



# IMPROVEMENT PLAN INITIAL SUBMITTAL CHECKLIST E-9

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
442-339-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Project Name \_\_\_\_\_  
Drawing No. \_\_\_\_\_ IMP No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov)
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:**

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel*

- 1. This submittal checklist
- 2. Transmittal from engineer of work listing all items being submitted
- 3. PDF of completed and signed city Engineering Plancheck Application, Form E-23
- 4. CAD files: See Volume 1, Chapter 2 of the engineering standards for digital submittal requirements on city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
- 5. PDF of environmental clearance or completed E.I.A. form, Part 1, with copy of improvement plans attached, if no prior CEQA approval, Form P-1D
- 6. \*Four sets of prints of the improvement plans folded to 9" X 12"
- 7. \*One copy of bound drainage report
- 8. \*PDF of bound soils report
- 9. \*PDF of earthwork quantity calculations
- 10. \*One copy of engineer's cost estimate (use current City of Carlsbad unit price list, Form E-39)
- 11. PDF of preliminary title report (issued within six months of application)
- 12. PDF of all signed conditions of approval (if applicable)
- 13. PDF of approved site plan or tentative map (if applicable)
- 14. \*PDF of water system analysis if in Carlsbad Municipal Water District (if applicable)
- 15. \*PDF of sewer study if in city sewer district (if applicable)
- 16. PDF of all reference drawings and maps (if applicable)
- 17. Concurrent submittal required (if applicable): final/parcel map, grading plans, easement documents, etc.
- 18. PDF of completed Determination of Project's SWPPP Tier Level and Construction Threat Level Worksheet (Form E-32). Check the required tier level:  Tier 2  Tier 3
- 19. PDF Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of the improvement plan set
- 20. PDF of completed and signed Storm Water Standards Questionnaire (Form E-34)
- 21. PDF of a completed Standard Project Requirement Checklist (Form E-36) (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project).
- 22. SWPPP/SWQMP review fee(s), if applicable
- 23. Improvement plancheck review fee
- 24. Other: \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**



# IMPROVEMENT PLAN RESUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ DWG No. \_\_\_\_\_ IMP No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

### THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- 1. This resubmittal checklist
- 2. Transmittal from engineer of work listing all items being submitted
- 3. PDF of completed Document Data Sheet (Form E-18)
- 4. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- 5. \_\_\_\_\_ sets of corrected prints of the improvement plans folded to 9" X 12"  
Distribution: \_\_\_\_\_ PE, \_\_\_\_\_ PCE, \_\_\_\_\_ Fire, \_\_\_\_\_ Building, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Water/Sewer  
\_\_\_\_\_ Transportation (Signals), \_\_\_\_\_ Transportation (Traffic), \_\_\_\_\_ Street/Storm Drain, \_\_\_\_\_ other (specify): \_\_\_\_\_
- 6. \*One copy of corrected bound drainage report
- 7. \*PDF corrected bound soils report with responses to comments added as an addendum
- 8. \*One copy of corrected engineer's cost estimate, Form E-39
- 9. \*PDF of corrected water system analysis if in Carlsbad Municipal Water District
- 10. \*PDF of corrected sewer study if in city sewer district
- 11. \*PDF of corrected earthwork quantity calculations
- 12. Concurrent resubmittal required (as applicable): final/parcel map, grading plans, other: see below
- 13. PDF of corrected Tier 3 SWPPP
- 14. \*One copy of corrected SWQMP
- 15. Department comments: \_\_\_\_\_ Fire, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Traffic, \_\_\_\_\_ Water/Sewer, \_\_\_\_\_ Eng P&P,  
\_\_\_\_\_ other (specify): \_\_\_\_\_ (Distribution: to indicated departments)
- 16. Other: \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# IMPROVEMENT PLAN FINAL SUBMITTAL CHECKLIST E-9

*Development Services*  
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Drawing No. \_\_\_\_\_ Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ IMP No. \_\_\_\_\_ Project Engineer \_\_\_\_\_ Date: \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.

### THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- 1. This submittal checklist
- 2. Transmittal from engineer of work listing all items being submitted
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_  
(Distribution: \_\_\_ PCE, \_\_\_ other (specify): \_\_\_\_\_)
- 6. One copy of all signed conditions of approval
- 7. \*PDF's of the plans electronically signed and sealed by engineer of work and including all other required electronic signatures.
- 8. Concurrent final submittal required (as applicable): final/parcel map, grading plans, easement documents, other:  
\_\_\_\_\_
- 9. \*One copy of approved Tier 3 SWPPP
- 10. \*One copy of approved soils report signed and sealed by soils engineer (see attached final submittal standards)
- 11. \*One copy of approved SWQMP signed and sealed by engineer of work (see attached final submittal standard)
- 12. \*PDF of drainage study approved signed and sealed by engineer of work (see attached final submittal standard)
- 13. Verification of submittal of securities and agreements
- 14. Payment of plan check fees balance (see enclosed invoice)
- 15. Department approvals: \_\_\_ Fire, \_\_\_ Parks & Recreation, \_\_\_ Traffic, \_\_\_ Sewer/Water, \_\_\_ Eng P&P,  
\_\_\_ other (specify): \_\_\_\_\_
- 16. Other: \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**



# Digital Submittal Standards for Plans and Documents E-9

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## Initial Submittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- For submittal of CAD files-see engineering standards on city website for digital submittal requirements and checklist.
- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid “Fit to Page”.
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only.
- Scanned images of plan sheets are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)

## Resubmittal & Final Submittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.

## Naming Convention

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
1. This submittal checklist	1. Submittal checklist
2. Transmittal from engineer of work...	2. Transmittal
3. Completed and signed city application...	3. Application
4. CAD files: See volume...	4. CAD files