



SUBSTANTIAL CONFORMANCE EXHIBIT SUBMITTAL CHECKLIST E-14

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 _____

PLEASE NOTE:

- To ensure the timely processing of substantial conformance exhibits for development projects in the city, those submitting substantial conformance exhibits for city review should check their submittal packages for completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" and initialed by the city project engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the check print package. This checklist is a part of the check comments.
- Should you have any questions, please contact the City of Carlsbad Land Development Engineering, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ___ 1. Engineering plancheck application form completed and signed by the owner/applicant (Dist.: planchecker)
- ___ 2. Transmittal letter for the engineer of work listing all the items being submitted (Dist.: original to planchecker, copy to file)
- ___ 3. Three sets of blueines (folded to 9" x 12" of the conforming tentative map or tentative parcel map previously signed by city planning director and city engineer (Dist.: 1 planchecker, 1 planner, 1 file)
- ___ 4. Four sets of blueines of the proposed substantial conformance exhibits on 24" x 36" size paper containing the following information: the same level of information as shown on the approved tentative map or tentative parcel map, proposed changes properly highlighted or redlined for ease of identification, updated information, i.e. new earthwork quantities, etc.; marked "Substantial Conformance Exhibit A":. Signature blocks for planning director, development services engineer and city engineer (Dist.: 1 file, 2 planchecker, 1 planner)
- ___ 5. Two letters from engineer of work (one original, one copy) summarizing all the proposed changes from the conforming tentative map or tentative parcel map, the reasons behind the proposed changes, the reasons why the proposed substantial conformance exhibit as submitted is in conformance and equivalent to the conforming tentative map or tentative parcel map (Dist.: original to planchecker, copy to planner)
- ___ 6. Digital copy of plans using NAD '83 (Dist.: GIS)
- ___ 7. Substantial conformance review fee (see fee schedule)
- ___ 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



**SUBSTANTIAL
CONFORMANCE EXHIBIT
RESUBMITTAL CHECKLIST
E-14**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____
Drawing No. _____ Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

- ___ 1. Transmittal letter from the engineer or surveyor of work listing all the items being submitted (Dist.: original to planchecker, copy to file)
- ___ 2. Copy of previous transmittal letter from the city and planchecker's marked checklist
- ___ 3. All previous checkprints of the substantial conformance exhibit
- ___ 4. Four sets of blueines of the corrected substantial conformance exhibit on 24" x 36" size paper (Dist.: 2 planchecker, 1 file, 1 planner)
- ___ 5. One set of durable clear transparency of the corrected substantial conformance exhibit
- ___ 6. Two letters from the engineer of work summarizing, all the corrected proposed changes from the conforming tentative map or tentative parcel map, the reasons behind the corrected proposed changes, reasons why the corrected substantial conformance exhibit is in conformance and equivalent to the conforming tentative map or tentative parcel map (Dist.: original to planchecker, copy to planner)
- ___ 7. Items required as shown on the copy of the previous transmittal letter from the city
- ___ 8. Comments from other departments: Planning ____, other ____
- ___ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



**SUBSTANTIAL
CONFORMANCE EXHIBIT
FINAL SUBMITTAL
CHECKLIST
E-14**

Development Services
Land Development Engineering
1635 Faraday Avenue
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____
Drawing No. _____ Project Engineer _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER APPROVAL OF THE SUBSTANTIAL CONFORMANCE EXHIBIT:

- ___ 1. Transmittal from the engineer or surveyor of work listing all the items being submitted (Dist.: original to planchecker, copy to file)
- ___ 2. Copy of previous transmittal letter from the city and planchecker's marked checklist
- ___ 3. Digital copy of plans (Dist.: Eng. GIS)
- ___ 4. All previous checkprints of the substantial conformance exhibit
- ___ 5. Two sets of bluelines of the corrected substantial conformance exhibit on 24" x 36" size paper sealed and signed by the engineer of work (Dist.: 1 planchecker, 1 file)
- ___ 6. Original mylars or photomylars (no diazo mylars, sepia mylars, sticky backs, etc.) of the corrected substantial conformance exhibit sealed and signed by the engineer of work and signed by the planning director
- ___ 7. Items required as shown on the copy of the previous transmittal letter from the city
- ___ 8. Approvals from other departments: Planning ____, other ____
- ___ 9. ADDITIONAL ITEMS/INFORMATION REQUIRED _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____