



**QUITCLAIM  
INITIAL SUBMITTAL  
CHECKLIST  
E-10**

*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 quitclaiming a Carlsbad Municipal Water District easement. For the relinquishment of a City of Carlsbad street right-of-way or public service easement, please use the Vacation Submittal Checklist.
- 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 three copies of letter from applicant requesting quitclaim and indicating reason(s) for quitclaim
- \_\_\_\_\_ 5. \*Six 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. \*Six copies of the plat (include vicinity map on plat), each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- \_\_\_\_\_ 7. Two copies of instrument dedicating original easement
- \_\_\_\_\_ 8. \*Two sets of traverse calculations for metes and bounds description
- \_\_\_\_\_ 9. Two copies of preliminary title report issued within 6 months of application
- \_\_\_\_\_ 10. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- \_\_\_\_\_ 11. Application fee
- \_\_\_\_\_ 12. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**QUITCLAIM  
RESUBMITTAL  
CHECKLIST  
E-10**

*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 description, plat, review checklist, and calculations
- \_\_\_\_\_ 5. \* \_\_\_\_\_ copies of the corrected legal description  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ Other—dept.: \_\_\_\_\_)
- \_\_\_\_\_ 6. \* \_\_\_\_\_ copies of the corrected plat  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ Other—dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \*Two sets of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 8. Two copies of updated preliminary title report
- \_\_\_\_\_ 9. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- \_\_\_\_\_ 10. Department comments: \_\_\_\_\_ CMWD District Engineer, \_\_\_\_\_ Water Operations Division,  
\_\_\_\_\_ Other—dept.: \_\_\_\_\_  
(Distribution: to indicated departments)
- \_\_\_\_\_ 11. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**QUITCLAIM  
FINAL SUBMITTAL  
CHECKLIST  
E-10**

*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 \_\_\_\_\_

Plancher \_\_\_\_\_ 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 description, plat, review checklist, and calculations
- \_\_\_\_\_ 5. \*Four originals of the corrected legal description signed and sealed.
- \_\_\_\_\_ 6. \*Four originals of the corrected plat signed and sealed
- \_\_\_\_\_ 7. \*Two sets of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 8. Two copies of preliminary title report issued within 30 days of submittal
- \_\_\_\_\_ 9. Concurrent mylar submittal required, as applicable: grading plans, improvement plans, map, other: see below
- \_\_\_\_\_ 10. Department approvals: \_\_\_\_\_ CMWD District Engineer, \_\_\_\_\_ Water Operations Division,  
\_\_\_\_\_ Other—dept.: \_\_\_\_\_
- \_\_\_\_\_ 11. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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