



Privately Funded / Developer Projects Design Review Committee (DRC) Submittal Requirements

Effective Date: June 30, 2021

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. One full-size (22x34 or 24x36) copy of complete plan set.

Digital Documents (see *Digital Submittal Guidance*, below):

- b. Digital copy of the plan set (.pdf format).
- c. Approved DRB infrastructure list.* Include sidewalk exhibit and road cross-section exhibit approved at DRB.*
- d. Completed *Combined DRC Application*
- e. Payment of Design Deposit Fee per *Combined DRC Application*. Visit DRC Counter for assistance with fee payment. Alternatively, fee may be paid on-line; DRC Staff will provide invoice upon request.
- f. Copy of Approval Letter or Letter of Submittal to Hydrology for Grading and Drainage approval. *
- g. Water and sewer availability letter. *
- h. Fire Marshall Approval of Fire Hydrant location. *
- i. Geotechnical Report for pavement design.*

SUBSEQUENT SUBMITTAL(S):

- b. One full-size paper copy of complete, revised plan set.
- c. Digital copy of revised plan set (.pdf format).
- d. A point-by-point response to previous comments is recommended but not required.
- e. Digital copy of Pavement design for all classified roadways.*
- f. Digital copy of applicable 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** or for **DRC Signature Review**, transmit signed and sealed digital drawing file (.pdf format) per *Digital Submittal Guidance*, below.

DIGITAL SUBMITTAL GUIDANCE:

Preferred: deliver flash drive or other USB storage device to DRC Counter with all digital documents.

Alternative: use your company's file-share / FTP site To send documents to DRC Chair and DRC Scheduler, or use wetransfer.com or similar in lieu of an FTP site. The City's e-mail system blocks all emails with attachments greater than 10 MB without warning, so emails should not be used except with small file sizes. **Always confirm receipt of digital submittals with Chair or Scheduler if you have not received a response from us within a half-day.**

*When applicable