



**FINAL MAP/PARCEL MAP
INITIAL
SUBMITTAL CHECKLIST
E-7**

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 also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- 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. Digital submittal of map, completed digital submittal checklist, and layer description -see *engineering standards on city website for digital submittal requirements and checklist*
- _____ 5. Five sets of prints of the map folded to 9" x12"
- _____ 6. *For certificate of compliance in lieu of a parcel map:
 - a) Four copies of the legal description for EACH newly created lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A," and
 - b) Four copies of the plat on 8 1/2" x 11" sheets labeled "Exhibit B"
- _____ 7. Three sets of prints of approved tentative map or tentative parcel map signed by project engineer and planner
- _____ 8. *Two sets of traverse calculations for boundary, street centerline, lots, and easements signed and sealed
- _____ 9. One set of reference maps and documents
- _____ 10. Two copies of preliminary title report (issued within six months of application)
- _____ 11. Three copies of all signed conditions of approval
- _____ 12. Three copies of Notice of Intent to Issue Coastal Development Permit, when applicable
- _____ 13. Two copies of documentation providing authority to sign map, if legal entity is other than an individual
- _____ 14. Concurrent submittal required (as applicable): grading plans, improvement plans, easement documents, etc.
- _____ 15. Two copies of list of street names approved by Planning Division, when project involves new streets
- _____ 16. Plancheck fee
- _____ 17. **OTHER:** _____

COMMENTS _____

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



FINAL MAP/PARCEL MAP RESUBMITTAL CHECKLIST E-7

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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 _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- 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. Digital copy of corrected map
- _____ 5. All previous checkprints of maps, review checklist, reports, and calculations
- _____ 6. Original and one copy of completed Security and Agreement Data Sheet
- _____ 7. _____ sets of corrected prints of the map folded to 9" x 12"
(Dist.: 1 file, _____ planchecker, _____ EM, _____ Planning, _____ other—dept.: _____)
- _____ 8. *For certificate of compliance in lieu of a parcel map:
 - a) _____ copies of the corrected legal description for EACH newly created lot
(Distribution: 1 file, _____ planchecker, _____ EM, _____ Planning)
 - b) _____ copies of the corrected plat
(Distribution: 1 file, _____ planchecker, _____ EM, _____ Planning)
- _____ 9. *Two sets of corrected traverse calculations signed and sealed
- _____ 10. Two copies of preliminary title report issued within 30 days of resubmittal
- _____ 11. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, easement documents, other: see below
- _____ 12. Department comments: _____ Planning, _____ Parks & Recreation, _____ Eng P&P, _____ other - dept. _____
- _____ 13. OTHER: _____

COMMENTS

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



FINAL MAP/PARCEL MAP FINAL SUBMITTAL CHECKLIST E-7

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

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

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- 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 maps, review checklist, reports, and calculations
- _____ 5. Digital copy of corrected map
- _____ 6. _____ sets of corrected prints of map folded to 9" x 12"
(Dist.: 1 file, 1 Eng P&P (final map copy also used for location map preparation), _____ planchecker,
_____ other - dept.: _____)
- _____ 7. Original mylars signed and sealed, including all required signatures
- _____ 8. *For certificate of compliance in lieu of a parcel map, signed and sealed:
 - a) _____ originals of corrected legal description for EACH newly created lot
(Distribution: 1 file, 2 planchecker, _____ other—dept.: _____)
 - b) _____ originals of corrected plat
(Distribution: 1 file, 2 planchecker, _____ other—dept.: _____)
- _____ 9. Two copies of the Subdivision Guarantee dated within 10 days of submittal
- _____ 10. Preliminary title report dated within 10 days of submittal. For final map: three copies.
For parcel map or certificate of compliance in lieu of a parcel map: two copies.
- _____ 11. Original and two copies of Tax Clearance Certificate
- _____ 12. Copy of early assignment of APN's from County Assessor (see enclosed memo)
- _____ 14. Concurrent mylar submittal required (as applicable): grading plans, improvement plans, easement documents, other: see below
- _____ 15. Verification of submittal of securities and agreements
- _____ 16. Payment of fees in the amount of \$ _____
(see enclosed Fee Summary Listing(s) for fee itemization)
- _____ 17. Department approvals: _____ Planning, _____ Parks & Recreation, _____ Eng P&P, _____ other - dept.: _____
- _____ 18. **OTHER:** _____

COMMENTS _____

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