CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

PARCEL MAP

Department of Public Works, Development Services
200 East Santa Clara Street, San Jose, CA 95113
http://www.sanjoseca.gov/pwdev
(408) 535-3555

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 (Parcel) 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:

Residential

- 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**)

Non-Residential

- 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 (Parcel) 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.

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.

Project Review Procedure

Submission Methods:

1) **Online Application for Parcel Maps:** Visit the following site to apply for your Parcel Map online: www.sjpermits.org. You will need to have an online account which you can create on the website. You will also need to attach all required documents as attachments during your online application; or

   When applying online you will have the option to create both the permit application and to initiate a San Jose ePlan project. If you initiate an ePlan project you will receive a separate invitation email with log-in information and submission instructions for the project. The benefit of submitting via SJePlans is that the platform integrates with the City's permitting system and provides one place for you to upload plans digitally, receive plan check comments, monitor project status, and obtain copies of issued permits. Please visit our SJePlans Resources page for more information.

For ePlan submissions you will upload all required documents directly to the SJePlan Project. All other submissions you will need to attach all required documents as attachments during your online application.

For a list of required ePlans and Attachments for each type of online Parcel Map Application refer to Attachment A

Schedule an Appointment with Staff (Optional): Prior to or after you have made the online application submittal you may wish to contact the Project Engineer or team member assigned to your project to schedule an intake meeting. This meeting will help the applicant determine what documents are required for a full submittal, what documents were missing from the online submittal or the required corrections of the online submitted documents prior to being accepted for review. The Project team will also be able to provide the invoice for payment at the meeting, if not provided previously. If the meeting is scheduled prior to making the submittal, the online application must be made prior to the meeting.

2) **Standard Application - Schedule an Appointment with Staff**

Project Related – Generally, most projects proposing a subdivision have been through the Planning Permit process, at which time a Public Works Development Review Team was assigned to the Project. The Public Works Project Engineer will be your single point of contact for all Public Works permits related to this project. If you already know the name of the Public Works Development Review Team, please contact them directly to schedule an appointment for plan submittal. If you are unsure of the Public Works Development Review Team is assigned to your project, please contact staff at (408) 535-7802 with your Planning Permit number, and we will look up the name of the Project Engineer assigned to your project.

Stand Alone – If your project did not require a Planning Permit, a Public Works Development Review Team will need to be assigned to your project. Submit a completed **Application for Parcel Map**, and a copy of the **County Assessor's Parcel Map** showing the property to be subdivided directly to the Public Works Counter on the 1st Floor of City Hall or by emailing pwgeneralinfo@sanjoseca.gov. A Development Review Team will be assigned to your project who will then call you to schedule an appointment for submittal. Questions can be emailed or by calling the number above.

Submittal Instructions

When submitting a Standard Application, please include the following:

1) **Application for Parcel Map** – Must be completed by either the Applicant or Engineer/Surveyor preparing the map. Include the following information on the Application:
   - **Applicant's Information** – include the name, address, daytime phone number of the Applicant or his/her designated legal entity.
   - **Engineer/Surveyor's Information** – Include the name, address, daytime phone number of the Engineer or Surveyor preparing the Parcel Map.
   - **Main Contact Person** – Include the name, address, daytime phone number and e-mail address of the person who is to be the main contact person for all project related issues.
   - **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.
   - **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.). Also include the number of

proposed lots and units, as well as the proposed land use (i.e. residential, commercial, industrial, etc.)

2) **Documents** – The following plans / documents are to be submitted with the application:
   - **Parcel Map** – Prepared by a licensed Surveyor or qualified Civil Engineer to the requirements of the Subdivision Map Act (SMA) and the San Jose Municipal Code (SJMC). A qualified Civil Engineer is an Engineer that has obtained their Professional Engineer (PE) license prior to January 1982.
   - **Site Plan** – Prepared in accordance with the requirements listed previously and is only required when the Parcel Map is being processed without a Tentative Map.
   - **Parcel/Final Map Checklist** – Completed by the Licensed Surveyor or Qualified Civil Engineer.
   - **Submittal Documents** – All of the submittal documents listed at the top of the Parcel/Final Map Checklist.
   - **Tentative Map (if applicable)** – A copy of the approved Tentative Map will need to be provided to ensure that the map conforms to the approved Tentative Map.

Upon receipt, City staff will review the plans for completeness.

- If the initial submittal is complete, staff will review the plans and return comments to the applicant or the applicant's representative. Any corrections or clarifications that are required shall be made and the revised Parcel Map will be resubmitted to the City for further review. Once the plans are ready for approval, the applicant is ready to make the final submittal.

- If the initial submittal is incomplete (missing documents, missing map, etc.) staff will return the plans to the applicant for completion prior to any review taking place. This can potentially delay the issuance of a Public Works Clearance, which is required to get a building permit.

Fees

The Parcel Map fees will be provided once the application has been submitted and reviewed by City staff. The fees will be provided and will be required to be paid prior to the application being deemed complete. Please see the fee schedule titled "Public Works Permit Fees" for the current fee amount.

ePlan and Online Application Attachment Requirements

Note: If your application was started as an ePlan Application, submit the plans and documents in the indicated folder. If you did not initiate this project as an ePlan application, submit the documents indicated in the "Online Application Only" section during the "Attachments" section of the online application. Please note that the City reserves the right to convert the project from being Online only to an ePlan application during the project intake review.

ePlan Application: Refer to the City of San Jose SJePlans Resources page for more information.

Plans Folder

- **Parcel Map** – uploaded as single sheets per the Public Works file naming convention.

Other Plans Folder

- **Site Plan** (if applicable) – Prepared in accordance with the requirements listed previously and if the Parcel Map is being processed without a Tentative Map.

Documents Folder

- **ePlan Information Form**
- **Parcel Map Application** (middle section of the application filled in)
- **Parcel/Final Map Checklist** – Completed by the Licensed Surveyor or Qualified Civil Engineer.
- **Submittal Documents** – All of the submittal documents listed at the top of the Parcel/Final Map Checklist.
- **Tentative Map** (if applicable) – Include for a Parcel Map with Tentative Map. Must be the approved version (w/ Planning approval stamp).

Online Application Only

When attaching these documents, during the Add Application stage or using the "Add Attachments" on the My Permit Detail page of your permit application on SJPermits, make sure to select the following Attachment Type indicated after the dash. Each document will be required to provide a description of the uploaded attachment.

- **Parcel Map** (single combined set) – Parcel Map
- **ePlan Information Form**
- **Parcel Map Application** – Miscellaneous Documents
- **Parcel/Final Map Checklist** – Miscellaneous Documents.
- **Submittal Documents** (All of the submittal documents listed at the top of the Parcel/Final Map Checklist) – Supporting Documents

Include for a Parcel Map with Tentative Map:

- **Tentative Map** – Other Plans

Include for a Parcel Map without Tentative Map:

- **Site Plan** – Other Plans