



**ENCROACHMENT
AGREEMENT
SUBMITTAL CHECKLIST
E-6**

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

| | |
|------------------------------|-----------------------|
| FOR CITY USE ONLY | |
| Date: _____ | Project Name: _____ |
| | Project Number: _____ |
| CHECK AS APPROPRIATE: | Drawing Number: _____ |
| ___ Initial Submittal | Planchecker: _____ |
| ___ Resubmittal | Telephone: _____ |

PLEASE NOTE: INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.
Planchecker will mark items not required with N/A.

THE FOLLOWING ITEMS ARE SUBMITTED FOR PLANCHECK:

- 1. Completed and signed Engineering Plancheck Application form
- 2. Property description in the form of a Grant Deed or Title Report
- 3. Legal description of property, Labeled Exhibit A
- 4. Legal description of city easement underlying encroachment, Labeled Exhibit B
(Not required for single-family property owners)
- 5. 8½ x 11" plat, to scale, showing location and type of encroachment, Labeled Exhibit C
- 6. Processing fee (see fee schedule)
- 7. Other supporting documents or information as necessary
- 8. Brief description of encroachment: _____
- 9. Reasons for encroachment: _____

FOR RESUBMITTAL: THE FOLLOWING ADDITIONAL ITEMS ARE INCLUDED:

- 1. Copy of previous city transmittal.
- 2. All previous checkprints and documents with planchecker's comments.
- 3. All required corrected resubmittals as indicated in the city's previous transmittal.
- 4. Original Encroachment Agreement, signed and notarized.

COMMENTS _____

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| SUBMITTAL COMPLETE: CHECKED BY: _____ DATE: _____ |
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