



## Figure 1 AHBA – Developer 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. 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. Letter of transmittal: Include Project Name, City Project Number, 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. Approved DRB infrastructure list\*
- e. Figure 4 – Completed DRC Application
- f. Figure 5- Completed Design Deposit Fee Calculation Sheet along with Check – **Sheet should be completed and reviewed by DRC staff prior to processing with Treasury to ensure that the proper accounts are listed.**
- g. Copy of Letter of Submittal to Hydrology for Grading and Drainage Certification. \*
- h. Water and sewer availability letter. \*
- i. Fire Marshall Approval of Fire Hydrant location. \*

### **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 preferred):

- d. Electronic copy of plan set (reflecting revisions -- .pdf format)
- e. Pavement design for all classified roadways.\*
- f. 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.
- g. Figure 7 – Complete the front page, supply detailed engineer's estimate, and sign form.
- h. Figure 8 – Complete the form including **all legal descriptions, UPC numbers and include a vicinity map with the site clearly marked.**
- i. Figure 21 – Complete the form. If requesting pro-rata, supply a digital file of a detailed exhibit defining the location and type of utility being installed and showing the adjacent lots (including legal descriptions and all UPC numbers) against which pro-rata is being requested.
- j. Reproducible plan sheets are required at time of submittal for all **Signature sessions** and **Route for Signature** submittals. Either bond paper or mylar originals are acceptable.

\*When applicable