New Mexico DEPARTMENT OF TRANSPORTATION

UTILITY PERMIT APPLICATION CHECKLIST

This checklist is provided only as an aid to assist you in accurately developing a Utility Permit package for submittal. All the required forms, instructions, regulations will be provided to you upon request or upon authorization by the Department to Engineer and Design specific utility relocations on a highway construction project. More definitive information on the permit requirements is available in 17.4.2 NMAC.

1. Four fully executed Utility Permit Applications
    - All blank spaces on the Permit Application must be completely filled out (Project No. line may be left blank and milepost readings used in lieu of Stationing if your construction is not highway project related.)
    - Check appropriate box in upper right corner
    - Signature and title of owner or official designee
2. Include a Vicinity Map of the work area
3. Four ½ size (11x17) copies of Utility relocation/installation plans showing:
    - Title block with date, scale, county, north arrow and facility owner's name
    - Plan view of entire relocation/installation
    - Cross-section drawing of facility crossing the roadway
    - Profile drawing of facility paralleling roadway, including Right-of-Way lines
    - Right-of-Way lines, property lines, special existing field conditions/features
    - Right-of-Way width/dimensions

- Dimensions from roadway centerline, edge of pavement and right of way line to facility
- Bore pit details, including distances from edge of pavement and right of way lines
- Highway stationing or Milepost readings
- Size and type of facility; Ex: 4" dia. PE water line inside 8" dia. X 120'steel casing (This same information should be shown on line 1 of the permit application.)
- Details of existing/proposed highway features affected by utility construction, if any.

NOTE: All of the above elements are also shown on our standard drawings. Highway Construction Plans may be used for your relocation plans as long as **all** the above elements are satisfied.

4. Other required Documentation:
    - Copy of Archaeological & Environmental Clearances-

      Contact: Gary Funkhouser, NMDOT Environmental Development Section in Santa Fe @ 505-827-5692

    - Copy of Certificate of Insurance-must be in the amount of $1,000,000 per occurrence during the project-with the NMDOT named as also insured
    - Traffic Control Plan
    - If disturbance is more than 1 acre: Proof of compliances with National Pollutant Discharge Elimination System (NPDES). Other approvals/authorizations/permits must be obtained and copies attached, from Indian, Federal and other State agencies where required.
    - Proof of compliance with SWPP
5. A minimum nonrefundable $500 administrative application fee for each submitted permit shall be invoiced to the applicant except consumer-rate-regulated public utilities.
   Please mail check to the following address:
   P.O. Box 1149, Room 130, Santa Fe, NM 87504-1149

NOTE TO APPLICANT: All of the above elements and information are required and reviewed when processing your permit package. The review of a permit normally requires up to forty (40) work days for completion. Please allow this amount of time when planning work schedules. Incorrect

or missing information will only delay permit approval as the permit package will be returned for correction/completion. Please return this from with all items checked along with your executed and signed permit application.

EXHIBIT "A" UTILITY SURVEY DATA REQUIREMENTS

Within thirty (30) days of completion of the project, a set of hard copy as – built plans, stamped by a New Mexico Registered Land Surveyor are to be submitted to this office by the utility owner. The plans shall be plotted onNMDOT AutoCad DWG (3D) or Microstation DGN (3D) format. The standard horizontal datum shall be North American Datum 1983 (NAD 83) and standard projections shall be the New Mexico State Plane Coordinate System (NMSPCS 83). The Standard vertical datum shall be the North American Vertical Datum 1988 (NAVD 88). The preferred media in which this data must be submitted is CD-ROM; however, a 3.5" diskette may be used for the data submittal, if necessary.

The utility location information shall be tied to Department monuments and referenced to highway mileposts or to highway project construction stationing, and certified by a New Mexico Registered Land Surveyor. Metadata, or "data about the data" shall be submitted with each utility's as built electronic file, preferably as a separate text file on the electronic submittal media, and shall include:

1. District, Utility Permit Number
2. Name, address, and phone number of responsible land surveyor.
3. Date of completion survey
4. Equipment used to conduct the survey
5. Horizontal and vertical control marks used to tie the survey to the NMSPC83 and NAVD88. Ground to grid combination scale factor used.

Elevations shall be provided every 500 feet and at all survey break points, including all high and low points.

The utility owner shall provide “as-built” horizontal and vertical utility location information in hard copy and electronic file in AUTOCAD DWG (3D) or MICROSTATION DGN (3D) format. The standard horizontal datum shall be the North American Datum 1983 (NAD83) and the standard projections shall be the New Mexico State Plane Coordinate System 1983 (NMSPC83). The standard vertical datum shall be the North American Vertical Datum 1900 (NAVD88). The preferred media in which this data must be submitted is CD Rom; 3.5: diskette may be used for the data submittal. The utility location information shall be tied to Department monuments and reference to highway mile post or highway project construction stationing, and certified by a New Mexico Registered Land Surveyor. Metadata or “data about the data” shall be submitted with each utility’s as-built electronic file, preferably as a separate text file on the electronic submittal media, and shall include:

1. District Utility Permit Number.
2. Name, address and phone number of the responsible land surveyor.
3. Date of completion of survey.
4. Equipment used to conduct the survey.
5. Horizontal and vertical control marks used to tie the survey to the NMSPC83 and NAVD88.
6. Ground to grid combined scale factor used.
7. Elevation shall be provided every 500 feet and at all survey break points, including all high and low points.