



EASEMENT & COVENANT OF EASEMENT INITIAL SUBMITTAL CHECKLIST E-5

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

Plan ID _____ Project Name _____
Permit No. _____ Project Engineer _____

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- 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
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, PDF's of all items are required. 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. Completed and signed city Engineering Plancheck Application
- _____ 4. *Four copies of the legal description of the easement or covenant for easement. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A." For C.O.E., Exhibit A is the legal description for the burdened property. Exhibit B is for the benefitting property.
- _____ 5. *Four copies of the plat, each on a separate 8 1/2" X 11" sheet labeled "Exhibit B." For C.O.E., label Exhibit C.
- _____ 6. *One copy of traverse calculations of the area to be dedicated or covenanted signed and sealed
- _____ 7. One copy of preliminary title report (issued within six months of application)
- _____ 8. One copy of documentation providing authority to sign easement or covenant, if legal entity is other than an individual (e.g., legal entity is a corporation)
- _____ 9. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- _____ 10. Plancheck review fee
- _____ 11. Other: _____

COMMENTS

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



EASEMENT & COVENANT OF EASEMENT RESUBMITTAL CHECKLIST E-5

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Planchecker _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. _____ PCE Initials _____ Date _____

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- 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.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- 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. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of legal description, plat, review checklist, reports, and calculations
- _____ 5. Original and one copy of completed Security and Agreement data sheet
- _____ 6. * _____ copies of the corrected legal description(s)
- _____ 7. * _____ copies of the corrected plat
- _____ 8. *One copy of corrected traverse calculations signed and sealed
- _____ 9. One copy of updated preliminary title report issued within 30 days of resubmittal
- _____ 10. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- _____ 11. Department comments: _____ Planning, _____ Parks & Recreation -Trails, _____ Eng P&P,
_____ other-dept.: _____ (Distribution: to indicated departments)
- _____ 12. Other: _____

COMMENTS:

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



EASEMENT & COVENANT OF EASEMENT FINAL SUBMITTAL CHECKLIST E-5

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Plan ID _____ Permit No. _____
Project Name _____
Planchecker _____ Project Engineer _____

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- 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.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- 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. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of legal description, plat, review checklist, reports, and calculations
- _____ 5. *Four originals of the corrected legal description(s), signed and sealed
- _____ 6. *Four originals of the corrected plat, signed and sealed
- _____ 7. One copy of updated preliminary title report dated within 30 days of submittal
- _____ 8. *One copy of bound corrected traverse calculations, signed and sealed
- _____ 9. Originals of grant deed or covenant for easement and subordination agreements, as applicable, as prepared by city staff properly executed and notarized
- _____ 10. Concurrent final submittal(s) required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 11. Department approvals: _____ Planning, _____ Parks & Recreation -Trails, _____ Eng P&P, _____ other-dept.: _____
- _____ 12. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



Digital Submittal Standards for Exhibits and Documents E-5

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Initial Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. legal descriptions, plats, title reports, calculations, reports, etc.)

Resubmittal & Final Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Exhibits 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