

## Transportation Submittal Process

### Building Permit Approval

1. Prepare a Traffic Circulation Layout (TCL).\*
2. Fill out a Drainage Transportation Information Sheet (DTIS).
3. Submittal includes the DTIS and two paper copies of the TCL.
4. Send an electronic copy of your submittal to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov).
5. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West. Mailing address: 600 2<sup>nd</sup> St. NW, Suite 201, Albuquerque, NM 87102
6. When approved one copy of the TCL with an "Approved" stamp and signature will be sent to the applicant.
7. Insert a copy of the approved and stamped plan in both paper building permit plan sets or upload to ePlan building permit set.

Please allow 1 week for review and approval of all TCL's.

\*For properties that have an Administrative Amendment or Site Plan for Building Permit a separate submittal is not required. Please make sure the final stamped and signed plan is in the building permit plan sets.

### Certificate of Occupancy

1. Find the approved and stamped TCL, Administrative Amendment, or Site Plan for Building Permit; and draw in red any changes that were made to the site during construction to create the As-Built Drawings.
2. Prepare a Transportation Certification letter using the provided standard language.
3. Fill out a Drainage Transportation Information Sheet (DTIS)
4. Submittal includes one copy of the DTIS, Transportation Certification and As-Built Drawings
5. Send an electronic copy of your submittal to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov).
6. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West. Mailing address: 600 2<sup>nd</sup> St. NW, Suite 201, Albuquerque, NM 87102
7. After your complete submittal is received city staff we will go out to do a field inspection on the project.
8. Please allow 1 week for review and approval of all CO's.
9. When the CO is approved a letter will be sent to the applicant and the building and safety section (CO clerk).

Transportation does not sign the White CO card.

## Hydrology Submittal Process

### Building Permit Approval

1. Prepare a Grading Plan per DPM requirements.
2. Fill out a Drainage Transportation Information Sheet (DTIS).
3. Submittal includes the DTIS and the Grading plan. (Two copies of the Grading Plan are required if you are requesting a SO-19 permit to work in the Right of Way.)
4. Send an electronic copy of your submittal to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov).
5. Submit the paper submittal with \$50 fee to front counter personnel at the Plaza Del Sol Building on the Ground Floor West. Mailing address: 600 2<sup>nd</sup> St. NW, Suite 201, Albuquerque, NM 87102
6. Insert a copy of the plan with the approved stamp date in both paper building permit plan sets or upload to ePlan building permit set.

Please allow 4 weeks for review and approval of all hydrology submittals.

### Certificate of Occupancy

1. Find the grading plan with approved stamp date and draw in red any changes that were made to the site during construction to create the As-Built Drawings.
2. Add the Hydrology Certification language on to the As-Built Drawings using the provided standard language.
3. Fill out a Drainage Transportation Information Sheet (DTIS)
4. Submittal includes one copy of the DTIS, and As-Built Drawings with Hydrology certificate on the as-built drawings.
5. Send an electronic copy of your submittal to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov).
6. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West. Mailing address: 600 2<sup>nd</sup> St. NW, Suite 201, Albuquerque, NM 87102
7. After your complete submittal is received city staff we will go out to do a field inspection on the project.
8. Please allow 1 week for review and approval of all CO's.
9. When the CO is approved a letter will be sent to the applicant and the building and safety section (CO clerk).

Hydrology does not sign the White CO card.