



## Environmental Clearance for Undertakings within NMDOT Right-of-Way

In order to receive environmental clearance for permitted projects in highway rights-of-way, the following information will need to be submitted to the NMDOT Environmental Design Division. Submittals (usually) are reviewed Tuesday of each week. Submittals received on Tuesday will not be reviewed until the following Tuesday. Emergency requests are handled on a case-by-case basis.

1. **Purpose and Nature** of undertaking. Describe the undertaking along with width, length and depth of ground disturbance. Include the methods and machinery to be used.
2. **Is your project resulting from a NMDOT project?** If so, provide the control and/or project number.
3. **Funding Source.** Is the funding private, state or federal? If state and/or federal, list agency(s).
4. **Land status.** Is the project on the right-of-way owned by BLM, Forest Service, Tribal land or State Trust land? (NMDOT does not own all highway rights-of-way!)
5. **Permitting agencies.** List other permitting agencies involved besides NMDOT.
6. **County.** List the county or counties in which the project is located.
7. **Highway number.** Indicate the highway, the project will cross or parallel.
8. **BOP and EOP.** Provide the milepost locations for the beginning of the project area (BOP) and the end of the project area (EOP). If highway crossing only, list the milepost location, indicate BOP and EOP on quadrangle maps as well.

9. **Side(s)** of the road. Indicate of which side of the road the project will be located using cardinal directions (north, south, east, west). List all project crossings of the highway by milepost.
  
10. **Length** of the project. Indicate the length of the project within NMDOT right-of-way in terms of feet and/or miles.
  
11. **Provide the legal description** of the project area: Township, Range, and Section(s).
  
12. **USGS 1:24,000(7.5') Quadrangle map.** List the name(s) of the USGS quadrangle map(s) on which the project is located.
  
13. Include the appropriate portion of the **USGS 1:24,000 (7.5') Quadrangle map(s)** with the project area indicated by an **X** if a crossing, or **BOP** and **EOP** if linear. **Do not reduce or enlarge.** Quad map images can be printed at no charge from the website <http://terraserver.usa.com/>.
  
14. **Do not** send photos (including aerial photos or photo maps) unless they are scanned or sent via US Mail. Faxed photos come out entirely black.
  
15. Include your name, company (if applicable), phone #, fax # and email address (if you use one).
  
16. Submit your requests by email, by fax **OR** by mail. Send in one format only- **DO NOT** send in multiple formats.

Send clearance requests to:

**Genevieve Head**, NMDOT-Environmental Design Division  
1129 Cerrillos Road/P.O. Box 1149  
Santa Fe, NM 87504  
(for FedEx or UPS the ZIP code is 87501)  
**Phone:** (505) 827-5356; **Fax:**(505) 827-0417; **Email:** genevieve.head@state.nm.us