



**RIGHT OF WAY USE
SUBMITTAL CHECKLIST
E-12A**

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

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

City Project No. _____ City Project Name _____
City Plan No. _____ City Permit No. _____

All right of way use applications require an appointment. If you have any questions regarding the application submittal requirements please call the Land Development Engineering division. Submittals may be rejected if the submittal package is incomplete.

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. Right of way use application (E-12)
- _____ 3. City of Carlsbad Business License
- _____ 4. Certificate of Insurance (per city specifications)
- _____ 5. Four sets of site plan (must be to scale or dimensioned properly)
- _____ 6. Right of Way Permit Use fee (including Village Area – Curb Café parking spaces fee if applicable)
- _____ 7. All items required to process an encroachment agreement as per submittal checklist (E-6). An encroachment agreement is required for curb café and sidewalk cafés that are affixing private facilities within public right-of-way, place, or easement only)

COMMENTS: _____

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