



**EASEMENT &
COVENANT OF EASEMENT
INITIAL SUBMITTAL
CHECKLIST
E-5**

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 form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- 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. *Four copies of the legal description of the easement or covenant for easement. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A." For C.O.E., Exhibit A is the legal description for the burdened property. Exhibit B is for the benefitting property.
- _____ 5. *Four copies of the plat, each on a separate 8 1/2" X 11" sheet labeled "Exhibit B." For C.O.E., label Exhibit C.
- _____ 6. *Two sets of traverse calculations of the area to be dedicated or covenanted signed and sealed
- _____ 7. Two copies of preliminary title report (issued within six months of application)
- _____ 8. Two copies of documentation providing authority to sign easement or covenant, if legal entity is other than an individual (e.g., legal entity is a corporation)
- _____ 9. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- _____ 10. Plancheck fee
- _____ 11. Other: _____

COMMENTS _____

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



**EASEMENT &
COVENANT OF EASEMENT
RESUBMITTAL CHECKLIST
E-5**

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 _____

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- 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 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, reports, and calculations
- _____ 5. Original and one copy of completed Security and Agreement data sheet
- _____ 6. *Three copies of the corrected legal description(s)
- _____ 7. *Three copies of the corrected plat
- _____ 8. *Two sets of corrected traverse calculations signed and sealed
- _____ 9. Two copies of updated preliminary title report issued within 30 days of resubmittal
- _____ 10. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- _____ 11. Department comments: _____ Planning, _____ Parks & Recreation -Trails, _____ Eng P&P,
_____ other-dept.: _____ (Distribution: to indicated departments)
- _____ 12. **OTHER:** _____

COMMENTS _____

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



**EASEMENT &
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FINAL SUBMITTAL
CHECKLIST
E-5**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____
 Project Name _____
 Planchecker _____ Project Engineer _____

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- 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 description, plat, review checklist, reports, and calculations
- _____ 5. *Four originals of the corrected legal description(s), signed and sealed
- _____ 6. *Four originals of the corrected plat, signed and sealed
- _____ 7. Two copies of updated preliminary title report dated within 30 days of submittal
- _____ 8. *Two sets of bound corrected traverse calculations, signed and sealed
- _____ 9. Originals of grant deed or covenant for easement and subordination agreements, as applicable, as prepared by city staff properly executed and notarized
- _____ 10. Concurrent mylar submittal(s) required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 11. Department approvals: _____ Planning, _____ Parks & Recreation -Trails, _____ Eng P&P, _____ other-dept.: _____
- _____ 12. **OTHER:** _____

COMMENTS _____

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