

Chapter II.7

SUBMITTAL REQUIREMENTS

This chapter provides details about the various submittal requirements (in addition to plans) for reviews. It is arranged into the following sections:

- 1.0 DESIGN SUBMITTAL REQUIREMENTS
- 2.0 CONSTRUCTION SUBMITTAL REQUIREMENTS
- 3.0 TIME LIMITATION OF APPROVAL
- 4.0 INFORMATION FOR PLAN PREPARATION
- 5.0 PLAN SHEET SEQUENCE
- 6.0 STORM DRAIN PLAN PREPARATION -RESERVED
- 7.0 LANDSCAPING PLANS
- 8.0 MATCHING INTO EXISTING ADJACENT IMPROVEMENTS -RESERVED
- 9.0 RIGHT-OF-WAY MAPS AND PLANS -RESERVED
- 10.0 ROADWAY CROSS SECTIONS - RESERVED
- 11.0 REPORT FORMAT
- 12.0 CAD STANDARDS

1.0 DESIGN SUBMITTAL REQUIREMENTS

1.1 In Addition to the Required Plans, Review Submittals Shall Include the Following Information (As it Applies to the Project):

- Drainage Report
- Drainage Implementation Plan
- Geotechnical Report
- Traffic Impact Study (TIS)
- Water and Sewer Availability
- Other items as required

Note: The Report Format can be found in Section 11 of this Chapter.

1.2 REVIEW SETS FOR RESIDENTIAL/COMMERCIAL DEVELOPMENTS

Each plan set submitted for review shall consist of the following:

1. Eight full size (24" x 36") copy of the design plans.
2. Appropriate supporting documentation & calculations (See Section 1.1 of this

- Chapter).
3. Project/Plan Submittal Letter, See Appendix A, from the Design Engineer and the original redlined plans/reports, if applicable, supplied to the Consultant by the reviewer. Submittals without a submittal letter or the original redline comments will not be accepted, and will be returned for resubmittal.

NOTE: All submittals shall be reviewed for quality control by the applicant before they are submitted for review. Submittals that do not address the redline comments made by the reviewer at a previous submittal will be returned without further review to the Design Engineer. At any point during the review process - if the City reviewer determines that a significant change has occurred to the project plans or the design - then a new review process may be started.

1.3 FINAL SUBMITTAL OF APPROVED CONSTRUCTION DOCUMENTS

Once the City has accepted all letters, reports, and construction plans indicating that they are acceptable for quality, the following information shall be submitted to the City.

1.4 RESIDENTIAL/COMMERCIAL DEVELOPMENTS

The final submittal for Developer Sponsored projects shall consist of the following information:

1. Signed and sealed Mylars with Final Approved Plat of the Construction Project Plans for City signature.

Once the Mylars have been signed by the City and returned to the Design Engineer, the following information shall be submitted:

1. Electronic PDF version of all accepted plan sheets and supporting documentation on CD/DVD. (i.e. construction plans, estimates, all reports, and etc.)
2. One (1) full size (24" x 36"), copies of the accepted construction plans.
3. Two (2) half size (11" x 17"), copies of the design plans.

1.5 CAPITAL PROJECTS

The final submittal for Capital Projects shall consist of the following information:

1. Signed and sealed Mylars of the Construction Project Plans for City signature.

Once the Mylars have been signed by the City and returned to the Design Engineer, the following information shall be submitted:

1. Electronic PDF version of all accepted plan sheets and supporting documentation on CD/DVD. (i.e. construction plans, estimates, all reports, and etc.)

2.0 CONSTRUCTION SUBMITTAL REQUIREMENTS

When the project is completed the following information will need to be submitted to the City.

2.1 “RECORD DRAWINGS” SUBMITTAL REQUIREMENTS

Construction “Record Drawings” will be required for all improvements within City of Rio Rancho’s right-of-way or easements. All submittals will be reviewed and accepted in accordance with the following procedures:

2.1.1 Developer Projects:

1. “Working Record Drawing” plans shall be submitted, by the Contractor, as redline drawings with correct survey data for review, once a month, to the Developer’s Engineer of Record. These drawings will need to be initialed and dated by the reviewer for them to be valid. The reviewed plans will be on one 24" x 36" set.
2. At the end of the project/subdivision, the Contractor will provide the Developer’s Engineer of Record the valid redline drawings with correct survey data. The Developer’s Engineer of Record will then make digital changes to the original Construction Plans. A set of Mylar Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with the “Record Drawing Certification (Appendix C)” approval block included will then be submitted to the City. On any sheet where a change to the original construction drawings has been made Redrawn for Record shall be placed on that sheet.
3. The Developer will also provide the City with the digital changes in accordance with Section 2.2 of this Chapter.

2.1.2 Capital Projects:

1. “Working Record Drawing” plans shall be submitted, by the Contractor, as redline drawings with correct survey data for review, once a month, to the Construction Management Team. If the “Working Record Drawing” plans are not adequate then that month’s progress payment will be denied until the deficiency is corrected. These drawings will need to be initialed and dated by the reviewer for them to be valid. The reviewed plans will be on one 24" x 36" set.
2. At the end of the project, the Contractor will provide the Construction Management Team the valid redline drawings with correct survey data. The Construction Management Team will then make digital changes to the original Construction Plans unless the City includes these changes in Contractor’s Contract. A set of Mylar Final Record Drawings stamped and sealed by a Professional Engineer or Registered Land Surveyor with the “Record Drawing Certification (Appendix C)” approval block included will then be submitted to the City. On any sheet where a change to the original construction drawings has been made Redrawn for Record shall be placed on that sheet.

3. The Construction Management Team will also provide the City with the digital changes in accordance with Section 2.2 of this Chapter.

Note: The Construction Management Team will be the Firm hired by the City to perform Construction Management Duties unless otherwise specified.

2.2 DIGITAL RECORD REQUIREMENTS

1. Once the plans have been approved and signed off by the method stated in Section 1 of this Chapter, a CD/DVD containing the AutoCAD drawing files (through release 2004) and InRoads files used to create the Record Drawings (AutoCAD, and PDF) shall be submitted to the City.
 - a. The files shall contain the following information
 - i. Street, Storm Drains, and Grading & Drainage Plans**
 1. Station for all grade breaks.
 2. Back of curb offset dimension at all changes in alignment.
 3. Top of curb, gutter and pavement centerline elevations at all grade breaks, curb return, valley gutters, plus any other location necessary to adequately show drainage.
 4. Survey monuments.
 5. Street centerline station and offset dimensions to the storm drain mainline at all changes in alignment and/or changes in grade.
 6. Street centerline station and offset dimension to all structures and changes in alignment.
 7. Rim and invert elevations for each manhole, catch basin, and miscellaneous structures.
 8. The pipe material and diameter that was actually installed shall be shown on all plan and/or profile sheets.
 9. Station, location and limits of utility encasements, caps, pipe supports, etc.
 10. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
 11. Elevations shall be provided at all drainage control points (i.e. detention overflow point, tops and bottoms of detention basins, drain rim, valley gutters, curbs, etc.).
 12. Dimensions shall be provided for all detention areas.
 13. Drainage Control (detention) Basin Calculations revised, with written approval, to the as-built condition; and certification of compliance.
 14. Location of all existing structures (i.e. buildings, drainage structures) shall be provided.

15. Dimensions and elevations of all pipe, culvert, scupper, catch basin, channel top width and bottom width, channel longitudinal slope changes, grate and invert elevations.
16. Elevations at the end of laterals and one elevation shot midpoint between manholes.
17. Elevations at the center of the building pad, all four corners, and four elevation shots for lot slope and drainage.
18. Elevations of the tops and toes of all slopes at intervals of 50 feet.

ii. Water Plans

1. Street centerline station and offset dimensions to:
 - a. All fire hydrants and fittings (i.e. valves, bend, tees).
 - b. Main line at all changes in horizontal and vertical alignment.
 - c. All horizontal control points (i.e. centerline intersects, PC, PT).
2. Dimension to all operating nuts referenced to the water main on valves with offset operating devices.
3. Centerline station and offset to each service tap; size of tap and dimension to nearest side property line.
4. Note centerline station, offset and elevations to all changes in vertical alignment (i.e. dips, bends, etc. required to avoid conflicts with other utilities).
5. The installed water pipe material and diameter shall be shown on as-built plan and/or profile sheets.
6. Station, location and limits of utility encasements, caps, pipe supports, etc.
7. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.
8. Two top of pipe elevation shots equal distance between valves.

iii. Sewer Plans

1. Street centerline station and offset dimension from street centerline to main line at manholes and all changes in alignment.
2. Sewer line station at centerline of each manhole.
3. Calculated slope between manholes.
4. Sewer line stationing at centerline of each service tap at 90 degrees to main; if not installed 90 degrees to main, station and offset to end of each service tap.
5. The installed sewer pipe material and diameter shall be shown on all plan and/or profile sheets.
6. Station, location and limits of utility encasements, caps, pipe supports, etc.
7. Station, location, limits and dimensions of facilities which are abandoned in place, including the size, depth and type of materials remaining.

8. Rim and invert elevations.
9. Elevations at the end of laterals and one elevation shot midpoint between manholes.

iv. Traffic Plans

1. Foundation location and modifications to the structural details noted.
2. Conduit location, size, alignments, and type noted.
3. Cabinet location, dimensions, and type.
4. Size, type, and location of battery backup for power pedestals.
5. Power Service Address.
6. Phone or fiber optic communication line location and connection with applicable service address and phone number.
7. Pole location and types.
8. Mast arm type, length and pendent locations.
9. Head locations and types.
10. Loop detector location, length, and type.
11. Changes to items in the schedules.
10. Interconnect conduit location and pull box type and location.
11. Sign base location, size or type changes from the approved plan.
12. Striping layout changes from the approved plan noted.
13. Changes to location, spacing, and type of raised pavement markers.
14. Traffic Conduit: All manholes and pull boxes.
15. Locations of all streetlights pull boxes, and service locations.

v. General

1. Street Centerlines
 2. All right of way and easement lines with docket or recordation numbers are shown on included approved plat.
- a. The CD/DVD shall be labeled with the Contractor's name, the Engineer's name, the Project/Subdivision name, the Project/Subdivision location, and the Final Inspection date. The AutoCAD file shall be the file used to generate the final Record Drawings (hard copy). The AutoCAD file shall depict the final Mylar Record Drawings with the rights-of-way and the project/subdivision tied to the state plane coordinates.

Note: The elevations required in Section 2.2 Subsection A must be performed under the supervision of a Registered Land Surveyor.

2.3 OTHER SUBMITTAL REQUIREMENTS

1. Materials List of all items installed during the project.
2. New Street Data Sheet Appendix D. This will need to be completed by the Contractor on the Final Inspection. City concurrence is required before submitting this form as part of the project closeout.
3. Certificate of Completion and Acceptance. Certification of Acceptance of Infrastructure completed pursuant to a Subdivision Improvements Agreement (SIA) and/or Development Agreement (DA), and Release from Financial

Guarantee shall be obtained from the City's Development Review Section-Engineering Division and submitted as part of the project closeout package.

4. Actual Cost Information. Actual cost information corresponding with the itemized Materials List of capital contributed. Actual cost information is required by the City as a condition of acceptance and/or release of financial guarantee related to the development. Such cost information include, but is not limited to, final invoices of the developer's prime contractor for infrastructure improvements and contract pricing for land and right of way dedications.

3.0 TIME LIMITATION OF APPROVAL

The City approval of residential developments, commercial developments, and road construction plans shall be valid for a time period of one (1) year. Plans NOT under construction within this time period are to be resubmitted and approved by the City prior to construction.

4.0 INFORMATION FOR PLAN PREPARATION

4.1 GENERAL PLAN INFORMATION

Plans shall be prepared using the current City of Rio Rancho standards and drawings first, then NMDOT standards and drawings, unless directed by the Project Manager. Bridge standard details and specifications shall be the latest version of NMDOT standards and drawings unless a City of Rio Rancho equivalent exists.

4.2 GENERAL PLAN PREPARATION

4.2.1 Cover Sheet

The Cover Sheet, included in the City's AutoCAD Standard borders, shall contain the following information:

1. The Consultant's seal
2. Key Map
3. The appropriate signatory blocks.
4. A project vicinity map. Standard Zone Atlas maps may be used in preparing the vicinity map.
5. Identification of a minimum of two City benchmarks.
 - a. Identify the City benchmarks by number, description, brief location, and elevation.
6. A plan sheet index listing shall be provided, either on the cover sheet or a separate sheet located near the front of the plan set. *Note: Plan and Profile sheets may be summarized in the sheet index (example: "Sheets 3 through 7").*

4.3 TITLE BLOCKS FOR NON-COVER SHEETS

All original drawing sheets shall have a title block along the right hand side of the sheet. This title block, included in the City's AutoCAD Standards, shall have the following information clearly displayed:

1. Name of Engineering Consulting Firm preparing the plans.
2. The Project Name.
3. The sheet number and the total number of sheets in the plan set.
1. The appropriate type of plan sheet (i.e. typical sections, details, plan & profile, etc.) shall be indicated.
2. City of Rio Rancho logo.

4.4 LEGEND AND GENERAL NOTES

The Legend and General Notes shall be located on the second sheet or near the front of the plan set. The Design Engineer can obtain the latest version of the General Notes Sheet from the Department of Public Work's website. The Consultant can add notes as they pertain to each project as necessary. The note additions must be identified under the header "SPECIAL NOTES". Notes relieving the Engineer from utility coordination and/or line location will not be allowed (all due diligence shall be completed to show existing utilities on the plans).

The Standard Legend can also be found on the Department of Public Work's website.

The Consultant shall use the symbols & abbreviations found on this sheet consistently throughout the entire plan set.

4.5 PLAN SHEET ORIENTATION AND LAYOUT

In general, project work shall be oriented on the sheets such that north will be pointing "up" or "to the right" on the sheet. Normally, no more than 1,000 feet of street length should be shown per plan sheet. This allows room on the right hand side of the plan sheet for the Construction Notes or Keyed Notes.

For curvilinear streets, the drawing shall be oriented so that the north arrow points to the top or the right edge of the sheet as appropriate to a practical representation of the curved portion of the street depicted. If the orientation of the street is northwest-southeast or southwest-northeast, place the western-most end of the street segment near the left edge of the sheet.

Construction centerline stationing, at intervals of 100 feet, shall be shown on both the plan and profile views and shall run from left to right. Subsequently, stationing is read from west to east or from south to north.

Portions of the same street or intersection shall not be shown beyond match lines on separate sheets. Match line information shall provide stationing and matching sheet number.

4.6 GENERAL PLAN AND PROFILE SHEETS

In general, most plan/profile layouts shall be shown on standard half plan/half profile sheets. In the case where steep grades or wide plan views prohibit plotting on these sheets, separate full plan and full profile sheets may be used.

Plan views shall show the limits of existing ROW and call out new ROW limits as well as construction easement areas.

Sheet number references for storm drain plans, connector pipe plans, etc. shall be noted on the plans.

All points of connection to existing facilities shall be clearly shown and the appropriate elevations indicated on the plans.

4.7 HORIZONTAL GEOMETRICS

As a general rule, the following pertains to roadway geometrics:

Roadway centerline bearings and distances shall be shown on the plans.

All tangent points, point of intersection (P.I.) of curvilinear sections, beginning and ending taper points and monument lines of all intersecting streets shall be labeled and stationed.

Provide top of curb and flow line elevations at returns and valley gutters.

On curved sections, construction centerline stationing shall be shown along the centerline of the curve, and not the tangent lines. Curve data shall be shown on same sheet as the curve.

The plans shall show dimensions from monument line/construction centerline to ROW and to existing curbs.

4.8 SURVEY CONTROL

See DPM Chapter II.6.

4.9 TOPOGRAPHY AND NOTATION

- (a) All subdivision names, block numbers, lot numbers, names of major business, schools, fire stations, and other public facilities shall be shown on the plans.
- (b) The Final ROW and easement limits shall be shown on the plans as a heavy line. Existing ROW where it differs from the new ROW line shall not be shown for Major Street projects.
- (c) Label all existing features. Include description and dimension as needed,
- (g) All topography to at least 10 feet beyond the ultimate ROW or easements shall be shown. Standard symbols shall be used where applicable.
- (n) Where certain items such as monuments, water valves, etc., are supposed to be, according to plan records, but cannot be found in the field, they shall be labeled "NOT FOUND" or "NF" on the plans.

5.0 PLAN SHEET SEQUENCE

5.1 PLAN SHEET SEQUENCE FOR RESIDENTIAL/COMMERCIAL DEVELOPMENT

Sheet 1:	Signature Cover Sheet, including Index of Sheets
Sheet 2:	General Notes Sheet
Sheet 3:	Standard Legend and Abbreviations
Sheet 4:	Subdivision Plat
Sheet 5:	Overall Grading Plan
Sheet 6:	Yard/Retaining Wall Plan & Profiles
Sheet 7:	Yard/Retaining Wall Details
Sheet 8:	Typical Sections, Pavement Structural Sections, etc.
Sheet 9:	Plan/Profile and other sheets as needed in the following order: <ol style="list-style-type: none">1) Median Island Details2) Plan and Profile of Paving3) Intersection Design Sheets for Major Intersections6) Plan and Profile of Storm Drain7) Profiles of Catch Basins and Connector Pipes8) City Standard Details (no less than 8 and no more than 10 details per sheet)9) Special Detail Sheets10) Bridge and Structural Detail Plans (see page 27-14 for plan sheet order)11) Landscaping/Irrigation Plans12) Erosion and Sediment Control Plan13) Erosion and Sediment Control Details/calculations14) Traffic Signing & Striping Plans15) Traffic Signal Plans16) Street Lighting Plans17) Traffic Control Plans
Sheet X:	Typical Section showing location of water and sewer line
Sheet X:	Plan/Profile and other sheets as needed in the following order: <ol style="list-style-type: none">1) Plan and Profile2) City Standard Details (no less than 8 and no more than 10 details per sheet)3) Special Detail Sheets

5.2 SHEET SEQUENCE BRIDGE AND STRUCTURAL PLANS

Typical sheets for a bridge or structural plans are as follows:

1. Typical Legend, Notes, and Detail Sheets, plus notes specific to the bridge project
2. Paving plans and profile sheet (if bridge is also part of a paving project)
3. Detour Plan and Profile, if required, showing all details required for the detour in plan and profile.
4. Plan and Profile for any water, sewer or irrigation alterations to be included as a part of the bridge construction
5. Soil boring log sheet showing all obtained soils information
6. Abutment details

7. Pier details
8. Deck details
9. Miscellaneous details
10. Handrail details.

5.3 SHEET SEQUENCE FOR WATER AND SANITARY SEWER PLANS

All designs requiring water or sanitary sewer shall be designed in accordance with Chapter II.4 – Water and Wastewater Infrastructure Design of the CORR Development Process Manual.

If separate from roadway, drainage, or traffic improvements, as in offsite plans, then water and sewer designs shall be under a separate cover sheet following the sequence below:

- | | |
|----------|---|
| Sheet 1: | Signature Cover Sheet, including Index of Sheets |
| Sheet 2: | Legend, Abbreviations, and Notes Sheet |
| Sheet 3: | Plan Sheet Key Map (place on Cover Sheet if size permits) |
| Sheet 4: | Water/Sewer Quantity Summary Sheet |
| Sheet 5: | Typical Section showing location of water and sewer line |
| Sheet 6: | Plan/Profile and other sheets as needed in the following order: |
| | 4) Plan and Profile |
| | 5) City Standard Details (no less than 8 and no more than 10 details per sheet) |
| | 6) Special Detail Sheets |

6.0 STORM DRAIN PLAN PREPARATION -RESERVED

7.0 LANDSCAPING PLANS

7.1 SHEET SEQUENCE

Refer to Subsection 5.1 for sequence of plan sheets.

8.0 MATCHING INTO EXISTING ADJACENT IMPROVEMENTS –RESERVED

9.0 RIGHT-OF-WAY MAPS AND PLANS – RESERVED

10.0 ROADWAY CROSS SECTIONS - RESERVED

11.0 REPORT FORMAT

11.1 GENERAL FORMATTING GUIDELINES

Here are some general formatting guidelines that apply to the entire report:

- Use a 1-inch margin at the top, bottom, left, and right.
- Use single spaced typing
- The entire document should be fully justified.

The following pages and headings should be incorporated into the document at a minimum:

Title Page – Project Name, Type of Report, Author’s name, who it is prepared for, Approval Block, and the date. Indicate whether the report is a “preliminary” or “final” submittal.

Table of Contents – include all sections and subsections w/ appropriate page numbers.

List of Appendices - can be provided on the same page as the List of Tables, include page numbers.

Introduction – Introduces the reader to the material and the area of interest. This section should provide a project description and purpose of the report.

Methods and Procedures – Provide schematic diagrams where appropriate. Organize methods/procedures used in the analysis in chronological order.

Conclusions - Summarize the results of the study in terms of original motivation, and important conclusions from the analysis.

References – Use full citations including titles of reports. If using numbered references, numbers should be according to chronological appearance in the text.

Appendices - Appendices may include derivations or tabulated data which you feel the reader should have access to, but are not appropriate for the body of the article.

All the supporting data, calculations, analysis, and information contained in the appendix of the report should be discussed and summarized in the body of the report. The information contained on the appendix is only for reference to be used by the reviewer if needed.

All information, including exhibits, tables, and calculations, shall be presented in the report in a well organized and easy to follow format.

12.0 CAD STANDARDS

12.1 Coordinates:

See Chapter II.6.

12.2 Drawing / Sheet Naming Convention:

Follow the drawing/plan sheet naming convention as outlined on the City of Rio Rancho Department of Public Works CAD Standards sheet found in Appendix H.

CHAPTER II.7 – APPENDICES

- Appendix A Project/Plan Submittal Letter
- Appendix B Final Project Submittal Checklist
- Appendix C City of Rio Rancho Standard “Record Drawings Certification Statement”
- Appendix D New Street Data Sheet
- Appendix E Street Light Layout Checklist
- Appendix F City of Rio Rancho Right-of-Way Acquisition Area Calculation Form
- Appendix G CAD File Layering Conventions
- Appendix H Sheet Naming Conventions



Appendix A
Project/Plan Submittal Letter
Public Works Department

Project Manager Name
Department of Public Works – Development Section
3200 Civic Center Circle
Rio Rancho, NM 87144

Date: XXXXXX

PROJECT/SUBDIVISION NAME
LEGAL DESCRIPTION (IF APPLICABLE)

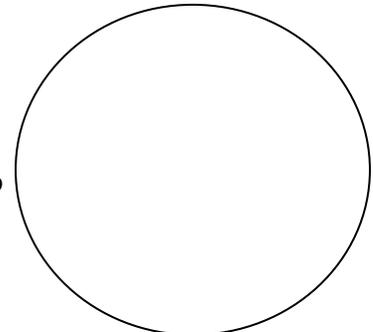
Dear Project Manager’s Name:

With this Project/Plan Submittal Letter I, the Engineer of Record for the said PROJECT/SUBDIVISION, do hereby certify the following:

1. That all submitted plans, reports, and etc. comply with current City of Rio Rancho Development Process Manual Chapters, City of Rio Rancho Standard Details, and Codes and Ordinances;
2. That all previous redline comments have been included in this submittal or that a valid accepted consensus has been reached where a comment cannot be incorporated (attach documentation);
3. That the submittal is complete and ready for review. If it is found that the submittal is incomplete, the City will return without any review.
4. The submittal requires one of the following (circle one):
 - a. No Variances;
 - b. Attached Variances.

Certification to the aforementioned by: ENGINEER OF RECORD

Seal and Sign
Using P.E. Stamp



Unless otherwise noted below, submittal documentation should be on a CD/DVD. One complete copy of the entire submittal package is required. (City should use the checklist previously developed.)

Project Name: _____ Date: _____

Documents: (2 sets of CD/DVDs per submittal)

- Final Drainage Report with all amendments and approved changes
- Sewer Report with all amendments and approved changes
- Water Report with all amendments and approved changes
- Traffic Impact Study with all amendments and approved changes
- Geotechnical Report
- Pad Certifications
- All physical construction test results (compaction, concrete, asphalt, etc.)
- All construction permits
- All Operation and Maintenance Manuals (including shop drawings)
- Detention Basin Capacity Certifications** (certified by a registered surveyor or engineer for all detention basins. The certification should reference the volume in acre feet referenced in the drainage report; a sketch of the Record Drawings basin; calculations of the as- built volume in acre feet.

Approval letters from Utilities or Agencies where applicable: (2 sets of CD/DVDs per submittal)

- Proof of payment of all fees as stipulated in the approval of Final Plat
- Water Availability Letter issued by the Department of Public Works Utilities Division *
- Sewer Availability Letter issued by the Department of Public Works Utilities Division *
- Southern Sandoval County Arroyo Flood Control Authority *
- Sandoval County Environmental Services Department Approval of Construction

*Letter shall state the agency has approved the construction and the Record Drawings.

Recorded Plat/Map of Dedication: (Required on CD/DVD and HARD COPY – 1 set of each per submittal)

- 24" by 36" black line
- Half size (no larger than 11" X 17") black line
- Submitted on CD/DVD

Record Drawings as Pertains to your Project: (Required on 2 CD/DVDs - 1 Bond set AND 1 MYLAR set as listed below)

- Record Drawings plans – Grading and Drainage
- Record Drawings plans – Water
- Record Drawings plans – Sewer
- Record Drawings plans – Paving
- Record Drawings plans – Storm Drain

Additional Items: (2 sets of CD/DVDs per submittal)

- Copy of the Punch List signed off by the inspector (*Must accompany the submittal in order to be accepted*)
- Proof of payment for Traffic Signals (if applicable)

NOTE: Required Hard Copy Size Requirements:

- Record Drawings plans - printed - on 4 mil double matte for **mylar requirements**
- Record Drawings plans - size 24" X 36" (absolute maximum size) black line bond
- Record Drawings plans - half-size (no larger than 11" X 17") black line bond



Appendix C Standard Engineer's "Record Drawings" Certification Statement

"Record Drawings" Engineer's Certification

I, (Engineer's Name), a Registered Professional Engineer in the State of New Mexico, have reviewed the Final Plat of (Project's/Subdivision's Name) and related relevant drainage plans, street plans and profiles, design and construction plans, and other improvement plans. I do hereby certify that I have made an inspection of those improvements described herein and find same to be built in accordance with the Preliminary and Final Plat except for the modifications specifically noted. I have attached hereto reasons for the modifications and relevant "Record Drawings" plans detailing the modifications.

Registered Professional Engineer

Date

(List below, improvements certified, noting modifications.)

Released for Permitting

This set of plans has been reviewed for compliance with City of Rio Rancho requirements prior to issuance of construction permits. The City neither accepts nor assumes any liability for errors or omissions. This compliance review shall not prevent the City Public Works Director or City Engineer from requiring correction of errors or omissions in plans found to be in violation of any law, ordinance, or standard.

City Engineer

Date

New Street Data Sheet (To Be Completed on Final Inspection)

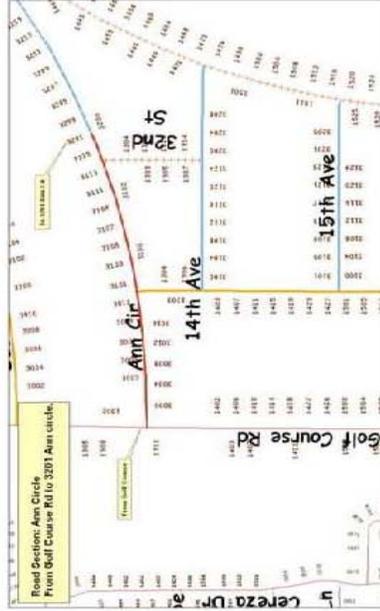
Street Name (Plat): _____
 Subdivision Name: _____
 Number of Unique Street Sections: _____ (Due to: Different Construction Dates, Cross Section Variations, Asphalt Thickness, & etc.)

Note: If more sections are needed, please use another form.
Note: If the road section cannot be taken from street to street, it must be given an address or legal description for where the section ends. See example below.

Section 1:
 From: _____
 To: _____
 Section Width (Asphalt Only): _____
 Section Length (Along Centerline): _____
 Section Thickness/Treatment: _____
 Construction Date: _____
 Section Classification (Circle One): Arterial Collector Residential

Section 2:
 From: _____
 To: _____
 Section Width (Asphalt Only): _____
 Section Length (Along Centerline): _____
 Section Thickness/Treatment: _____
 Construction Date: _____
 Section Classification (Circle One): Arterial Collector Residential

Section 3:
 From: _____
 To: _____
 Section Width (Asphalt Only): _____
 Section Length (Along Centerline): _____
 Section Thickness/Treatment: _____
 Construction Date: _____
 Section Classification (Circle One): Arterial Collector Residential



Acceptance that all above data is complete and correct.

Completed by Contractor on final walkthrough with City Inspector.

 City Inspector Signature and Date

 Contractor Signature and Date



Appendix E Street Light Layout Checklist

Department of Public Works

(This form is not needed in my opinion. Check with Traffic Operations staff.)

Date: _____

Project Name: _____

Engineering Consulting Firm/Developer: _____

Department of Public Works Job No: _____

The purpose of this checklist is to guide the developers on street light layouts on residential subdivisions, apartments, condominiums, commercial and industrial projects.

This checklist serves to minimize redline comments on the check prints and to maintain consistency of the plan review process for streetlight layouts in the public right-of way. Plan approval and issuing permits depend on the compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the design.

Please submit this checklist and the check prints with your next submittal.

If construction has not started within (1) year of the date of plan approval, or if there is a halt in construction of more than one (1) year, approval will become void and public streetlight plans shall be resubmitted for updating and re-approval.

GENERAL REQUIREMENTS

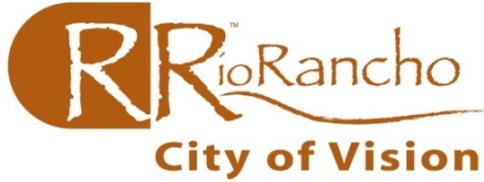
- The street light plans must be submitted on 24' x 36" sheets.
- City of Rio Rancho Standard border with approval block must be used.
- The scale must be shown on the plans 1" = 20' or 1" = 40'
- Graphic Scale
- A north arrow is required on each sheet
- A vicinity or site location map is required on the cover sheet
- The developer's name, address and phone number must be shown on the cover sheet
- The Street Light Design Professional name, address and phone number must be shown on the cover sheet
- Project title block filled out with name and location of project
- Project Number, Project Title

- [] An index of sheets is required
- [] Show and label all abutting streets
- [] Show landscape and abutting street(s)
- [] Show setbacks and proposed landscape concept
- [] Show location of detentions basins and retaining walls
- [] Identify location – show site and adjacent parcels
- [] Show dimensions for FOC on all intersection street legs
- [] Show existing and proposed driveway locations
- [] Label adjacent zoning and land use
- [] Show lot lines and dimensions
- [] The current CORR General Notes must be shown on the cover or detail sheet
- [] All plan sheets shall display construction notes pertinent to each sheet
- [] Construction notes indicating all equipment to be installed, removed or relocated
- [] The following information is required for each proposed and existing street within and adjacent to the development:
 - a. Name
 - b. Right-of-way width
 - c. Improved width of street, typically street centerline to back-of-curb dimensions
 - d. Tract “ “ for private streets
- [] All existing and proposed waterlines and fire hydrants shall be shown
- [] All existing and proposed overhead and underground utilities shall be shown
- [] Locate proposed trees at least 20’ from a proposed street light pole location

There should be a minimum six (6’) feet of clearance between streetlight poles and fire hydrants, city water facilities, or city sewer facilities. Provide dimensional ties to fire hydrants where potential conflicts may occur (within 10’ of street light pole)
- [] All proposed and existing street lights within 300’ from the first proposed streetlight should be shown with stationing and dimensional ties to the street centerline

Proposed streetlights in residential areas should be located within 5’ of property lines.
- [] Lights located in residential areas but not adjacent to homes may be shown by station and offset only
- [] Show all project phasing on the plans
- [] Provide a quantity tabulation of the number of streetlight poles on the cover sheet
- [] Identify utility provider on the plan set
- [] Provide a legend on the plans identifying the following items:
 - a. Luminaire description

- 1. Local street – 100 watt, 9,500 lumen, high pressure sodium
- 2. Collector street – 150 watt, 16,000 lumen, high pressure sodium
- 3. Arterial street – 250 watt, 30,000 lumen, high pressure sodium
- b. Luminaire mounting height
- c. Pull Box size and type
- d. Existing luminaire type, pole, and wattage
- e. Traffic Signal Mounted Luminaire type, pole, and wattage
- [] Coordinate streetlight plan with the engineer preparing other offsite improvement plans
- [] Provide stations at all intersections
- [] Utility provider must be shown with all applicable utility notes
- [] Label specific locations, sizes, and dimension from center line and/or monument line along with the following:
 - a. Existing and proposed underground utilities
 - b. Existing and proposed overhead utilities
 - c. Face of curb
 - d. Width of sidewalk
 - e. Width on any PUE
 - f. Edge of right-of-way
 - g. Edge of pavement
- [] Quantities must be tabulated separately by phase. Private streetlights must be tabulated separately from public streetlights.
- [] Street light General Notes must be shown
- [] On residential, collector and arterial streets, all existing and/or proposed driveways and American Disability Act (ADA) ramps shall be shown on the streetlight plans



Appendix F Right-of-Way Acquisition Area Calculation Form

(Form Not Needed)

Project Name: _____

Project Description: _____

County Assessor Parcel No.: _____

Unit, Lot, and Block: _____

Street Address: _____

Area Calculation Table						
Type of Acquisition	Area of Existing Parcel		Area to be Acquired		Area Remaining	
	Sq. Ft.	Acres	Sq. Ft.	Acres	Sq. Ft.	Acres
Existing Parcel						
Fee R/W						
Slope Easement						
Drainage Easement						
Temporary Construction Easement						

Vicinity Map



Appendix G

CAD File Layering Conventions

Public Works Department

(FORM NOT NEEDED)

Layer Name	Layer Description
0	
C-BLDG	Building
C-BLDG-TEXT	Building Text
C-BRDG	Bridge
C-BRDG-DECK	Bridge Deck
C-BRDG-EXST	Existing Bridge
C-BRDG-SECT	Cross Section Of Bridge
C-ONECALL	One Call Symbol
C-CURB	Curb, Gutter, Sidewalk
C-CURB-DW	Driveway
C-CURB-DW-EXST	Existing Driveway
C-CURB-EXST	Existing Curb, Gutter, Sidewalk
C-ESMT	Easement Lines
C-ESMT-CNTR	Easement Centerlines
C-ESMT-CNTR-DIMS	Easement Centerline Bearing, Distant & Curve Dimensions
C-ESMT-DIMS	Easement Line Bearing, Distant & Curve Dimensions
C-ESMT-TEMP	Temporary Easement
C-ESMT-TYPE	Easement Type Callouts
C-ESMT-WDTH	Easement Width Dimensions
C-FIRE-FHYD-SYM	Water Fire Hydrant Symbol
C-FIRE-UNDR-MAIN	Watermain to Fire Hydrant
C-FIRE-UNDR-MAIN-FLIN	Watermain - Fireline
C-FIRE-VALV-PNT	Fire Hydrant Water Valve Point
C-FIRE-VALV-SYM	Fire Hydrant Water Valve Symbol
C-GOVT-CNTY-BNDY	County Line
C-GOVT-CTLM-BNDY	City Limits
C-GOVT-DIST-BNDY	Council Districts
C-GOVT-PRCT-BNDY	Voting Precinct
C-LOGO	City Logo
C-MISC-CHRT	Miscellaneous Chart
C-MISC-CURB	Miscellaneous Curb
C-MISC-DETL	Miscellaneous Detail
C-MISC-DETL-CNTR	

C-MISC-DETL-HIDN	
C-MISC-DIMS	Dimensions
C-MISC-TEXT	Miscellaneous Text
C-PATT-DECO-PVMT	Hatch - Decorative Pavement
C-PATT-DECO-XSEC	Hatch- Decorative - Cross Section
C-PATT-DET	Hatch - Decorative - Detail Sheets
C-PATT-DW	Hatch - Proposed Driveway
C-PATT-PVMT	Hatch - Proposed Pavement
C-PATT-SW	Hatch - Proposed Sidewalk
C-PATT-SW-EXST	Hatch - Existing Sidewalk
C-PROF	Proposed Profile
C-PROF-CNTR	Proposed Profile Centerline
C-PROF-DOTS	Profile - Dots
C-PROF-GRID	Profile - Grid
C-PROF-GRND-EXST	
C-PROF-NOTES	Profile Notes
C-PROF-NOTES-HORZ	Profile Notes - Horizontal
C-PROF-NOTES-VERT	Profile Notes - Vertical
C-PROF-TEXT	Proposed Profile Text
C-PROP	A`Property Lines (Parcel Boundaries)
C-PROP-ACRE	Lot & Tract Acreages
C-PROP-ADDR	Street Addresses
C-PROP-BLDG-SBAC	Building Setback
C-PROP-DIMS	Property Line Bearing, Distant & Curve Dimensions
C-PROP-EXST	Old/Existing Property Lines
C-PROP-MON	Property Line Monuments
C-PROP-NUMB	Lot Numbers & Tracts
C-PROP-NUMB-DISP	County Parcel Numbers for display purposes only
C-PROP-SPLT	Property Split Lines
C-PVMT-EDGE	Edge Of Pavement
C-PVMT-EDGE-EXST	Existing-Edge Of Pavement
C-PVMT-SC	Saw Cut Line
C-RCLM-ANNO-TXT	Reclaim Text
C-RCLM-BOOS-PNT	Reclaim Booster Station Point
C-RCLM-BOOS-SYM	Reclaim Booster Station Symbol
C-RCLM-PRVL-PNT	Reclaim Pressure Relief Valve Point
C-RCLM-PRVL-SYM	Reclaim Pressure Relief Valve Symbol
C-RCLM-STOR-PNT	Reclaim Storage Point
C-RCLM-STOR-SYM	Reclaim Storage Symbol
C-RCLM-UNDR-FIT	Reclaim Fittings

C-RCLM-UNDR-MAIN	
C-RCLM-UNDR-MAIN	Reclaim Water Main - Standard
C-RCLM-UNDR-REDR-P	
C-RCLM-UNDR-REDR-PNT	Reclaimline Reducer Point
C-RCLM-UNDR-REDR-S	
C-RCLM-UNDR-REDR-SYM	Reclaim Reducer Symbol
C-RCLM-UNDR-SERV	Reclaim Service Tap
C-RCLM-VAL-PNT	Reclaim Water Valve Point
C-RCLM-VALV-SYM	Reclaim Water Valve Symbol
C-RIV-CNTR	Rivers/Creeks/Streams/Washes Center Lines
C-RIV-EDGE	Rivers/Creeks/Streams/Washes Edge Lines
C-RIV-NAME	Rivers/Creeks/Streams/Washes Names
C-ROW	Street Right-of-Way Lines
C-ROWC	Canal Right-of-Way Lines
C-ROWC-CNTR	Canal Right-of-Way Centerlines
C-ROWC-CNTR-DIMS	Canal Centerline Bearing, Distant & Curve Dimensions
C-ROWC-CNTR-MON	Canal Centerline Monuments
C-ROWC-CNTR-NAME	Canal Names
C-ROWC-CNTR-WDTH	Canal Right-of-Way Width Dimensions
C-ROWC-DIMS	Canal Right-of-Way Line Bearing, Distant & Curve Data
C-ROWC-MON	Canal Right-of-Way Monuments
C-ROW-CNST-CNTR	Construction Center Line
C-ROW-CNTR	Street Right-of-Way Centerlines
C-ROW-CNTR-DIMS	Street Centerline Bearing, Distant & Curve Dimensions
C-ROW-CNTR-MON	Street Centerline Monuments
C-ROW-CNTR-NAME	Street Names
C-ROW-CNTR-WDTH	Street Right-of-Way Width Dimensions
C-ROW-DIMS	Street Right-of-Way Line Bearing, Distant & Curve
C-ROW-EXST	Existing-Street Right-of-Way Lines
C-ROWF	Freeway Right-of-Way Lines
C-ROWF-CNTR	Freeway Right-of-Way Centerlines
C-ROWF-CNTR-DIMS	Freeway Centerline Bearing, Distant & Curve Dimensions
C-ROWF-CNTR-MON	Freeway Centerline Monuments
C-ROWF-CNTR-NAME	Freeway Names
C-ROWF-CNTR-WDTH	Freeway Right-of-Way Width Dimensions
C-ROWF-DIMS	Freeway Right-of-Way Line Bearing, Distant & Curve Data
C-ROWF-MON	Freeway Right-of-Way Monuments
C-ROW-MON	Street Right-of-Way Monuments
C-ROWP	Private Street Right-of-Way Lines
C-ROWP-CNTR	Private Street Right-of-Way Centerlines

C-ROWP-CNTR-DIMS	Private Street Centerline Bearing, Distant & Curve Data
C-ROWP-CNTR-MON	Private Street Centerline Monuments
C-ROWP-CNTR-NAME	Private Street Names
C-ROWP-CNTR-WDTH	Private Street Right-of-Way Width Dimensions
C-ROWP-DIMS	Private Street Right-of-Way Line Bearing, Distant & Curve Data
C-ROWP-MON	Private Street Right-of-Way Monuments
C-ROWR	Railroad Right-of-Way Lines
C-ROWR-CNTR	Railroad Right-of-Way Centerlines
C-ROWR-CNTR-DIMS	Railroad Centerline Bearing, Distant & Curve Dimensions
C-ROWR-CNTR-MON	Railroad Centerline Monuments
C-ROWR-CNTR-NAME	Railroad Names
C-ROWR-CNTR-WDTH	Railroad Right-of-Way Width Dimensions
C-ROWR-DIMS	Railroad Right-of-Way Line Bearing, Distant & Curve Data
C-ROWR-MON	Railroad Right-of-Way Monuments
C-SECT-COR-MON	Section Corner Monuments
C-SECT-COR-TEXT	Section & Quarter Corner Information
C-SECT-LINE	Section Lines
C-SECT-LINE-DIMS	Section Line Bearing & Distant Dimensions
C-SHBD	Sheet Border
C-SHBD-MTCH	Match Line
C-SHBD-MTCH-TEXT	Match Line Text
C-SHBD-TEXT	General Text
C-SHBD-TEXT-BLD	Bold Size Text
C-SHBD-TEXT-MED	Medium Size Text
C-SHBD-TTLB Title	Title Block & North Arrow
C-SHBD-TTLB-TEXT	Title Block Text
C-SSWR-ANNO-TXT	Sewer Text
C-SSWR-CLNO-PNT	Cleanout Point
C-SSWR-CLNO-SYM	Cleanout Symbol
C-SSWR-HEAD-PNT	Sewer Headwork Point
C-SSWR-HEAD-SYM	Sewer Headwork Symbol
C-SSWR-LSTA-PNT	Sewer Lift Station Point
C-SSWR-LSTA-SYM	Sewer Lift Station Symbol
C-SSWR-MAHN-PNT	
C-SSWR-MAH-SYM	
C-SSWR-MANH-PNT	Manhole Point
C-SSWR-MANH-SYML	Manhole Symbol
C-SSWR-MSTA-PNT	Sewer Metering Station Point
C-SSWR-MSTA-SYM	Sewer Metering Station Symbol
C-SSWR-UNDR-MAIN-STAN	Sewermain - Standard

C-SSWR-UNDR-SERV	Sewer Service
C-SSWR-VALV-PNT	Sewer Valve Point
C-SSWR-VALV-SYM	Sewer Valve Symbol
C-SSWR-WEIR-SYM	Sewer Weir Box Symbol
C-SSWR-WIER-PNT	Sewer Weir Box Point
C-SSWR-WIER-SYM	
C-STRM-AREA-CTCH	Catchment Area, Area that Flows to an Outfall
C-STRM-AREA-DET	Detention Area
C-STRM-AREA-STOR	Storage Pond
C-STRM-CB	Catch Basin
C-STRM-MNMD-CANL	Canal, Large Water Conveyance that Interacts w/Storm Drains
C-STRM-MNMD-CHAN	Channel, Concrete Lined Conveyance
C-STRM-MNMD-CNTR	Centerline, Carries the Attributes for the Items Listed Above
C-STRM-MNMD-DTCH	Ditch, Unlined Conveyance
C-STRM-MNMD-IRRG	Irrigation, Small Water Conveyance that Interacts
C-STRM-MNMD-SPWY	Spillway, Allows Surface Flow to Channels/Ditches
C-STRM-NTRL-CNTR	Centerline, Carries the Attributes for the Items Listed Above
C-STRM-NTRL-CREK	Creek
C-STRM-NTRL-RIV	River
C-STRM-NTRL-WASH	Wash
C-STRM-STRC-DIVR	Diversion Structure, Diverts Canal Water to Storm Drain System
C-STRM-STRC-FLGT	Flapgate, Restricts Flow to one Direction
C-STRM-STRC-HDWL	Headwall, Transition from Openflow to Pipe & Visa Versa
C-STRM-STRC-INLT	Inlet, Collects Surface Flow
C-STRM-STRC-JBOX	Junction Box Irrigation Control
C-STRM-STRC-MH	Manhole, Point of Entry to the Storm Drain System
C-STRM-STRC-ORFC	Orifice, Restricts Flow
C-STRM-STRC-OUTF	Outfall, Structures that Release Storm Water to Receiving Water
C-STRM-STRC-PMP	Pump, Moves Water Between Different Elements of the System
C-STRM-STRC-STAN	Stand Pipe, Irrigation Device
C-STRM-STRC-STAN-EXST	
C-STRM-STRC-VAL	Valve, Controls Rate or Direction of Flow
C-STRM-STRC-WIER	Weir, Restricts or Changes Direction of Flow
C-STRM-UNDR	Storm Drain Lines-Underground
C-STRM-UNDR-BDET	Bleed Off, Detention, Flow from Detention Area to Pipe System
C-STRM-UNDR-BPMP	Bleed Off, Pump, Flow from Pump to Pipe Systems
C-STRM-UNDR-CLVT	Culvert, Structure to Allow Flow Under Roads, etc.
C-STRM-UNDR-CONR	Connector, Pipe Connects Inlets to Majors/Laterals
C-STRM-UNDR-EXST	Existing-Storm Drain Lines-Underground
C-STRM-UNDR-IRRG	Irrigation, Part of Irrigation System that Interacts w/Storm Drain

C-STRM-UNDR-LATR	Lateral, Pipe Usually Smaller, Feeds to Majors
C-STRM-UNDR-MAJR	Major, Pipe Backbone, Ends at Outfall
C-STRM-UNDR-OTHR	Other
C-STRM-UNDR-SPHN	Siphon, Allows Flow Under Obstructions
C-SUB-BND	Subdivision Boundary
C-SUB-BND-DIMS	Subdivision Boundary Bearing, Distant & Curve Dimensions
C-SUB-BND-MON	Subdivision Boundary Monuments
C-SUB-NAME	Subdivision Name
C-SWR	Sanitary Sewer-At Grade
C-SWR-EXST	Existing-Sanitary Sewer-At Grade
C-SWR-UNDR	Sanitary Sewer Lines-Underground
C-SWR-UNDR-EXST	Existing-Sanitary Sewer
C-TOPO	Results Of Survey
C-TOPO-BORE	Bore Hole Locations
C-TOPO-FENC	Fence
C-TOPO-FENC-EXST	
C-TOPO-MISC	Miscellaneous Items
C-TOPO-MISC-EXST	
C-TOPO-RTWL	Retaining Wall
C-TOPO-STLT-EXST	Streetlight Pole - Existing
C-TOPO-TEXT	Topo Text
C-TOPO-TRAF-POLE-EXST	Existing Traffic Signal Pole
C-TOPO-WALL	Freestanding Wall
C-TRAF-EQPT	Traffic Signal Equipment
C-TRAF-EQPT-EXST	Existing-Traffic Signal Equipment
C-TRAF-EQPT-MISC	Traffic Signal Equipment-Miscellaneous
C-TRAF-EQPT-TEXT	Traffic Signal Equipment Notes/Text
C-TRAF-FNDN-COND	Traffic Signal Conduit
C-TRAF-FNDN-COND-EXST	Existing-Traffic Signal Conduit
C-TRAF-FNDN-JB	Traffic Signal Junction Boxes
C-TRAF-FNDN-JB-EXS	
C-TRAF-FNDN-JB-EXST	Existing-Traffic Signal Junction Boxes
C-TRAF-FNDN-MISC	Traffic Signal Foundation-Miscellaneous
C-TRAF-FNDN-TEXT	Traffic Signal Foundation Notes/Text
C-TRAF-MISC	Street Names / Miscellaneous Text
C-TRAF-PM-SKW	Traffic-Skip White Paint
C-TRAF-PM-SKW-EXST	Existing-Traffic-Skip White Paint
C-TRAF-PM-SKY	Traffic-Skip Yellow Paint
C-TRAF-PM-SKY-EXST	EXST Existing-Traffic-Skip Yellow Paint
C-TRAF-PM-SOW	Traffic-Solid White Paint

C-TRAF-PM-SOW-EXST	Existing-Traffic-Solid White Paint
C-TRAF-PM-SOY	Traffic-Solid Yellow Paint
C-TRAF-PM-SOY-EXST	Existing-Traffic-Solid Yellow Paint
C-TRAF-POLE	Traffic Signal Poles/Foundations
C-TRAF-POLE-EXST	Existing-Traffic Signal Poles/Foundations
C-TRAF-POLE-EXST-R	
C-TRAF-POLE-EXST-RMVL	Existing-Traffic Signal Poles/Foundations-to be Removed
C-TRAF-SIGN	Traffic Signs
C-TRAF-SIGN-EXST	Existing Traffic Signs
C-TRAF-STLT	
C-UTIL-CABL	Cable-At Grade
C-UTIL-CABL-EXST	Existing-Cable-At Grade
C-UTIL-CABL-OVHD	Cable Lines-Overhead
C-UTIL-CABL-UNDR	Cable Lines-Underground
C-UTIL-CABL-UNDR-EXST	Existing-Cable Lines-Underground
C-UTIL-CWTR-UNDR	Chiller Water Lines-Underground
C-UTIL-CWTR-UNDR-EXST	Existing-Chiller Water Lines-Underground
C-UTIL-FIBR	Fiber Optic-At Grade
C-UTIL-FIBR-	Existing-Fiber Optic-At Grade
C-UTIL-FIBR-OVHD	Fiber Optic Lines-Overhead
C-UTIL-FIBR-OVHD-EXST	Existing-Fiber Optic Lines-Overhead
C-UTIL-FIBR-UNDR	Fiber Optic Lines-Underground
C-UTIL-FIBR-UNDR-	Existing-Fiber Optic Lines-Underground
C-UTIL-FUEL-UNDR	Liquid Fuel Lines-Underground
C-UTIL-FUEL-UNDR-EXST	Existing-Liquid Fuel Lines-Underground
C-UTIL-IRRG	Irrigation line w\Headwalls
C-UTIL-IRRG-ABVG	Irrigation Structures
C-UTIL-IRRG-ABVG-EXST	
C-UTIL-IRRG-EXST	Existing-Open Irrigation line w\Headwalls
C-UTIL-IRRG-UNDR	
C-UTIL-MGAS-UNDER	
C-UTIL-MGAS-UNDR	Medical Gas Lines-Underground
C-UTIL-MGAS-UNDR-EXST	Existing-Medical Gas Lines-Underground
C-UTIL-NGAS	Natural Gas-At Grade
C-UTIL-NGAS-EXST	Existing-Natural Gas-At Grade
C-UTIL-NGAS-UNDR	Natural Gas Lines-Underground
C-UTIL-NGAS-UNDR-	Existing-Natural Gas Lines-Underground
C-UTIL-POWR	Electrical Power-At Grade
C-UTIL-POWR-EXST	Existing-Electrical Power-At Grade
C-UTIL-POWR-EXST	Existing-Electrical Power-At Grade

C-UTIL-POWR-OVHD	Electrical Power Lines-Overhead
C-UTIL-POWR-OVHD-EXST	Existing-Electrical Power Lines-Overhead
C-UTIL-POWR-UNDR	Electrical Power Lines-Underground
C-UTIL-POWR-UNDR-EXST	Existing-Electrical Power Lines-Underground
C-UTIL-SSWR-UNDR-EXST	Existing-Sanitary Sewer Lines-Underground
C-UTIL-STRM-EXST	Existing-Storm Drain / All Structures and Facilities
C-UTIL-TELE-ABVG	Telephone - Aboveground
C-UTIL-TELE-UNDR	Telephone - Underground
C-UTIL-TELE-UNDR-EXST	
C-UTIL-WATR-UNDR-EXST	Existing-Domestic Water Lines-Underground
C-WALK	Walkways - Independent of Street
C-WALK-EXST	Existing-Walkways - Independent of Street
C-WATR	Domestic Water - At Grade
C-WATR-ANNO-TXT	Water Text
C-WATR-BOOS-PNT	Water Booster Station Point
C-WATR-BOOS-SYM	Water Booster Station Symbol
C-WATR-DET	Water Detail Sheet - Line Work
C-WATR-DET-CNTR	Water Detail Sheet - Center Line
C-WATR-DET-DASH	
C-WATR-DET-DDOT	
C-WATR-DET-HIDN	
C-WATR-EXST	Existing-Domestic Water - At Grade
C-WATR-MANH-PNT	Water Manhole Point
C-WATR-MANH-SYM	Water Manhole Symbol
C-WATR-MSTA-PNT	Water Metering Station Point
C-WATR-MSTA-SYM	Water Metering Station Symbol
C-WATR-PRVL-PNT	Water Pressure Relief Valve Point
C-WATR-PRVL-SYM	Water Pressure Relief Valve Symbol
C-WATR-PZON	Water Pressure Zone
C-WATR-REDR-PNT	Waterline Reducer Point
C-WATR-REDR-SYM	Waterline Reducer Symbol
C-WATR-STOR-PNT	Water Storage Point
C-WATR-STOR-SYM	Water Storage Symbol
C-WATR-UNDR	Domestic Water Lines-Underground
C-WATR-UNDR-EXST	Existing-Domestic Water Lines-Underground
C-WATR-UNDR-FIT	Water Fitting
C-WATR-UNDR-MAIN	Watermain
C-WATR-UNDR-SERV	Water Service
C-WATR-VALV-SYM	Water Valve Symbol
C-WATR-WELL-PNT	Water Well Point

C-WATR-WELL-SYM	Water Well Symbol
DEFPOINTS	
L-IRRG-EQPT	Valves, Meters, Etc.
L-IRRG-EQPT-DET	Irrigation Detail Sheet - line Work
L-IRRG-EQPT-DET-CN	
L-IRRG-EQPT-DET-CNTR	Irrigation Detail Sheet - Center Line
L-IRRG-LTRL	Irrigation - Lateral Line
L-IRRG-MAIN	Irrigation - Main Line
L-IRRG-MISC	Wire, Pull Box, Etc.
L-IRRG-PIPE	Irrigation Pipe
L-IRRG-PRIV	Private Irrigation
L-IRRG-SIZE	Irrigation Pipe Size
L-IRRG-SLEV	Irrigation Sleeves
L-IRRG-SYMB	Irrigation Tags
L-IRRG-TEXT	Annotations
L-IRRG-WATR	Irrigation with Water
L-PLNT	Plants
L-PLNT-BLDR	Site Boulders
L-PLNT-CACT	Desert Plants
L-PLNT-DEMO	Demolish / Removal
L-PLNT-EXST	Existing Plants
L-PLNT-FURN	Site Furniture
L-PLNT-HEAD	Landscape Headers
L-PLNT-SAVG	Plant Salvage
L-PLNT-SHRB	Plant - Shrub
L-PLNT-TEXT	Landscape Text
L-PLNT-TREE	Trees
Z-BLDG	Major Existing Building Outlines
Z-BLDG-DIMS	Major Building Dimensions
Z-BLDG-FUTR	Future Buildings and Additions
Z-SITE	Building Setback Lines
Z-SITE-DIMS	Building Dimensions
Z-SITE-DRVW	Driveways
Z-SITE-FENC	Fences/Walls
Z-ZONE	Existing Zoning Lines
Z-ZONE-DIMS	Zoning Dimensions
Z-ZONE-FUTR	Rezoning Proposals
Z-ZONE-FUTR-TEXT	Rezoning Proposals Text
Z-ZONE-TEXT	Zoning Identification Text

*Any existing layer not listed should be named with the layer name and “-EXST”
EXAMPLE: C-BLDG-EXST



Appendix H Sheet Naming Conventions Public Works Department

- COVER SHEET(PROJECT #)CS
- LEGEND & NOTE SHEET (PROJECT #)LN
- KEY MAP(PROJECT #)KM (If not included on Cover Sheet)
- ROADWAY SUMMARY SHEET(PROJECT #)RS
- TYPICAL SECTIONS..... (PROJECT #)TY
- PAVING PLANS (PLAN/PROFILE) (PROJECT #)PP1 THRU (PROJECT #)PP?
- IF PAVING PLANS HAVE SEPARATE PLAN AND PROFILE SHEETS:
- PLAN SHEETS (PROJECT #)PL1 THRU (PROJECT #)PL?
- PROFILE SHEETS (PROJECT #)PRO1 THRU (PROJECT #)PRO?
- PAVING DETAILS (PROJECT #)PD1 THRU (PROJECT #)PD?
- STORM DRAIN QUANTITY SUMMARY SHEET(PROJECT #)SDQ
- HYDRAULIC GRADE LINE SHEET (PROJECT #)HGL
- STORM DRAIN DESIGN SUMMARY SHEET (PROJECT #)SDS
- SOIL BORING LOGS(PROJECT #)SB1 THRU (PROJECT #)SB?
- STORM DRAIN PLANS (PROJECT #)SD1 THRU (PROJECT #)SD?
- CATCH BASIN CONNECTOR PIPE PROFILES (PROJECT #)CPP1 THRU (PROJECT #)CPP?
- STORM DRAIN DETAILS(PROJECT #)SDD1 THRU (PROJECT #)SDD?
- LANDSCAPE PLANS (PROJECT #)LS1 THRU (PROJECT #)LS?
- LANDSCAPE IRRIGATION PLANS(PROJECT #)LSI1 THRU (PROJECT #)LSI?
- LANDSCAPE DETAILS(PROJECT #)LSD1 THRU (PROJECT #)LSD?
- STREET LIGHT TRENCHING PLANS (PROJECT #)SL1 THRU (PROJECT #)SL?
- TRAFFIC SIGNAL PLANS (PROJECT #)TS1 THRU (PROJECT #)TS?
- TRAFFIC SIGNAL DETAILS(PROJECT #)TSD1 THRU (PROJECT #)TSD?
- BRIDGE PLANS(PROJECT #)BR1 THRU (PROJECT #)BR?
- WATERLINE PLANS(PROJECT #)WP1 THRU (PROJECT #)WP?
- WATERLINE PROFILES (If separate from Plans) (PROJECT #)WPP1 THRU (PROJECT #)WPP?
- WATERLINE TIE-IN DETAILS (PROJECT #)WTD1 THRU (PROJECT #)WTD?
- WATERLINE DETAILS (PROJECT #)WD1 THRU (PROJECT #)WD?
- SANITARY SEWER PLANS(PROJECT #)SS1 THRU (PROJECT #)SS?
- SANITARY SEWER DETAILS(PROJECT #)SSD1 THRU (PROJECT #)SSD?

Note: (PROJECT #) = City Project Number