



FINAL MAP/PARCEL MAP INITIAL SUBMITTAL CHECKLIST E-7

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 _____
MAP No. _____ Project Engineer _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- 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
- 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 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. Digital submittal of map (CAD format): See Volume 1, Chapter 2 of the engineering standards on city website at: <https://www.carlsbadca.gov/home/showpublisheddocument/330/637425982505630000>
- _____ 5. *Four sets of prints of the map folded to 9" x12"
- _____ 6. *For certificate of compliance in lieu of a parcel map:
 - a) Four copies of the legal description for EACH newly created lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A," and
 - b) Four copies of the plat on 8 1/2" x 11" sheets labeled "Exhibit B"
- _____ 7. One copy of approved tentative map or tentative parcel map
- _____ 8. *One set of traverse calculations for boundary, street centerline, lots, and easements signed and sealed
- _____ 9. One copy of reference maps and documents
- _____ 10. One copy of preliminary title report (issued within six months of application)
- _____ 11. One copy of all signed conditions of approval
- _____ 12. One copy of Notice of Intent to Issue Coastal Development Permit, if applicable
- _____ 13. One copy of documentation providing authority to sign map, if legal entity is other than an individual
- _____ 14. Concurrent submittal required (as applicable): grading plans, improvement plans, easement documents, etc.
- _____ 15. One copy of list of street names approved by Planning Division, when project involves new streets
- _____ 16. Plancheck review fee
- _____ 17. **OTHER:** _____

COMMENTS _____

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



FINAL MAP/PARCEL MAP RESUBMITTAL CHECKLIST E-7

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ MAP No. _____

Project Name _____

Planchecker _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. _____ PCE Initials _____ Date _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- 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 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. Digital copy (CAD format) of corrected map
- _____ 5. All previous checkprints of maps, review checklist, reports, and calculations
- _____ 6. One copy of completed Security and Agreement Data Sheet
- _____ 7. * _____ sets of corrected prints of the map folded to 9" x 12"
(Dist.: _____planchecker, _____Planning, _____other—dept.: _____)
- _____ 8. *For certificate of compliance in lieu of a parcel map:
 - a) _____ copies of the corrected legal description and plat for EACH newly created lot
 - b) _____ copies of the corrected plat
(Dist.: _____planchecker, _____Planning, _____other—dept.: _____)
- _____ 9. *One copy of corrected traverse calculations signed and sealed
- _____ 10. *One copy monumentation bond estimate
- _____ 11. One copy of preliminary title report issued within 30 days of resubmittal
- _____ 12. Concurrent resubmittal required (as applicable): grading plans, improvement plans, easements: see below
- _____ 13. Department comments: _____Planning, _____Parks & Recreation, _____Eng P&P, _____other - dept. _____
- _____ 14. **OTHER:** _____

COMMENTS _____

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



FINAL MAP/PARCEL MAP FINAL SUBMITTAL CHECKLIST E-7

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

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

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- 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 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 maps, review checklist, reports, and calculations
- _____ 5. Digital copy (CAD format) of corrected map
- _____ 6. _____ sets of corrected prints of map folded to 9" x 12" (Dist.: _____planchecker, _____Planning, _____ other - dept.: _____)
- _____ 7. *Original mylars signed and sealed, including all required signatures
- _____ 8. *For certificate of compliance in lieu of a parcel map, signed and sealed:
 - a) _____ originals of corrected legal description for EACH newly created lot
 - b) _____ originals of corrected plat
(Dist.: _____planchecker, _____Planning, _____ other—dept.: _____)
- _____ 9. One copy of the Subdivision Guarantee dated within 10 days of submittal
- _____ 10. One copy of the preliminary title report dated within 10 days of submittal.
- _____ 11. Original of Tax Clearance Certificate
- _____ 12. *One copy corrected monumentation bond estimate
- _____ 13. One copy of early assignment of APN's from County Assessor (see enclosed memo)
- _____ 14. Concurrent final submittal required (as applicable): grading plans, improvement plans, easement documents, other: see below
- _____ 15. Verification of submittal of securities and agreements
- _____ 16. Payment of plancheck fees balance (see enclosed fee statement)
- _____ 17. Department approvals: _____Planning, _____Parks & Recreation, _____Eng P&P, _____ other - dept.: _____
- _____ 18. OTHER: _____

COMMENTS:

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



Digital Submittal Standards for Maps and Documents E-7

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Initial Submittal Standards for Maps and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Maps 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 maps shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Map Sheet Size – Standard size 18 inches x 24 inches – Landscape View
- Maps 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 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 Maps and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Maps 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. Digital submittal of map (CAD files)...	4. CAD files