Applicability

Final (Tract) maps are required for all subdivisions creating five or more parcels, five or more condominiums as defined in Section 783 of the Civil Code, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units. Tract Maps first require approval of a Tentative Map by the Planning Department

However there are still cases where a Parcel Map may be processed even if the project meets the requirements listed above. These are described in both the Subdivision Map Act Section 66426 and the City of San Jose Municipal Code (SJMC) 19.16.010. These projects are described as:

1. The land before division contains less than five acres, each parcel created by the division abuts upon a maintained public street or highway and no dedications or improvements are required by the legislative body.
2. Each parcel created by the division has a gross area of twenty acres or more and has an approved access to a maintained public street or highway.
3. The land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the city council as to street alignments and widths.
4. Each parcel created by the division has a gross area of not less than forty acres or is not less than a quarter of a quarter section.

A Tentative Map may be required for those subdivisions described in #1 through 4, above, for which the Director of Public Works has determined that such maps are necessary to protect or preserve the public health, safety or welfare. Some reasons where a Tentative Map may be required regardless of the project meeting the exemption criteria are, but not limited to:

- If the lot is in a PD that did not anticipate the subdivision.
- Project requires preparation of a Traffic Report.
- Project exceeds assigned traffic allocation in Evergreen Policy Area.
- Project is in a Geologic Hazard Zone or in a State Seismic Landslide Hazard Zone.

You must verify with Planning during the Tentative Map stage 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 and submitting a Tentative or Tract Map to determine any special requirements that may be required for your project.

Instructions

An appointment is required to submit a Tract Map Application. During the Planning Process a Public Works Project Engineer 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 PW Project Engineer or team member assigned to your project, please be sure to indicate him/her within the additional project information when submitting your permit. Prior to submitting the application, map and supporting documents online you may also wish to contact the PW Project Engineer or team member to get any questions you may have answered. If you are unsure of the PW Project Engineer 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.
When submitting a Tract 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 Tract Map.

3) **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.

4) **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.

5) **Existing and Proposed Land Use Information** – Include the number of lots, number, and types of units (if applicable) and land use for the existing and proposed property. This information can be found on your approved Tentative Map.

6) **Application Fee** – The Tract Map fees will be provided once the application has been submitted. The fees 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.

7) **Documents** – The following documents are to be submitted with the application:
   - **Application for Tract Map** – Completed by either the Applicant or Engineer/Surveyor preparing the 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** – 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. The Tract Map and City check prints 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.