



# ENCROACHMENT AGREEMENT SUBMITTAL CHECKLIST E-6

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

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project No. \_\_\_\_\_ Project Name \_\_\_\_\_  
Plan No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

**CHECK AS APPROPRIATE:**     Initial Submittal     Resubmittal     Final Submittal

- Submittals may 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)
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 2.

### 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 Engineering Plancheck Application form (E-23)
- 4. 1 copy of property description in the form of a Grant Deed or Title Report
- 5. 1 copy of legal description of property, Labeled Exhibit A
- 6. 1 copy of legal description of city easement underlying encroachment, Labeled Exhibit B
- 7. 1 copy of 8½ x 11" plat, to scale, showing location and type of encroachment, Labeled Exhibit C
- 8. One copy of other supporting documents or information as necessary
- 9. Brief description of encroachment: \_\_\_\_\_
- 10. Reasons for encroachment: \_\_\_\_\_
- 11. Plancheck review fee

### FOR RESUBMITTAL: THE FOLLOWING ITEMS MUST BE INCLUDED:

- 1. This resubmittal checklist.
- 2. Copy of previous city transmittal.
- 3. All previous checkprints and documents with planchecker's comments.
- 4. 1 copy of all corrected legal descriptions, plats and documents as indicated in the city's previous transmittal.

### FOR FINAL SUBMITTAL: THE FOLLOWING ITEMS MUST BE INCLUDED:

- 1. Copy of previous city transmittal.
- 2. Copy of all previous checkprints and documents with planchecker's comments.
- 3. Originals of all corrected legal descriptions, plats and documents as indicated in the city's previous transmittal.
- 4. Original Encroachment Agreement, signed and notarized

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



# Digital Submittal Standards for Exhibits and Documents E-6

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## Initial Submittal Standards for Exhibits and Documents

- All PDF 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
- 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, etc.)

## Resubmittal & Final Submittal Standards for Exhibits and Documents

- All PDF 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