



# IMPROVEMENT PLAN INITIAL SUBMITTAL CHECKLIST E-9

*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 \_\_\_\_\_  
Drawing No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- 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 an 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. a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description  
*-see engineering standards on city website for digital submittal requirements and checklist*
- 5. Copy of environmental clearance or completed E.I.A. form, Part 1, with copy of improvement plans attached, if no prior CEQA approval
- 6. \*Nine sets of prints of the improvement plans folded to 9" X 12"
- 7. \*Two sets of bound drainage report
- 8. \*Two sets of bound soils report
- 9. \*Two copies of earthwork quantity calculations
- 10. \*Two copies of engineer's cost estimate
- 11. Two sets of preliminary title report (issued within six months of application)
- 12. Three copies of all signed conditions of approval (if applicable)
- 13. Three sets of prints of approved site plan or tentative map signed by planner and project engineer (if applicable)
- 14. Two sets of water system analysis if in Carlsbad Municipal Water District (if applicable)
- 15. Two sets of sewer study if in city sewer district (if applicable)
- 16. Reference drawings and maps (if applicable)
- 17. Concurrent submittal required (as applicable): final/parcel map, grading plans, easement documents, temporary construction easement for off-site grading, etc.
- 18. Original and one copy of completed *Determination of Project's SWPPP Tier Level and Construction Threat Level* Worksheet. Check the required tier level:  
 Tier 2  Tier 3
- 19. One Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of the improvement plan set
- 20. Original and one copy of completed and signed Storm Water Standards Questionnaire
- 21. \*Two sets of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per Storm Water Standards Questionnaire or if conditioned with project)
- 22. Two sets of a completed Standard Project Requirement Checklist (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project).
- 23. SWPPP/SWMP review fee(s), if applicable
- 24. Improvement plancheck fee
- 25. Other: \_\_\_\_\_

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



# IMPROVEMENT PLAN RESUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

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

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

Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

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

- Items marked with an asterisk (\*) must be completed by an 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. Corrected digital copy of plans
- 5. Original and one copy of completed Security and Agreement Data Sheet
- 6. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- 7. \* \_\_\_\_\_ sets of corrected prints of the improvement plans folded to 9" X 12"  
(Distribution: 1 File, \_\_\_\_\_ EM, \_\_\_\_\_ PCE, \_\_\_\_\_ Fire, \_\_\_\_\_ Building, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Transportation, \_\_\_\_\_ Design, \_\_\_\_\_ M&O-Storm Drain, \_\_\_\_\_ M&O-Wastewater, \_\_\_\_\_ M&O-Water, other (specify): \_\_\_\_\_)
- 8. \*Two sets of corrected bound drainage report signed and sealed by engineer of work
- 9. \*Two sets of corrected bound soils report signed and sealed by soils engineer
- 10. \*Two sets of corrected engineer's cost estimate signed and sealed by engineer of work
- 11. \*Two sets of corrected water system analysis if in Carlsbad Municipal Water District
- 12. \*Two sets of corrected sewer study if in city sewer district
- 13. \*Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- 14. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, grading plans, easement documents, temporary construction easement for off-site grading, other: see below
- 15. One corrected Tier 3 SWPPP
- 16. \*Two sets of corrected SWQMP
- 17. Department comments: \_\_\_\_\_ Fire, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Traffic, \_\_\_\_\_ Design, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, other (specify): \_\_\_\_\_ (Distribution: to indicated departments)
- 18. **OTHER:** \_\_\_\_\_

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



# IMPROVEMENT PLAN FINAL SUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Drawing No. \_\_\_\_\_ Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an 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. Digital copy of plans
- 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- 6. \* \_\_\_\_\_ sets of corrected prints of the improvement plan folded to 9" X 12"  
(Distribution: 1 File, 1 Eng P&P, \_\_\_\_\_ PCE, \_\_\_\_\_ other (specify): \_\_\_\_\_)
- 7. One copy of all signed conditions of approval
- 8. \*Original mylars signed and sealed by engineer of work and including all other required signatures
- 9. Concurrent mylar submittal required (as applicable): final/parcel map, grading plans, easement documents, temporary construction easement for off-site grading, other: see below
- 10. One copy of approved Tier 3 SWPPP
- 11. One copy of Notice of Intent Receipt letter with WDID number separated from SWPPP
- 12. \*Two sets of approved SWQMP signed and sealed by engineer of work
- 13. One 24" x 36" copy of approved single sheet post-construction BMP exhibit (rolled)
- 14. Verification of submittal of securities and agreements
- 15. Payment of fees in the amount of \$ \_\_\_\_\_  
(see enclosed Fee Summary Listing(s) for fee itemization)
- 16. Department approvals: \_\_\_\_\_ Fire, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Traffic, \_\_\_\_\_ Design, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O,  
other (specify): \_\_\_\_\_
- 17. **OTHER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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