



**E-REVIEW
QUITCLAIM INITIAL
SUBMITTAL
CHECKLIST
E-10**

Development Services
Land Development Engineering
1635 Faraday Avenue
442-339-2750
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.
- PDF's of all items are required. See digital submittal standards on page 4.
- PDF's shall be named per the naming convention on page 4.
- An appointment is required for the initial submittal. To schedule the appointment, email landdev@carlsbadca.gov
- Submittals will 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. Completed and signed city Engineering Plancheck Application, Form E-23
- _____ 3. Approved Engineering Screening Form, E-41
- _____ 4. Letter from applicant requesting quitclaim and indicating reason(s) for quitclaim
- _____ 5. *Legal description of each lot. Each legal description on a separate 8 ½" X 11" sheet and labeled "Exhibit A."
- _____ 6. *Plat on city standard 8 ½" X 11" template labeled "Exhibit B"
- _____ 7. Instrument dedicating original easement
- _____ 8. *Traverse calculations for metes and bounds description
- _____ 9. Preliminary title report issued within 6 months of application. Exceptions hyperlinked is preferred.
- _____ 10. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- _____ 11. Application Fee
- _____ 12. Other: _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



**E-REVIEW
QUITCLAIM
RESUBMITTAL
CHECKLIST
E-10**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Plancher _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- PDF's of all items are required. See digital submittal standards on page 4.
- PDF's shall be named per the naming convention on page 4.
- To coordinate the resubmittal, call or email the city's project engineer.
- Submittals will 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 MARKED ITEMS MUST BE INCLUDED IN THE RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. *Corrected legal description
- _____ 3. *Corrected plat
- _____ 4. *Corrected traverse calculations signed and sealed
- _____ 5. Updated preliminary title report, exceptions hyperlinked is preferred
- _____ 6. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- _____ 7. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



**QUITCLAIM FINAL
SUBMITTAL
CHECKLIST
E-10**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Planchecker _____ Project Engineer _____ Date: _____

- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 4.
- PDF's shall be named per the naming convention on page 4.
- Appointments are required for the final submittal. To schedule the appointment call or email the city's project engineer.
- Submittals will 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 MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. *Two originals of the corrected legal description signed and sealed
- _____ 3. *Two originals of the corrected plat signed and sealed
- _____ 4. *PDF of corrected traverse calculations signed and sealed
- _____ 5. *PDF of preliminary title report issued within 30 days of submittal, exceptions hyperlinked is preferred
- _____ 6. Concurrent final submittal required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 7. 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 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, reports, etc.)

Resubmittal Standards for Plans and Documents

- All PDF digital 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 same as initial submittal standards, see above.

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
Letter from applicant...	Request
Legal description of each lot...	Legal
Plat on city standard...	Plat
Instrument dedicating original...	Easement
Traverse calculations for...	Traverse
Preliminary title report issued...	Title report



**Quitclaim of
Easement
Review Checklist
E-10A**

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

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

	Completed	Comments
A. Legal Description of Easement to be Quitclaimed		
1. 8 ½" X 11" sheet of paper marked Exhibit "A" at top of sheet labeled "Legal Description" with plan ID and permit number		
2. Signed and sealed by PE (registered prior to 1982) or LS		
3. Matches plat and traverse calculations		
B. Plat of Easement to be Quitclaimed and Property		
1. 8 ½" X 11" city template labeled Exhibit "B" at top of sheet with margin, border and title block with project name, plan ID and permit number		
2. PE or LS signature seal, name, business address, email and telephone number		
3. Matches legal description and traverse calculations		
4. Abbreviated legal description and assessor's parcel numbers of affected lots/parcels		
5. North arrow, basis of bearing, bar scale, legend, lot(s) identification and map numbers		
6. Vicinity map		
7. Existing lot boundary lines shown		
8. Proposed easement to be quitclaimed shown with lengths and bearings		
9. Adjacent lot lines shown in lighter dashed lines		
10. Show street names and widths and existing easements		
11. Minimum lettering size of 0.10 inches		
12. Bearings, delta's and lengths of existing lot and proposed easement to be quitclaimed		
C. Traverse Calculations		
1. Error of closure within 0.007 (Composite), 0.005 (Northing or Easting)		
2. Signed and sealed by PE or LS		

ADDITIONAL COMMENTS:
