



## Figure 2 CIP Work Order Projects Design Review Committee Submittal Requirements

Revised May 2018

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 preferred):

- c. Electronic copy of the plan set (.pdf format).
- d. Figure 4 – Completed DRC Application
- e. Figure 5\* (for CIP Projects that are not COA projects)
- f. Technical supporting documents, such as pavement designs, structural calculations, etc.\*

### **SUBSEQUENT SUBMITTAL:**

#### 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 preferred):

- d. Electronic copy of plan set (reflecting revision -- .pdf format)
- e. Figure 7\* (for CIP Projects that are not COA projects)
- f. Updates of any technical supporting documents. (Pavement design / Geotechnical report required for all classified roadways.)\*
- g. 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.
- h. Reproducible plan sheets are required at time of submittal for all **Signature** sessions. Either bond paper or mylar originals are acceptable.

\*When applicable