



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
INITIAL SUBMITTAL CHECKLIST
E-2**

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

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Project Name _____

Permit No. _____ Project Engineer _____

- This submittal checklist is to be used for the processing of one lot or one group of contiguous lots.
- 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
- **In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.**

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 one copy of letter from property owner(s) requesting certificate of compliance
- _____ 5. *Two 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. *Two copies of the plat, each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- _____ 7. Copy of reference maps, when applicable
- _____ 8. For each lot, two copies of the instrument originally creating the lot
- _____ 9. For each lot, two copies of the title report showing the current owner(s)
- _____ 10. Application fee
- _____ 11. Other: _____

COMMENTS _____

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



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
RESUBMITTAL CHECKLIST
E-2**

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

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit 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.
- **In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.**

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 descriptions, plats, review checklist, title reports, reference maps, and documents
- _____ 5. * _____ copies of the corrected legal description(s)
(Distribution: 1 file, 2 planchecker, _____ Other—dept.: _____)
- _____ 6. * _____ copies of the corrected plat(s)
(Distribution: 1 file, 2 planchecker, _____ Other—dept.: _____)
- _____ 7. Copy of chain of title documents
- _____ 8. Department comments: _____ Planning, _____ Other—dept.: _____
(Distribution: to indicated departments)
- _____ 9. **OTHER:** _____

COMMENTS _____

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



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
FINAL SUBMITTAL CHECKLIST
E-2**

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

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Planchecker _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- **In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.**

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 descriptions, plats, review checklist, title reports, reference maps, and documents
- _____ 5. *Three originals of the corrected legal description(s), signed and sealed.
- _____ 6. *Three originals of the corrected plat(s), signed and sealed
- _____ 7. Department approvals: _____ Planning, _____ Other—dept.: _____
- _____ 8. **OTHER:** _____

COMMENTS _____

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



Digital Submittal Standards for Exhibits and Documents E-2

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

Initial Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. legal descriptions, plats, title reports, calculations, reports, etc.)

Resubmittal & Final Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.