

SUBJECT: Approval of Plans and Specifications

DATE: _____

PROJECT: _____

DRAWING NUMBER: _____ **JOB APPROVAL CLASS:** _____

TO: State Conservation Engineer
U.S. Department of Agriculture
Natural Resources Conservation Service
6200 Jefferson NE, Suite 305
Albuquerque, New Mexico 87109-3734

FROM:

Approvals checked are requested for the above project:

State Conservation Engineer (SCE)
Area Engineer

NM Office of State Engineer
Other: _____

Special Instructions:

The following distribution of approved materials is requested (indicate quantity):

DRAWINGS

- _____ 24" x 36" copies for Field Office
- _____ 24" x 36" copies for Area Office
- _____ 11" x 17" copies for Field Office
- _____ 11" x 17" copies for Designer

SPECIFICATIONS

- _____ copies for Field Office
- _____ copies for Designer

Attachments (See checklist):

Design Report Narrative
Design Computations
Drawings

Bid Schedule
Cost Estimate
Specifications

Conservation Plan
O&M Plan
Environmental Assessment

cc w/o attachments: District Conservationist, _____ Field Office: _____

CHECKLIST FOR FORWARDING MATERIALS FOR APPROVAL

Design Notebook:

- Planning sheets (NM-E- 251) completed
- Environmental Assessment Completed
- Survey Data Checked
- Design Data Checked
- Design Narrative Signed
- Operation & Maintenance Plan Completed
- Engineer's Cost Estimate Signed & Dated

Specification Package:

- Cover Sheet
- General Sheet
- Bid Schedule
- Construction Specifications
- Items of Work

Drawings:

- Checked by Engineer/Technician
- Checked by Area Engineer
- Drawing Number
- Job Approval Class
- Location map
- Specifications list on front sheet

Design Reviewed with Participant(s):

- Acequia Representative
- Other: _____