



Commercial Driveway Permit Checklist

- Completed Driveway Permit Application W/ notarized **owners** signature
- Proof of Property Ownership (Warranty deed/purchase agreement)
- Property Survey Map
- Site layout on an 11" x 17" sheet-4 copies
- Traffic Requirements
 - Site Threshold Assessment (STH)-Less than 25 Peak Hour Trips
 - Site Traffic Analysis (STA)-25-100 Peak Hour Trips
 - Traffic Impact Analysis (TIA)-More than 100 Peak Hour Trips
- Design plans for any roadway geometric improvements (Acceleration lanes, deceleration lanes, turning lanes, if applicable.) Plans to include detailed and dimensioned layouts of all improvements
- Traffic Control Plan (also referred to as a barricading plan)
Plans may be obtained from **(local engineers)**
- Site Grading and Drainage Plan Approval
Contact: Mr. Ted Barber, Drainage Manager
NMDOT-Drainage Section- Room 219
1129 Cerrillos Road/P.O. Box 1149
Santa Fe, NM 87504
Tel: (505) 827-5449
- SWPPP Plan-Approved by the NMDOT's Drainage Section
- Environmental/Cultural Resources Clearance
Contact: Ms. Genevieve Head
NMDOT-Environmental Section- Room 205/206
1129 Cerrillos Road/P.O. Box 1149
Santa Fe, NM 87504
Tel: (505) 827-5356- Fax (505) 827-0417

Residential Driveway Permit Checklist

- Completed Driveway Permit Application W/ notarized **owners** signature
- Proof of Property Ownership (Warranty deed/purchase agreement)
- Property Survey Map
- Site layout on an 11" x 17" sheet-4 copies
- Design plans for any roadway geometric improvements (Acceleration lanes, deceleration lanes, turning lanes) (if applicable)
- Traffic Control Plan for driveway construction (also referred to as a barricading plan)
Plans may be purchased from (local engineers)