

## Applicability

Parcel Maps are generally used to subdivide/reconfigure property into 1 to 4 lots. However, Non-residential subdivisions greater than 4 lots can be mapped with a Parcel Map if the project meets applicable exemptions in the Subdivision Map Act. Residential subdivisions greater than 4 lots require a Final (Tract) Map, which first requires approval of a Tentative Map by the Planning Department

## Categories of Parcel Map Process

The Parcel Map process can be separated into two categories, those requiring Tentative Maps and those not requiring Tentative Maps. The San Jose Municipal Code was modified to remove the Tentative Map requirement for most Parcel Maps, however there are still cases where a **Tentative Map is required**, such as the following:

- Project proposes one or more Residential lots with less than 55 feet of street frontage (project will require exemption from Title 19 which at this time can only be done with a Tentative Map)
- Project is in a Geologic Hazard Zone or in a State Seismic Landslide Hazard Zone
- Project is in a Planned Development Zone that did not anticipate this subdivision
- Project requires preparation of a Traffic Report
- Project exceeds assigned traffic allocation in Evergreen Policy Area
- Certain condominium conversions (see below)

### Condominium Conversions

Should the map involve the conversion of existing structures to condominiums, the following will be required:

- Conversion of 3 or less residential units (i.e. duplex or triplex) to condominiums will require a Tentative Map before a Parcel Map can be approved
- Conversion of 4 residential units (i.e. quadplex) to condominiums will require a Conditional Use permit before a Parcel Map can be approved
- Conversion of 5 or more residential units to condominiums will require a Conditional Use permit before a Parcel Map can be approved (provided the original parcel is less than 5 acres and any new lots created front a public street – **if either of these requirements cannot be met then a Tentative Map will be required in addition to the Conditional Use permit, followed by a Final (Tract) Map instead of a Parcel Map**)
- Conversion of 4 or less non-residential units (i.e. commercial, industrial) to condominiums will require a Special Use permit before a Parcel Map can be approved
- Conversion of 5 or more non-residential units to condominiums will require a Special Use permit before a Parcel Map can be approved (provided the original parcel is less than 5 acres and any new lots created front a public street – **if either of these requirements cannot be met then a Tentative Map will be required in addition to the Special Use permit, followed by a Final (Tract) Map instead of a Parcel Map**)

**WITHOUT TENTATIVE MAP** – As stated above, the Municipal Code was changed to allow Parcel Maps to be processed without first going through the Tentative Map process. To ensure that this proposed subdivision is in compliance with the General Plan, the current Zoning, other Planning requirements, and Building and Fire requirements, a Site Plan must be submitted along with the Parcel Map.

This Site Plan should show the following:

- Any existing buildings and structures on the subject property, indicate if these buildings are to remain or be removed with the subdivision.
- For each existing structure that will remain, identify the height, number of stories, type of construction and occupancy group of the structure. Dimension the footprint of the structure and show the distance from the building to the proposed property lines. Show all on-site utilities servicing existing structures.
- Site access, on-site parking and traffic circulation.
- Any waterways, adequate topography, contours and elevations to show the “lay of the land”
- Any existing trees on the subject property, indicate if any of the trees are to be removed with the subdivision.
- Any existing wells on the subject property, indicate whether they are to be capped or abandoned in accordance with Santa Clara Valley Water District (SCVWD) standards.

A completed “Exemption from Environmental Review Application” must also be submitted for forwarding to the Planning Division for their review and approval.

*Applicants must verify with Planning Counter staff, prior to applying for a Parcel Map, that the current Zoning, General Plan and Historic designation for the subject property will allow for the proposed subdivision. If existing structures are involved, it may be in the applicant’s best interest to go through a preliminary review with the Planning Division prior to preparing a map.*

At the time of application, the map and site plan will be forwarded to the Planning Division, the Building Division, the Police and Fire Departments for their review and comment. **Please be aware that subdivisions involving existing structures may require the preparation of additional drawings to ensure conformance with applicable Building and Fire codes.**

**WITH TENTATIVE MAP** – If the proposed subdivision has already gone through the Tentative Map process, then a site plan will not need to be submitted along with the Parcel Map. The applicant can submit a detailed Parcel Map prepared in accordance with the Tentative Map, which will immediately undergo a technical review.

## Instructions

### **Schedule an Appointment with Staff**

An appointment to submit your Parcel Map application can be scheduled by faxing a request to (408) 292-6054. Your request should include a copy of the completed **Application for Parcel Map** and a copy of the **County Assessor’s Parcel Map** showing the property to be subdivided. Staff will process your request within two (2) working days.

When submitting a Parcel Map application, please include the following:

- 1) **Applicant’s Information** – include the name, address, daytime phone number of the Applicant or his/her designated legal entity.

- 2) **Engineer/Surveyor's Information** – Include the name, address, daytime phone number of the Engineer or Surveyor preparing the Parcel Map.
- 3) **Site Information** – Include the Assessor Parcel Number(s) of the parcel(s) to be subdivided and the gross and net acreage of the area to be subdivided.
- 4) **Existing and Proposed Land Use information** – Indicate the number of existing lots and units, as well as their land use (i.e. residential, commercial, industrial, etc.) Indicate the number of proposed lots and units, as well as the proposed land use (i.e. residential, commercial, industrial, etc.)
- 5) **Application Fee** – include payment for the Parcel Map application fees and the Exemption from Environmental Review application fees. Please see the fee schedule titled “Public Works Permit Fees” for the current fee amount.
- 6) **Documents** – The following documents are to be submitted with the application:
  - A Completed **Application for Parcel Map**.
  - A Completed **Exemption from Environmental Review Application** (only required when Parcel Map is being processed without a Tentative Map).
  - Two copies of the **County Assessor's Parcel Map** showing the property to be subdivided.
  - Two copies of the **Tract or Parcel Map** by which the original parcel was created (if applicable).
  - Two copies of a current **Title Report** for the parcel to be subdivided. The Title Report should be dated within 90 days of the application date.
  - A **Site Plan** (6 copies) prepared as detailed above (only required when Parcel Map is being processed without a Tentative Map).
  - A **Parcel Map** (6 copies / 3 copies if project has approved Tentative Map) prepared by a Surveyor or a Registered Civil Engineer authorized to prepare maps.
  - One set of signed and sealed Closure Calculations

**Upon submittal, City staff will review the application for completeness**

- If the submittal is complete, staff will accept the application package and fee. The applicant will be advised of the time it will take to review the details of the application.
- If the submittal is **incomplete** (missing documents, etc) staff will return the application to the applicant for completion prior to any review taking place.