



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
INITIAL SUBMITTAL CHECKLIST
E-2**

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 _____

- This submittal checklist is to be used for the processing of one lot or one group of contiguous lots.
- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

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 two copies of letter from property owner(s) requesting certificate of compliance
- _____ 5. *Four copies of the legal description of each lot. Each legal description on a separate 8 ½" X 11" sheet, typewritten, and labeled "Exhibit A."
- _____ 6. *Four copies of the plat, each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- _____ 7. Copy of reference maps, when applicable
- _____ 8. For each lot, two copies of the instrument originally creating the lot
- _____ 9. For each lot, two copies of the title report showing the current owner(s)
- _____ 10. Application fee
- _____ 11. Other: _____

COMMENTS _____

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



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
RESUBMITTAL CHECKLIST
E-2**

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 _____

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.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED 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 descriptions, plats, review checklist, title reports, reference maps, and documents
- _____ 5. * _____ copies of the corrected legal description(s)
(Distribution: 1 file, 2 planchecker, _____ Other—dept.: _____)
- _____ 6. * _____ copies of the corrected plat(s)
(Distribution: 1 file, 2 planchecker, _____ Other—dept.: _____)
- _____ 7. Copy of chain of title documents
- _____ 8. Department comments: _____ Planning, _____ Other—dept.: _____
(Distribution: to indicated departments)
- _____ 9. **OTHER:** _____

COMMENTS _____

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



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
FINAL SUBMITTAL CHECKLIST
E-2**

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____

Project Name _____

Planchecker _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

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 descriptions, plats, review checklist, title reports, reference maps, and documents
- _____ 5. *Three originals of the corrected legal description(s), signed and sealed. Include the city's CE (certificate) number in the heading of the legal description for that lot.

Lot 1: CE _____ Lot 2: CE _____

- _____ 6. *Three originals of the corrected plat(s), signed and sealed
- _____ 7. Department approvals: _____ Planning, _____ Other—dept.: _____
- _____ 8. **OTHER:** _____

COMMENTS _____

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