CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

SB 9 - PARCEL MAP

Department of Public Works, Development Services
200 East Santa Clara Street, San Jose, CA 95113
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Senate Bill 9 (SB9) Parcel Map Subdivisions

California Housing Opportunity and More Efficiency (HOME) Act streamlines the process for a homeowner to create a duplex or subdivide an existing lot. Any new housing created as a result of SB9 must meet a specific list of qualifications that protects historic districts, preserves environmental quality and the look of communities, and prevents tenants from being displaced. SB9 legislation will enable homeowners to provide access to more rental and ownership options for working families who would otherwise be priced out of neighborhoods.

To learn more on SB9 subdivision please visit the SB9 Planning Division website.

SB9 PARCEL MAP

To ensure that this proposed subdivision is in compliance with 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.

At the time of application, the map and site plan will be forwarded to the Planning Division, the Building Division and Fire Departments for their review and comment. Planning will also be forwarded additional documentation, listed in the documents section below, to ensure the project meets compliance with SB9 regulations.

Please be aware that subdivisions involving existing structures may require the preparation of additional drawings to ensure conformance with applicable Building and Fire codes.

Project Review Procedure

Submission Methods:

1) **Online Application for SB9 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.

When applying online for an SB9 Parcel Map be sure to select the following:

- **Group**: Public Works
- **Application Type**: Parcel Map
- **Sub Type**: Without Tentative Map
- **Work Type**: Residential

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 SB9 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**

Submit a completed **Application for Senate Bill 9 (SB9) 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

Submit a complete package for review with the documents indicated below. The completed application should be submitted directly to the Public Works Counter on the 1st Floor of City Hall or by emailing pwgeneralinfo@sanjoseca.gov. A Project Engineer will be assigned to your project who will contact you with payment information and for any missing information from your submission.

When submitting a Standard Application, please include the following:

- A Completed **Planning SB9 Parcel Map Subdivision Checklist**.
- A Completed **Senate Bill 9 Parcel Map Application**.
- A Completed **Public Works SB9 Parcel Map Checklist**.
- All of the submittal documents listed at the top of the **Public Works SB9 Parcel Map Checklist** and in the **Planning SB9 Parcel Map Subdivision Checklist**.

These documents can be found on the Public Works Development Services Application and Resources page at: www.sanjoseca.gov/devresources

Upon submittal, City staff will review the application for completeness

- If the submittal is complete, staff will accept the application package and provide the review 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.

Fees

Payment of the Application Submittal Fee is required prior to submittal being application being deemed complete and the review to begin (refer to the fee schedule as listed in the Development Fee Schedule). The review fee will be assessed once the application is submitted and reviewed by City staff.

Additional Public Works Applications

The following permits are required to be submitted when a building permit is applied for.

- Grading and Drainage permit
- Geohazard Clearance – if the project is located within a City Geologic Hazard Zone or within the State of California Seismic Hazard Zone of Required Investigation for Earthquake Induced Landslides. To determine if your project is located in a Geohazard zone please visit the Public GIS viewer.

If your subdivision proposing either of the following improvements below, then a separate permit application must be made and processed by Public Works for each type. These should be submitted with the SB9 Parcel Map Application. These improvements are:

- New sanitary sewer or storm lateral connection
- New or relocated driveway

The application and instructions for these permit types can be found on the Public Works Development Services Application and Resources page at: www.sanjoseca.gov/devresources

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** – Prepared in accordance with the requirements listed previously.

Documents Folder

- **ePlan Information Form**
- **Senate Bill 9 Parcel Map Application** (middle section of the application filled in)
- **Public Works SB9 Parcel Map Checklist** – Completed by the Licensed Surveyor or Qualified Civil Engineer.
- **Planning SB9 Parcel Map Subdivision Checklist**
- **Submittal Documents** – All of the submittal documents listed at the top of the Public Works SB9 Parcel Map Checklist and in the Planning SB9 Parcel Map Subdivision Checklist

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** – Miscellaneous Documents
- **Senate Bill 9 Parcel Map Application** – Miscellaneous Documents
- **Site Plan** – Other Plans
- **Public Works SB9 Parcel Map Checklist** – Completed by the Licensed Surveyor or Qualified Civil Engineer. – Miscellaneous Documents
- **Planning SB9 Parcel Map Subdivision Checklist** – Miscellaneous Documents
- **Submittal Documents:** All of the submittal documents listed at the top of the Public Works SB9 Parcel Map Checklist and in the Planning SB9 Parcel Map Subdivision Checklist – Miscellaneous Documents