



VACATION INITIAL SUBMITTAL CHECKLIST E-13

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 _____

Permit No. _____ Project Engineer _____

- This form is to be used for the relinquishment of a City of Carlsbad street right-of-way or public service easement. For the relinquishment of Carlsbad Municipal Water District easements, please use the Quitclaim Submittal Checklist.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email landdev@carlsbadca.gov
- Submittals may 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, submit PDF's of all items. See digital submittal standards on page 5.

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. Letter from applicant requesting vacation and indicating reason(s) for vacation
- _____ 5. *For street vacations:
 - a) nineteen copies of the legal description of the street to be vacated. Each legal description on a separate 8 ½" X 11" sheet, and labeled "Exhibit A," and
 - b) nineteen copies of the plat (include vicinity map on plat), each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- _____ 6. *For public service easement vacations:
 - a) four copies of the legal description of the easement to be vacated. Each legal description on a separate 8 ½" X 11" sheet, and labeled "Exhibit A," and
 - b) four copies of the plat (include vicinity map on plat), each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- _____ 7. For public service easement vacations, two copies of instrument dedicating original easement
- _____ 8. For summary vacations, signed Summary Vacation Process Limitations form
- _____ 9. *Two sets of traverse calculations for metes and bounds description
- _____ 10. Two copies of preliminary title report issued within 6 months of application
- _____ 11. Concurrent submittal required (as applicable): Grading Plans, Improvement Plans, Map, etc.
- _____ 12. Other: _____

COMMENTS _____

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



VACATION RESUBMITTAL CHECKLIST E-13

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Plancherker _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by a licensed land surveyor or 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 5.

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. * _____ copies of the corrected legal description
(Distribution: _____plancherker, _____Other—dept.: _____)
- _____ 6. * _____copies of the corrected plat
(Distribution: _____plancherker, _____Other—dept.: _____)
- _____ 7. *One copy of corrected traverse calculations signed and sealed
- _____ 8. One copy of preliminary title report issued within six months of resubmittal
- _____ 9. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- _____ 10. Application fee
- _____ 11. **OTHER:** _____

COMMENTS: _____

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



VACATION FINAL SUBMITTAL CHECKLIST E-13

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Plancher _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by a licensed land surveyor or 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 5.

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. *Two originals of the corrected legal description, signed and sealed
- _____ 6. *Two originals of the corrected plat, signed and sealed
- _____ 7. *One copy of corrected traverse calculations, signed and sealed
- _____ 8. Concurrent final submittal required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 9. **OTHER:** _____

COMMENTS:

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



SUMMARY VACATION PROCESS LIMITATIONS E-13

Development Services
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Proposed Vacation No.: _____

California Streets and Highways Code Section 8334.5 prohibits a street or public service easement from being summarily vacated if there are in-place public utility facilities that are in use and would be affected by the vacation. In such a situation, the proposed vacation must be processed via the general vacation process, which requires additional processing time and a higher processing fee.

If this application requires processing via the general vacation process, the applicant will be notified and processing of the application will be suspended until the additional fee is paid.

By signing this form, the undersigned acknowledges that the application being submitted as a summary vacation may need to be processed via the general vacation process, which requires additional processing time and fees.

Signature Date Signer is (check one):
Property Owner Applicant

Print Name



Digital Submittal Standards for Exhibits and Documents E-13

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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
- Scanned images are prohibited.
- 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