



# ADJUSTMENT PLAT INITIAL SUBMITTAL CHECKLIST E-1

*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 \_\_\_\_\_

- 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)
- 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 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 or surveyor of work listing all items being submitted
- \_\_\_\_\_ 3. Completed city Engineering Plancheck Application signed by all affected property owners and signed, as necessary, by applicant and engineer or surveyor of work
- \_\_\_\_\_ 4. Original and one copy of letter from owner(s) or applicant to city engineer requesting lot line adjustment and explaining reason for said request
- \_\_\_\_\_ 5. \*Three sets of legal descriptions typewritten in metes and bounds format on 8 1/2" X 11" sheets labeled "Exhibit A," separate for each newly adjusted lot or parcel
- \_\_\_\_\_ 6. \*Three sets of plats on standard 8 1/2" X 11" sheets labeled "Exhibit B"
- \_\_\_\_\_ 7. \*One copy of traverse calculations
- \_\_\_\_\_ 8. One copy of preliminary title report (issued within six months of application) for each lot or parcel being adjusted
- \_\_\_\_\_ 9. One copy of vesting/grant deeds for each lot or parcel
- \_\_\_\_\_ 10. Original and one copy of acknowledgement letter from lender for each lot or parcel
- \_\_\_\_\_ 11. Two copies of legal document(s) establishing signature authorization if property owners are other than individuals (e.g., owner is a corporation)
- \_\_\_\_\_ 12. Plancheck review fee

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



# ADJUSTMENT PLAT RESUBMITTAL CHECKLIST E-1

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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 \_\_\_\_\_

- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- 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 or surveyor of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal descriptions, plat, review checklist, traverse calculations, and other documents
- \_\_\_\_\_ 5. \* \_\_\_\_\_ copies of corrected legal descriptions for each newly adjusted lot or parcel  
(Distribution: \_\_\_\_\_planchecker,\_\_\_\_\_Planning,\_\_\_\_\_Building)
- \_\_\_\_\_ 6. \* \_\_\_\_\_ sets of corrected plat  
(Distribution: \_\_\_\_\_planchecker,\_\_\_\_\_Planning,\_\_\_\_\_Building)
- \_\_\_\_\_ 7. \*One copy of corrected traverse calculations
- \_\_\_\_\_ 8. One copy of updated preliminary title report issued within 30 days of resubmittal
- \_\_\_\_\_ 9. Department comments: \_\_\_\_\_Planning, \_\_\_\_\_ Building, \_\_\_\_\_ other – dept.: \_\_\_\_\_  
(Distribution: to indicated departments)
- \_\_\_\_\_ 10. Other \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



# ADJUSTMENT PLAT FINAL SUBMITTAL CHECKLIST E-1

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

Plan ID \_\_\_\_\_ Permit No. \_\_\_\_\_

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

Plancherker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- 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 or surveyor of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal descriptions, plat, review checklist, traverse calculations, and other documents
- \_\_\_\_\_ 5. \*Original 8 1/2" x 11" of corrected plat with original signature and seal of engineer or surveyor of work and with original signature(s) of owner(s) and applicant(s)
- \_\_\_\_\_ 6. \* \_\_\_\_\_ sets of corrected legal descriptions for each newly adjusted lot or parcel, signed and sealed by engineer or surveyor of work. Include the city's CE (certificate) number in the heading of the legal description for that lot. (Distribution: \_\_\_\_\_plancherker, \_\_\_\_\_dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \* \_\_\_\_\_copies of corrected plat  
(Distribution: \_\_\_\_\_plancherker, \_\_\_\_\_other – dept.: \_\_\_\_\_)
- \_\_\_\_\_ 8. \*One copy of corrected traverse calculations signed and sealed by engineer or surveyor of work
- \_\_\_\_\_ 9. One copy of updated preliminary title report issued within 30 days of resubmittal
- \_\_\_\_\_ 10. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Building, \_\_\_\_\_ other – dept.: \_\_\_\_\_
- \_\_\_\_\_ 11. OTHER: \_\_\_\_\_  
\_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

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



# Digital Submittal Standards for Exhibits and Documents E-1

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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](mailto: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