



CIP and other Publicly Funded Projects Design Review Committee (DRC) Submittal Requirements

Effective Date: July 17, 2026

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** may be assigned a DRC meeting time within the following two to three weeks. Extraordinarily large or complex projects may require a three to four week review. Plans submitted shall be prepared in accordance with the City's Development Process Manual.

FIRST SUBMITTAL:

Digital Documents:

- a. Online submittal of complete plan set uploaded into ABQ-Plan.
(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. 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.
- e. Copy of Approval Letter or Letter of Submittal to Hydrology for Grading and Drainage approval. *
- f. Water and sewer availability letter. *
- g. Fire Marshall Approval of Fire Hydrant location. *
- h. Geotechnical Report for pavement design.*

SUBSEQUENT SUBMITTAL(S):

- b. Digital copy of revised plan set (.pdf format).
- c. A point-by-point response to previous comments transcribed onto the DRC Review Comments Record and uploaded into ABQ-Plan.
- d. Digital copy of Pavement design for all classified roadways.*
- e. 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**, upload into ABQ-Plan a stamped, signed and current dated digital drawing file (.pdf format) per *Digital Submittal Guidance*, below.

DIGITAL SUBMITTAL GUIDANCE:

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

*When applicable