



# GRADING PLAN INITIAL SUBMITTAL CHECKLIST E-8

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

Plan ID: \_\_\_\_\_ Project Name: \_\_\_\_\_  
DWG No. \_\_\_\_\_ GR No. \_\_\_\_\_ Project Engineer: \_\_\_\_\_

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

**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 the city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
5. PDF of environmental clearance or completed EIA. form, Part 1, with copy of grading plans attached, if no prior CEQA approval
6. \*Four sets of prints of the grading plans folded to 9" X 12"
7. \*One copy of bound drainage report
8. \*PDF of soils report
9. \*PDF of earthwork quantity calculations
10. One copy of engineer's cost estimate for grading work and one copy of cost estimate for any public improvements shown on the grading plan (use current City of Carlsbad unit price list)
11. PDF of preliminary title report. Hyperlinked to all exceptions is preferred. (issued within six months of application)
12. PDF of all signed conditions of approval (if applicable)
13. PDF copy of approved site plan or tentative map (if applicable)
14. Concurrent submittal required (if applicable): final/parcel map, improvement plans, easement documents, etc.
15. 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
16. \*PDF Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of grading plan set
17. \*PDF of completed and signed Storm Water Standards Questionnaire (Form E-34)
18. \*One copy of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per the Storm Water Standards Questionnaire or if conditioned with project)
19. 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)
20. Soils report plan check deposit of \$1,200. Additional fees may apply and be collected later in the process
21. Consultant processing fee
22. Review fee: Grading Plan SWPPP SWQMP
23. Other: \_\_\_\_\_

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



# GRADING PLAN RESUBMITTAL CHECKLIST E-8

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Plan ID: \_\_\_\_\_ DWG No. \_\_\_\_\_ GR 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, PDF's are required for 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 grading plans folded to 9" X 12" (Distribution: \_\_\_\_\_ PE, \_\_\_\_\_ Planchecker, \_\_\_\_\_ Planning, \_\_\_\_\_ Building, \_\_\_\_\_ other ((specify) : \_\_\_\_\_))
- 6. \*One copy of corrected bound drainage report
- 7. \*PDF of corrected bound soils report with responses to comments added as an addendum
- 8. \*PDF of corrected earthwork quantity calculations
- 9. \*One copy of corrected engineer's grading and, if applicable, improvement plan cost estimate
- 10. Concurrent resubmittal required (as applicable): final/parcel map, improvement plans, other: see below: \_\_\_\_\_
- 11. \*PDF of corrected Tier 3 SWPPP
- 12. \*One copy of corrected SWQMP
- 13. PDE of landscape plans (for reference only)
- 14. Department comments: \_\_\_\_\_ Planning, \_\_\_\_\_ Traffic, \_\_\_\_\_ Parkds & Rec, \_\_\_\_\_ Fire, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ Sew/Water  
\_\_\_\_\_ Other-specify: \_\_\_\_\_ (Distribution: to indicated departments)
- 15. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



# GRADING PLAN FINAL SUBMITTAL CHECKLIST E-8

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Plan ID: \_\_\_\_\_ DWG No. \_\_\_\_\_ GR No.: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Planchecker: \_\_\_\_\_ Project Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- An appointment is required for the final submittal. 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, PDF's are required for 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. Digital (CAD files) copy of plans
- 4. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- 5. \* \_\_\_\_\_ sets of corrected prints of the grading plan folded to 9" X 12" (Distribution: \_\_\_\_\_ Eng P&P, \_\_\_\_\_ Planchecker, \_\_\_\_\_ Other (specify): \_\_\_\_\_)
- 6. One copy of all signed conditions of approval
- 7. \*One copy of approved bound soils report with all amendments and responses to comments added as addendums, signed and sealed by soils engineer (see attached final submittal standards)
- 8. \*PDF's of the plans electronically signed and sealed by engineer of work and including all other required electronic signatures.(see attached final submittal standards)
- 9. Concurrent final submittal required (as applicable): final/parcel map, improvement plans, easement documents, other: \_\_\_\_\_
- 10. \*One copy of approved Tier 3 SWPPP
- 11. \*One copy of approved SWQMP signed and sealed by engineer of work (see attached final submittal standards)
- 12. \*PDF of the approved drainage study signed and sealed by engineer of work (see attached final submittal standards)
- 13. Verification of submittal of securities and agreements
- 14. Payment of plan check fee balance. See enclosed invoice. (Please note: If not included on this invoice, you will receive separate notification of the amount due for the grading cash deposit.)
- 15. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Traffic, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Fire, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, \_\_\_\_\_ Other-specify \_\_\_\_\_
- 16. One copy of completed grading permit application (Form E-24)
- 17. One copy of Construction Exhibit, if applicable.
- 18. Other: \_\_\_\_\_

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



# Digital Submittal Standards for Plans and Documents E-8

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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