



## Figure 1 Privately Funder / Developer Projects Design Review Committee Submittal Requirements

*Revised January 2020*

Plans submitted for DRC review are required to have the items listed below to be considered a complete submittal. Plans submitted without all the required items will be returned and will not be scheduled until the package is complete. Plans submitted by **Wednesday, 12:00 Noon** will be assigned a DRC meeting time for the following week as space permits. Extraordinarily large or complex projects may require a two-week review. Plans submitted shall be prepared in accordance with the City's Development Process Manual.

### **FIRST SUBMITTAL:**

#### Paper Documents:

- a. Letter of transmittal: Include Project Name, City Project Number, and Applicant's contact information.
- b. Five copies of complete plan set

#### Digital Documents (CD or flash drive preferred):

- c. Electronic copy of the plan set (.pdf format).
- d. Approved DRB infrastructure list.\* Include sidewalk exhibit and road cross-section exhibit approved at DRB.\*
- e. Completed *Combined DRC Application*
- f. Payment of Design Deposit Fee per *Combined DRC Application*. Visit DRC Counter for assistance with fee payment.
- g. Copy of Letter of Submittal to Hydrology for Grading and Drainage Certification. \*
- h. Water and sewer availability letter. \*
- i. Fire Marshall Approval of Fire Hydrant location. \*
- j. Geotechnical Report for pavement design.\*

### **SUBSEQUENT SUBMITTAL(S):**

#### Paper Documents:

- a. Letter of transmittal – similar to above.
- b. All markups supplied at previous DRC meeting.
- c. Copies of revised plan sets, quantity as directed at previous DRC meeting.

#### Digital Documents (CD or flash drive preferred):

- d. Electronic copy of revised plan set -- .pdf format.
- e. Pavement design for all classified roadways.\*
- f. Permits\* – All NMDOT permits, all easements, license agreements, MRGCD agreements/easements, and all other items as defined on the infrastructure list or at previous DRC meetings.

### **DELIVERING ORIGINALS:**

When directed by DRC Chair to **Route for Signature**, deliver signed and sealed originals and any markups to DRC Counter, attention DRC Chair. No meeting need be scheduled.

When submitting for **Signature Session**, provide number of revised sets as directed by DRC Chair, along with markups. Deliver originals as directed by DRC Chair. Signature sessions are subject to submittal deadline.

Either bond paper or mylar originals are acceptable.

\*When applicable