

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:

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 (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 is required to submit a Parcel Map application. Generally, most projects proposing a subdivision have been through the Planning Permit process, at which time 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, please contact him/her directly to schedule an appointment for plan submittal. 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.

However, if your project did not require a Planning Permit, a Project Engineer will need to be assigned to your project. Please fax a copy of the completed **Application for Parcel Map** and a copy of the **County**
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Assessor's Parcel Map showing the property to be subdivided to (408) 292-6054. A Project Engineer will be assigned to your project who will then call you to schedule an appointment for submittal.

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) **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** – 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.)
- 6) **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.
- 7) **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).
 - A Completed **PARCEL/FINAL MAP CHECKLIST**.
 - All of the submittal documents listed at the top of the **PARCEL/FINAL MAP CHECKLIST**.

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.