



E-REVIEW ENCROACHMENT AGREEMENT SUBMITTAL CHECKLIST E-6

Development Services
Land Development Engineering
1635 Faraday Avenue
442-339-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID No. _____ Project Name _____

Permit No. _____ Project Engineer _____

CHECK AS APPROPRIATE: ☐ Initial Submittal ☐ Resubmittal ☐ Final Submittal Date: _____

- PDF's are required for all items. See digital submittal standards on page 2.
- PDF's must be named per the naming convention on page 2.
- To coordinate the initial submittal, email landdev@carlsbadca.gov
- Submittals may be rejected if the submittal package is incomplete or current forms are not used.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL

All items must be submitted unless an item is marked "N/A" and initial by city engineering personnel

- _____ 1. This submittal checklist
- _____ 2. Completed and signed Engineering Plancheck Application, Form E-23
- _____ 3. Grant Deed or Title Report (Exceptions hyperlinked in title report is preferred)
- _____ 4. Legal description of property, labeled Exhibit A
- _____ 5. Legal description of city easement underlying encroachment, labeled Exhibit B
- _____ 6. Plats on city standard 8½ x 11" template, to scale, showing location and type of encroachment, labeled Exhibit C
- _____ 7. Supporting documents or information as necessary
- _____ 8. Completed Document Data Sheet, Form E-18
- _____ 9. Legal documents establishing signature authorization if legal entity is other than an individual (e.g., legal entity is a corporation)
- _____ 10. Plancheck review fee

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

FOR RESUBMITTAL, CONTACT PLANCHECKER FOR SHAREPOINT LINK TO UPLOAD THE FOLLOWING:

- _____ 1. Resubmittal checklist
- _____ 2. Corrected legal description and plats
- _____ 3. Other

RESUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

FOR FINAL SUBMITTAL, CONTACT THE PLANCHECKER FOR SHAREPOINT LINK TO UPLOAD THE FOLLOWING:

- _____ 1. Final submittal checklist
- _____ 2. Originals of all corrected legal descriptions and plats
- _____ 3. Original Encroachment Agreement, signed and notarized
- _____ 4. Other

FINAL SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



Digital Submittal Standards for Exhibits and Documents E-6

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Initial Submittal Standards for Exhibits and Documents

- All PDF submittals shall be made via SharePoint 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, etc.)

Resubmittal Standards for Exhibits and Documents

- All PDF submittals shall be made via SharePoint 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.

Final Submittal Standards

Print the PDF encroachment agreement document single-sided. Ensure property owner signs and dates the signature page. Signature must be notarized. Notary must include their complete title, "Notary Public" after their name. The notary must write property owner's name on the acknowledgment exactly like it is printed on the agreement or the agreement will be returned to resign and notarize.

Naming Convention

The PDF's of the items on the submittal checklist shall be named the following:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
This submittal checklist	Checklist
Completed and signed city application...	Application
Grant deed or title report...	Deed or Title Report
Legal description of property...	Legal
Legal description of city easement...	Easement
Plats on city standard...	Plat
Supporting documents...	Documents
Completed document data sheet...	Data sheet
Legal documents establishing...	Authorization



ENCROACHMENT AGREEMENT REVIEW CHECKLIST E-6A

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PLAN ID NO.:	PROJECT NAME:
PERMIT NO.:	PLANCHECKER:
	DATE:

	Completed	Comments
A. LEGAL DESCRIPTION OF PROPERTY		
1. 8 1/2" x 11" format marked Exhibit "A" and labeled 'Legal Description' under Exhibit "A"		
2. Plan ID and permit number		
3. Matches Grant Deed or Title Report		
B. LEGAL DESCRIPTION OF EASEMENT		
1. 8 1/2" x 11" format marked Exhibit "B" and labeled 'Legal Description of Easement' under Exhibit "B"		
2. Matches description of recorded easement		
3. Matches Exhibit "C"		
C. PLAT OF ENCROACHMENT		
1. 8 1/2" x 11" city standard template marked Exhibit "C" at top of sheet, with margin, border and title block with project name, plan ID and permit number		
2. Black and white format, no color.		
3. North Arrow and bar scale		
4. Property line with bearings and lengths		
5. Lot Number and Assessor's Parcel Numbers of property		
6. Location of Easement		
7. Call out of easement with recording information		
8. Location and call out type of encroachment		
9. Matches Exhibits A and B		
10. Vicinity map		
11. Location, width and name of street(s) adjacent to property		
12. Avoid shading for encroachment area		
13. No overlapping of text or linework		
14. Minimum lettering size of 0.10 inches		

ADDITIONAL COMMENTS:
