



Mayor Timothy M. Keller

March 22, 2022

Jeff Romanowski, PE
28 Bisbee Ct. #70
Santa Fe, NM 87508

**RE: Lot 2 Executive Hills 2
700 Winterwood Pl. SE
Grading and Drainage Plan
Engineers Stamp Date 3/17/22
File Number (L23D038)**

Mr. Romanowski,

Based upon the information provided in your submittal received 3/21/22, this plan cannot be approved for grading permit until the following comments are addressed.

This submittal does not follow the requirements provided in the DPM Chapter 6. Please access this on the City website and make sure subsequent submittals follow these requirements. Below are listed items that can be seen to need addressing. Further comments may be provided on future submittals.

1. A portion of this site is located in a floodplain (AO-1') and a floodplain development permit must be obtained if any portion of the structure falls within the floodplain. The permit application must demonstrate zero rise to the base flood elevation, unless a Letter of Map Revision (LOMR) is being prepared. Please contact Rudy Rael, CFM for more information regarding floodplain development permits (rrael@cabq.gov or 924-3977). Please show the floodplain on your plans.
2. Per the DPM, the following must be on the Grading Plan.
 - a. Please provide an engineer's stamp with a signature and date.
 - b. Please use 1" = 20' for the scale.
 - c. Please provide a Vicinity Map.
 - d. Please provide the Benchmark information (location, description and elevation) for the survey contour information provided.
 - e. Please provide the FIRM Map and flood plain note with effective date.
 - f. Please provide a legal Description of the property.



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3. Please provide a vicinity map showing the location of the site. Typically this is the Zone Atlas. This can be downloaded in pdf format from the City of Albuquerque's website.
4. It appears that your engineering stamp is too big. The NM Board of Licensure for Professional Engineers and Professional Surveyors Administrative Code 16.39.3.12.C states, "The design of the seal/stamp shall consist of three (3) concentric circles, the outermost circle being one (1) and one-half (1/2) inches in diameter..."
5. Per the DPM Chapter 6 Section 13(C)(1), 24"x36" is currently the City's standard. This applies to all site plans, Grading & Drainage Plans, Traffic Circulation Plans, DRC Plans etc. Please resubmit with this plan size.
6. Please use the procedure for 40 acre and smaller basins as outlined in Development Process Manual (DPM) (signed 06/08/20) Article 6-2(A). Please provide both the existing conditions and proposed conditions for the 100 year-6 hour storm event.
7. An Engineer's Certification of the compacted pad and grading (Pad Certification), per the DPM Chapter 6-13(A)(6): *Engineer's Certification Checklist for Non-Subdivision*, is required prior to issuing Building Permit.
8. A final (as-built) elevation certificate must be submitted and approved by Hydrology prior to issuing approval for Certificate of Occupancy.

PO Box 1293

Albuquerque

NM 87103

www.cabq.gov

If you have any questions, please contact me at 924-3986 or earmijo@cabq.gov.

Sincerely,

Ernest Armijo, P.E.
Principal Engineer, Planning Dept.
Development Review Services



City of Albuquerque

Planning Department
Development & Building Services Division

DRAINAGE AND TRANSPORTATION INFORMATION SHEET (REV 6/2018)

Project Title: Chaparro Residence Building Permit #: 21-35279 Hydrology File #: _____

DRB#: _____ EPC#: _____ Work Order#: _____

Legal Description: Lot 2 Executive Hills 2

City Address: 700 Winterwood Pl SE

Applicant: Jeff Romanowski Jenny Chaparro Contact: _____

Address: 3800 Palo Alto Ct NE Alb

Phone#: 505 620-5605 Fax#: _____ E-mail: _____

Other Contact: Jeff Romanowski Contact: _____

Address: 28 Bisbee Ct #10, Santa Fe 87508

Phone#: _____ Fax#: _____ E-mail: Jeffrey@bsnsautate.com

TYPE OF DEVELOPMENT: _____ PLAT (# of lots) ☒ RESIDENCE _____ DRB SITE _____ ADMIN SITE

IS THIS A RESUBMITTAL? _____ Yes ☒ No

DEPARTMENT _____ TRANSPORTATION ☒ HYDROLOGY/DRAINAGE

Check all that Apply:

TYPE OF SUBMITTAL:

- ☐ ENGINEER/ARCHITECT CERTIFICATION
- ☐ PAD CERTIFICATION
- ☐ CONCEPTUAL G & D PLAN
- ☒ GRADING PLAN
- ☐ DRAINAGE REPORT
- ☐ DRAINAGE MASTER PLAN
- ☐ FLOODPLAIN DEVELOPMENT PERMIT APPLIC
- ☐ ELEVATION CERTIFICATE
- ☐ CLOMR/LOMR
- ☐ TRAFFIC CIRCULATION LAYOUT (TCL)
- ☐ TRAFFIC IMPACT STUDY (TIS)
- ☐ STREET LIGHT LAYOUT
- ☐ OTHER (SPECIFY) _____
- ☐ PRE-DESIGN MEETING?

TYPE OF APPROVAL/ACCEPTANCE SOUGHT:

- ☒ BUILDING PERMIT APPROVAL
- ☐ CERTIFICATE OF OCCUPANCY
- ☐ PRELIMINARY PLAT APPROVAL
- ☐ SITE PLAN FOR SUB'D APPROVAL
- ☐ SITE PLAN FOR BLDG. PERMIT APPROVAL
- ☐ FINAL PLAT APPROVAL
- ☐ SIA/ RELEASE OF FINANCIAL GUARANTEE
- ☐ FOUNDATION PERMIT APPROVAL
- ☐ GRADING PERMIT APPROVAL
- ☐ SO-19 APPROVAL
- ☐ PAVING PERMIT APPROVAL
- ☐ GRADING/ PAD CERTIFICATION
- ☐ WORK ORDER APPROVAL
- ☐ CLOMR/LOMR
- ☐ FLOODPLAIN DEVELOPMENT PERMIT
- ☐ OTHER (SPECIFY) _____

DATE SUBMITTED: 3/16/2022 By: [Signature]

COA STAFF:

ELECTRONIC SUBMITTAL RECEIVED: _____

FEE PAID: _____



City of Albuquerque

Planning Department
Development & Building Services Division

DRAINAGE AND TRANSPORTATION INFORMATION SHEET (REV 3/2018)

Project Title: Chapasso Building Permit #: _____ Hydrology File #: _____
DRB#: _____ EPC#: _____ Work Order#: _____
Legal Description: _____
City Address: 700 Winterwood Place SE

Applicant: _____ Contact: _____
Address: _____
Phone#: _____ Fax#: _____ E-mail: _____
Other Contact: _____ Contact: _____
Address: _____
Phone#: _____ Fax#: _____ E-mail: _____

Check all that Apply:

IS THIS A RESUBMITTAL?: ____ Yes ____ No

DEPARTMENT:

____ HYDROLOGY/ DRAINAGE
____ TRAFFIC/ TRANSPORTATION

TYPE OF SUBMITTAL:

____ ENGINEER/ARCHITECT CERTIFICATION
____ PAD CERTIFICATION
____ CONCEPTUAL G & D PLAN
☒ GRADING PLAN
____ DRAINAGE MASTER PLAN
____ DRAINAGE REPORT
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____ TRAFFIC CIRCULATION LAYOUT (TCL)
____ TRAFFIC IMPACT STUDY (TIS)

____ OTHER (SPECIFY) _____
____ PRE-DESIGN MEETING?

TYPE OF APPROVAL/ACCEPTANCE SOUGHT:

☒ BUILDING PERMIT APPROVAL
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____ PRELIMINARY PLAT APPROVAL
____ SITE PLAN FOR SUB'D APPROVAL
____ SITE PLAN FOR BLDG. PERMIT APPROVAL
____ FINAL PLAT APPROVAL

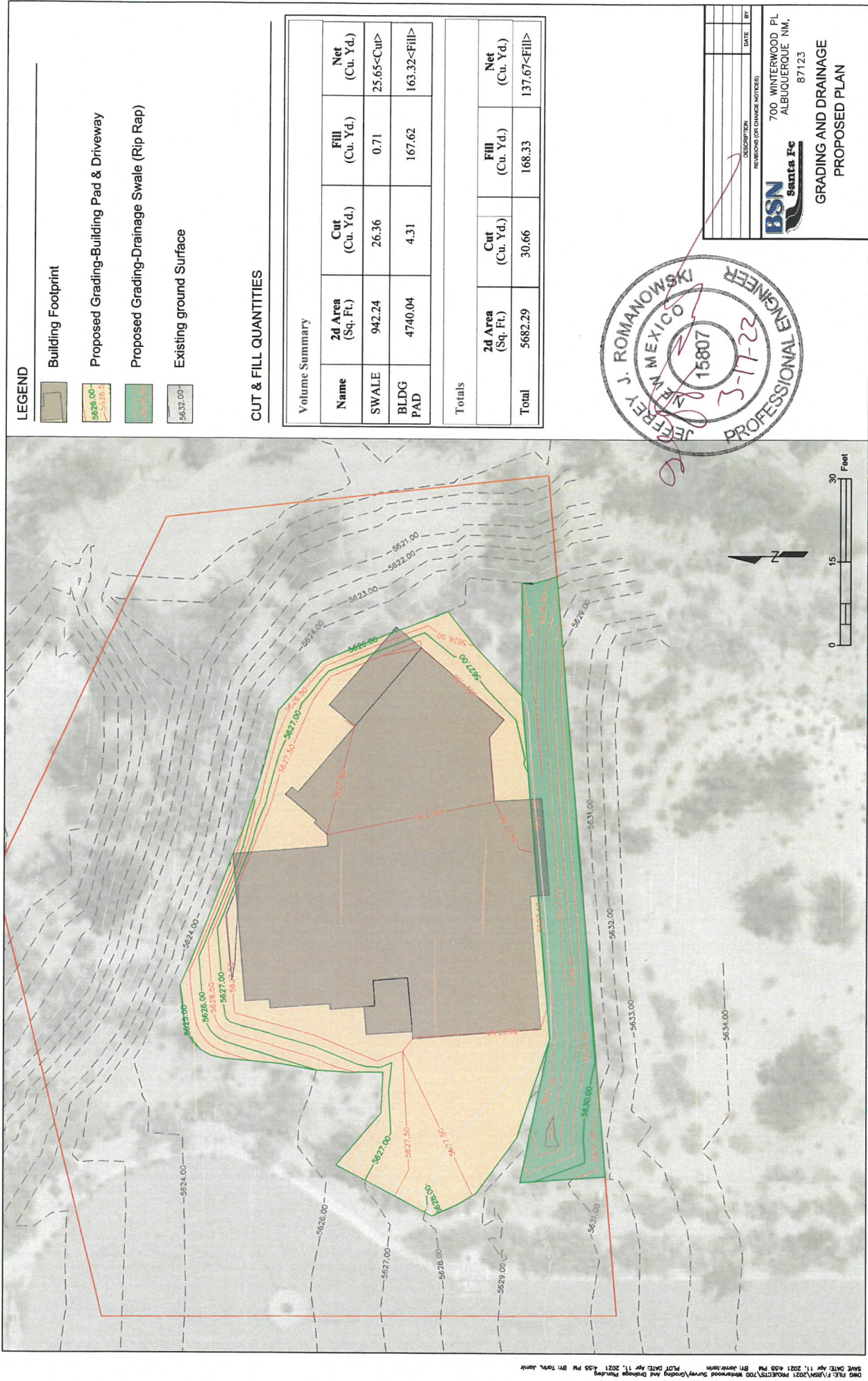
____ SIA/ RELEASE OF FINANCIAL GUARANTEE
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____ GRADING PERMIT APPROVAL
____ SO-19 APPROVAL
____ PAVING PERMIT APPROVAL
____ GRADING/ PAD CERTIFICATION
____ WORK ORDER APPROVAL
____ CLOMR/LOMR
____ FLOODPLAIN DEVELOPMENT PERMIT
____ OTHER (SPECIFY) _____

DATE SUBMITTED: 3-17-22 By: [Signature]

COA STAFF:

ELECTRONIC SUBMITTAL RECEIVED: _____

FEE PAID: _____



BSN Santa Fe
700 WINTERWOOD PL
ALBUQUERQUE NM,
87123
GRADING AND DRAINAGE
PROPOSED PLAN