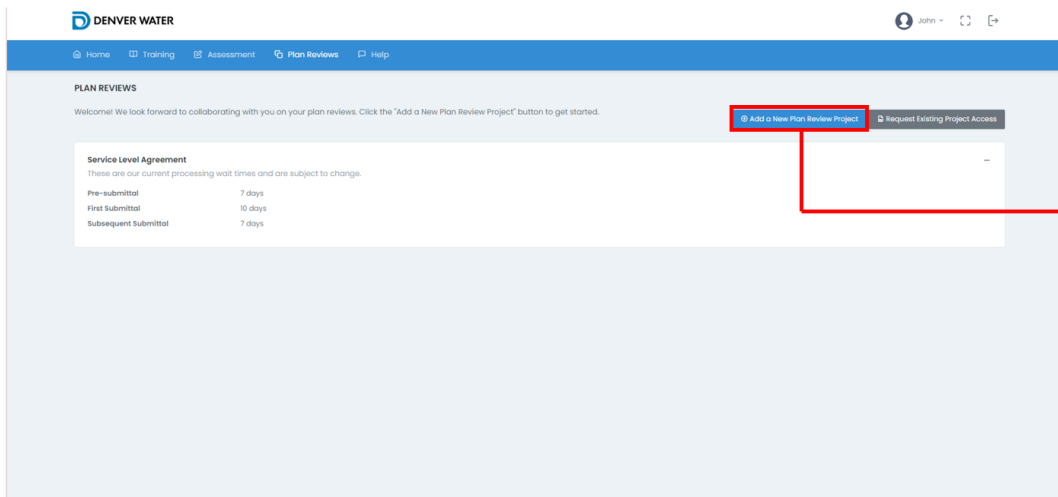
8 Prior to adding a New Plan Review Project or Requesting Access to an Existing Project the user will be directed to the **Plan Reviews Home Page** where they can see the **current processing times** for each stage of the Plan Review Process.

DENVER WATER

Add a New Plan Review is intended for design engineers that are starting a new project. This is where the user will initiate a new project review request.
Existing Plan Review Project Access is intended for when the engineer is looking to collaborate with another design engineer on a project.



9
Users will either select **Add a New Plan Review Project** or **Request Existing Project Access**.



10.A
When users select **Add a New Plan Review Project**, they will be directed to an **Add New Project** popup window.

Add New Project ✕

Please enter the following information and then click Save.

Project Name:

Enter a name for this new project. Note that the Denver Water Plan Review coordinator assigned to this project may change the name you enter.

Project Description:

If other, you can type in another description.

Vicinity, address, or intersection:

11.A

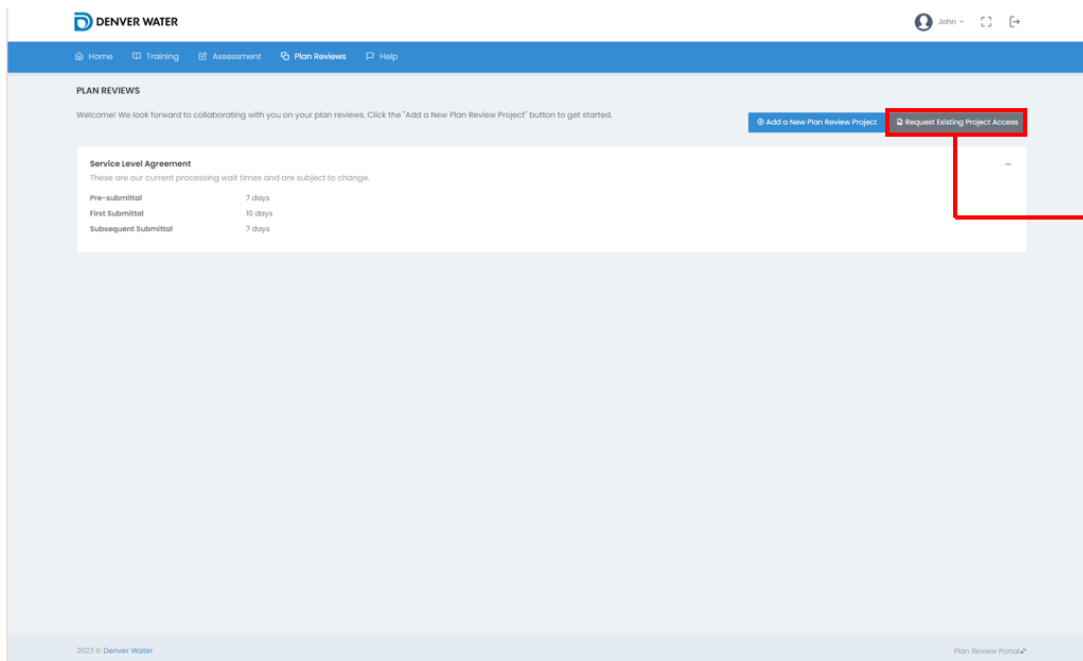
Users will add their **Project Name, Project Description, Vicinity, address, or intersection.** Then click **Save**.

Project Description:

▼

- Commercial
- Multifamily
- Mixed-use
- Residential
- Irrigation
- Other

The **Project Description** dropdown menu will appear, and users will need to select the best option that fits the project.



The screenshot shows the Denver Water Plan Reviews portal. At the top, there is a navigation bar with links for Home, Training, Assessment, Plan Reviews, and Help. Below the navigation bar, there is a "PLAN REVIEWS" section with a welcome message and two buttons: "Add a New Plan Review Project" and "Request Existing Project Access". The "Request Existing Project Access" button is highlighted with a red box. Below the buttons, there is a "Service Level Agreement" section with a table of processing wait times.

| Service Level Agreement | |
|--|---------|
| These are our current processing wait times and are subject to change. | |
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

10.B

When users select **Request Existing Project Access**, they will be directed to a **Request Existing Plan Review Project Access** popup window.

Request Existing Plan Review Project Access X

To request access, enter a description of the project you would like access to. Our plan review coordinators will process your request and will be touch when they are finished.

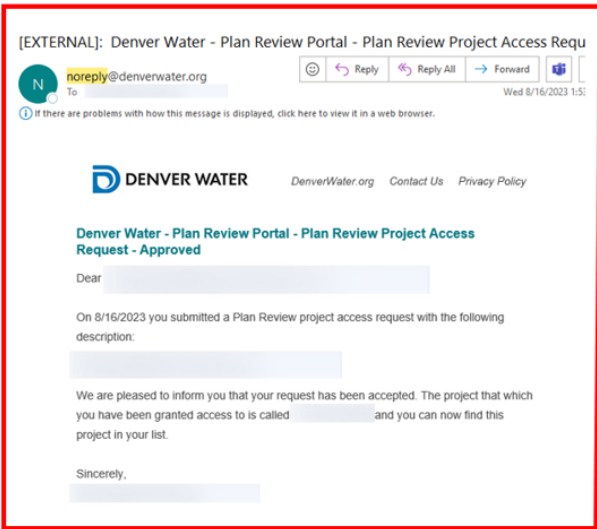
Project Description:

Cancel
Submit Request

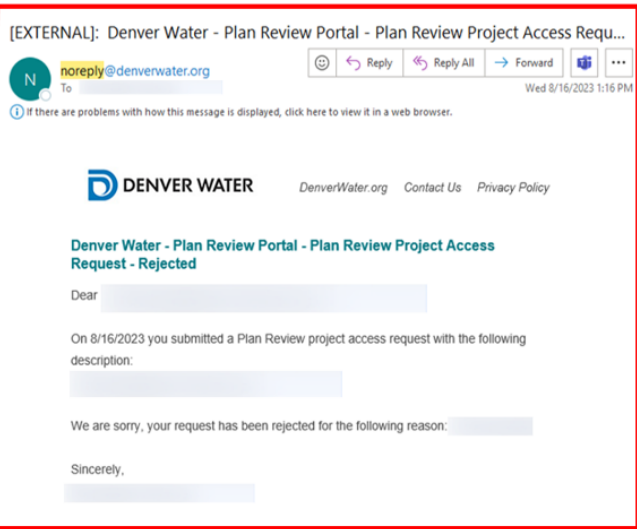
11.B

When submitting a request to an **Existing Plan Review Project** users should provide a Denver Water project ID number, project name and any additional information about the request. Upon review, an alert will be sent via email to inform the user if the request was approved or denied.

Example emails of approved or rejected requests.



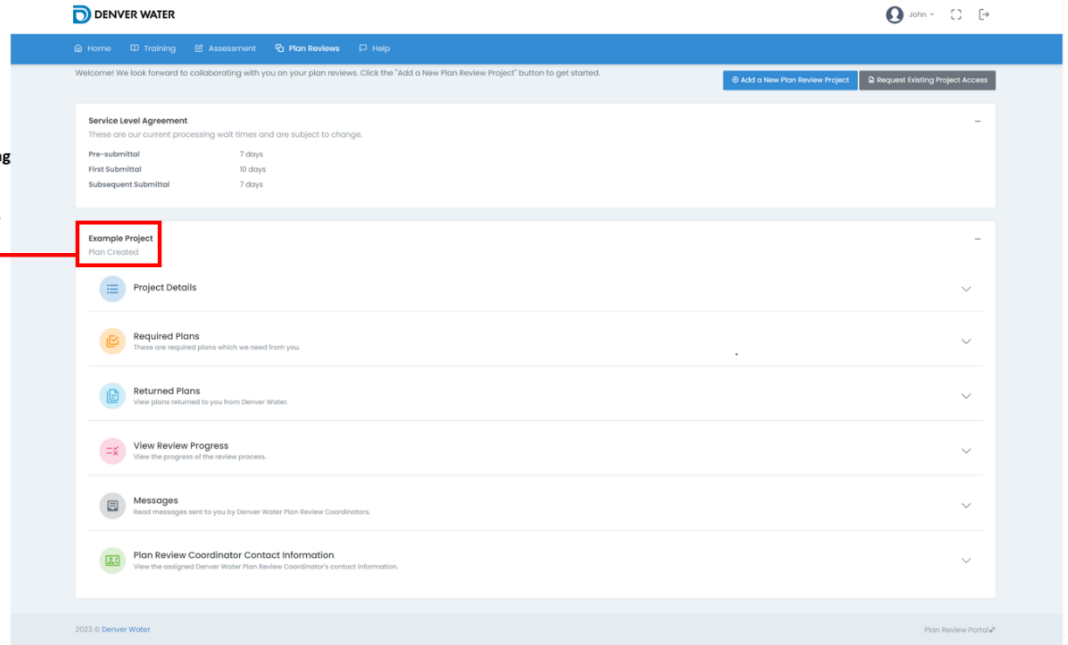
If the request is **accepted** the email will provide the project name and the project will now appear in the user's project list in the Plan View Portal.



If the request is **rejected** the email will provide the reason for rejection.

12

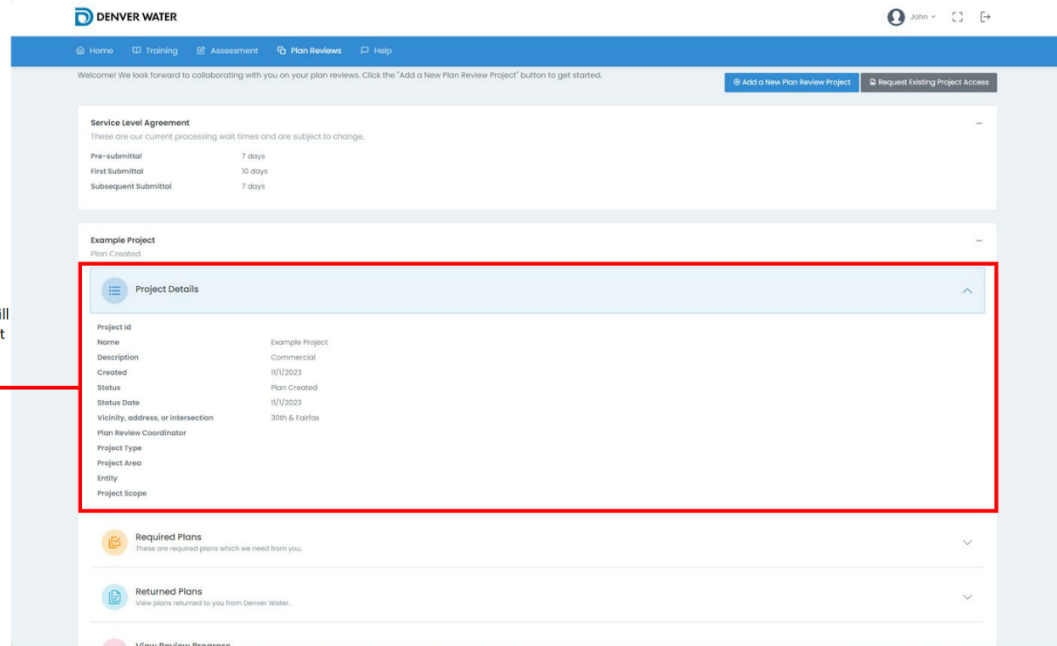
Whether the user added a **New Plan Review Project**, or their access was accepted for an **Existing Project** the project will now show in the Project Header. The Project Header contains the project name and the project status.



The screenshot shows the Denver Water Plan Review Portal interface. At the top, there is a navigation bar with 'Home', 'Training', 'Assessment', 'Plan Reviews', and 'Help'. Below the navigation bar, a welcome message is displayed. The main content area is divided into several sections. The first section is 'Service Level Agreement', which lists processing wait times: Pre-submittal (7 days), First Submittal (10 days), and Subsequent Submittal (7 days). Below this is the 'Example Project' section, which is highlighted with a red box and contains the text 'Plan Created'. Underneath the project header are several expandable sections: 'Project Details', 'Required Plans', 'Returned Plans', 'View Review Progress', 'Messages', and 'Plan Review Coordinator Contact Information'. The footer of the page includes the year '2023' and the text 'Denver Water' and 'Plan Review Portal'.

13

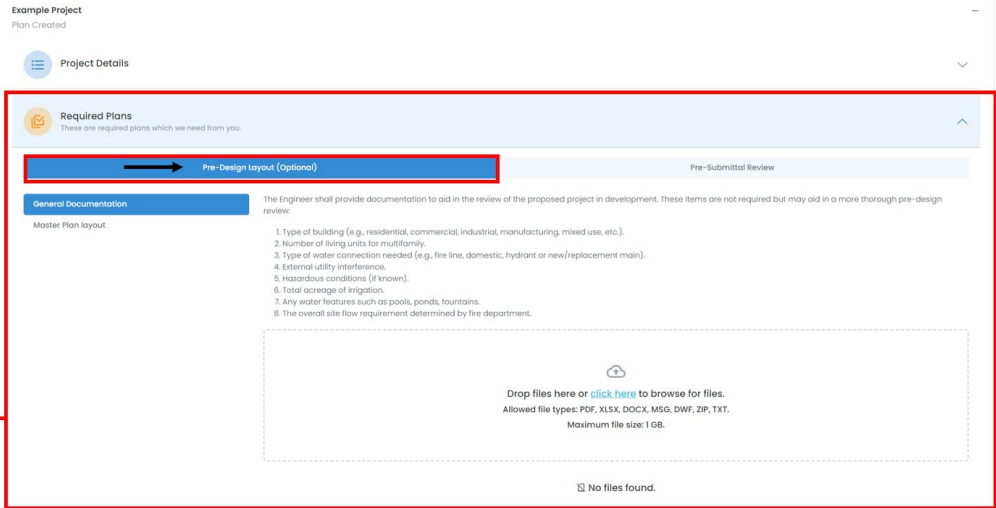
Click on **Project Details** to locate all attributes associated with the project. The attributes will be updated as the project progresses through the Plan Review Process.



The screenshot shows the Denver Water Plan Review Portal interface, similar to the previous one. The 'Example Project' section is expanded to show 'Project Details'. A red box highlights this section, which contains a list of attributes for the project. The attributes are: Project Id, Name (Example Project), Description (Commercial), Created (11/7/2023), Status (Plan Created), Status Date (11/7/2023), and Vicinity, address, or Intersection (30th & Fairfax). Below the project details are sections for 'Required Plans', 'Returned Plans', and 'View Review Progress'. The footer of the page includes the year '2023' and the text 'Denver Water' and 'Plan Review Portal'.

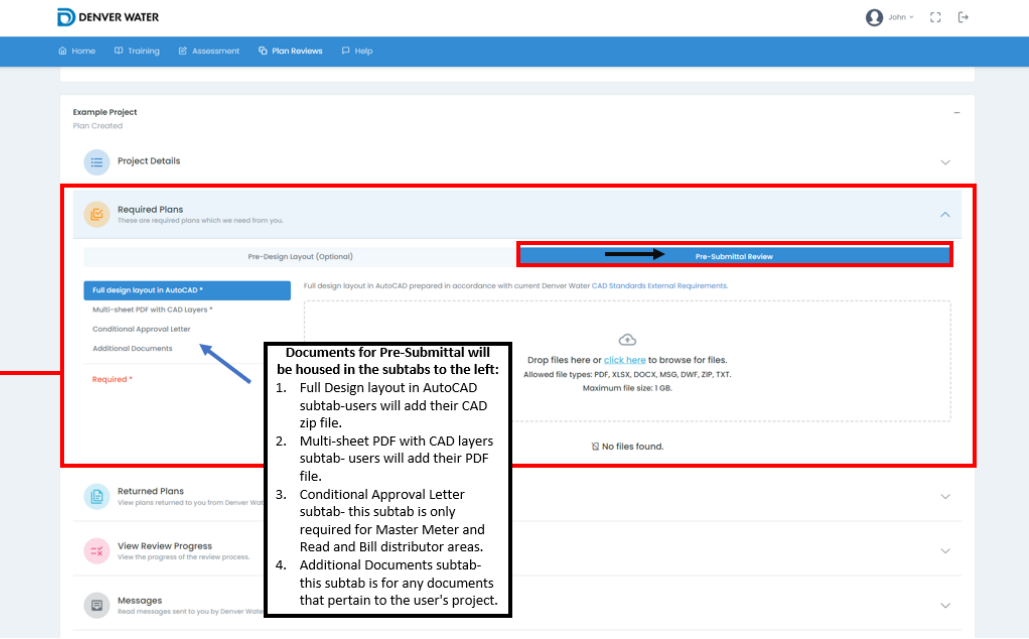
Denver Water's Plan Review Process is five phases that will be completed in sequential order and will be covered in steps 14-18. Note that step 14 is *optional*.

14 Clicking into **Required Plans** and selecting **Pre-Design Layout** will take the user to phase 1 of the Plan Review Process. This part of the process is for conceptual reviews and is optional. For this review to be beneficial it is encouraged to include site Fire Flow Requirements. In order to submit the review drop documents listed in the designated area. Note that only one document is needed to initiate the review and all Pre-Design Layout submissions will lead to a meeting. If the user does not need a Pre-Design Layout, please move on to Pre-Submittal Review.



When ready to submit **Pre-Design Layout (Optional)** [click here.](#)

15 Clicking into **Required Plans** and selecting **Pre-Submittal Review** will take the user to phase 2 of the Plan Review Process. Pre-Submittal Review is a preliminary review that includes verification of CAD Standards, Easement Requirements, and accuracy of Denver Water's asset locations. Once the Pre-Submittal Review has been reviewed by Denver Water the status of the project will be update to Plan returned to user and can be found in **Returned Plans**.



When ready to submit **Pre-Submittal Review** [click here.](#)



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16

Clicking into **Required Plans** and selecting **Formal Plan Submittal** will take the user to phase 3 of the Plan Review Process. This submittal is sent to all review disciplines within Denver Water, which is the longest review time.

Documents for Formal Plan Submittal will be housed in the subtabs to the left:

1. Formal Comment Response Letter
2. Full Design Layout in AutoCAD
3. Multi-sheet PDF with CAD Layers
4. Multi-sheet PDF with fire and P.E. Stamp
5. Fire Line/Domestic/Irrigation Connection Demand Form
6. Fixture Count Worksheet
7. Easement Package
8. Additional Documents – as needed.

*as the user progresses through the process, when the Required Plans section is open the view will automatically default to the correct tab.

When ready to submit **Formal Plan Submittal** [click here.](#)

17

Clicking into **Required Plans** and selecting **Subsequent Plan Submittal** will take the user to phase 4 of the Plan Review Process. Subsequent Submittal Reviews will be required until all outstanding comments have been addressed. *Typically, there are 3 Subsequent Review Cycles.

Documents for Subsequent Plan Submittals will be housed in the subtabs to the left:

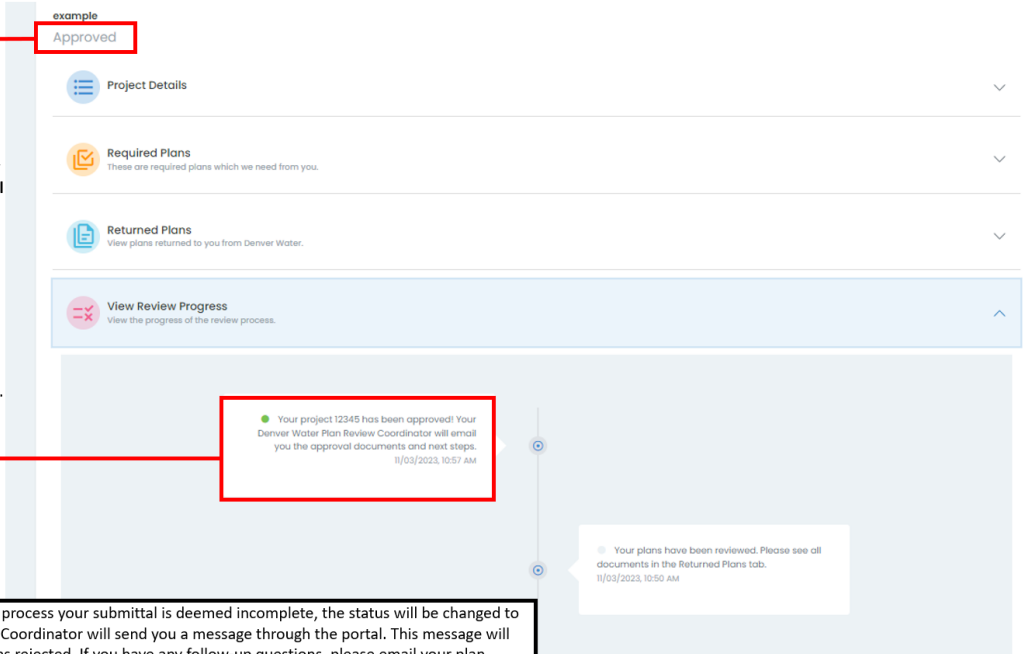
1. Comment Response
2. Multi-sheet PDF with CAD Layers
3. Full design layout in AutoCAD
4. All Recorded Easement Documents
5. Additional Documents

*The Subsequent Plan Submittals tab will be used repeatedly for all subsequent submittals.

When ready to submit **Subsequent Plan Submittals** [click here.](#)

18

Phase 5 of the Plan Review Process is **Project Approval** once the users design has been viewed and accepted without design comments the user will receive a status update of **"Approved."** The Plan Review Coordinator will email the final approved plans and next steps for construction.



The screenshot shows a user interface for a plan review project. At the top, the status is labeled 'example Approved'. Below this are several sections: 'Project Details', 'Required Plans' (with a sub-note 'These are required plans which we need from you.'), 'Returned Plans' (with a sub-note 'View plans returned to you from Denver Water.'), and 'View Review Progress' (with a sub-note 'View the progress of the review process.'). A central notification message states: 'Your project 12345 has been approved! Your Denver Water Plan Review Coordinator will email you the approval documents and next steps. 1/03/2023, 10:57 AM'. A second, smaller notification below it says: 'Your plans have been reviewed. Please see all documents in the Returned Plans tab. 1/03/2023, 10:50 AM'.

*If at any point during the review process your submittal is deemed incomplete, the status will be changed to **"Rejected"** and your Plan Review Coordinator will send you a message through the portal. This message will inform you why your submittal was rejected. If you have any follow-up questions, please email your plan review coordinator.

Denver Water - Plan Review Portal - Plan Review Project 12345 - Status Update

Dear [Redacted],

Plan Review project 12345 has had its status updated to Approved.

Sincerely,

[Redacted Signature]

Example of an Approval Email.



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19

In **Returned plans** the user will receive comments, redlines and any other review documents from the Denver Water Review Team.

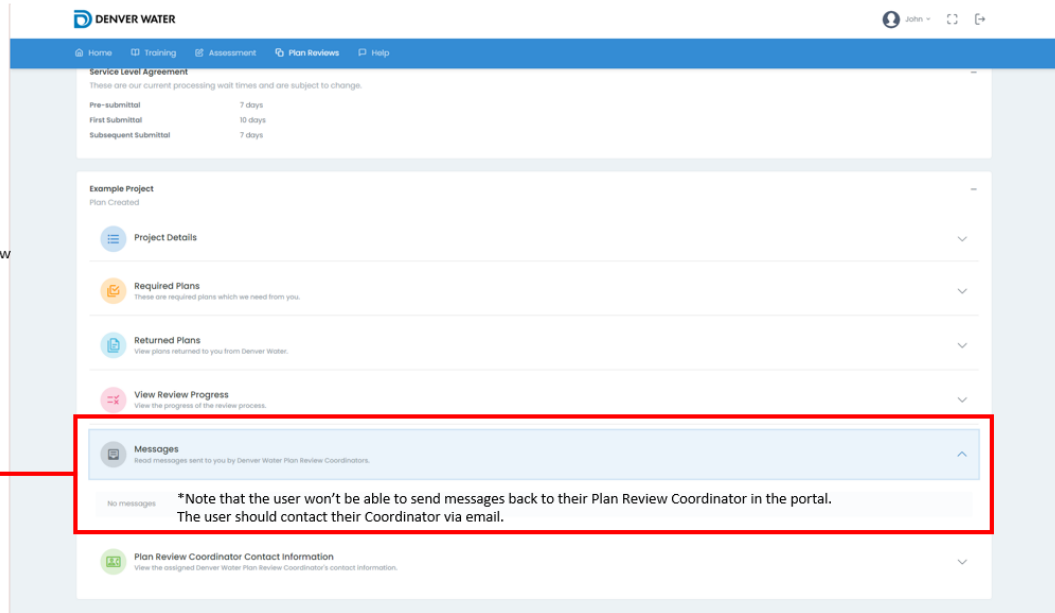
The screenshot shows the Denver Water Plan Reviews interface. The top navigation bar includes Home, Training, Assessment, Plan Reviews, and Help. The main content area is titled 'Example Project' and contains several sections: Project Details, Required Plans, Returned Plans, View Review Progress, Messages, and Plan Review Coordinator Contact information. The 'Returned Plans' section is highlighted with a red box and contains a sub-section for 'Pre-Design Layout (Optional)' and 'Pre-Submittal Review'. Under 'Pre-Design Layout (Optional)', there are three items: 'Full design layout in AutoCAD *', 'Multi-sheet PDF with CAD Layers *', and 'Conditional Approval Letter'. Under 'Pre-Submittal Review', there is a message that says 'No files found.' Below the 'Returned Plans' section, there are three more sections: 'View Review Progress', 'Messages', and 'Plan Review Coordinator Contact information'.

20

View Review Progress is a high-level timeline of the user's project. All status changes will be displayed in this tab, which will inform the user where they are at in the process.

The screenshot shows the Denver Water Plan Reviews interface. The top navigation bar includes Home, Training, Assessment, Plan Reviews, and Help. The main content area is titled 'Service Level Agreement' and contains several sections: Service Level Agreement, Example Project, Returned Plans, View Review Progress, Messages, and Plan Review Coordinator Contact information. The 'View Review Progress' section is highlighted with a red box and contains a timeline of events. The first event is 'Plan created' on 11/01/2023, 12:29 PM. Below the 'View Review Progress' section, there are three more sections: 'Messages', 'Plan Review Coordinator Contact information', and 'Service Level Agreement'.

21
 In Messages the user's Plan Review Coordinator will communicate important information through this tab. The user will receive an email alert when a message is transmitted .



Service Level Agreement
 These are our current processing wait times and are subject to change.

| | |
|----------------------|---------|
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

Example Project
 Plan Created

- Project Details
- Required Plans
These are required plans which we need from you.
- Returned Plans
View plans returned to you from Denver Water.
- View Review Progress
View the progress of the review process.
- Messages**
Send messages sent to you by Denver Water Plan Review Coordinators.
- Plan Review Coordinator Contact Information
View the assigned Denver Water Plan Review Coordinator's contact information.

***Note that the user won't be able to send messages back to their Plan Review Coordinator in the portal. The user should contact their Coordinator via email.**

Denver Water - Plan Review Portal - Plan Review Project 12345 - New Message

Dear [Redacted]

You have a new message in the online plan review portal for plan 12345. Please log in to view.

Sincerely,
 [Redacted]

Example of a New Message email.

This email was sent by
 Denver Water
 1600 West 12th Ave.
 Denver, CO 80204
 303-893-2444





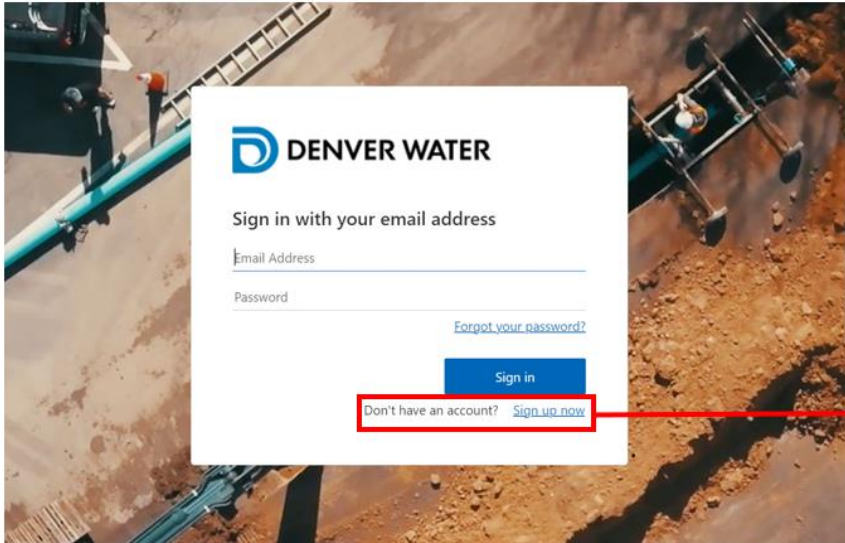
DENVER WATER

22

In the **Plan Review Coordinator Contact Information** tab the user will find who the Plan Review Coordinator is on the project and their contact information. The Plan Review Coordinator's information will appear when they are assigned to the project.

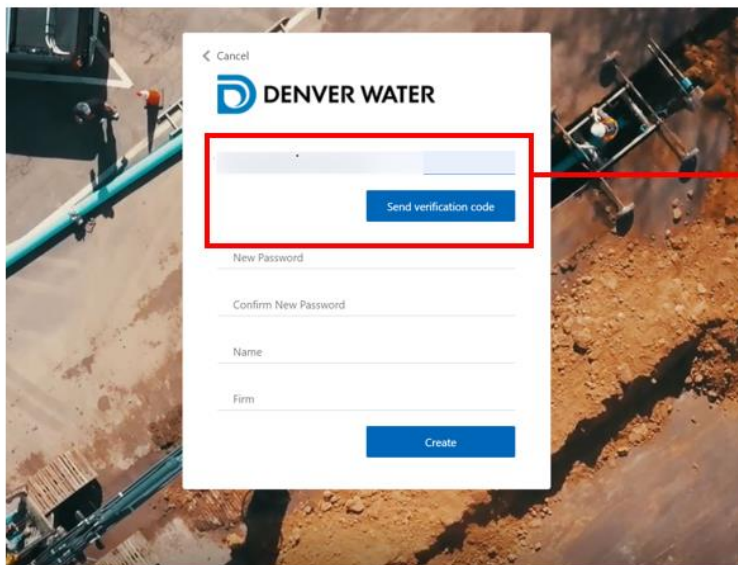
DENVER WATER

New Customers Login & Portal Introduction



1

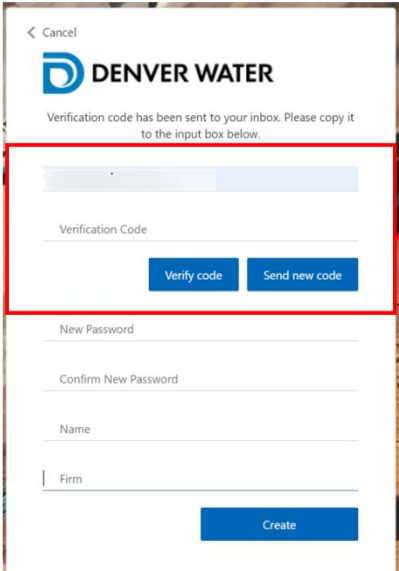
New customers will click **Sign up now**.



2

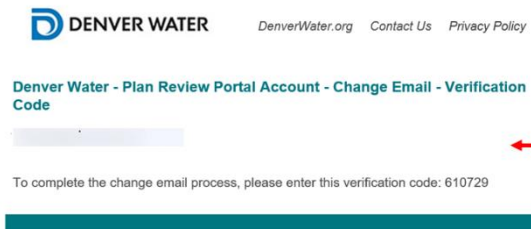
Users will enter their **email** and then click **Send verification code**. A verification code will be sent to the email provided.

DENVER WATER



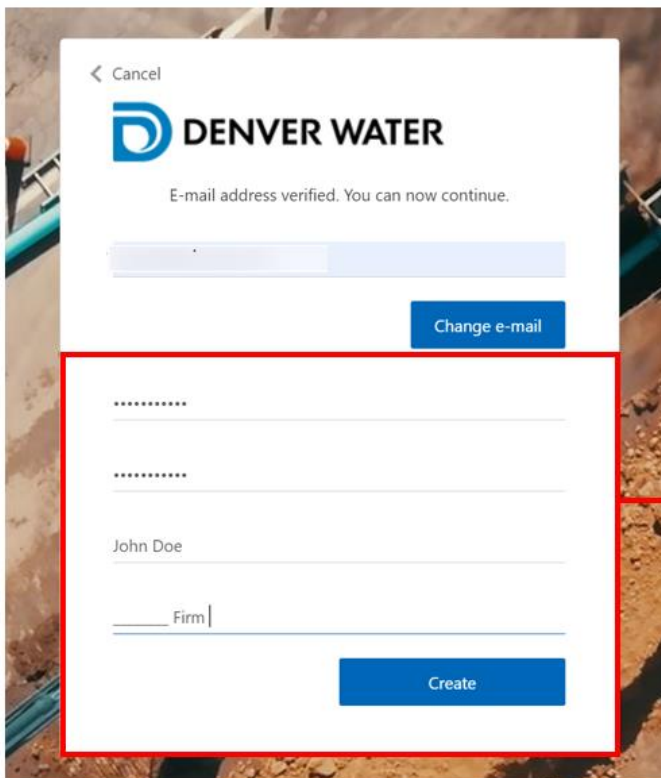
Mobile app verification screen. At the top, it says "DENVER WATER" and "Verification code has been sent to your inbox. Please copy it to the input box below." Below this is a text input field for the verification code. There are two buttons: "Verify code" and "Send new code". Below the code field are fields for "New Password", "Confirm New Password", "Name", and "Firm", followed by a "Create" button.

3 Users will verify their email by clicking the verification code from the email and then click **Verify Code**.



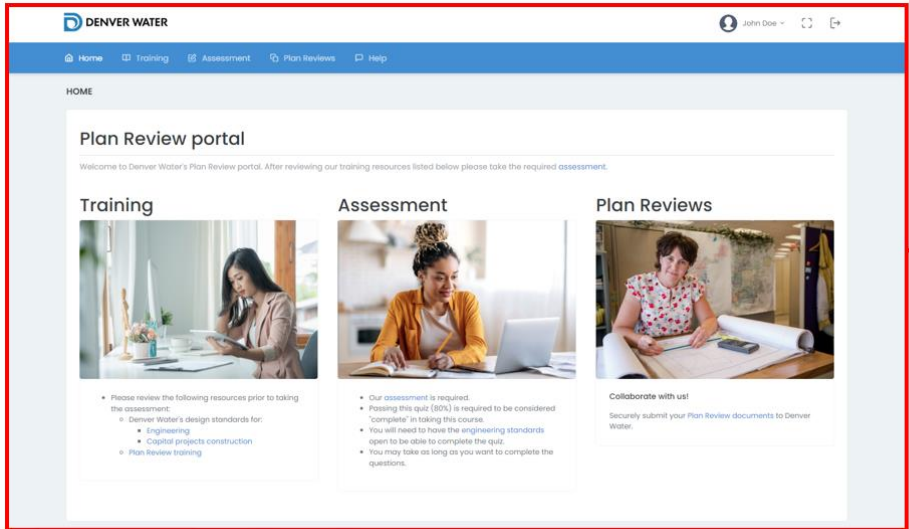
Web browser verification page. It features the Denver Water logo and navigation links: "DenverWater.org", "Contact Us", and "Privacy Policy". The main heading is "Denver Water - Plan Review Portal Account - Change Email - Verification Code". Below is a text input field for the verification code. A red arrow points to this field from a box on the right. Below the input field, it says "To complete the change email process, please enter this verification code: 610729".

Example of a Verification Email.



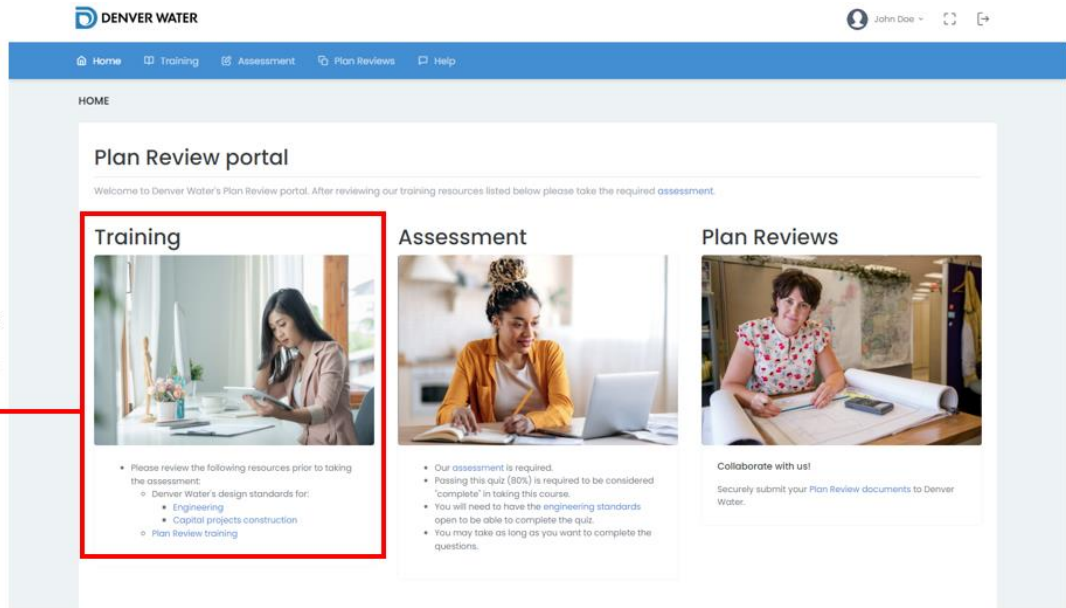
Mobile app account creation screen. It says "DENVER WATER" and "E-mail address verified. You can now continue." Below is a "Change e-mail" button. A red box highlights the registration form fields: two password fields (indicated by dots), "Name" (with "John Doe" as an example), and "Firm". A "Create" button is at the bottom.

4 For users to make an account they will need to provide a **password**, **their name** and **name of the firm** and then click **Create**.



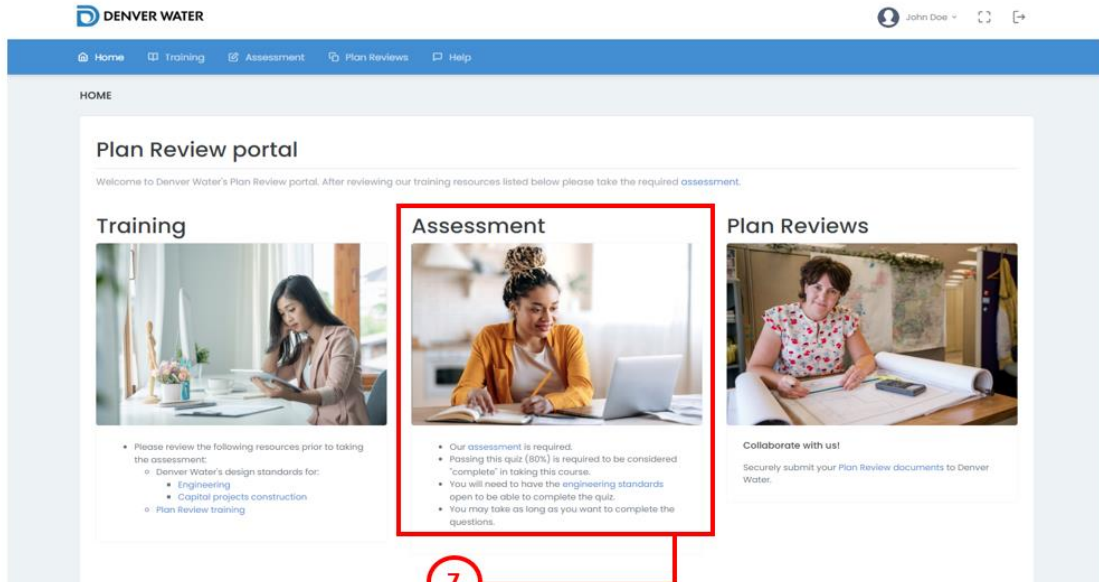
5

Welcome to the new **Plan Review Portal!** This one-stop shop allows users to engage in training, take the assessment, securely submit Plan Review documents and collaborate with the Plan Review Coordinators.

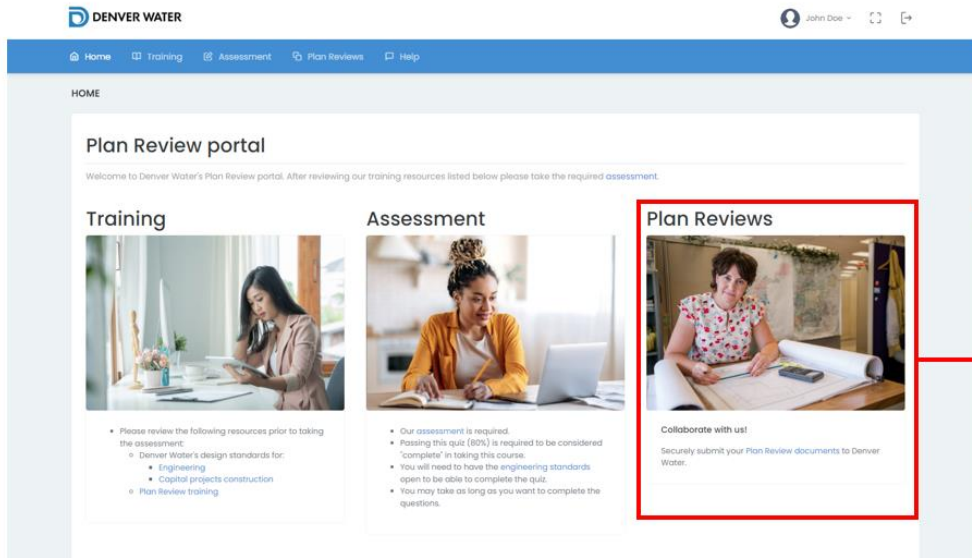


6

In **Training**, users will find the necessary resources to support the assessment.



7 In **Assessment**, users will find the assessment that is required prior to submitting a Plan Review.



8 In **Plan Reviews**, users will be able to add a New Plan Review Project, Request Existing Project Access and continuously collaborate with Plan Review Coordinators through the Plan Review Process.

HOME

Plan Review portal

Welcome to Denver Water's Plan Review portal. After reviewing our training resources listed below please take the required assessment.

Training

- Please review the following resources prior to taking the assessment:
 - Denver Water's design standards for:
 - Engineering
 - Capital projects construction
 - Plan Review training

Assessment

- Our assessment is required.
- Passing this quiz (80%) is required to be considered "complete" in taking this course.
- You will need to have the engineering standards open to be able to complete the quiz.
- You may take as long as you want to complete the questions.

Plan Reviews

Collaborate with us!

Securely submit your Plan Review documents to Denver Water.

9 Users can click **Plan Review documents** to submit or view existing projects.

PLAN REVIEWS

Welcome! We look forward to collaborating with you on your plan reviews. Click the "Add a New Plan Review Project" button to get started.

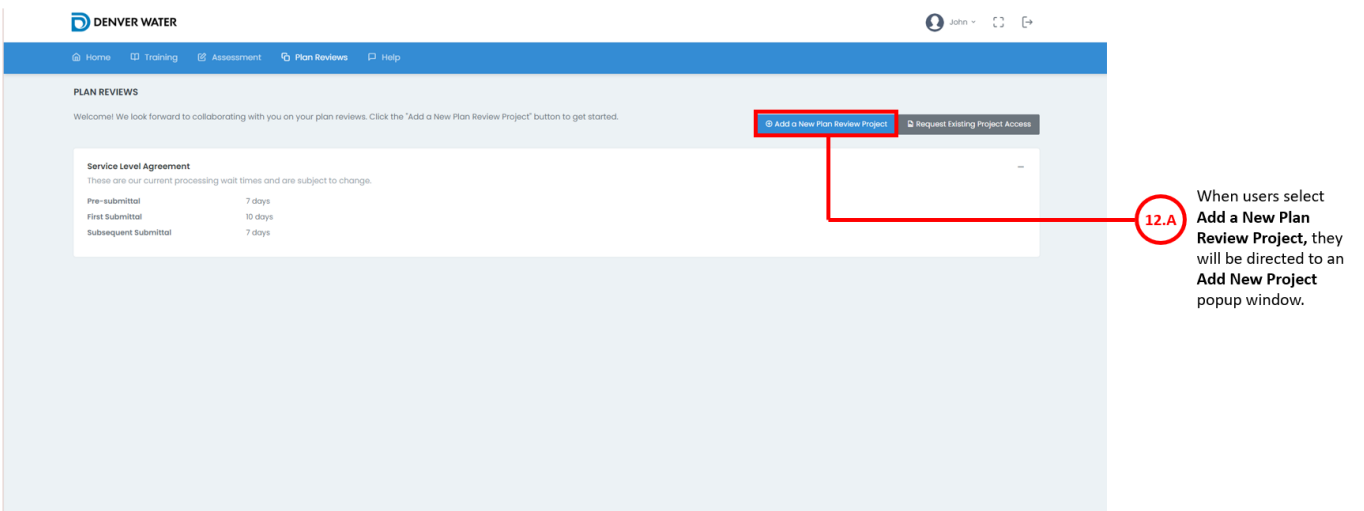
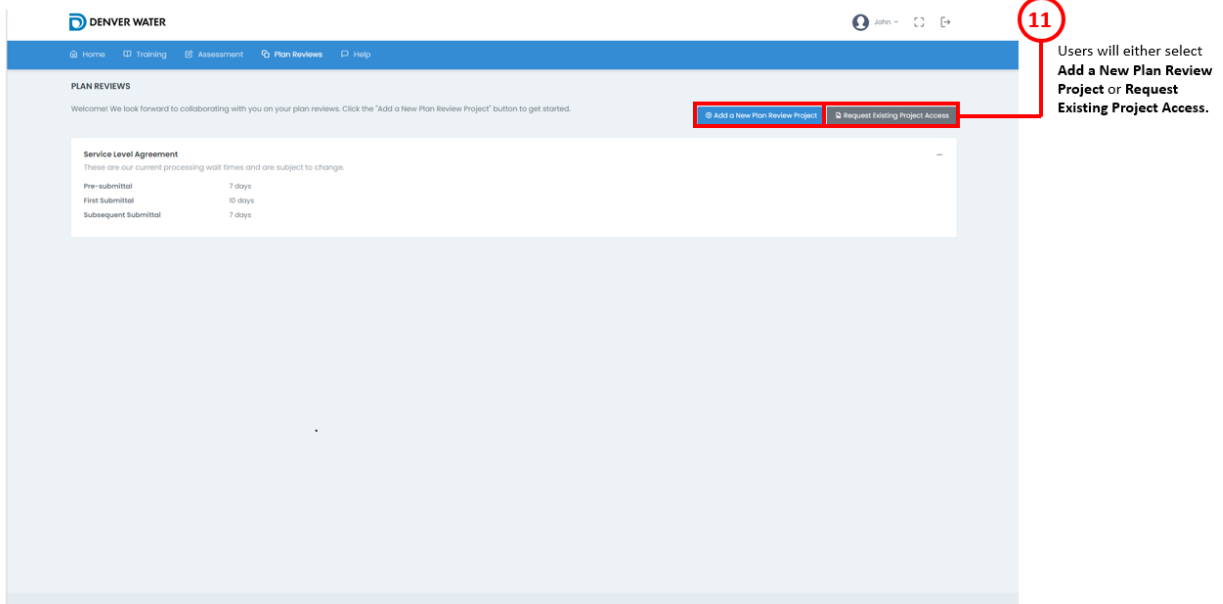
[Add a New Plan Review Project](#)
[Request Existing Project Access](#)

| Service Level Agreement | |
|--|---------|
| These are our current processing wait times and are subject to change. | |
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

10 Prior to adding a New Plan Review Project or Requesting Access to an Existing Project the user will be directed to the **Plan Reviews Home Page** where they can see the **current processing times** for each stage of the Plan Review Process.

DENVER WATER

Add a New Plan Review is intended for design engineers that are starting a new project. This is where the user will initiate a new project review request.
Existing Plan Review Project Access is intended for when the engineer is looking to collaborate with another design engineer on a project.



Add New Project ✕

Please enter the following information and then click Save.

Project Name:

Enter a name for this new project. Note that the Denver Water Plan Review coordinator assigned to this project may change the name you enter.

Project Description:

If other, you can type in another description.

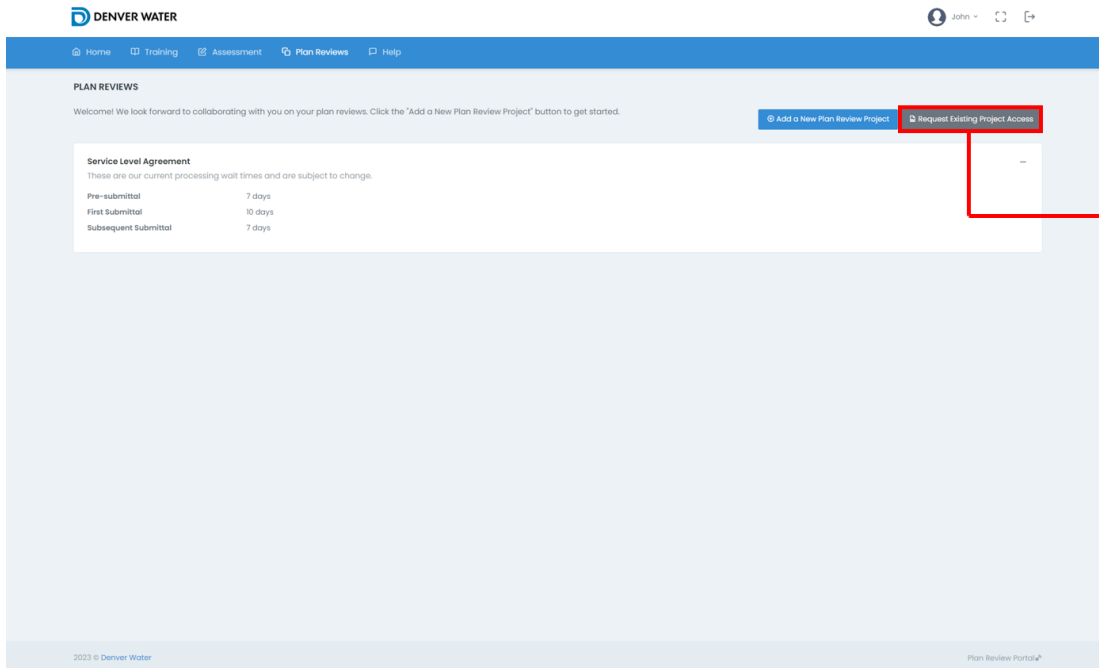
Vicinity, address, or intersection:

13.A Users will add their **Project Name, Project Description, Vicinity, address, or intersection.** Then click **Save**.

Project Description:

- Commercial
- Multifamily
- Mixed-use
- Residential
- Irrigation
- Other

The **Project Description** dropdown menu will appear, and users will need to select the best option that fits the project.



DENVER WATER

Home Training Assessment Plan Reviews Help

PLAN REVIEWS

Welcome! We look forward to collaborating with you on your plan reviews. Click the "Add a New Plan Review Project" button to get started.

Service Level Agreement
 These are our current processing wait times and are subject to change.

| | |
|----------------------|---------|
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

2023 © Denver Water Plan Review Portal®

12.B When users **Request Existing Project Access**, they will be directed to a **Request Existing Plan Review Project Access** popup window.

Request Existing Plan Review Project Access ✕

To request access, enter a description of the project you would like access to. Our plan review coordinators will process your request and will be touch when they are finished.

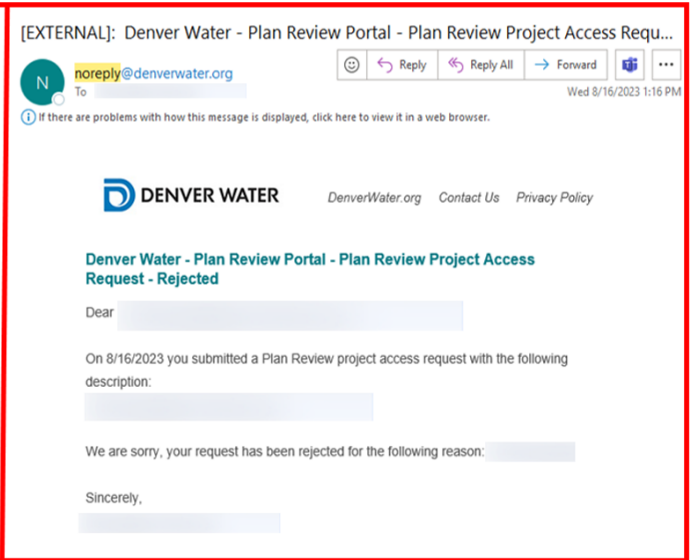
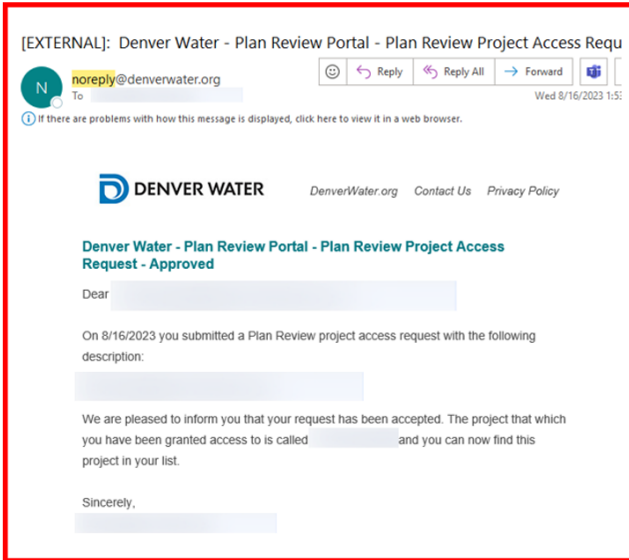
Project Description:

Cancel
Submit Request

13.B

When submitting a request to an **Existing Plan Review Project** users should provide a Denver Water project ID number, project name, and any additional information about their request. Upon review, an alert will be sent via email to inform the user if the request was approved or denied.

Example emails of approved or rejected requests.

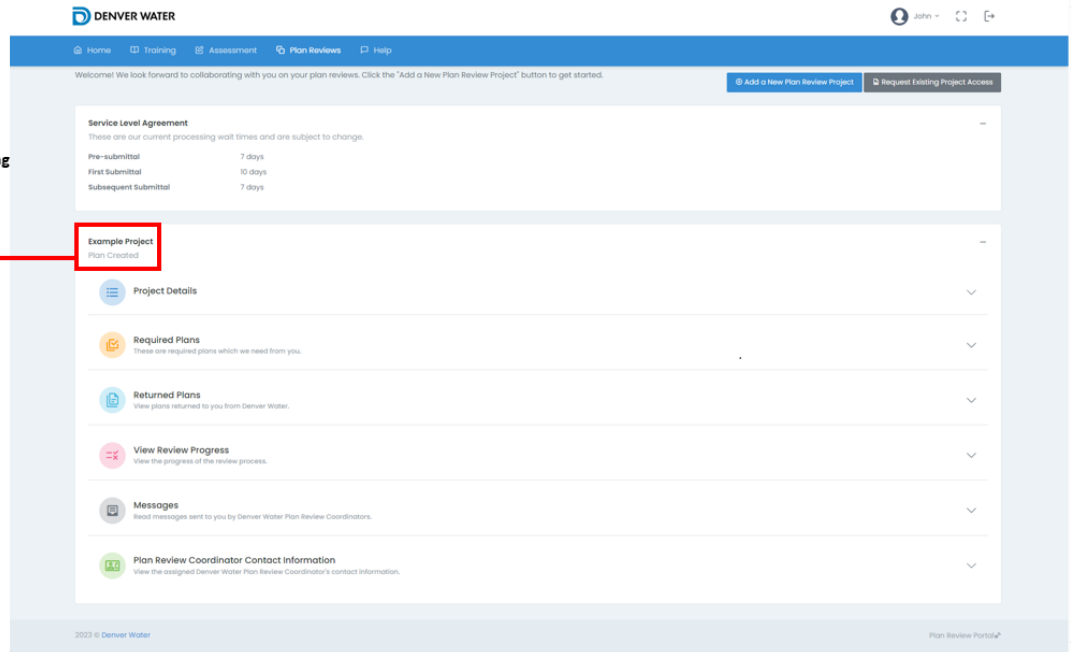


If the request is **accepted** the email will provide the project name and the project will now appear in the user's project list in the Plan View Portal.

If the request is **rejected** the email will provide the reason for rejection.

14

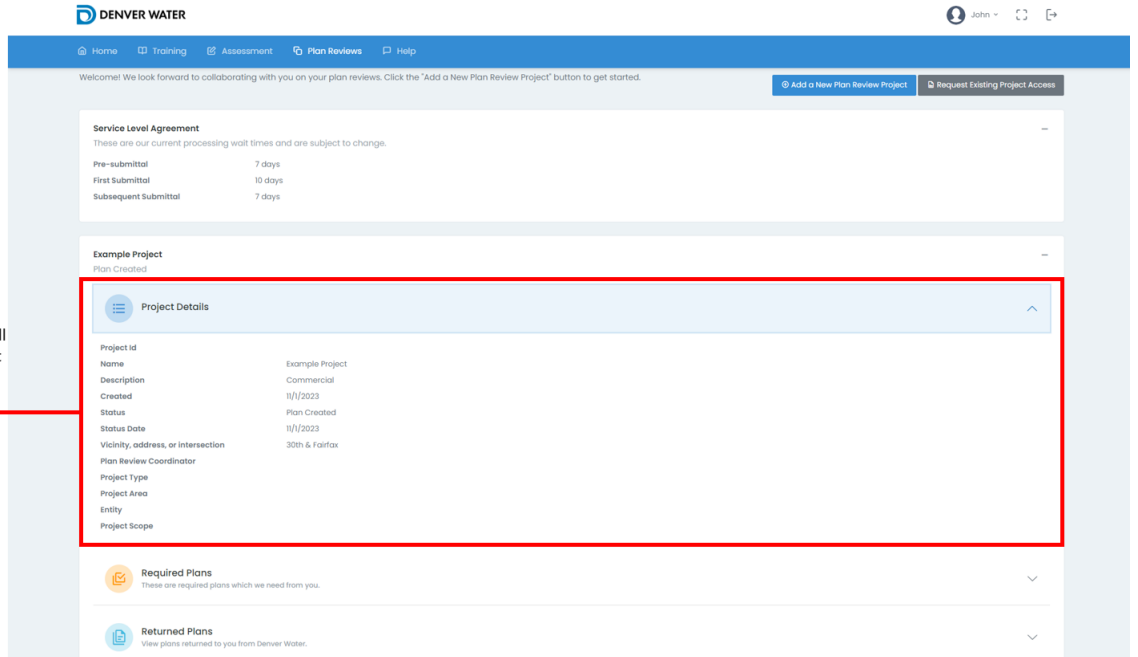
Whether the user added a **New Plan Review Project**, or their access was accepted for an **Existing Project** the project will now show in the Project Header. The Project Header contains the project name and the project status.



The screenshot shows the Denver Water Plan Review Portal interface. At the top, there is a navigation bar with links for Home, Training, Assessment, Plan Reviews, and Help. Below the navigation bar, a welcome message is displayed. The main content area is divided into several sections: Service Level Agreement, Example Project (highlighted with a red box), Project Details, Required Plans, Returned Plans, View Review Progress, Messages, and Plan Review Coordinator Contact Information. The Example Project section shows the project name 'Example Project' and the status 'Plan Created'.

15

Click on **Project Details** to locate all attributes associated with the project. The attributes will be updated as the project progresses through the Plan Review Process.



The screenshot shows the Denver Water Plan Review Portal interface, focusing on the 'Project Details' section. The 'Project Details' section is highlighted with a red box and contains the following information:

| | |
|------------------------------------|-----------------|
| Project id | |
| Name | Example Project |
| Description | Commercial |
| Created | 11/1/2023 |
| Status | Plan Created |
| Status Date | 11/1/2023 |
| Vicinity, address, or intersection | 30th & Fairfax |
| Plan Review Coordinator | |
| Project Type | |
| Project Area | |
| Entity | |
| Project Scope | |

Below the 'Project Details' section, there are sections for 'Required Plans' and 'Returned Plans'.

D DENVER WATER

Denver Water's Plan Review Process is five phases that will be completed in sequential order and will be covered in steps 16-20. Note that step 16 is *optional*.

16

Clicking into **Required Plans** and selecting **Pre-Design Layout** will take the user to phase 1 of the Plan Review Process. This part of the process is for conceptual reviews and is optional. For this review to be beneficial it is encouraged to include site Fire Flow Requirements. In order to submit the review drop documents listed in the designated area. Note that only one document is needed to initiate the review and all Pre-Design Layout submissions will lead to a meeting. If the user does not need a Pre-Design Layout, please move on to Pre-Submittal Review.

When ready to submit **Pre-Design Layout (Optional)** [click here](#).

17

Clicking into **Required Plans** and selecting **Pre-Submittal Review** will take the user to phase 2 of the Plan Review Process. Pre-Submittal Review is a preliminary review that includes verification of CAD Standards, Easement Requirements, and accuracy of Denver Water's asset locations. Once the Submittal Review has been reviewed by Denver Water the status of the project will be update to Plan returned to user and can be found in **Returned Plans**.

When ready to submit **Pre-Submittal Review** [click here](#).



DENVER WATER

18

Clicking into **Required Plans** and selecting **Formal Plan Submittal** will take the user to phase 3 of the Plan Review Process. This submittal is sent to all review disciplines within Denver Water, which is the longest review time.

Documents for Formal Plan Submittal will be housed in the subtabs to the left-

1. Formal Comment Response Letter
2. Full Design Layout in AutoCAD
3. Multi-sheet PDF with CAD Layers
4. Multi-sheet PDF with fire and P.E. Stamp
5. Fire Line/Domestic/Irrigation Connection Demand Form
6. Fixture Count Worksheet
7. Easement Package
8. Additional Documents – as needed.

*as the user progresses through the process, when the Required Plans section is open the view will automatically default to the correct tab.

When ready to submit **Formal Plan Submitted** [click here.](#)

19

Clicking into **Required Plans** and selecting **Subsequent Plan Submittal** will take the user to phase 4 of the Plan Review Process. Subsequent Submittal Reviews will be required until all outstanding comments have been addressed. *Typically, there are 3 Subsequent Review Cycles.

Documents for Subsequent Plan Submittals will be housed in the subtabs to the left-

1. Comment Response
2. Multi-sheet PDF with CAD Layers
3. Full design layout in AutoCAD
4. All Recorded Easement Documents
5. Additional Documents

*The Subsequent Plan Submittals tab will be used repeatedly for all subsequent submittals.

When ready to submit **Subsequent Plan Submittals** [click here.](#)

20 Phase 5 of the Plan Review Process is **Project Approval** once the users design has been viewed and accepted without design comments the user will receive a status update of **"Approved."** The Plan Review Coordinator will email the final approved plans and next steps for construction.


Approved

- Project Details
- Required Plans
These are required plans which we need from you.
- Returned Plans
View plans returned to you from Denver Water.
- View Review Progress
View the progress of the review process.

Your project 12345 has been approved! Your Denver Water Plan Review Coordinator will email you the approval documents and next steps.
11/03/2023, 10:57 AM

Your plans have been reviewed. Please see all documents in the Returned Plans tab.
11/03/2023, 10:50 AM

*If at any point during the review process your submittal is deemed incomplete, the status will be changed to **"Rejected"** and your Plan Review Coordinator will send you a message through the portal. This message will inform you why your submittal was rejected. If you have any follow-up questions, please email your plan review coordinator.



DenverWater.org Contact Us Privacy Policy

Denver Water - Plan Review Portal - Plan Review Project 12345 - Status Update

Dear [Redacted]

Plan Review project 12345 has had its status updated to Approved.

Sincerely,
[Redacted]

Example of an Approval Email



DENVER WATER

21

In **Returned plans** the user will receive comments, redlines, and any other review documents from the Denver Water Review Team.

The screenshot shows the Denver Water Plan Reviews interface. The top navigation bar includes Home, Training, Assessment, Plan Reviews, and Help. The main content area is titled 'Example Project' and contains several sections: Project Details, Required Plans, Returned Plans, View Review Progress, Messages, and Plan Review Coordinator Contact Information. The 'Returned Plans' section is highlighted with a red box and contains a table with two columns: 'Pre-Design Layout (Optional)' and 'Pre-Submittal Review'. The table lists items such as 'Full design layout in AutoCAD *', 'Multi-sheet PDF with CAD Layers *', 'Conditional Approval Letter', and 'Additional Documents'. The 'Pre-Submittal Review' column shows 'No files found'.

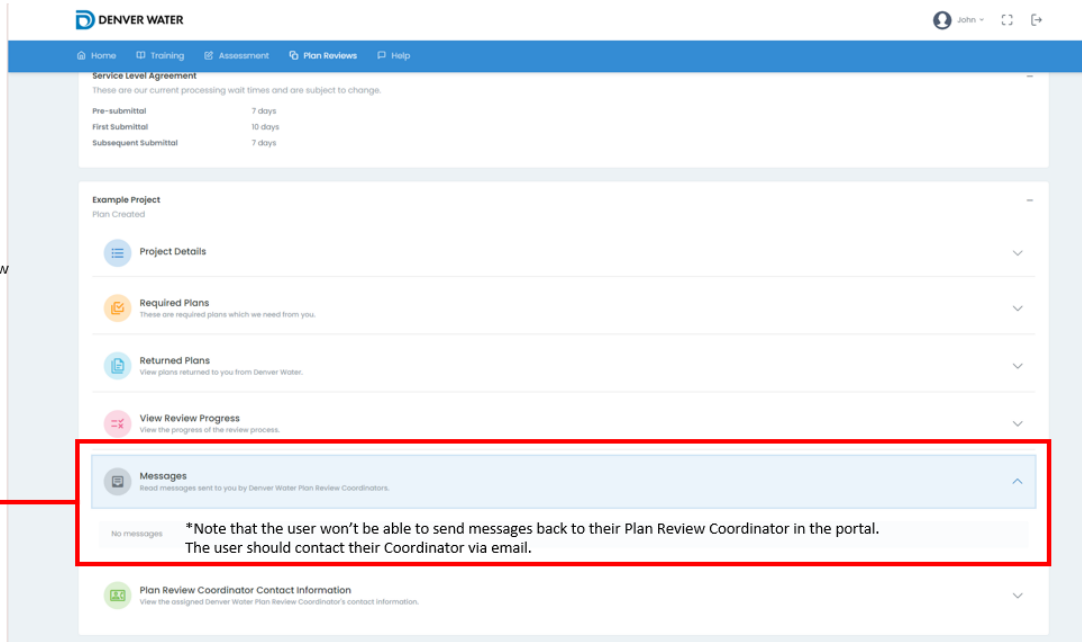
22

View Review Progress is a high-level timeline of the user's project. All status changes will be displayed in this tab which will inform the user where they are at in the process.

The screenshot shows the Denver Water Plan Reviews interface. The top navigation bar includes Home, Training, Assessment, Plan Reviews, and Help. The main content area is titled 'Service Level Agreement' and contains several sections: Service Level Agreement, Example Project, Project Details, Required Plans, Returned Plans, View Review Progress, Messages, and Plan Review Coordinator Contact Information. The 'View Review Progress' section is highlighted with a red box and shows a timeline of events. A single event is visible: 'Plan created' on 11/01/2023, 12:29 PM.

23

In **Messages** the user's Plan Review Coordinator will communicate important information through this tab. The user will receive an email alert when a message is transmitted .



Service Level Agreement
These are our current processing wait times and are subject to change.

| | |
|----------------------|---------|
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

Example Project
Plan Created

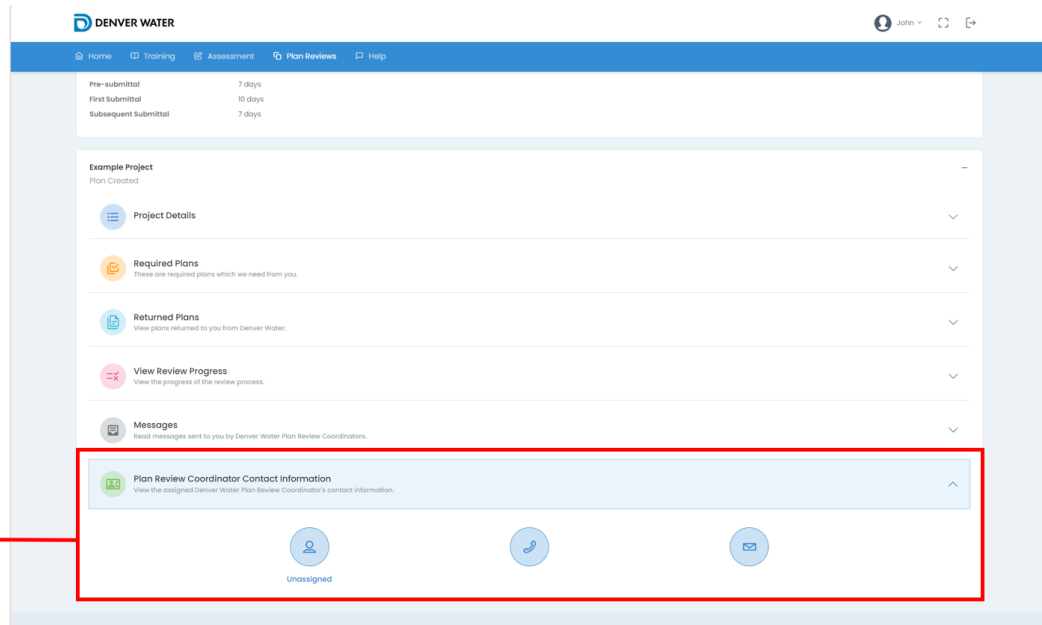
- Project Details
- Required Plans
These are required plans which we need from you.
- Returned Plans
View plans returned to you from Denver Water.
- View Review Progress
View the progress of the review process.
- Messages**
Read messages sent to you by Denver Water Plan Review Coordinators.
- Plan Review Coordinator Contact Information
View the assigned Denver Water Plan Review Coordinator's contact information.

No messages

***Note that the user won't be able to send messages back to their Plan Review Coordinator in the portal. The user should contact their Coordinator via email.**

24

In the **Plan Review Coordinator Contact Information** tab the user will find who the Plan Review Coordinator is on the project and their contact information. The Plan Review Coordinator's information will appear when they are assigned to the project.



Service Level Agreement
These are our current processing wait times and are subject to change.

| | |
|----------------------|---------|
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

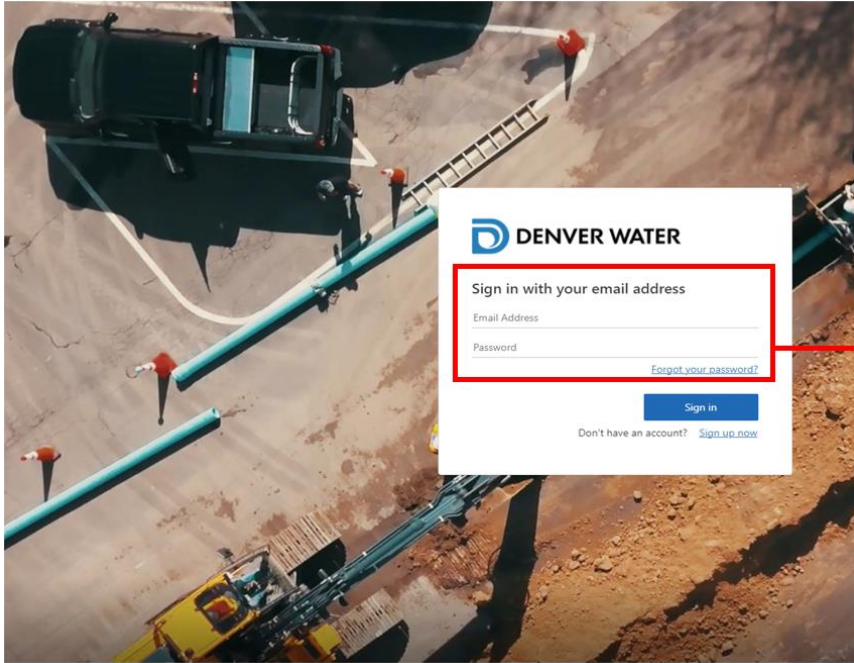
Example Project
Plan Created

- Project Details
- Required Plans
These are required plans which we need from you.
- Returned Plans
View plans returned to you from Denver Water.
- View Review Progress
View the progress of the review process.
- Messages
Read messages sent to you by Denver Water Plan Review Coordinators.
- Plan Review Coordinator Contact Information**
View the assigned Denver Water Plan Review Coordinator's contact information.

Unassigned

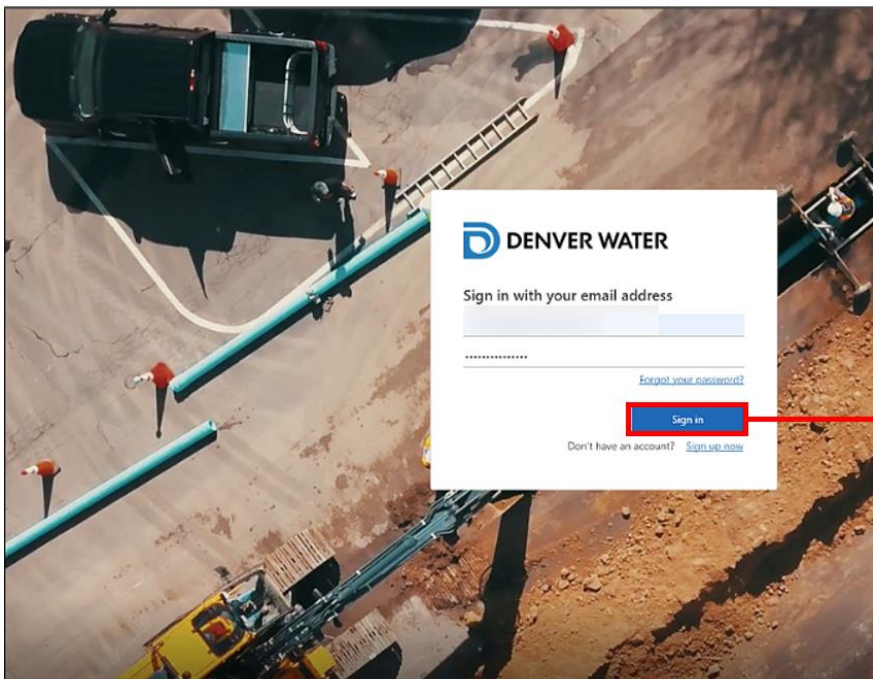
DENVER WATER

DCIP and Irrigation Customers



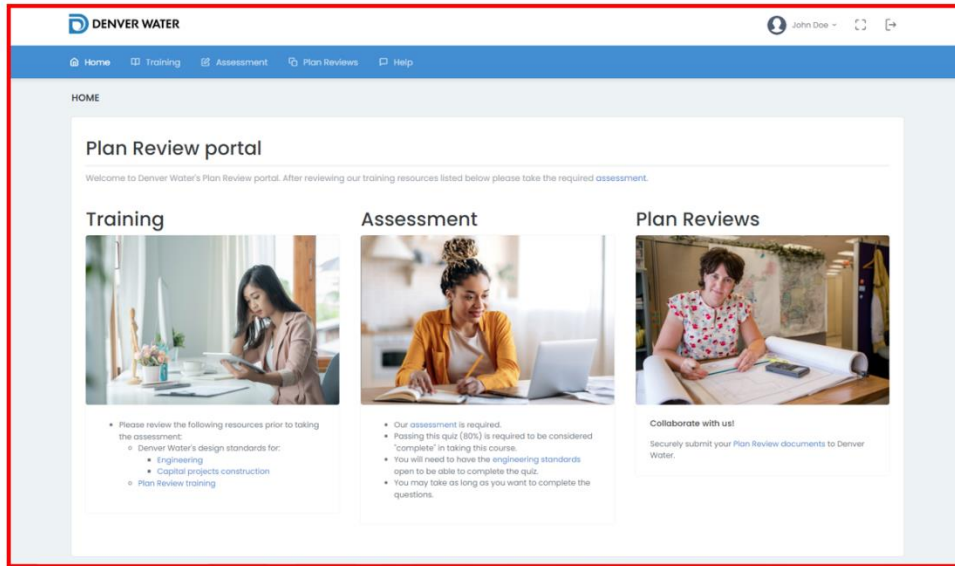
1

DCIP or Irrigation/Landscaping customers will sign into the **Plan Review Portal** by using existing credentials.

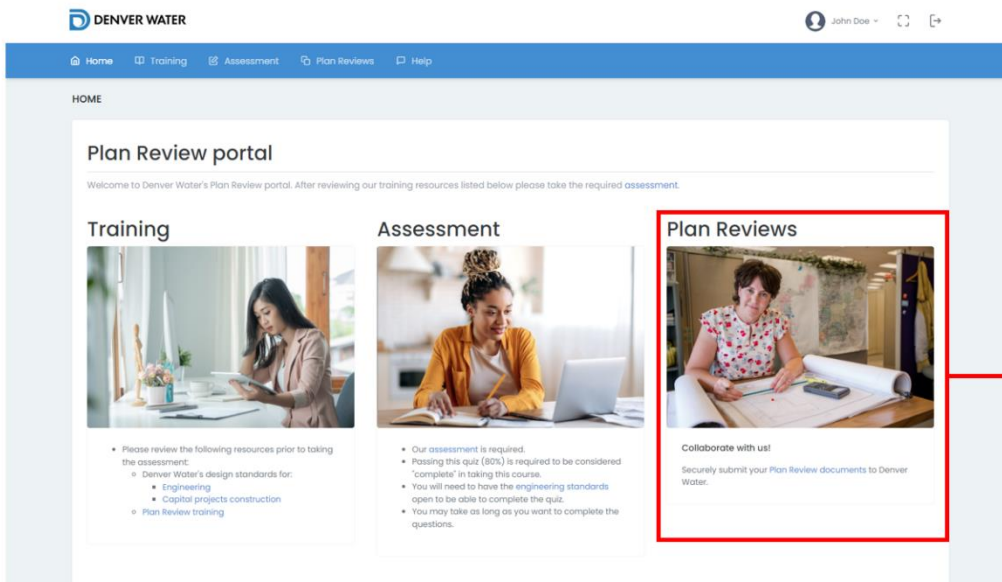


2

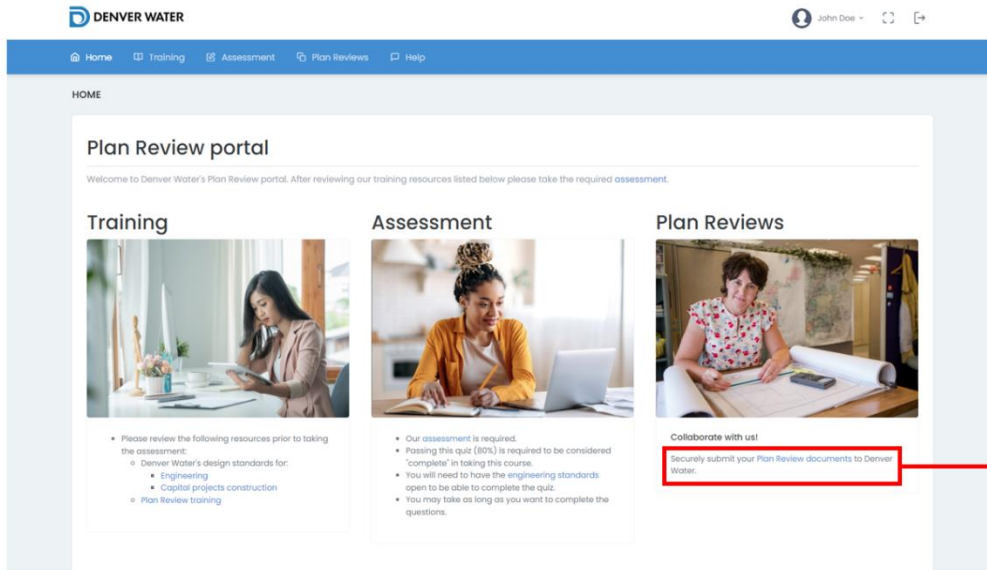
Click **Sign in** when the users email, and password has been entered.



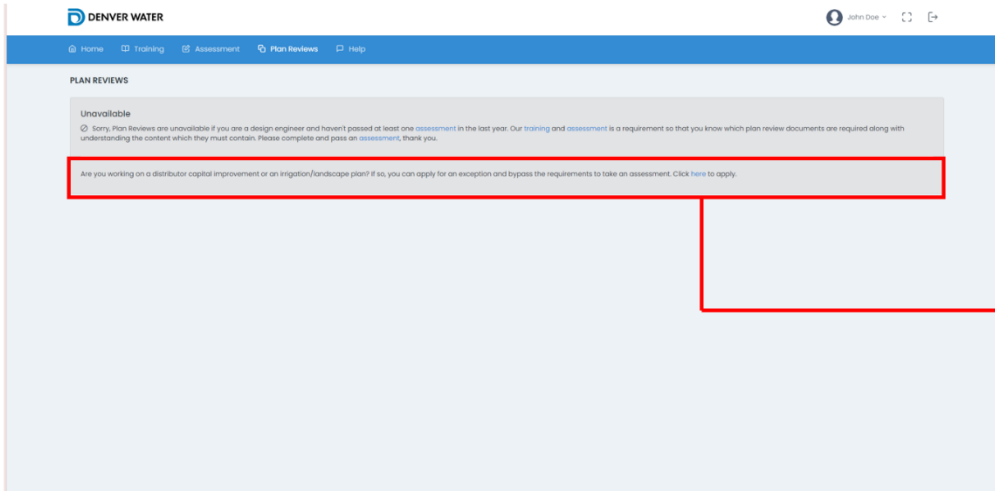
3 Welcome to the new **Plan Review Portal!** This one-stop shop allows users to engage in training, take the assessment, securely submit Plan Review documents, and collaborate with the Plan Review Coordinators.



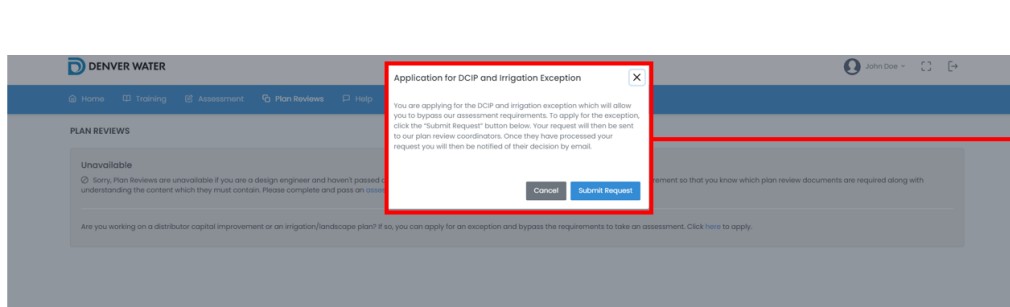
4 In **Plan Reviews**, users will be able to add a New Plan Review Project, Request Existing Project Access, and continuously collaborate with Plan Review Coordinators through the Plan Review Process.



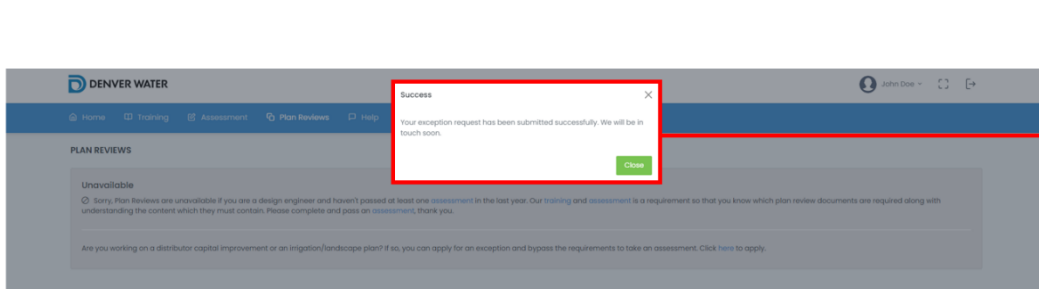
5 Click **Plan Review documents** for the user to apply for an exception to bypass the assessment and continue to the users Plan Review Projects.



6 If the user is working on a **Distributor Capital Improvement Project** or an **Irrigation/Landscape plan** they can apply for an exception to bypass the required assessment by clicking the **hyperlink**.



7 Users will be prompted to an **Application for DCIP and Irrigation Exception** popup where users will need to click **Submit Request**.



8
Users will be notified that their request has been submitted and can **close** the popup window. Users will be notified about their exception via email.

Denver Water - Plan Review Portal - DCIP and Irrigation Exception Request - Approved

Dear [Redacted]

Your request for the DCIP and irrigation exception submitted on 11/6/2023 has been accepted. You may now access Plan Reviews without having to take an assessment. Note that if you are currently signed into the site, you will need to sign out and then sign back in again to see the update.

The user will get an email notification if the request was **accepted**.

Sincerely,
watersalesplanreview2@denverwater.org

Denver Water - Plan Review Portal - DCIP and Irrigation Exception Request - Rejected

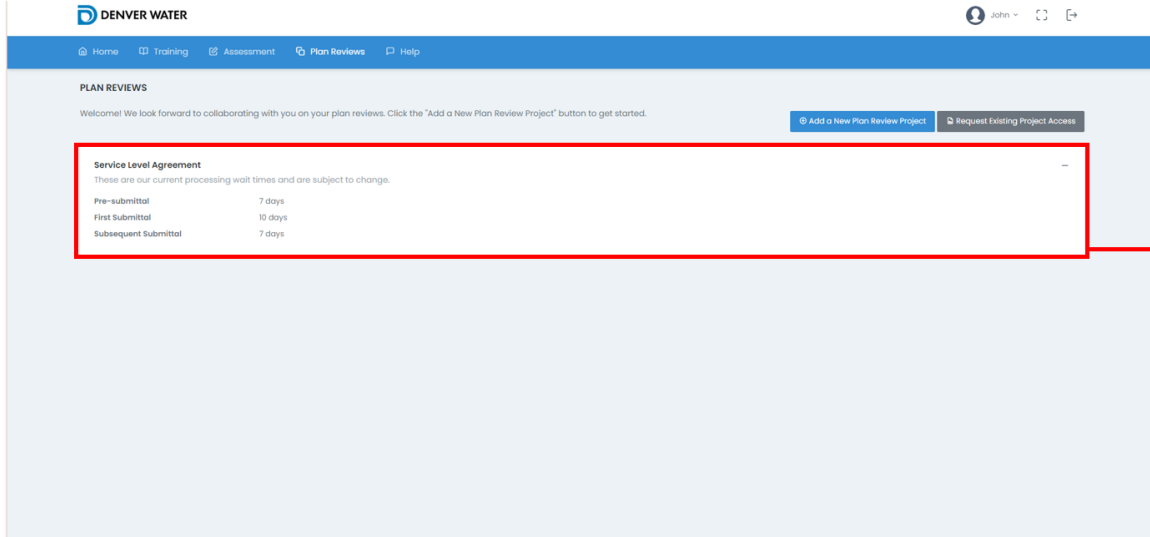
Dear [Redacted]

We are sorry, your request for the DCIP and irrigation exception submitted on 11/6/2023 has been rejected for the following reason:

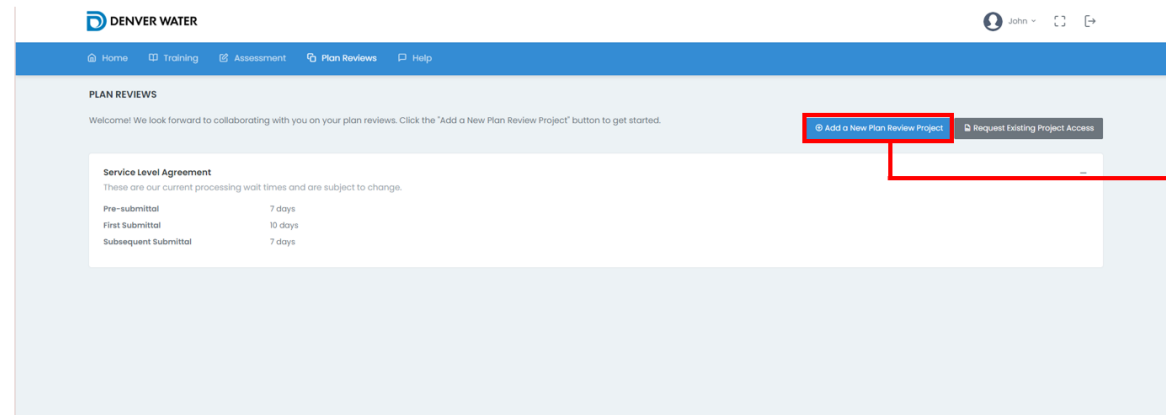
[Redacted]

The user will get an email notification if the request was **rejected** and the **reason for rejection**.

Sincerely,
watersalesplanreview2@denverwater.org



Prior to adding a New Plan Review Project or Requesting Access to an Existing Project the user will be directed to the **Plan Reviews Home Page** where they can see the **current processing times** for each stage of the Plan Review Process.



Users will select **Add a New Plan Review Project**.

Add New Project ✕

Please enter the following information and then click Save.

Project Name:

Enter a name for this new project. Note that the Denver Water Plan Review coordinator assigned to this project may change the name you enter.

Project Description:

If other, you can type in another description.

Vicinity, address, or intersection:

11

Users will add their **Project Name**, **Project Description**, and **Vicinity, address, or intersections**, and click **Save**.

Project Description:

- Commercial
- Multifamily
- Mixed-use
- Residential
- Irrigation
- Other

The Project Description dropdown menu will appear, and users will need to select the best option that fits the project.



DENVER WATER

12

When the user added a **New Plan Review Project** the project will now show in the Project Header. The Project Header contains the project name and the project status.

The screenshot shows the Denver Water Plan Review Project interface. At the top, there is a navigation bar with links for Home, Training, Assessment, Plan Reviews, and Help. Below the navigation bar, there is a welcome message and two buttons: "Add a New Plan Review Project" and "Request Existing Project Access". The main content area is divided into several sections: "Service Level Agreement" (with a table of wait times), "Example Project" (with a "Plan Created" status), "Project Details", "Required Plans", "Returned Plans", "View Review Progress", "Messages", and "Plan Review Coordinator Contact Information". A red box highlights the "Example Project" section, which contains the project name and status.

| Service Level Agreement | Wait Time |
|-------------------------|-----------|
| Pre-submittal | 7 days |
| First Submittal | 10 days |
| Subsequent Submittal | 7 days |

| Project Details | |
|------------------------------------|-----------------|
| Project Id | Example Project |
| Name | Commercial |
| Description | |
| Created | 1/1/2023 |
| Status | Plan Created |
| Status Date | 1/1/2023 |
| Vicinity, address, or intersection | 30th & Fairfax |
| Plan Review Coordinator | |
| Project Type | |
| Project Area | |
| Entity | |
| Project Scope | |

13

Click on **Project Details** to locate all attributes associated with the project. The attributes will be updated as the project progresses through the Plan Review Process.

The screenshot shows the Denver Water Plan Review Project interface, focusing on the "Project Details" section. The "Example Project" section is highlighted with a red box, showing the project name and status. Below it, the "Project Details" section is expanded, displaying a list of attributes for the project.

| Project Details | |
|------------------------------------|-----------------|
| Project Id | Example Project |
| Name | Commercial |
| Description | |
| Created | 1/1/2023 |
| Status | Plan Created |
| Status Date | 1/1/2023 |
| Vicinity, address, or intersection | 30th & Fairfax |
| Plan Review Coordinator | |
| Project Type | |
| Project Area | |
| Entity | |
| Project Scope | |



DENVER WATER

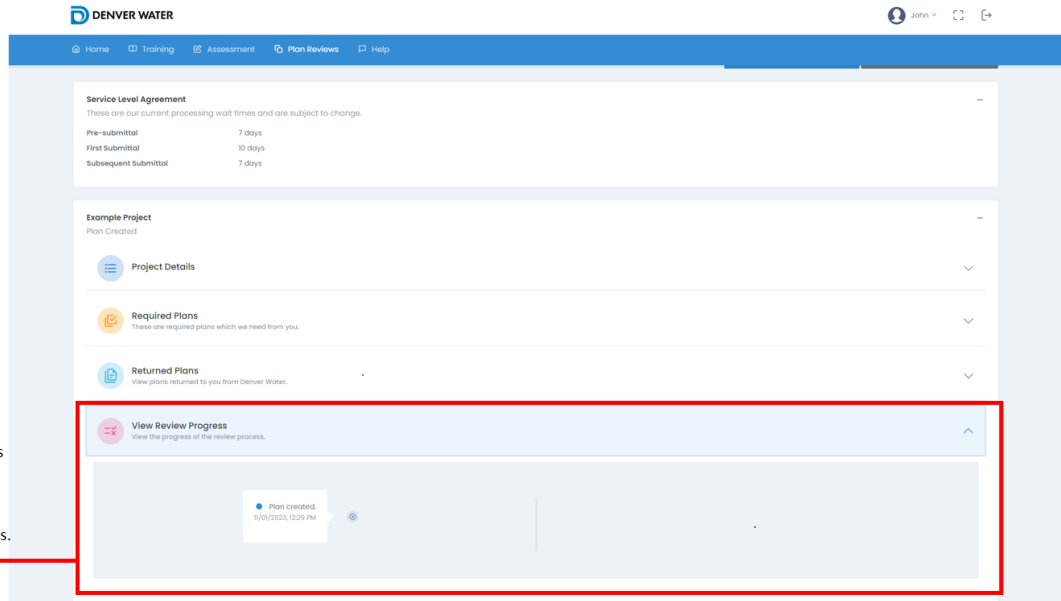
14

Clicking into **Required Plans** and selecting **Pre-Design Layout**. Consolidated Mutual customers will only need to submit a PDF. All other Districts will submit a PDF and AutoCAD file. All DCIP/Irrigation customers can disregard all other fields.

When ready to submit **Pre-Design Layout** [click here](#).

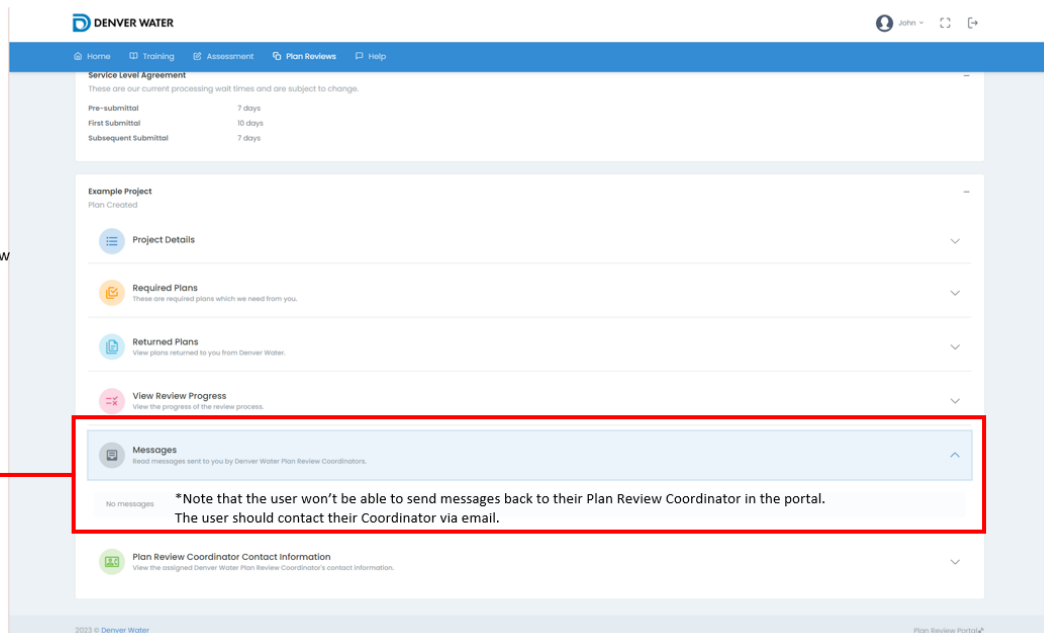
15

In **Returned plans** the user will receive comments and any other review documents from their Plan Review Coordinator.



16

View Review Progress is a high-level timeline of the user's project. All status changes will be displayed in this tab which will inform the user where they are at in the process.



17

In **Messages** the user's Plan Review Coordinator will communicate important information through this tab. The user will receive an email alert when a message is Transmitted.



DENVER WATER







18

In the **Plan Review Coordinator Contact Information** tab the user will find who the Plan Review Coordinator is on the project and their contact information. The Plan Review Coordinator's information will appear when they are assigned to the project.


The screenshot shows the Denver Water Plan Reviews interface. At the top, there is a navigation bar with 'DENVER WATER' and a user profile icon. Below the navigation bar, there are tabs for 'Home', 'Training', 'Assessment', 'Plan Reviews', and 'Help'. The main content area displays a list of project items with their submission dates. The 'Example Project' section is expanded, showing several tabs: 'Project Details', 'Required Plans', 'Returned Plans', 'View Review Progress', and 'Messages'. The 'Plan Review Coordinator Contact Information' tab is highlighted with a red box. Below this tab, there are three icons: a person icon, a phone icon, and an email icon. The text 'Unsigned' is displayed below the person icon.

File Upload via Plan Review Portal

Capital Project
Plan Received

-  Project Details
-  **Required Plans**
These are required plans which we need from you. Users will upload their required files into **Required Plans**. Users will need to submit required files during Phase 1 (*optional*), Phase 2, Phase 3, and Phase 4 of the Plan Review Process. Users will also be able to find files that their Plan Review Coordinator has sent to them in **Returned Plans**.
-  Returned Plans
View plans returned to you from Denver Water.
-  View Review Progress
View the progress of the review process.
-  Messages
Read messages sent to you by Denver Water Plan Review Coordinators.
-  Plan Review Coordinator Contact Information
View the assigned Denver Water Plan Review Coordinator's contact information.

Housed in **Required Plans** users will be able to find four tabs for the first four phases of the Plan Review Process. Please note the user may only see Phase 1- Pre-Design Layout (*Optional*) and Phase 2- Pre-Submittal Review initially. This is to ensure the user submits their plans in sequential order. Users will need to select the tab that corresponds with which phase of the process they are in. Once the user has selected the corresponding tab, they will use the sub-tabs listed in the tab to upload required files.

 **Required Plans**
These are required plans which we need from you.

Pre-Design Layout (Optional)
Pre-Submittal Review
Formal Plan Submittal
Subsequent Plan Submittals

Phase 1

Phase 2


Phase 3

Phase 4

Comment Response *


- Multi-sheet PDF with CAD Layers *
- Full design layout in AutoCAD *
- All Recorded Easement Documents
- Additional Documents

Required *



Drop files here or [click here](#) to browse for files.
 Allowed file types: PDF, XLSX, DOCX, MSG, DWF, ZIP, TXT.
 Maximum file size: 1 GB.

No files found.

 **Required Plans**
These are required plans which we need from you.

1 Pre-Design Layout (Optional) Pre-Submittal Review


Full design layout in AutoCAD *

- Multi-sheet PDF with CAD Layers *
- Conditional Approval Letter
- Additional Documents

Required * The subtab will appear blue when selected. The user will submit corresponding files within the corresponding subtab.

Full design layout in AutoCAD prepared in accordance with current Denver Water CAD Standards External Requirements.

2




Drop files here or [click here](#) to browse for files.
Allowed file types: PDF, XLSX, DOCX, MSG, DWF, ZIP, TXT.
Maximum file size: 1 GB.
Users will be able to **drop** files here or click **"click here"** to submit files.

No files found.


Full design layout in AutoCAD prepared in accordance with current Denver Water CAD Standards External Requirements.

3



Drop files here or [click here](#) to browse for files.
Allowed file types: PDF, XLSX, DOCX, MSG, DWF, ZIP, TXT.
Maximum file size: 1 GB.

Pending

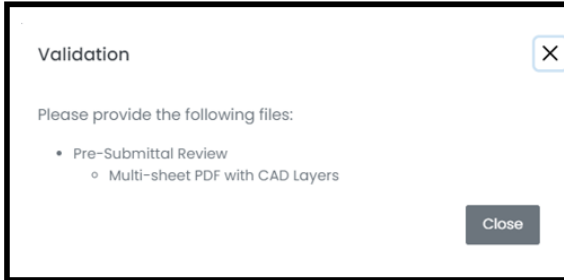
| | | |
|---|---|---|
|  .DOCX | Full design layout in AutoCAD.docx 12.5 KB | Users will see their selected files listed with a Pending status . To ensure the files are uploaded successfully, the user will need to click Upload Files or click Reset to start the uploading process over. |
|---|---|---|

Pending Uploads - Click the Upload Files button to submit them.

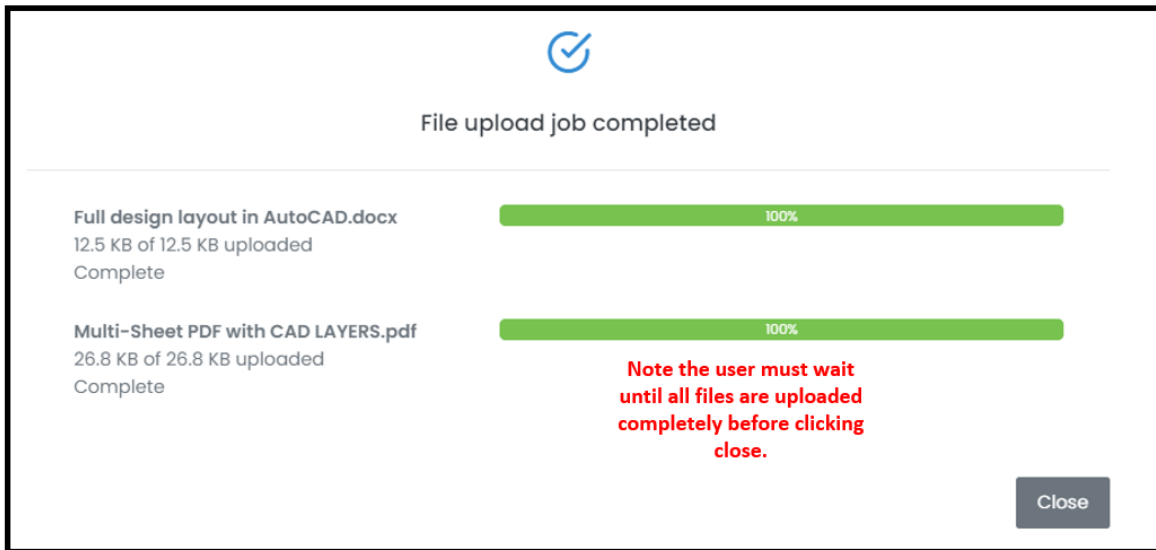
Upload Files

Reset

4



Users will see one of two popup windows upon uploading their files. One will indicate if any required files are missing and the other will indicate that all files were uploaded successfully. If all files were submitted successfully the user will click **close**. If the user still needs to upload files, click **close** and go back to step one of the process.



5

Capital Project
Plan Received

Project Details

| | |
|------------------------------------|-----------------|
| Project Id | |
| Name | Capital Project |
| Description | Commercial |
| Created | 11/16/2023 |
| Status | Plan Received |
| Status Date | 11/16/2023 |
| Vicinity, address, or intersection | 13th and Grant |
| Plan Review Coordinator | |
| Project Type | |
| Project Area | |
| Entity | |
| Project Scope | |

Users can see the status of their project in **Project Details** after uploading required files and **refreshing** the web browser. The project status will be Plan Received when upload is successful.

View Review Progress
View the progress of the review process.

Users can also see the progress of their project in **View Review Progress** after **refreshing** the web browser.

• Thank you for submitting your plan review project. After the project is assigned to a Denver Water Plan Review Coordinator, they will be in touch with next steps. Our team is committed to providing a thorough review of your project. Please see our current processing wait times above. If you have any questions, please contact our team at: watersalesplanreview2@denverwater.org.
11/16/2023, 11:38 AM

Pre-Design Layout (Optional) | Pre-Submittal Review

✓ Full design layout in AutoCAD *

✓ **Multi-sheet PDF with CAD Layers ***

Conditional Approval Letter

Additional Documents

Required *

Multi-sheet PDF with CAD layers in compliance with Denver Water's CAD Standards. Please ensure all layer information is intact in the PDF plan set.

Drop files here or [click here](#) to browse for files.
Allowed file types: PDF, XLSX, DOCX, MSG, DWF, ZIP, TXT.
Maximum file size: 1 GB.

.PDF Multi-Sheet PDF with CAD LAYERS.pdf 26.8 KB [Download] [X]

If users need to remove a file from the portal it can be done with one simple click.

Pre-Design Layout (Optional) | Pre-Submittal Review

✓ Full design layout in AutoCAD *

✓ **Multi-sheet PDF with CAD Layers ***

Conditional Approval Letter

Additional Documents

Required *

Multi-sheet PDF with CAD layers in compliance with Denver Water's CAD Standards. Please ensure all layer information is intact in the PDF plan set.

Drop files here or [click here](#) to browse for files.
Allowed file types: PDF, XLSX, DOCX, MSG, DWF, ZIP, TXT.
Maximum file size: 1 GB.

.PDF Multi-Sheet PDF with CAD LAYERS.pdf 26.8 KB [Download]

If the user needs to download the files from the portal, it can be done with one simple click.

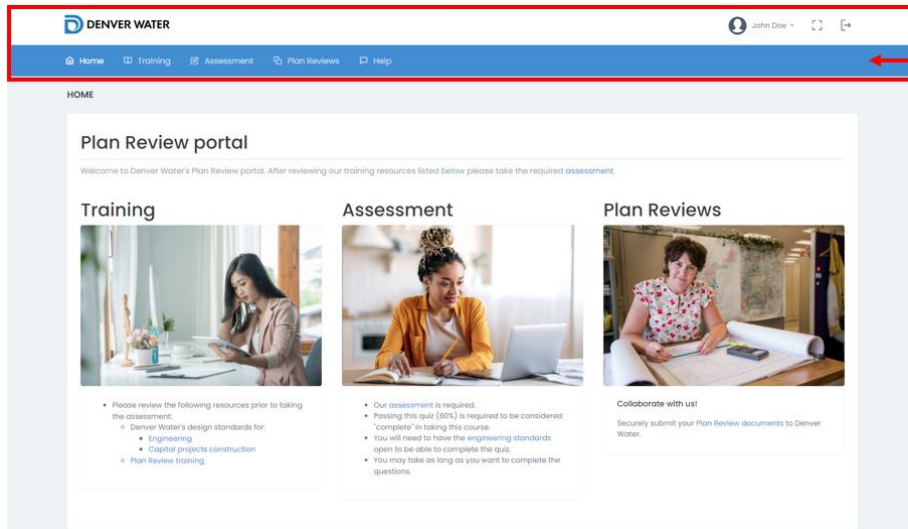
Browser Support

PLAN REVIEWS

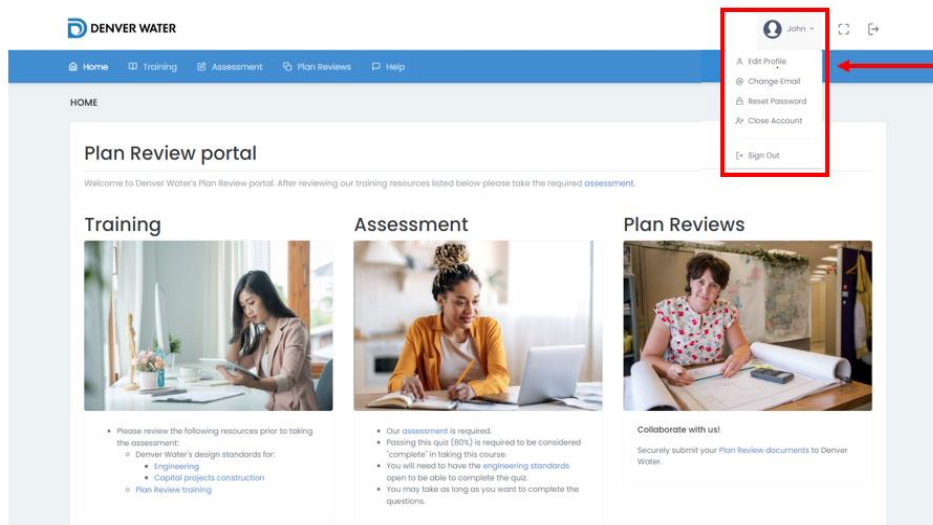
Notice - Some content on this page including uploading and downloading plans cannot be viewed on small displays such as the one you are using. If you are on a mobile device, try rotating your device to landscape view or use a different device with a larger display.

The new Plan Review Portal is best supported on a Desktop browser. When using small displays this error message will appear and viewing content within the portal will be limited.

Plan Review Portal Dashboard Overview



The Plan Review Portal Dashboard can be used to quickly access **Training, Assessment, Plan Reviews, and Help** from any screen within the portal. The **Home** button will navigate the user to the current screen.



Housed in the dashboard the user can find profile information. Here the user can **Edit Profile, Change Email, Reset Password, Cancel Account and Sign out.**

DENVER WATER

Edit Profile in Dashboard

1 When the user needs to update their name or firm, they can do this through **Edit Profile** in three easy steps. Step 1 is to click on **Edit Profile**.

2 Step 2 the user will enter their **email and password**.

3 Step 3 the user will be able to update their **name and firm**. Once the information is updated the user will click **continue** and will be returned to the homepage.

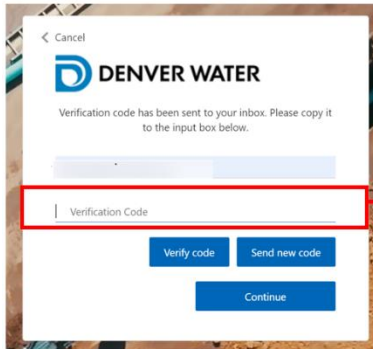
Change Email

1 When the user needs to update their email, they can do this through **Change Email** in four easy steps. Step 1 is to click on **Change Email**.

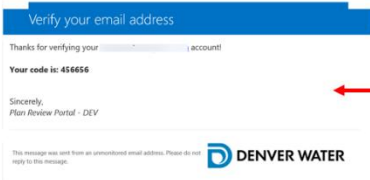
2 Step 1 will prompt the user to Step 2. Here the user will be able to update their new email. Once the email is entered the user will click **Send verification code**.

Example of a **Verification email**.

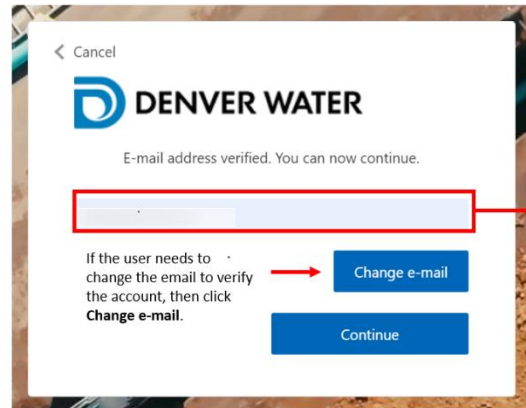
DENVER WATER



3 Step 3 a verification code will be sent to the email provided. The user will enter the **verification code** and click **verify code**.

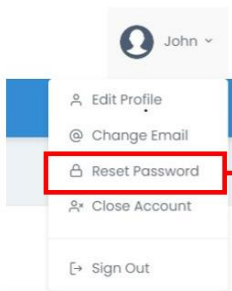


Example of a verification email.



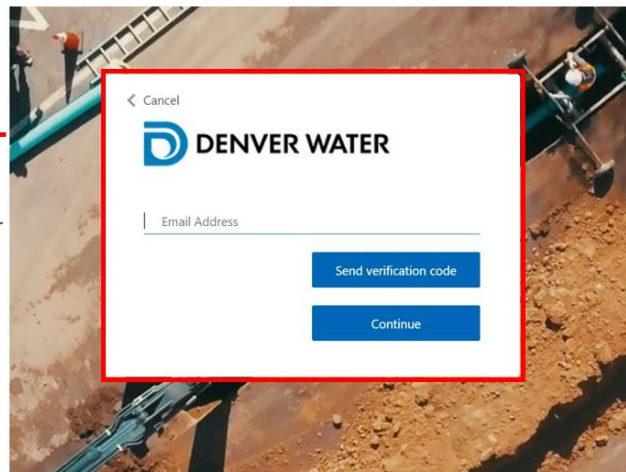
4 Step 4 the user will click **Continue**.

Reset Password in Dashboard

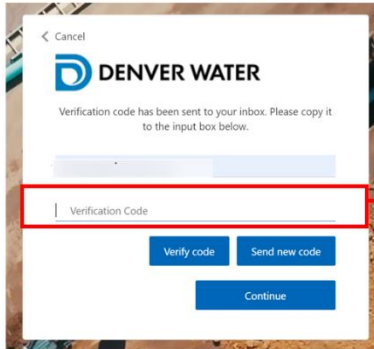


1 When the user needs to update their password, they can do this through **Reset Password** in five easy steps. Step 1 is to click on **Reset Password**.

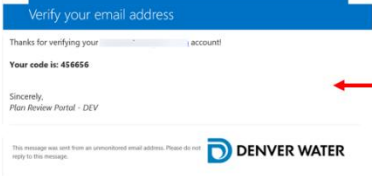
2 Step 2 is to enter the email associated with portal then the user will click **Send verification code**.



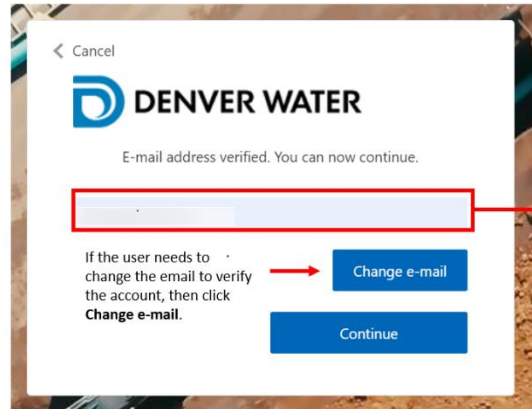
DENVER WATER



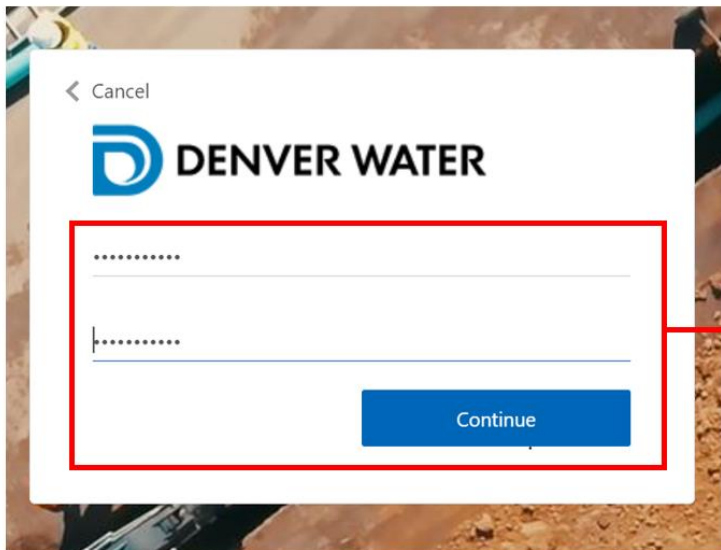
3 Step 3 a verification code will be sent to the email provided. The user will enter the **verification code** and click **verify code**.



Example of a verification email.



4 Step 4 the user will click **Continue**.



5 Step 5 the user will update their **password** and click **continue**. After completing Step 5 the user will be returned to the homepage.

Close Account in Dashboard

1 When the user needs to close the account, they can do this through **Close Account** in two easy steps. Step 1 is to click on **Close Account**.

2 Step 2 the user will click **Yes** and the account will be closed.

The screenshot shows a user profile dropdown menu with 'Close Account' highlighted. Below it, a 'CLOSE ACCOUNT' confirmation dialog box is displayed with 'Yes' and 'Cancel' buttons.

Denver Water - Plan Review Portal Account - Closed

We have processed your request to close your Denver Water Plan Review portal account.

← Example of a Closed Account email

This email was sent by
Denver Water
1600 West 12th Ave.
Denver, CO 80204
303-893-2444



Sign Out in Dashboard

