



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

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 the processing of one lot or one group of contiguous lots.
- PDF's are required for all items. See digital submittal standards on page 4.
- PDF's must be named per the naming convention on page 4.
- To coordinate the initial submittal, email landdev@carlsbadca.gov
- Submittals will be rejected if the submittal package is incomplete or current forms and naming convention 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 property owner(s) requesting certificate of compliance
- _____ 5. Preliminary Title report for each lot (issued within six months of application.) Exceptions hyperlinked is preferred.
- _____ 6. Completed document data sheet, Form E-18
- _____ 7. Legal Document(s) establishing signature authorization if property owner is other than individuals (e.g., owner is corporation)
- _____ 8. *Legal description of each lot. Each legal description on a separate 8 1/2" X 11" sheet labeled "Exhibit A."
- _____ 9. *Plat on city standard 8 1/2" X 11" template labeled "Exhibit B"
- _____ 10. Reference maps, when applicable
- _____ 11. For each lot, the instrument (deed) originally creating the lot
- _____ 12. Plancheck review fee
- _____ 13. Other: _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



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

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

Plan ID _____ Permit No. _____
Project Name _____
Plancher No. _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- PDF's are required for all items. See digital submittal standards on page 4.
- PDF's must be named per the naming convention on page 4.
- To coordinate the resubmittal, call or email the city's project engineer.
- Resubmittals 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(s)
- _____ 3. *Corrected plat(s)
- _____ 4. Chain of title documents
- _____ 5. Other: _____

COMMENTS:

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



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

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Planchecker _____ Project Engineer _____ Date: _____

- Final submittal will be rejected if the submittal package is incomplete or current forms are not used.
- Appointments are required for the final submittal. To schedule the appointment email the city's 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, PDF's are required for all items. See digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. *Two originals of the corrected legal description(s), wet signed and sealed.
- _____ 3. *Two originals of the corrected plat(s), wet signed and sealed
- _____ 4. Other: _____
- _____

COMMENTS

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



Digital Submittal Standards for Exhibits and Documents E-2

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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
- 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.

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 property owner(s)...	Request
Preliminary Title Report (issued...)	Title report
Completed document data sheet...	Data sheet
Legal document(s) establishing...	Authorization
Legal description of each lot. Each...	Legal
Plat on city standard...	Plat
Reference maps, when applicable	Maps
For each lot, the instrument originally...	Deed



CERTIFICATE OF COMPLIANCE REVIEW CHECKLIST E-2A

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

	Completed	Comments
A. Applicability		
Refer to Certificate of Compliance Lot Legality table on Form E-2B		
B. Legal Description (metes and bounds) of Property		
1. 8 ½ X 11" sheet of paper marked Exhibit "A" at top of sheet labeled as "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		
4. Include area		
C. Plat		
1. 8 ½ X 11" city template marked Exhibit "B" at top of sheet with margin, border, title block, project name, plan ID, and permit number		
2. PE or LS signature, name, business address, email and telephone number		
3. Owner(s) signature, name, title, address and telephone number		
4. Applicant(s) signature, name, address and telephone number		
5. Matches legal description & traverse calcs		
6. Legal description and Assessor's Parcel Number of existing lot/parcel		
7. North arrow, basis of bearings, bar scale and legend		
8. Existing property lines to be shown in heavy solid lines		
9. Existing adjacent lot lines shown in lighter dashed lines		
10. Vicinity map		
11. Location, width, and name of adjacent street(s)		
12. Area of property		
13. Minimum lettering size of 0.10 inches		
14. Bearings, deltas and lengths of property line		
D. Traverse Calculations		
1. Error closure within 0.007 feet (Composite), 0.005 feet (Northing or Easting)		
2. Signed and sealed by PE or LS		

ADDITIONAL COMMENTS:



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY SUMMARY TABLE E-2B

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For the purpose of issuing a Certificate of Compliance for Lot Legality, a lot is considered lawfully created if the lot's creation method and creation date comply with the information in the table below and the lot does not appear in its current form as part of a recorded map.

Noncompliance requires further investigation and does not necessarily indicate an unlawfully created lot.

ORDINANCE	METHOD	DOCUMENT TYPE	LOCATION OF DOCUMENT	EFFECTIVE DATE	EXPIRATION DATE
* --	--	Deed	County Recorder	--	6-1-1956
9050	Lot Split	Informal Plat	Book No. 1 at Engineering counter	6-1-1956	11-2-1962
9136	Lot Split	Formal Plat	Lot Split book at Engineering counter	11-2-1962	8-15-1972
⁺ 9327	Parcel Split	Parcel Map	County Recorder	8-15-1972	4-1-1975
9412	Adjustment Plat	Adjustment Plat	Adjustment Plat book at Engineering counter	1-17-1975	5-4-1979
⁺ 9417	Minor Subdivision	Parcel Map or Certificate of Compliance in Lieu of a Parcel Map	County Recorder	4-1-1975	Present
9521	Adjustment Plat	Certificate of Compliance	County Recorder	5-4-1979	Present

*Per City Attorney's office, municipal code section 20.48.090 Presumption of Lawful Creation pertains to applicable lots created prior to the effective date of Ordinance No. 9050.

⁺ Per municipal code section 20.48.040c, a recorded map constitutes a certificate of compliance with respect to the lots described therein, and no additional certificates of compliance shall be issued.