



# ADJUSTMENT PLAT INITIAL SUBMITTAL CHECKLIST E-1

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Project Name \_\_\_\_\_  
DWG No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.

**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 three copies of letter from owner(s) or applicant to city engineer requesting lot line adjustment and explaining reason for said request
- \_\_\_\_\_ 5. Five 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. Five sets of plats on standard 8 1/2" X 11" sheets labeled "Exhibit B"
- \_\_\_\_\_ 7. Two sets of traverse calculations
- \_\_\_\_\_ 8. Two sets of preliminary title report (issued within six months of application) for each lot or parcel being adjusted
- \_\_\_\_\_ 9. Two sets 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 fee

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

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



# ADJUSTMENT PLAT RESUBMITTAL CHECKLIST E-1

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

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_

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

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

### 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: 1 file, \_\_\_\_\_planchecker, \_\_\_\_\_Planning, \_\_\_\_\_Building)
- \_\_\_\_\_ 6. \_\_\_\_\_sets of corrected plat  
(Distribution: 1 file, \_\_\_\_\_planchecker, \_\_\_\_\_Planning, \_\_\_\_\_Building)
- \_\_\_\_\_ 7. Two sets of corrected traverse calculations
- \_\_\_\_\_ 8. Two sets 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*  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_

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

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

### 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" ink on mylar or photomylar 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: 1 file, 2 planchecker, \_\_\_\_\_ dept.: \_\_\_\_\_)
  - Lot 1: CE \_\_\_\_\_ Lot 2: CE \_\_\_\_\_
  - Lot 3: CE \_\_\_\_\_ Lot 4: CE \_\_\_\_\_
- \_\_\_\_\_ 7. \_\_\_\_\_ copies of corrected plat  
(Distribution: 1 file, 1 planchecker, \_\_\_\_\_ other – dept.: \_\_\_\_\_)
- \_\_\_\_\_ 8. Two sets of corrected traverse calculations signed and sealed by engineer or surveyor of work
- \_\_\_\_\_ 9. Two sets 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** \_\_\_\_\_