



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

Plan ID _____ Project Name _____

Permit 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.
- **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 three copies of letter from applicant requesting quitclaim and indicating reason(s) for quitclaim
- _____ 5. *Two copies of the legal description of each lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A."
- _____ 6. *Two copies of the plat (include vicinity map on plat), each on a separate 8 1/2" X 11" sheet labeled "Exhibit B"
- _____ 7. One copies of instrument dedicating original easement
- _____ 8. *One sets of traverse calculations for metes and bounds description
- _____ 9. One 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
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Plancherker _____ 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 BE INCLUDED MARKED ITEMS MUST 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. *One copy of corrected traverse calculations signed and sealed
- _____ 8. One copy 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**

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Land Development Engineering
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Plancher _____ 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 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. *One sets of corrected traverse calculations signed and sealed
- _____ 8. One copies of preliminary title report issued within 30 days of submittal
- _____ 9. Concurrent final 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 _____



Digital Submittal Standards for Exhibits and Documents E-10

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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
- Scanned images are prohibited.
- 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 Standards for Plans 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 same as initial submittal standards, see above.