



**QUITCLAIM
INITIAL SUBMITTAL
CHECKLIST
E-10**

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 submittal checklist is to be used for quitclaiming a Carlsbad Municipal Water District easement. For the relinquishment of a City of Carlsbad street right-of-way or public service easement, please use the Vacation Submittal Checklist.
- 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, 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. Original and three copies of letter from applicant requesting quitclaim and indicating reason(s) for quitclaim
- _____ 5. *Two copies of the legal description of each lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A."
- _____ 6. *Two copies of the plat (include vicinity map on plat), each on a separate 8 1/2" X 11" sheet labeled "Exhibit B"
- _____ 7. One copies of instrument dedicating original easement
- _____ 8. *One sets of traverse calculations for metes and bounds description
- _____ 9. One copies of preliminary title report issued within 6 months of application
- _____ 10. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- _____ 11. Application Fee
- _____ 12. Other: _____

COMMENTS _____

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



QUITCLAIM RESUBMITTAL CHECKLIST E-10

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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 _____

- 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 BE INCLUDED MARKED ITEMS MUST IN THE 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, and calculations
- _____ 5. * _____ copies of the corrected legal description
(Distribution: _____ planchecker, _____ Other—dept.: _____)
- _____ 6. * _____ copies of the corrected plat
(Distribution: _____ planchecker, _____ Other—dept.: _____)
- _____ 7. *One copy of corrected traverse calculations signed and sealed
- _____ 8. One copy of updated preliminary title report
- _____ 9. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- _____ 10. Department comments: _____ CMWD District Engineer, _____ Water Operations Division,
_____ Other—dept.: _____
(Distribution: to indicated departments)
- _____ 11. **OTHER:** _____

COMMENTS _____

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



**QUITCLAIM
FINAL SUBMITTAL
CHECKLIST
E-10**

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

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 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, 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 sets of corrected traverse calculations signed and sealed
- _____ 8. One copies of preliminary title report issued within 30 days of submittal
- _____ 9. Concurrent final submittal required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 10. Department approvals: _____ CMWD District Engineer, _____ Water Operations Division, _____ Other—dept.: _____
- _____ 11. **OTHER:** _____

COMMENTS

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



Digital Submittal Standards for Exhibits and Documents E-10

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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 Standards for Plans 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 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