



## CIP and other Publicly Funded Projects Design Review Committee 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. Completed *Combined DRC Application*
- d. 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):**

- a. One full-size paper copy of complete, revised plan set.
- b. Digital copy of revised plan set (.pdf format).
- c. A point-by-point response to previous comments is recommended but not required.
- d. Updates of any technical supporting documents. (Pavement design / Geotechnical report required for all classified roadways.)\*
- e. Permits\* – Any required NMDOT permit, easement, license agreement, MRGCD agreement or easement, and all other items as defined 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