



Figure 2 CIP Work Order 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. If all items are not submitted, the package 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 developed in accordance with the City's Development Process Manual.

FIRST SUBMITTAL:

Paper Documents:

- a. Letter of transmittal: Include Project Name, City Project Number; CIP Project Coordinator's name, 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. Completed *Combined DRC Application* (first page only)
- e. Technical supporting documents, such as pavement designs, structural calculations, etc.* (Include signal warrant study and coordination documentation with other agencies if applicable.)

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. Updates of any technical supporting documents. (Pavement design / Geotechnical report required for all classified roadways.)*
- f. Permits* – Any required NMDOT permit, easement, license agreement, MRGCD agreement or easement, 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